



EMPLOYEE HANDBOOK

Casa Grande Union High School District #82 prohibits discrimination in employment and educational programs based on race, color, religion, sex, age, disability, national origin, military status, genetic test information, sexual orientation or gender identity or expression and provides equal access to the Boy Scouts and other designated youth groups. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s), Mary Ann Amerson, Human Resources Director at 520-316-3360 ext. 1104 or mamerson@cguhsd.org.

El Distrito Casa Grande Union High #82 prohíbe la discriminación de empleo y programas educacionales basados en raza, color, religión, sexo, edad, discapacidad, origen nacional, estado militar, información de prueba genética, orientación sexual o identidad de género o expresión y provee acceso a los Boy Scouts y otros grupos juveniles designados. Preguntas, quejas, o peticiones para información adicional referente a estas leyes se pueden enviar a la coordinadora designada para acatamiento, contacta Mary Ann Amerson, Directora de Recursos Humanos al 520 316-3360 ext. 1104 or mamerson@cguhsd.org.

All materials can be translated upon request by contacting Mary Ann Amerson, Human Resources Director at 520 316-3360 ext. 1104 or mamerson@cguhsd.org.

Toda la información/lectura puede ser traducida en español si usted contacta Mary Ann Amerson, Directora de Recursos Humanos al 520 316-3360 ext. 1104 or mamerson@cguhsd.org.

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This handbook supersedes any previous handbooks prior to

April 11, 2019.

DISCLAIMER

This handbook is a guide to personnel policies most often used by staff. Employees who have questions or need more detail should refer to their supervisor, the District’s policy manual and then the Human Resource Office. In conformity with the understandings stated on the employment application and the policies of this District regarding employment status of personnel, this handbook and the items contained, referred are to or mentioned herein, is not intended, nor to be constructed to constitute a contract or part of a contract of employment between the District and any one or all of its personnel. No statement in this handbook is intended nor does it provide a legitimate basis for expectation of a term of employment greater than provided by the agreement between the District and the individual employee. Nothing in this handbook provides for any process or procedure involving discipline including dismissal of employees different or greater than that provided by contract or District policy. This handbook and its contents are presented as a matter of information and direction only and the contents may be changed at the discretion of the Administration.

This document and contents contained within represent a culmination of CGUSHD Policies and Procedures and previous Meet and Confer agreements.

	Superintendent Dr. Steve Bebee (520) 316-3360 x1102	
	504 Coordinators	
District Sean Casey Director of Student Services 1362 N. Casa Grande Ave. Casa Grande, AZ 85122 (520) 316-3360 x1110	Casa Grande Union High School Vicki Lawton ESS Program Specialist 2730 N. Trezell Rd. Casa Grande, AZ 85122 (520) 836-8500 x3101	Vista Grande High School Molly Ryan Student Services Site Coordinator 1556 N. Arizola Rd. Casa Grande, AZ 85122 (520) 876-9400 x4107
	Desert Winds Learning Center Tim Hamilton Director 1362 N. Casa Grande Ave. Casa Grande, AZ 85122 (520) 316-3360 x5102	
	Title IX Coordinators	
District Steven Sipes CTE Specialist 1362 N. Casa Grande Ave. Casa Grande, AZ 85122 (520) 316-1122 x3101	Casa Grande Union High School Randy Robbins 2730 N. Trezell Rd. Casa Grande, AZ 85122 (520) 836-8500 x3103	Vista Grande High School Harley Grigg Dean of Students 1556 N. Arizola Rd. Casa Grande, AZ 85122 (520) 876-9400 x4107
	Desert Winds Learning Center Tim Hamilton	

	Director 1362 N. Casa Grande Ave. Casa Grande, AZ 85122 (520) 316-3360 x5102	
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GENERAL INFORMATION

If you have a change of name or address during the school year, notify the Human Resource office.

SCHOOL BOARD MEETINGS

Regular School Board meeting dates are designated as the first Tuesday of each calendar month. The meetings begin at 6:30 PM and are held at the District Office, 1362 N. Casa Grande Ave. Casa Grande. Meeting agendas can be accessed 5 days prior to the meeting on our website, www.cguhsd.org.

Legal Reference: BE Policy Manual

ABUSE OF EMPLOYEES

ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL; CLASSIFICATION

A person who knowingly abuses a teacher or other school employee on school grounds, or while the teacher or employee is engaged in the performance of his duties, is guilty of a class 3 misdemeanor.

Legal Reference: A.R.S. – 15-507

ACCIDENTS WHILE ON DUTY

All employees have a responsibility to maintain safe conditions in their work areas, making safety a part of the normal work routine. Not leaving drawers open, not climbing on unstable ladders and using caution when opening doors that swing outwards are examples of safety precautions.

If an accident does occur while you are on duty, you are protected under Alliance Workman’s Compensation. Any injury sustained by an employee while on school property or on official school business, no matter how slight, must be reported immediately to your immediate supervisor who will record it. Eligibility for compensation may be affected if the accident is not reported. If you sustained an on-the-job injury, and your injury is not life threatening or does not require immediate medical attention, get with your site nurse or direct supervisor and contact the Alliance on-call triage nurse at 1-888-252-4689, press option 2 for the nurse triage line. If the nurse is not available, please report your injury as soon as possible. Medical care is through MBI, located at 177 West Cottonwood Lane, Casa Grande, Arizona. If you are injured outside of their work hours or out of the Casa Grande area, you may go to the emergency room and let them know it is a work-related injury. The school nurse, your immediate supervisor or school administrative assistant has the needed paperwork to be completed after a work-related injury. Please make sure you complete this form in its entirety with as much information as possible, as quickly as possible to ensure proper medical treatment.

Questions or concerns about safety and Workers’ Compensation should be directed to your immediate supervisor or to the Human Resource office.

You are responsible for making regular safety inspections before using District equipment. If equipment is unsafe, report it to your supervisor and do not use the equipment until it has been repaired. An important part of your job is maintaining equipment in the best possible condition for safe operation.

Disregarding normal and prudent safety precautions may result in disciplinary action.

BLOOD-BORNE PATHOGENS

All employees who, because of their employment, have had significant exposure to blood-borne 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.

Legal Reference: GBGC Policy Manual

ACTIVITY FUNDS MANAGEMENT

STUDENT ACTIVITIES

Upon recommendation by the Superintendent, the Board will designate a student activities treasurer. The Superintendent shall assure the establishment and maintenance of the "Student Activity Fund" as defined in A.R.S. 15-1121 through A.R.S. 15-1124.

When appropriate, and upon recommendation by the Superintendent, the Board may designate an assistant activities treasurer for each school.

The Superintendent shall require the establishment of appropriate procedures whereby all persons having any duties relating to such funds are advised of requirements and responsibilities therefore. All such persons shall be held strictly accountable for the manner in which these guidelines are followed. The sponsor of each activity fund is required to complete and submit the activity fund Purpose Statement form.

The Superintendent shall ensure that an accurate, detailed report of all revenues and expenditures of the student activity funds is kept. The record shall be made in such a form as the Board prescribes. Copies of the record shall be presented to the Board not less than once during each calendar month.

Funds from all activity accounts shall never be utilized for payroll.

AUXILIARY OPERATIONS

The Auxiliary Operations Fund shall consist of monies raised with the approval of the Board in pursuance of in and in connection with all activities of school bookstores and athletic activities.

Fund monies shall be accounted for in accordance with the requirements of the USFR (Uniformed System of Financial Records).

After authorization by the Board, fund monies shall be deposited in a bank account designated as the auxiliary operations fund. Disbursements from the fund shall be authorized by the Board.

Disbursements shall be made by check, signed by two (2) employees of the District designated by the Board. Persons authorized to sign checks shall be bonded, and the cost shall be charged against the fund.

Auxiliary operations fund monies may be invested and reinvested by the Board. All monies earned by investment shall be credited to the auxiliary operations fund.

BILINGUAL TRANSLATION

Any employee with the ability to translate a language other than English must do so within their regular employment responsibilities.

DRUG AND ALCOHOL USE BY STAFF

The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited.

Any person in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.

Legal Reference: GBECB Policy Manual

ATHLETIC AND ACTIVITY TRIPS

The following requests must be submitted together to the Principal who will indicate his/her approval or disapproval and then forward the request to the transportation office for final disposition and coordination:

- Request to travel
- Request for vehicle
- Request for funds
- Request for meals

All requests must be at the District office at least ten (10) working days before a scheduled trip. Board approval is required for all out-of-state trips or excursions. After requests are approved, financial and transportation arrangements must be made at least five (5) working days before the travel is scheduled. Exceptions may be approved on a case-by-case basis.

A faculty member or administrator will be responsible for general student conduct on the trips, but when in a District vehicle the driver may make decisions relating to the safety of passengers and the vehicle.

Coaches are responsible to submit the names of athletes excused from class due to athletic events prior to the students leaving campus the day of the event.

A driver of any white busses shall acknowledge the District has installed solar car park covers which do not have adequate clearance for a white bus. Driver agrees to pay the district through payroll withholding \$1,000 if the driver damages the bus by contact with the solar car park covers.

Driver is responsible for the cost of any moving violations or fines incurred during the use of the white bus.

CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures as outlined by the USFR. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

At no time, shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.

CHILD ABUSE

Any school personnel or any other person who reasonably believes that a minor is, or has been, the victim of physical injury, child abuse, neglect that appears to have been inflicted upon the minor by other than accidental means or 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 of such information to be made to a peace officer (CGPD non-emergency (520) 421-8700) or to Child Protective Services (CPS www.dcs.az.gov/report-child-abuse) of the Department of Economic Security, except if the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two hours. Such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person furnishing a report, information, or records required or authorized under Arizona Revised Statutes or a person participating in a judicial or administrative proceeding or investigation resulting from a report, information, or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of such action unless such person has acted with malice or unless such person has been charged with, or is suspected of abusing or neglecting the child or children in question.

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.

Any school employee who has orally reported to CPS 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.

Legal Reference: JLF Policy Manual

CONTRACTS

Certified contracts must be signed and returned by the employee no later than fifteen (15) business days from receipt, in accordance with A.R.S. 15-536 and 15-538.01. Classified contracts must be signed and returned by the employee no later than ten (10) business days from receipt each year. Certified Administrative contracts must be signed and returned by the employee no later than thirty (30) business days from receipt each year in accordance with A.R.S. 15-503.

CORPORAL PUNISHMENT

The Casa Grande Union High School District #82 **disallows** corporal punishment.

Legal Reference: JKA Policy Manual

COLLABORATION PROCESS GUIDELINES

HD - MEET AND CONFER

MEET AND CONFER PROCEDURES AND RECOGNITIONS

PREAMBLE

The Governing Board, Superintendent, Administration, Casa Grande Education Association (CGEA) (hereinafter referred to as "Association") representing Certified Staff, Classified/Non-Certified Staff, and other employee organization(s) have, as a common goal, the development and continuance of the best possible educational program for the students of the District, consistent with community resources.

The general purpose of this policy is to create and sustain a professional climate and operational procedures that call for and use the full creative capacities of all employees in the attainment of educational goals. This calls for common understanding, mutual respect, and confidence among all employees and the Board.

The specific purpose of this policy is to provide a process for the Governing Board to be informed in its decision making regarding salary, fringe benefits, and working conditions. It is "a means to provide information to ... management on employment and personnel issues and to aid in informed governmental decision-making." Ariz. Op. Atty. Gen. No. I06-004 (2006).

This policy is not to be interpreted to exclude the right of individual employees to appear personally before the Governing Board on their own behalf, or the right of individual employees to select agents to represent them in such appearances.

Policies/Practices developed pursuant to this process shall not be construed to restrict in any manner the exercise of the Board's powers.

The Board, Superintendent, Administration, Association representing Certified Staff, Classified/Non-Certified Staff, and other employee organization(s) recognize that the Board and its administrators have certain powers, discretions and duties that, under Federal law, the Constitution and Laws of the State of Arizona, may not be delegated, limited or abrogated by agreement with any party. Accordingly, if any provision of this policy or any application to any personnel covered hereby, shall be found contrary to law by legislative act, court of competent jurisdiction or Board determination, such provision or application shall have effect in the law only to the extent permitted by law, but all other provisions or applications of this policy shall nevertheless continue in full force and effect. The District, Association representing Certified Staff, Administration, Classified/Non-Certified Staff and employee organization(s) shall reopen Interest-Based Negotiations (hereinafter referred to as "IBN") for the purpose of arriving at a mutually satisfactory replacement for such provision.

HA - I RECOGNITION

- A. The Board recognizes the Association as the representative of certificated personnel in non-administrative positions within the District, except substitute employees.
- B. This recognition shall remain in full force unless during the month of September another organization with a verified membership of 30% of the total certified staff petitions an election and receives a majority (51%) endorsement in a scheduled election. Administration, Classified/Non-Certified Staff, and other organized groups will follow the same criteria for their employee groups.
- C. The Association and the employee organization(s) shall be invited to orientation activities and meetings for new certificated and general staff meetings as long as it does not conflict with District activities.

- D. Recognition shall entitle the recognized Association and employee organization(s) to the following:
 1. Organization members shall be given the opportunity to announce meetings at scheduled faculty meetings in each building.
 2. The Board's delegated authority shall be given the opportunity to make announcements at regularly scheduled open meetings of the employee organization(s).
 3. The representative of the employee organization(s), or designee, shall consult the Board's delegated authority in scheduling regular organization meetings for the calendar year.
 4. The employee organization(s) shall have the privilege of using school equipment with the approval of the appropriate administrative office.
 5. Expenses of District materials used by/for the employee organization(s) business shall be borne by the employee organization(s).
- E. The Board hereby agrees that every certified and classified employee of the District shall have the right to organize, join, and support an Association or organized group for the purpose of engaging in the IBN process. If either employee group chooses to organize (optional), they will follow the process outlined in HA-I (B). The Board agrees that it will not discriminate against any employee by reason of his/her membership in an Association or employee organization, his/her participation in any activities of an Association/employee organization or meeting with representatives of the Board, and his/her participation in any grievance or complaint.
- F. The Board recognizes that employees have the same fundamental civic responsibilities and privileges as other citizens. Federal and state law, case law, and Attorney General Opinions will govern the political activities of employees. G. Communication of information, the Meet and Confer Policy and IBN Agreement will be available on the District's website.
- G. Communication of information, the Meet and Confer Policy and IBN Agreement will be available on the District's website.

HA - II INFORMATION AND EXCHANGES

- A. The Board will provide the IBN Team with an advance copy of the agenda and non-confidential information for each official board meeting. In case of a special meeting, notification shall be made as far in advance as possible to the IBN Team.
- B. The Superintendent shall make available, upon request of the IBN Team, a copy of any materials open to public inspection. The Superintendent shall assemble the requested information within a reasonable time.

HA - III EFFECTIVE DATE AND DURATION

- A. Upon approval by the Governing Board of an agreement reached in Interest-Based Negotiations (IBN), the Agreement shall become effective on the 1st day of a fiscal year, and shall remain in full force and effect through the end of that fiscal year.
- B. The Board has the responsibility to formulate and implement such other policies and programs it determines are necessary for efficient and effective operation of the schools.
- C. The Board and the IBN Team recognize that there are external factors, which could create a fiscal emergency that may necessitate consideration or modification of Agreements. Any modification of the Agreement may typically be voted on by the Board, until alternatives are discussed in IBN.

HA - IV INTEREST-BASED NEGOTIATIONS (IBN)

A. Representation

The IBN team shall be comprised of twelve (12) to eighteen (18) members with generally balanced representation from the Association or employee organization representing the Certified Staff, Administration, and Classified/Non-Certified Staff (a minimum of four, maximum of six shall be selected by each group) unless other arrangements are mutually agreed upon. Members of the team must be full time district employees as selected by their employee group of peers.

B. Dialogue/Facilitation

Work process of the team shall be based on an Interest-Based Negotiations (IBN) approach. Representatives will recognize the needs of all parties and agree to negotiate with goodwill toward each other. This process is dependent on mutual understanding and cooperation. It, therefore, requires a free and open exchange of views with all parties participating in deliberations leading to agreement.

C. Interest-Based Negotiations (IBN) Procedures

IBN is a consensus building process based on finding common interest among various constituencies in a group. IBN is designed to help groups build consensus for a variety of reasons, including long range planning, negotiations, problem-solving and establishing positive working relationships. It helps groups gain a better understanding of what they would like to accomplish, their interests and motivation, and their commitment to set of strategies agreed upon through consensus.

D. IBN steps help the parties move into the collaborative relationship. Critical behaviors must be demonstrated during each step if the parties want to accomplish the goal of building a stronger collaborative relationship through consensus.

1. During the period established for negotiations, each party shall have the right to submit five (5) items other than salary and salary related items and any other mutually agreed upon single subject articles. If there is a question as to whether an item submitted for negotiations fits within this definition, the IBN process will be utilized.
2. State, federal law and Board policy shall supersede all agreements made during IBN. If state or federal statutes require a revision to any provision, that provision will be a mutually agreed upon item for negotiations. These will not count towards either side's five (5) items.

E. Meeting Procedures

1. The IBN process shall be facilitated by a mutually agreed facilitator.
2. The IBN process shall commence within fifteen (15) days after a written request to the Superintendent is provided by the Association and/or employee organization(s) representing the Certified Staff, Administration, and Classified/Non-Certified Staff. The first meetings shall begin no later than March 15 or as mutually agreed upon and shall end no later than the middle of May or each fiscal year of Casa Grande Union High School District. Each party shall certify to the other the names of their IBN team members.
3. Prior to the first meeting, team members shall determine the amount of IBN training they feel necessary.
4. Meetings shall be open to the public.
5. These discussions will be held at times and places mutually agreeable to the team. The date, hour and location of each meeting after the first meeting shall be established in advance.
6. Each party may utilize the services of outside consultants and may call upon professionals to assist in the IBN process. The expense of such consultants shall be borne by the party requesting them. Resource people will be available for reports and questions upon request.
7. All parties recognize the right of each party to communicate with their constituency and the public regarding IBN items deemed relevant by either party.

F. Submission and Adoption of Recommendations

1. Tentative agreements reached by the IBN teams shall be reduced to writing and signed by each party's chairperson. Final agreement on any matter by the Board of Education will be considered only when all tentative agreements have been reached.
2. The agreements developed by the team shall be orally presented by the team and submitted in written form to the Association representing Certified Staff and/or employee organization(s), Administration, Classified/Non-Certified Staff, and the Board of Education, respectively, for consideration.
3. The IBN Team shall have ten (10) days from the date that the tentative agreement is presented to the staff to ratify or reject the agreement by a vote of the Association and/or employee organization(s) membership representing Certified Staff, Administration, and Classified/Non-Certified Staff. The Board may adopt or reject the tentative agreement at its next regularly scheduled board meeting. After all parties have ratified the agreement, the Board, the Association and/or other employee organization(s) representing the Certified Staff, the Administrative and Classified/Non-Certified Representatives will sign the agreement.
4. In the event that the tentative agreements are not approved by all parties, the IBN process shall resume making modifications.

G. Mediation

1. If any of the issues presented in IBN described above did not reach in tentative agreement, the issues and disputes may, if all parties agree, be submitted to mediation for the purpose of assisting all parties through their representatives, to make a voluntary agreement.
2. The District, Association and/or employee organization representing the Certified Staff, Administration, and Classified/Non-Certified Staff shall agree on a mediator. In the event, there are costs associated with the mediation; all parties shall share those costs equally.
3. The mediator shall not have power that will bind any party and the Board retains its power to adopt the terms and conditions of employment as provided for under Arizona law.

AND INSTRUCTION GUIDELINES

It shall be the responsibility of the Superintendent or his designee to develop proposals relating to curriculum modifications and additions that, in the opinion of the professional staff and consultants, are essential to the maintenance of a high-quality program of education from grade nine (9) through grade twelve (12).

All certificated personnel have professional obligations to the school program beyond regular classroom duties, and these obligations will include work on curriculum committees.

Legal Reference: IGA Policy Manual

DISTRICT WEAPONS PROHIBITION AND REPORTING POLICY

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. The Superintendent shall prescribe regulations for student possession of bows or firearms on District property for the purpose of student's participation in a course of training in bows or firearms approved by the Governing Board and as authorized by Arizona Revised Statute (A.R.S.) 15-713, 15-714 and 15-714.01. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or

receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one year, suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

- *Weapon* means any of the following:
 - A firearm.
 - A knife, other than a folding pocket knife with a blade length of not more than two and one-half inches that cannot be locked in an open position.
 - A destructive device.
 - A dangerous instrument.
- *Simulated weapon* means an instrument displayed or represented as a weapon.
- *Firearm* means any of the following:
 - Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any such firearm.
 - Any firearm muffler or silencer.
 - Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce mine or similar device.
 - Any combination of parts that could be readily assembled to form a firearm.
- *Destructive device* means:
 - Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow.
 - Any collection of parts that could be readily assembled to form a destructive device.
- *Dangerous instrument* means anything other than a firearm, knife or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

- *School premises* means the school, school grounds, school buses, or any premises, grounds or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.
- *Deadly weapon* means any weapon designed for lethal use, including a firearm.

Legal Reference: JICI Policy Manual

DRESS CODE

Staff members will be expected to dress and maintain a general appearance to reflect their position and so as not to be detrimental to the educational program of the school.

DRUG-FREE WORKPLACE

Casa Grande Union High School District No. 82 is a drug-free zone.

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance.

Workplace includes any school building, any school premises, any school-owned vehicle, or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students 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.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy in reference to a drug-free workplace. Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

IT IS THE DUTY OF ALL DISTRICT EMPLOYEES TO REPORT VIOLATIONS OF THE DRUG-FREE SCHOOL ZONE TO THEIR IMMEDIATE SUPERVISOR.

Medical Marijuana – The District recognizes Arizona’s Medical Marijuana law and shall not discriminate against a person in hiring, termination or any 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.

Legal Reference: GBEC & GBECA Policy Manual

EMERGENCY PLAN

The Superintendent or designee will develop and maintain District emergency plans. He/she will coordinate these plans with the local police, fire, and hospital authorities as necessary.

The plans will call for the complete evacuation of all school buildings during fire. The plans will also designate specific emergency drills to be conducted. The Fire Department shall be invited to help develop the plan(s).

EVALUATION OF PROFESSIONAL AND SUPPORT STAFF

The process of evaluation for professional staff members shall lead to improvement of the quality of instruction and the strengthening of the abilities of the professional staff.

Certain elements in an effective evaluation process shall be emphasized:

- Evaluation shall be a cooperative endeavor between evaluator and evaluatee.
- Open communication shall be considered essential.
- The agreed-upon purpose of evaluation shall be to work toward common goals for the improvement of education. This shall include attention to student and staff success, which shall include all certificated staff members.
- Evaluation shall be continuous, flexible, and sensitive to the need for revision.
- The result of the evaluation(s) shall be courses of action for the improvement of instruction. These courses of action shall be set in motion by specific recommendations mutually reviewed by the evaluator and the evaluatee.
- Evaluation shall be considered one aspect of effective management, rather than a discreet entity.
- Effective evaluation depends on accurate information; therefore, input from all appropriate sources shall be used.
- Evaluation(s) shall be based on, but not limited to:
 - Job expectations within the District
 - Instruments for assessment
 - Personal observation

The Support Staff process of evaluation is continuous throughout the year. It is based on observations and conferences held with the employee and assessment of the responsibilities outlined in the employee's job description. At the time of the annual evaluation the employee's job description should be reviewed and updated.

New employees shall be formally observed and evaluated after three (3) months on the job, at the end of six (6) months on the job, and again after a year on the job. Supervisors should go over the evaluation process, the job description, and evaluation instrument with the new employee so the individual will know what is expected.

Full-time employees shall be observed and evaluated at least once each year by March 15th.

The Human Resource Department maintains a master file as regulated by state or federal guidelines for all employees. You may review materials placed in your file by making a written request to the Superintendent.

Legal Reference: GCO and GDO Policy Manual

EXTRA DUTY

Extra Duty is defined as any extra assignment granted to an employee and approved by the Board, outside of their regular work day or responsibilities.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

REASONS FOR TAKING LEAVE

Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth or placement for adoption or foster care.
- To care for the employee’s spouse, son or daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee’s job.
- Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee may be required to provide advance leave notice and medical certification.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”.
- An employer may require medical certification to support a request for leave because of a serious health condition.
- An employer may also require medical certification if the employee is unable to return from leave because of a serious health condition of a family member or cared for service member.

JOB BENEFITS AND PROTECTION

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Employers may deny restoration to certain highly compensated employees, but only if necessary to avoid substantial and grievous economic injury to the employer's operation.

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

The use of unpaid FMLA leave cannot affect the exempt status of bona fide executive, administrative, and professional employees under the Fair Labor Standards Act.

For the duration of FMLA leave, the employer must maintain the employee's medical insurance coverage under any "group health plan," under the conditions coverage would have been provided if the employee had continued working.

In some cases, the employer may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work from FMLA leave.

UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

- Interfere with, restrain or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information, FMLA website <http://www.dol.gov/esa/whd/fmla> or 1-866-4USWAGE (1-866-487-9243) from 8 am to 5 pm. Spanish translation <http://www.dol.gov/whd/fmla/index.htm>

Legal Reference: GCCC & GCCC-EB Policy Manual

FIELD TRIPS

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District school buses, driven by authorized personnel.

In general, field trips shall be conducted within the normal school day. Longer trips or overnight trips must have Governing Board approval. The District will not sponsor, approve, support, or encourage field trips that do not meet the criteria outlined in this policy, unless the Board gives approval after a presentation justifying the specific need for the exception.

No field trips during national, state or district testing weeks.

Sponsors are responsible to submit the names of athletes excused from class due to athletic events prior to the students leaving campus the day of the event.

Legal Reference: IJOA Policy Manual

FINGERPRINTING AND BACKGROUND CHECKS

Certificated employees shall maintain a valid IVP fingerprint card during their entire employment with the district. The cost of fingerprinting is at the certified employee's expense.

Classified employees shall be fingerprinted prior to their first day of employment. The District will pay for the fingerprint background check and will keep the cards as property of the District. In addition, new employees shall consent to a background check that includes aliases.

FIRE DRILLS

Emergency drills will be scheduled and conducted by the principals each month during the school year. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

- Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the students should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
- A District fire alarm signal will be used for fire drills only; another signal will be established by the principal for return to class.
- No student or staff member is to remain in the building during fire drills.
- All persons should exit according to their posted evacuation routes and proceed a safe distance away from the building.
- It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
- The teacher will be responsible for:
 - Seeing that windows and doors are closed with door unlocked.
 - Assuring that electrical equipment and gas jets are turned off.
 - Maintaining order during the evacuation.
 - Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for is to be reported immediately to the principal who shall promptly notify the Superintendent.
- A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.

FIXED ASSETS

Inventory of each room will be done annually.

INVENTORY ROOM REMOVAL

To remove any items on your inventory list, move from room to room, discard, or put into storage please fill out an inventory transfer request form. Submit this form to the principal for signature and submission to maintenance or warehouse. Do not personally remove any inventoried items from your room.

INVENTORY LOAN REQUEST

An equipment loan request form is to be submitted when school equipment is to be borrowed. Fill out this form completely, including inventory number. All requests must have Finance Director's approval. When returning property to the school, be sure to advise the district office or the Finance Director.

Any questions regarding inventory or fixed assets should be directed to the Finance Supervisor at extension 1112. Any questions regarding loaning equipment should be directed to the Finance Director at extension 1107.

FOOD SERVICE

The Food Service Department operates a non-profit program that provides meals and related services for the students of the CGUHSD.

The District participates in the School Breakfast and the National School Lunch program.

PRICE OF MEALS

Free or reduced price meals will be provided for students who submit an application and are approved according to the Federal guidelines. Meal prices are set by food service and approved by the Board and may vary from year to year depending on projected costs and the level of federal funding provided.

STUDENT CHARGES

Students are allowed to charge two (2) meals.

Federal regulations stipulate that adults may not charge their meals.

MEAL TICKET SYSTEM

Lunches may be prepaid online at mynutrikids.com or through the school site cashier. If the students do not wish to prepay they may pay cash for lunch.

Any questions regarding food services should be directed to Food Services Director at extension 1034

FRINGE BENEFITS

The Governing Board will review fringe benefits each year during the budget process and may modify the benefits to meet the best interests of the District.

Minimum standards of eligibility for fringe benefits will be determined by the Board annually.

INSURANCE BENEFITS

All employees who work twenty-four (24) hours or more per week may be covered under the District's Major Medical, Dental, Vision, Short Term Disability, and Term Life Insurance Plans. When an employee is

terminated or voluntarily terminates their employment with the district, insurance benefits end on the last day of the month of termination.

WORKERS' COMPENSATION

All employees of Casa Grande Union High School District are covered by Workers' Compensation Insurance while on assignment. An employee must report any accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required.

HOLIDAYS

The Governing Board will establish an annual calendar. Full-time 12-month employees are paid for seventeen (17) holidays. They are as follows: 4th of July, Labor Day, Veteran's Day, Thanksgiving Break (3 days), Christmas Eve, Christmas Day, Winter Break (3 days), New Year's Day, MLK Day, President's Day, Memorial Day, In-Lieu and a Floating day (both set by calendar).

9 and 10 month employees are paid for four (4) of the holidays which are: Thanksgiving Day, Christmas Day, MLK Day and President's Day.

Certified Teachers are paid for 205 days which include 180 school days, four (4) in-service days, twenty (20) days for Fall, Winter and Spring break and one (1) Teacher checkout day.

Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Uncompensated days off will be established by the school calendar.

When a holiday regularly observed by the District falls on a Sunday, the following Monday shall be designated a holiday and when it falls on a Saturday, the Friday before will be the designated holiday.

Legal Reference: GCD and GDD Policy Manual

FUNDRAISING

Fundraising activities by students on school premises or elsewhere, as representatives of the school, will be permitted when connected with specific school activities and approved by the Superintendent or his/her designee. Fundraising activities must be approved by the Student Council in a school and have the recommendation of the Principal and Superintendent.

District-wide fundraising activities must have the consent of the Superintendent and follow the USDA Healthy Kids guidelines.

Participation in contest or fundraising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in education, civic, social and/or ethical development.
- The activity shall not disrupt regularly planned instruction.

The proceeds of all fundraising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System on Financial Records.

Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures as outlined by the U.S.F.R. All monies collected shall be receipted, accounted for and directed without delay to the proper location of deposit.

In no situation shall money be left overnight in school buildings, except in approved safes provided for safekeeping of valuables.

Any questions regarding student activities should be directed to the Finance Supervisor at extension 1105.

GRIEVANCES

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following the notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review. The decision of the Board is final.

Definitions

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. The suspension or dismissal of an employee is covered by statute and, therefore, is not a grievable matter. 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.

A grievant shall be any employee of the District filing a grievance.

Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the District. A day is any day during which the District conducts business. The immediate supervisor is the lowest-level administrator having line supervisory authority over the grievant.

Informal Level

Before filing a formal written grievance, the grievant must attempt to resolve the matter by one or more informal conferences with the immediate supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference, or any subsequent conference.

Formal Level

- Level I. Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor.

The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the policy or regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter.

- Level II. In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Superintendent within five (5) days after receipt of the decision.

The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Superintendent shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits.

- Level III. If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) days, submit an appeal in writing to the Superintendent for consideration by the Governing Board.

General Provisions

- Section 1
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. Failure to file a grievance within fifteen (15) days after the employee knew, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.
- Section 2
The filing or pendency of any grievance under the provisions of this policy shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the Superintendent.
- Section 3
The above indicated time line may be extended by mutual consent of the employee and the administrative representative, providing it is agreed upon prior to the original specified dates.

Legal Reference: GBK GBK-R Policy Manual

LEAVE

ABSENT WITHOUT LEAVE

An employee shall be deemed "absent without leave" when absent from work because of:

- A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded.
- A reason that does not conform to a policy currently in effect.
- Failure to report to work without prior notification to the Superintendent.

In no case shall an employee be compensated for time lost due to absent without leave.

An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee's return.

Legal Reference: GCC Policy Manual

SABBATICAL LEAVE

A sabbatical leave of absence may be granted to certificated teaching and administrative personnel for a maximum of one (1) year when conforming to Arizona Revised Statute 15-510.

15-510. Authorization of leaves of absence; application; preservation of rights

- A. The governing board may authorize leaves of absence for school district personnel when it deems such leaves of absence to be reasonable and for good cause and not detrimental to education within the school district.
- B. Leaves of absence shall be limited to a period of not to exceed one year.
- C. Leaves of absence shall be granted upon application stating the purpose of the leave of absence, the facts as to its necessity or advisability and other information helpful to the Governing Board to make a determination as to whether the leave should be granted.
- D. A Sabbatical leave of absence may be granted by the Governing Board to certificated teachers and administrators under this section upon the following additional conditions for the following purposes only:
 - a. Sabbatical leave of absence may be granted only for the purposes of continuing professional education.
 - b. Sabbatical leave may not exceed a period of one year and may only be granted to a certificated teacher or an administrator who has been employed by the school district for a period of seven consecutive years immediately prior to the time the sabbatical leave is to commence, and who has not previously been granted a sabbatical leave of absence by the governing board.
 - c. The Governing Board may authorize a salary to be paid to the person to whom sabbatical leave is granted of not to exceed one-half of the salary then received by him.
 - d. The salary shall be paid to such person upon the condition that he shall return not later than one year after commencement of the sabbatical leave for renewal of employment for at least one school year, and unless he returns within such period, he shall repay to the school district the amount paid to him during the leave period, and, unless such amount is so paid, the Governing Board shall direct the county attorney to institute suit against such person to collect such amount.

- E. If leave is granted, all rights prescribed in sections 15-538.01, 15-539 through 15-544 and 15-547 for certificated teachers who have been employed by the school district for more than the major portion of three consecutive school years and all rights of retirement, accrued leave with pay, salary increments and other benefits provided by law shall be preserved and available to the employee after the termination of the leave of absence.

Applications for sabbatical leave must be received by March 15. It will be considered within the framework of all applicable law, on the basis of improvement of professional preparation and/or the educational program of the District, current assignment of the individual, value of the leave to the District, and funds that are available.

An employee granted sabbatical leave will be governed by applicable Arizona Revised Statutes.

Legal Reference: State Statute 15-510 and GCCF Policy Manual

BEREAVEMENT LEAVE

An employee may be granted, upon request to the Superintendent, up to five (5) days leave, with pay, to be used in the event of a death in the employee's family as defined: parents, spouse, children, siblings, grandparents, grandchildren and like relations created and existing by marriage.

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

Legal Reference: GCCH Policy Manual

LEAVE OF ABSENCE

The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted to a member of the certificated or support staff for a period of not longer than one (1) year. All requests for such extended leave of absence shall be in writing.

Leave of absence may be requested for, but not limited to, the following:

- For additional education that related to the employee's primary assignment. A plan of contemplated course work must be presented.
- 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 policy will be exceeded, or (2) failure to report to work without prior notification to the Superintendent.
- 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.
- For leave under the Family and Medical Leave Act (FMLA).

A request for leave of absence shall not be denied by the District if the employee is entitled to leave under FMLA. 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 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 that 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 continued 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.

Legal Reference: GCCC Policy Manual

LEGAL: JURY DUTY, MILITARY, LEGAL LEAVE

The Board recognizes the fact that its employees have citizenship responsibilities and, in order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to jury duty, when an employee is called to attend field training services for the Military Reserve or National Guard and when an employee is a victim of a juvenile or adult crime exercising a right to be present at a proceeding as defined in statute. .

Such leave will not count as experience to advance on the salary schedule.

- An employee on jury duty may receive only his regular salary.
 - It is the responsibility of the employee to reimburse the School District for jury duty pay when such payment is made direct to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed.
 - An employee excused for jury duty after being summoned shall report for duty at his assigned school as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed (A.R.S.21-236).
- Statute provides that an employer shall permit an employee leave if the employee is the victim of juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S. 8-420 or 13-4439. Compensation may be provided if the employee has available vacation, personal, sick or other applicable leave to be used to the extent available by policy.
- 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 (A.R.S. 26-168 and 38-610). 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.

Legal Reference: GCCD Policy Manual

PROFESSIONAL LEAVE

To attend meetings or conferences, employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible). If the professional leave/development is grant funded, it is the responsibility of the employee to notify the administration or designee of the funding source so that an accurate coding can be utilized for the substitute coverage.

The following guides will be used in granting release time and/or travel expense:

1. Value of the meeting or conference.
2. Funds available in the appropriate budgets.
3. Availability of a substitute, if one is necessary.

With prior approval, expenses associated with authorized employee attendance at meetings and conferences may be eligible for compensation in accordance with District Policy DKC. Staff member travel and expense for participation in student field trips and excursions shall be in accordance with District Policy IJOA.

Legal Reference: GCCE Policy Manual

VACATION LEAVE

Twelve-month certificated administrators earn four weeks of vacation, which shall be taken when school is not in session. Vacation may accumulate to a maximum of forty (40) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below forty (40) days, 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.

Each twelve-month employee shall have an annual two (2) week vacation. The vacation period will be extended one (1) day per year after five (5) years, to a maximum of twenty (20) days. Annual vacation must be scheduled with primary consideration for the welfare of the students and other employees, and for the needs of the District. Vacation may accumulate to a maximum of two (2) times yearly vacation earned (e.g., twenty [20] days for a first-year employee to as many as forty [40] days for a 25-year employee), at which time no more vacation can be accumulated. As accumulated vacation days are used and drop below the maximum number of days as outlined above, an eligible employee may again accumulate vacation up to the employee's maximum limit.

Legal Reference: GCD and GDD Policy Manual

Designated Leave

The purpose of this policy is to comply with the Fair Wages and Healthy Families Act.

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

When a staff member exhausts all hours of accumulated sick leave (and personal time off (PTO) leave if a staff member is eligible for PTO), and additional sick leave is needed, an additional leave of absence may be requested pursuant to District policy. If an employee does not wish to return to her/his duties following childbirth, an extended leave of absence may be requested, consistent with existing District Policy.

Upon request, the staff member shall inform the Superintendent of the following:

- A. Purpose for which sick leave is being taken.
- B. Expected date of return from sick leave.

C. Where the staff member may be contacted during the leave.

Use of Earned Paid Sick Time

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 health 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 child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

Verification for absence(s) may be required if requested by the Superintendent. For earned paid sick time of three (3) or more consecutive work days, the District may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

As defined in statute (A.R.S. § 23-371), "family member" means:

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

Earned paid sick time shall be provided upon the request of an employee. Such request must be reported by using the District approved leave system. When possible, the request shall include the

expected duration of the absence. The District reserves the right to deny the use of earned paid sick time if the employee fails to report the need for the use of the sick leave as required by this policy.

When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the District in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the District.

The District will not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in district approved increments.

Extended Leave of Absence

Other types of leave may be deducted from accumulated sick leave when an employee is temporarily unable to carry out the performance of assigned duties and/or responsibilities. If the employee refuses the "Return to Work" offer, the employee will not be allowed to use sick or donated leave to make up the difference for the wages they could have earned.

Notice

The amount of sick leave available to an employee, the amount of sick leave taken by an employee to date during the year, and the amount of pay an employee has received as sick leave will be recorded in or attached to the employee's paycheck.

Accrual

Employees of the district shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked. All employees are given sick leave equivalent to five (5) days at the start of employment. The sick leave of any staff member who is not employed a full school year shall be prorated. All employees accrue additional sick leave annually depending on the position of the employee as follows:

Work Schedule

Twelve (12) months
Certified Employees
Ten (10) months
Nine (9) months

Sick Leave

Fourteen (14) days of sick leave
Twelve (12) days of sick leave
Ten (10) days of sick leave
Nine (9) days of sick leave

- A. Employees shall not be entitled to accrue more than forty (40) hours of earned paid sick time per year. An employee can carry forward only forty (40) hours of sick leave. All sick leave accrued in excess of forty (40) hours shall be transferred into Paid Time Off leave. A "year" is defined as the twelve (12) month period beginning on July 1 of each fiscal year.

- B. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later.
- C. An employee may use earned paid sick time as it is accrued, except that an employee hired after July 1, 2017 may be required (depending on employee classification) to wait until the ninetieth calendar day after commencing employment before using accrued earned paid sick time.
- D. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.
- E. Earned paid sick time shall be carried over to the following year, subject to the limitations on accrual or usage of forty (40) hours per year.
- F. If an employee is transferred, but remains employed by the District, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.
- G. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the District, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.
- H. When a different District succeeds or takes the place of an existing District, all employees of the original District who remain employed by the successor District are entitled to all earned paid sick time they accrued when employed by the original District, and are entitled to use earned paid sick time previously accrued.
- I. An employee will not be paid for accrued earned paid sick time that has not been used upon the employee's termination, resignation, retirement, or other separation from employment.

Retaliation Prohibited

The District will not interfere with, restrain, or deny the exercise of, or attempt to exercise, any right protected in this policy or the Arizona Fair Wages and Healthy Families Act.

The District will not retaliate or discriminate against an employee because the employee has exercised protected rights, including but not limited to the right to request or use sick leave; the right to file a complaint with the Industrial Commission of Arizona or courts or inform any person about the District's alleged violation; the right to participate in an investigation, hearing, or proceeding or cooperate with or assist the Industrial Commission of Arizona in its investigations of alleged violations; and the right to inform any person of his or her potential rights.

The District's absence policy will not count sick leave as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protections of this section will apply to any person who mistakenly but in good faith alleges violations of this policy or the applicable law.

The District's absence policy will not count sick leave as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action. Protections of this section will apply to any person who mistakenly but in good faith alleges violations of this policy or the applicable law.

The District may, at District expense, require the employee to submit to a mental health, medical or psychiatric examination by a provider selected by the District to determine 1) whether or not the continued use of sick leave is appropriate or 2) whether return to duty is appropriate.

Personal Time Off (PTO) Leave

Each eligible staff member shall accrue personal time off leave determined by the employee's work schedule. PTO leave shall accrue on a pro-rata basis.

Accrual

Work Schedule

PTO Leave

Twelve (12) months

Three (3) days

Nine/Ten (9/10) months

Three (3) days

- A. A day shall be defined as eight (8) hours for full-time employees. Employees scheduled for less than eight (8) hours, shall have their PTO leave advancement and accrual rate pro-rated based on their scheduled hours per day according to the employee's contract/work agreement, if applicable.
- B. PTO leave may be used for personal illness or injury, family illness or injury, parental obligations, personal business, and family bereavement (for this purpose, family shall be as designated by the employee) and may be accrued without limitation. It is not the intent of PTO leave to be used as vacation time.
- C. An employee may take up to 24 hours (3 days per year if full-time) without prior approval of a Supervisor. Any PTO taken in excess of 24 hours (3 days per year if full-time) will require the prior approval of a Supervisor.
- D. If a staff member does not have any days of accumulated PTO leave, a salary deduction of one (1) day will be made for each day of PTO leave used unless the staff member is eligible to use an alternative paid leave (such as sick leave or vacation time).
- E. The PTO leave of any staff member who is not employed full-time and the full school year shall be prorated.

Legal Reference: GCCA Policy Manual

SICK LEAVE PROCEDURES

Certified staff members are required to use the AESOP program for all absences.

All other additional staff is required to call the Absence Hotline at (520) 876-1179 in the event of an unplanned absence (i.e. illness, jury duty, family emergency).

When reporting in ill, an employee should do so as early as possible so their immediate supervisor may be contacted. Some supervisors may also require an employee to call them as well. Employees are expected to report their absences at least 30 minutes before they report to work.

If the period of sick leave exceeds three (3) consecutive days, a confirmation of the employee's inability to work by a medical doctor is required upon return.

MAINTENANCE DEPARTMENT

Should the occasion arise when something needs to be repaired, a work order **MUST** be prepared for the repair to be completed. Work order procedures will go through the following channels in order to be taken care of effectively:

- Fill out a Work Order Form using School Dude which can be found online on the District website.
- Submit the form with all information completed.
- The order will be assigned for completion.

Facilities Emergency: (i.e. Water Intrusion/Flooding, Power Outage, Gas Leak, Life Safety)

For emergency situations 24 hours/7days a week, there is an "on-call" phone. (520) 510-9411 (Please contact Security at (520) 510-8151 before calling the on-call maintenance person.)

ON CALL

Responsibilities and Compensation for "on-call" duties:

- Emergency phone must be in immediate possession for duration of the 7 day shift which begins on Monday morning.
- In the event of an emergency, the "on-call" responsible party must report to the site within one hour of the first reported call.
- In the event of an emergency the Facility Supervisor or Facility Manager must be notified.
- In the event of an emergency there is a two hour minimum compensation of time that will be awarded and flexed in the same pay period.
- In consideration of fuel costs, inconvenienced time, and travel restrictions; the "on-call" representative will receive one hour of overtime pay on the same pay period as the responsibility.

Any questions regarding the maintenance department should be directed to the Maintenance Department at extension 3148.

KEYS - ISSUANCE

Possession of keys to Casa Grande Union High School District's property or possessions shall be in accordance with the following principles:

- A log of key assignments shall be maintained by the site or maintenance office.
- Duplicate keys that are unassigned shall be maintained in a safe and secure box.
- Individuals who are assigned keys may not duplicate or loan them.
- All keys must be turned in when no longer needed or upon the request of the Superintendent or designee.
- The loss of a key must be reported to the Superintendent or his designee upon discovery of the loss, and the employee may be required to pay for re-keying or replacement of affected locks.
- Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subjected to disciplinary action and/or dismissal for unauthorized use of keys.
- Master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or the maintenance office.
- The employee will sign a receipt for keys assigned. The receipt will contain appropriate rules.

MASTER SCHEDULE

The Superintendent shall establish procedures for guiding the review and assignment of students to classes and grade levels. The Master Schedule will reflect the needs of students within budgetary and statutory guidelines.

It shall be the responsibility of the principal, with the cooperation of assigned counselors, to assist students in the scheduling of classes.

Legal Reference: JG and IIE Policy Manual

NON-SCHOOL EMPLOYMENT

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, school(s), or equipment are used, except as provided by policy, and the outside work or self-employment does not interfere with the employee's performance of District-assigned duties.

The outside work done by a staff member is of concern to the Board in so far as it may:

- Prevent the employee from performing his/her responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the School District.
- Raise a question or conflict of interest - for example, whether the employee's position in the District gives him/her access to information or other advantage useful to the outside employer.

Therefore, an employee may not perform any duties related to an 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. Employees who violate this policy are subject to reprimand, suspension or termination.

Legal Reference: GCR & GDR Policy Manual

PAYROLL DEDUCTIONS

Federal income tax, state income tax, Social Security (OASI/FICA), and employee contributions to the Arizona State Retirement System will be deducted as mandated by state and federal statutes. All other deductions must be authorized by the Board and the employee unless ordered by a court of competent jurisdiction. .

The following deductions have been authorized by the Board:

- Insurance premiums for staff members or dependents that are being covered under Board-approved Section 125 cafeteria programs.
- Direct deposits of net payroll with financial institutions
- Tax-sheltered annuities for companies approved by the District
- Credit union deposits
- U.S. Savings Bonds
- Contributions to qualified professional organizations
- Contributions to qualified charitable organizations
- Contributions to school tuition organizations
- Contributions to a public school for the support of extracurricular activities or character education programs of the public school.

Any questions regarding payroll should be directed to the Payroll Department at extension 1114.

PERSONNEL FILES

All personnel files are kept and maintained at the district office in accordance with state and federal rules and regulations. Any employee may request, through the Superintendent's office, to view their file subject to time and availability of district staff. Employees may be charged per page if they want copies of their personnel file.

PRINTING AND DUPLICATING SERVICES

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.

An exception to the exclusive rights enjoyed by the copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:

- The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and importance of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for or value of the copyrighted work.

A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.

Legal Reference: EGAD Policy Manual

PROFESSIONAL STAFF DUTIES AND RESPONSIBILITIES

Every teacher shall:

- Hold students to strict account for disorderly conduct.
- Stand at their door between periods to watch and welcome students
- Take and maintain daily classroom attendance
- Comply with all rules, regulations, and policies of the Governing Board that relate to the duties as prescribed.
- Will adhere to the student handbook
- Will maintain their own professional development hours for re-certification
- Keep their certification valid with the State of Arizona
- Keep their fingerprint IVP card valid

A Teacher shall not use sectarian or denominational books or teach any sectarian doctrines or conduct religious exercise.

A teacher who instructs a course offered under Policy IHAL, Teaching About Religion, in its appropriate historical context and in good faith shall be immune from civil liability and disciplinary action pursuant to section A.R.S. 15-535.

A teacher who fails to comply with the above is guilty of unprofessional conduct and is subject to disciplinary action by the Governing Board and by the State Board of Education.

A teacher who is arrested for or charged with any non-appealable offense and who does not immediately report to their supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with the District.

Legal Reference: GCMF Policy Manual

ADDITIONAL DAYS

Some positions in the District require additional days outside of the contracted calendar. The Superintendent or designee will set additional days by May 30th of each year for the following contracted year. These days will be selected to benefit the District and to meet student needs.

ADDITIONAL DUTIES

Certificated staff may be required to substitute teach during their prep period up to four (4) times per semester as determined by the district, without additional compensation. On the fourth day, the employee will be compensated at \$28.00 an hour or \$45.00 per block period.

Administrators may be required to substitute teach three (3) periods a semester without compensation.

Certificated staff may also be assigned to lunch duty or other supervision responsibilities as the site administration requests before or after school or during the school day. All duties should be assigned on a rotational basis. For the purpose of covering a free duty, the site administration may utilize the 20 minutes before school for a before or after school duty.

There will be two required extra-curricular assignments, outside of the regular work day, required by certificated staff as leadership requests.

ADDITIONAL CLASSES

Additional classes, beyond the normal instructional time, assigned by the district and confirmed by certified staff, will be paid at \$4,500 per semester. The time/days associated with the additional class will be tracked through time slips every two weeks. This payment will follow the payment schedule of other extra duty time slips.

TUTORING- TITLE I, TITLE VII and GEAR-UP

Schedule of Services
District Parameters

Tutorial services should be provided to those students in need of additional academic support outside of the regular school day. Content areas of instruction should include reading, writing, and mathematics. After assessing student needs, schools should create a schedule for tutorial services. Principals should select a tutorial administrator or lead teacher (not a stipend associated with it) to monitor the tutorial programs, sign teacher sign-in/out sheets to verify accuracy, and work with the Title I/Native American specialist in monitoring the tutorial budget and required documentation. Gear Up tutor funding will discontinue at the end of 2017-2018 school year. The allowed schedule/funding will be dependent on funding allocations and is mandated by the Federal Programs office.

Appropriately Certified
Required

Certified tutors are required to be "appropriately certified" in the core subject area(s) in which they are tutoring. (Gear Up does not require tutors to be appropriately certified). Schools should recruit tutors who meet this requirement. Always check with District personnel to verify the HQ status of potential tutors before offering a position.

Setting Up Positions/Payroll
Annual requirement

Submit a *Request for Grant Funds* (attached) to set up a tutor position/program each year. Once the funding for the position is established, and proper Board/District approval received, the signed form will be returned to the site and this is indication you have permission to begin the program as outlined – no modifications may be made without District approval. The hourly rate for teachers, as of **July 1, 2012**, is \$28.00 per hour.

Documentation
Submit weekly

Schools are required to maintain documentation of tutorial services. All student generated attendance sheets are required as evidence of supporting and providing extended learning opportunities.

- **Teacher clock-in/clock-out**
Tutors will be assigned an employee number to use the district wide time clock system, Time Clock Plus. This time clock can be accessed from any computer or workstation computer. **If no students are in attendance, tutors may be paid up to 30 minutes wait time. Tutors may not be paid for the entire scheduled tutorial session without students present.**
- **Student-generated attendance sheets** are required to identify the students served by the Title I/Native American tutorial programs. Students must sign their name or initial on the attendance sheet(s) next to their name. Attendance sheets must include the date, subject area, and name of tutor.

TEST ADMINISTRATION

Security of Testing Materials

Employees designated by the Superintendent to administer the nationally standardized norm-referenced achievement test adopted by the Arizona State Board of Education shall:

- Keep all test materials in locked storage.
- Not reproduce any test materials in any manner,
- Not disclose or provide answers to any actual test items to any students prior to testing.
- Not provide answers of any test items to any students.
- Administer only practice tests that are provided by the test publishers. Previous editions of the test series being used in the statewide testing program may not be used as practice tests.
- Strictly observe all timed subtests. The test publishers' suggested time limits for untimed subtests shall be followed as closely as possible to maintain uniformity in test administration.
- Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.
- Not change a student's answer.
- Return all test materials to the Superintendent immediately upon completion of testing.

Failure to comply with these requirements or others as required by Arizona Revised Statutes or by other rules or regulations shall be considered cause for discipline, including but not limited to suspension or termination. All violations of this policy shall be reported to the State Superintendent of Public Instruction.

STANDARDS ADOPTED BY THE STATE BOARD OF EDUCATION

The District shall establish specific objectives to accomplish the goals established by the State Board of Education. The Superintendent will make recommendations for such objectives based upon the data gathered annually.

The Superintendent will establish regulations and procedures for assessing student achievement of standards, adopted by the State Board of Education and for reporting and utilizing test results and non-test indicator data.

Reporting Results

The District will provide to the parent or guardian of each student who participates the individual scores, percentiles, and stanines from standardized norm-referenced testing. The District shall provide the parent or guardian of each student the resulting scores on test of standards, adopted by the State Board of Education and associated scores for the District, the county and the state.

The District will provide the public, through a report card, scores for each school in the District and for the District as a whole, the county, the state and the nation.

Legal Reference: ILB Policy Manual

SATURDAY SCHOOL

School sites may create an In-School Suspension program on Saturdays with the ratio of supervision as 1 supervisor per 25 students. Upon the 26th student you may add one extra person for the purpose of supervision.

The maximum number of hours paid per Saturday School is 4 hours per person. All positions must be pre-approved.

SUMMER SCHOOL

Summer school will be created with the ratio of supervision as 1 teacher per 25 students. Each student will pay \$100 per class/course for the teacher's time. Each teacher will be paid \$100 per student per class/course. If a class/course does not have a minimum of 25 students, the teacher may elect to teach the class/course for the payment of \$100 per student in that class/course.

The length and time of summer school classes/courses will be determined each year. All positions must be pre-approved

TIMESLIPS

Guidelines for Additional Work Outside of Employee Contracts

- CGUHSD will not compensate employees for unauthorized work outside of their approved employee contract.
- All extra work outside the allowable contract of the employee must be Board approved before work can begin and payment can be issued.
- All compensation for approved paid positions must be processed through District payroll.
- Sites do not have the authorization to approve additional work outside of the contracted time of the employee. The only exception to the above statement is certified staff volunteerism. Non-certified staff is not allowed to volunteer under the Fair Labor Standards Act.

- Sites/Program Directors do have the right to define the work and working conditions for employees during the contracted time.
- Only the following departments are authorized to approve work outside of an employee's contracted day/year; Superintendent, Human Resources, Director of Student Services, Federal Programs/Grants.
- It is the responsibility of the departments listed above to outline the working parameters, time of work, methodology for verification of work, and if necessary teacher-to-student ratios allowed for the approved extra work/compensation. Forms are available for such documentation in the Federal Programs Office.
- Finance Director is authorized to grant overtime for the following departments: Maintenance, Security, Food Service, IT, Business Office, Print Shop, and Transportation.
- The only two positions authorized to discuss salary/compensation are the Superintendent and Human Resource Director.
- All approved work must be documented on time slips, signed by employee and supervisor. Time slips are submitted to payroll every two weeks to coincide with payroll.

PURCHASING PROCEDURES

PURCHASES

- No purchases may be made without a previously approved written purchase order.
- No supply or service can be purchased without a purchase order.
- Submit a requisition for a purchase order and allow 5 days for processing.
- Fill out the requisition completely. You may need more than one.
- To order from the warehouse, use the proper forms.

PURCHASING ETHICS POLICY

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties. This policy should not be construed to prohibit District Governing Board members and employees from accepting inexpensive novelty advertising items and holiday gifts or occasional business meals.

Questions regarding purchase orders should be directed to the Business Office – Purchasing Clerk at extension 1157.

RECEIVING AND PAYMENT

- All invoices received by a teacher or school are to be sent immediately to the District Office.
- All Central Receiving will be handled through the District Warehouse. The Facilities Clerk will handle receipts of merchandise, and the merchandise will then be delivered to the requester.

- If the requester is picking up the merchandise, he/she must be sure the merchandise is checked in through Central Receiving.
- We do not accept backorders. To receive backorder merchandise, you need to submit a new requisition.

Questions regarding receiving should be directed to the Warehouse at extension 3775.

RECRUITMENT SELECTION

The purpose of the Selection Process for the Casa Grande Union High School District #82 is to ensure that all position vacancies are filled with qualified, competent individuals who are well suited to perform in the position for which they were employed. **This includes meeting the requirements for the Appropriately Certified portion of the Every Student Succeeds Act for both classified and certified positions.** In selecting applicants, staff shall adhere to the stated practices of the adopted Personnel Policies and Procedures. An active recruitment program will be conducted as part of the Selection Process to enlarge the pool of qualified applicants without regard to race, color, sex, place or national origin, political or religious affiliation, or handicapped status. Its purpose is to give all applicants an equal opportunity for employment with the Casa Grande Union High School District #82 (CGUHSD). The Human Resources Department, in compliance with the Policies set by the Governing Board of Education, will coordinate recruiting efforts. **In accordance to Policy, there may be positions in the district in which the Superintendent may appoint without recruitment.**

RESIGNATION AND RETIREMENT

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

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

A request for retirement must be submitted to the Governing Board on or before February 1st. An employee may rescind the request on or before April 1st.

Legal Reference: GCQC Policy Manual

PTO Leave Buyback for Certificated Personnel

A notice of intent to leave the District should be submitted to the Board prior to February 1 of the year of retirement to participate in the sick leave buyback.

Certified Employees who are leaving the District may choose to submit unused sick leave to the District for buyback under the following conditions:

- A. Employees who break their contract with the District are ineligible for sick leave buyback.
- B. Payment for sick leave submitted for buyback is made on or about July 15 of the fiscal year following submission.
- C. Because of the potential impact on the budget, employees who have fourteen (14) or more years with the District must notify the District of their intent to leave the District. Special circumstances will be considered by the Board on an individual basis to waive this notification deadline.

Eligible employees will be paid an amount for each day of unused leave according to the following formula:
Percent of Current Years of Service Substitute Pay

- Beginning with year four (4) 10%
- Five (5) through nine (9) 15%
- Ten (10) through fourteen (14) 20%
- Fifteen (15) through nineteen (19) 35%
- Twenty (20) through twenty-four (24) 45%
- Twenty-five (25) through twenty-nine (29) 55%
- Thirty plus (30+) 65%

If death of a qualifying employee (one who has submitted a letter of intent that has been approved by the Board) occurs before retirement or termination, the said amount will be paid to the employee's designated beneficiary at the rate of one hundred percent (100%) of the applicable daily rate.

Certificated employees: Based on \$100 substitute rate.

PTO Leave Buyback for Support Staff Personnel

Support staff employee leaving the District after a minimum of five (5) years of service will be paid an amount for each day of unused leave according to the following formula:

- 5 years of service Ten percent (10%) of the average daily rate of pay for the last three (3) years
- 10 years of service Twenty percent (20%) of the average daily rate of pay for the last three (3) years
- 15 years of service Thirty percent (30%) of the average daily rate of pay for the last three (3) years
- 20 years of service Forty percent (40%) of the average daily rate of pay for the last three (3) years
- 25 years of service Fifty percent (50%) of the average daily rate of pay for the last three years
- 30 years of service Sixty percent (60%) of the average daily rate of pay for the last three (3) years

A notice of intent to leave the District should be submitted to the Board prior to February 1 of the year of retirement to participate in the sick leave buyback.

SAFETY PROGRAM

The practice of safety shall be considered a facet of all elements and functions of the District, with each employee being responsible at all times and in all job situations to adhere to excellent safety practices. This includes preventive measures as well as reporting any unsafe or potentially dangerous conditions which might exist. **There will be no covering of windows and door windows unless there is an emergency situation that requires it.**

SALARY SCHEDULE AND ADVANCEMENT

301 PLAN

It is the responsibility of the CGUHSD to receive 301 funds from the State of Arizona. The school district shall deposit these funds into designated accounts according to Arizona law. The District shall dispense the funds according to the 301 plan that is created by the committee appointed by the Superintendent and approved by the Governing Board each year. It is important to note that 301 funds are generated through the collection of state sales tax dollars. By definition, this fund is a random variable and all funding projections or dispersed dollar amounts are projections or estimations based upon the state's best interpretation of economic trends. Additionally, 301 fund performance pay plans are not a contractual obligation between the individual and the school District. These plans are a contractual agreement between the individual and the school District. These plans are a contractual agreement between the individual and the State of Arizona. The District cannot utilize additional or other District accounts to offset 301 funds for the purpose of performance pay. Additionally, over collection of 301 funds shall be dispersed to the approved recipients.

301 COMMITTEE

This committee will be established by the Superintendent each year by August 1st. The goals and objectives will be established by the Superintendent or designee and be in compliance with district policy and statutory regulations. Once the committee creates the 301 Plan, it will be submitted to the Superintendent for review. Once the Superintendent approves the plan, it will go to the teachers for a vote of acceptance. The final approval will be with the Governing Board.

INITIAL PLACEMENT ON SALARY SCHEDULE

The Board will enter into an individual contract with each member of the administrative staff commensurate with the requirements of the position. This contract shall describe the general services to be rendered by the employee in return for financial and other considerations. Additionally, the employee's job description, detailing the more specific performance responsibilities of the contracted position and the mode of evaluating performance, shall be incorporated into the contract by reference. All terms and conditions of contracts with administrative staff members are to conform to the requirements of the Arizona Revised Statutes.

New teachers entering the system with prior teaching service, who have met academic and professional qualifications for Arizona State Department of Education certification, will be given a maximum credit of fourteen (14) years for substantiated experience, i.e., placed on the fifteenth (15) step of the salary schedule. Until verification of prior years of teaching service and official transcripts are received, all new hires will be placed at BA Step 1. Once all documentation is received by the Human Resource Department, the appropriate placement will be approved and new contract offered.

Every effort will be made to place teachers new to the district on the correct step and class of the salary schedule. Official transcripts are required. A period of one year will be allowed new teachers to contest the original placement, and they will be encouraged to review this placement with the Human Resource Department.

The initial placement on the salary schedule for all new support staff personnel and for all currently employed personnel selected for another position in the District will be recommended by the Superintendent and approved by the Board at the time of employment. The Superintendent's recommendation will be based on consideration of the candidate's qualifications, relevant job experience, and years of District employment, if applicable. Up to five (5) years of experience may be given for the initial placement.

Additional steps may be given based on the following criteria: Associate's Degree, 2 Steps; Bachelor's Degree, 4 Steps; Master's Degree, 6 Steps. However, if the position requires the degree, then no additional steps will be given.

ASSIGNMENTS

The Superintendent will determine all professional and classified staff assignments. Such assignments shall be based on the needs of the District. In addition, no right to school, grade, or subject assignment shall be inferred from the standard teacher's or classified staff contract.

TRANSFERS

A teacher who has been employed by the School District for the major portion of three (3) or more consecutive school years and who is designated in the lowest performance classification for two (2) consecutive school years shall not be transferred as a teacher to another school in that school District unless the District has issued a notice of inadequacy of classroom performance and approved a performance improvement plan for the teacher pursuant to A.R.S. 15-539 and the Governing Board has approved the new placement as in the best interests of the pupils in the school. A teacher shall not be transferred more than once pursuant to A.R.S. 15-537.

There is an additional admonition in A.R.S. 15-537 that any school District policy pertaining to the transfer of teachers from one school to another school within the school District shall take into consideration the needs of the pupils in the school District and the current distribution of teachers across all of the four (4) performance classifications adopted by the State Board of Education pursuant to A.R.S. 15-203(A)(38).

The procedures for assignment and transfer of professional staff members will be based on the needs of the instructional program. Assignments may be changed to serve the best interests of the District and students.

The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program. Assignments may be changed to serve the best interests of the District and students.

The transfer of classified staff members will be based on the needs of the District. Assignments may be changed to serve the best interests of the District.

Staff members may apply for transfer or reassignment, whether or not a vacancy exists. Generally, transfers will not be approved during the school year unless the needs of the District dictate such approval. Transfer Request Forms must be submitted to Human Resources by April 1st of each year for the following year.

It shall be the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three (3) conditions, personnel 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 employees.

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

The Superintendent shall have the responsibility for the assignment of all personnel throughout the District.

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.

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

DIFFERENTIAL PAY

There will be no differential pay in the district.

SUBSTITUTES

When utilizing the leave policies of the District, it shall be the responsibility of the teacher to submit their leave information into AESOP as soon as possible so a substitute teacher can be assigned. Prior authorization is needed when utilizing Personal Days, Professional Days and School Related days.

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.

Legal Reference: GCGB-R Policy Manual

STAFF SALARY ADVANCEMENT

The Horizontal Advancement Committee comprised of the Human Resource Director, Director of Curriculum and Instruction, Finance Director, and Site Principals shall be responsible for the review, evaluation, and recommendation of an employee's horizontal advancement approval or non-approval to the Superintendent of Schools. Recommendations for approval/non-approval are based upon the needs of the school district. The Superintendent shall be responsible for oversight of the Horizontal Advancement Committee and shall have the final approval of recommendations. The Horizontal Advancement Committee shall respond to the employee with approval or non-approval of their application.

All teachers requesting Horizontal Advancement must submit a copy of the "Application for Horizontal Advancement" form(s) along with an approved degree plan of study (if applicable) to the Human Resource Department no later than July 1st for the Fall Semester, December 1st for the Spring Semester and April 1st for the Summer Semester prior to receiving credit for Horizontal Advancement. Transcripts regarding related progress towards anticipated advancement should be updated each semester.

In order to receive credit for horizontal advancement the requesting teacher must apply for and receive final approval notification from the Horizontal Advancement Committee. Failure to do so may result in the teacher being denied horizontal advancement credit. All documents for requested horizontal advancement and the related approval or non-approval paperwork/notification must be kept in the employee's personnel file.

The rubric for Horizontal Advancement is as follows:

Step 1: Movement from a Bachelor's Degree to an approved Master's Degree.

Step 2: Movement from a Master's degree to an approved Doctorate Degree, approved Second Master's Degree, or approved Specialty Endorsement/Certification.

Only graduate and Specialty Endorsement/Certifications offered by an accredited institution of higher learning shall be approved for horizontal advancement.

Courses required to qualify for an Arizona teaching certificate upon employment will not apply towards Horizontal Advancement.

Once a teacher has successfully completed all of the above requirements, the teacher will receive an addendum to his or her contract for the current school year. Addendum contracts for Horizontal Advancement will be issued at the beginning of each fall and spring semester. The amount of the addendum contract will be amortized over the remainder of the school year.

Every effort will be made to place teachers new to the District on the correct step and class of the salary schedule, based upon receipt of official transcripts. New teachers already enrolled in a graduate level must file

the appropriate paperwork outlined above to begin the process of Horizontal Advancement. A period of one (1) year will be allowed for new teachers to contest their original placement on the salary schedule scale, and they will be encouraged to review this placement with Human Resource Department.

National Board Certification

\$1,500 annual stipend

Casa Grande Union High School staff members who provide documentation of a current National Board Certification will be provided an annual stipend of \$1,500 to recognize the depth of knowledge and rigor they have demonstrated in their certificate area to meet the requirements set forth by the National Board of Professional Teaching.

\$500 National Board Support one time stipend

Casa Grande Union High School staff members who have documentation verifying that they are a National Board Candidate in good standing, have successful completion of a National Board Pre-Candidacy course, and are a member of a National Board Cohort (if available in Pinal County or online) will be granted a \$500 stipend. Funds must be paid back to the district if the staff member leaves the district prior to obtaining National Board Certification or if the staff member is not able to obtain National Board Certification within five years of the monies being expended.

Incentive Program: The Human Resource Department must approve courses before the course is taken. Upon completion of the course it is the employee's responsibility to deliver transcripts accompanied by this application to the Human Resource Department for final approval of grades for determining points earned toward additional annual compensation of \$0.32 an hour upon completion of 15 points. Points are cumulative. Once a degree is obtained, the employee will move on the salary schedule in accordance with the Additional Steps criteria outlined in the Initial Placement section of this handbook.

Legal Reference: GCBA, GCBA-R & GDBA Policy Manual

CONTRACT WORK FOR PER DIEM

All outside of contract work for certified staff will be paid at \$28.00 per hour.

Teacher's per diem is based on 205 paid work days which are as follows: (180) school days, (20) break days (fall, winter and spring) (4) in-service days and (1) Veteran's Day.

SCHOOL PROPERTY

It is the desire of the District that all employees maintain high standards regarding school property.

The proper use and protection of all school properties is essential. Equipment and materials should be maintained in a clean and operable condition.

Any accidental damage or vandalism should be reported to your principal or supervisor.

Equipment and materials acquired by employees representing the District become the property of the District. This includes physical and intellectual property.

Employees are responsible for securing buildings and facilities each day, especially if they are the last person(s) on campus. This includes locking athletic facilities, gates and bathrooms in the evening, weekends and breaks.

SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

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

Sexual harassment may include, but not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, 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 or suggesting that probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, affect the career, salary, a and/or work environment of another employee, within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

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

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

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

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

SMOKING ON SCHOOL PREMISES

The Board recognizes that smoking during school hours and on school property presents a health and safety hazard that can have serious consequences for the smoker, the nonsmoker, and the safety of the District and is, therefore, of concern to the Board.

The Board prohibits use and possession of tobacco products or electronic cigarettes by employees:

- In school buildings
- On school grounds
- On school buses and other District vehicles
- Off-campus school-sponsored events
- In any classroom, hallway, or instructional area when school is in session, except **when** possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco cessation program that is approved by the school and/or established in accord with ARS 15-712

Legal Reference: GBED Policy Manual

SPONSORS

A Student Activities Handbook is available for those employees who have chosen to sponsor a student activity.

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, disrupt any legal District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules and regulations of the District and shall carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- Removal from school grounds.
- Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, ARS.
- Warning.
- Reprimand.
- Suspension.
- Dismissal.
- Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- Physical or verbal abuse of, or threat of harm to anyone.
- Causing damage or threat of damage, to property of the District, or property of a member of the community or a visitor to the school, when the property is located on the premises controlled by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings, and grounds.
- Use, possession, distribution, or sale of drugs, alcohol, or other illegal substances.
- Use of profane or abusive language, symbols, or conduct
- Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officers acting in performance of their duties, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.
- A knowing violation of District policies and regulations.
- Any conduct violating any federal, state, or applicable municipal law or regulation.
- 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.

In general, all staff members will:

- Thoroughly acquaint themselves with the provisions, rules, regulations, and applicable information contained within the policies of the Board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- Maintain order in a manner consistent with District policies and regulations
- Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- Teachers will supervise passing periods by monitoring the hallways while standing at their classroom doors.
- Dress and maintain a general appearance to reflect their position and so not to be detrimental to the educational program of the school.
- Comply with the requirement of ARS 15-515 by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:
 - A violation of ARS 13-3102 (possession of a deadly weapon on school grounds)
 - A violation of ARS 13-3111 (possession of a firearm by a minor without authorization)

- A violation of ARS 13-3411 (possession, use or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone.)

Employees of the District who violate these rules may be subject to a warning, reprimand, suspension, or dismissal.

Legal Reference: GBEB & GBEB-R Policy Manual

STAFF CONFLICT OF INTEREST

EMPLOYMENT OF CLOSE RELATIVES

No person employed by the District, except for coaches, leaders, or director of Arizona Interscholastic Association, Inc. (AIA) activities, marching band, or color guard, may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). Under no circumstances, will administrators be allowed to supervise close relatives. This policy will apply for summer or part-time work as well as for full-time employment.

A dependent of a Board member (a person more than half of whose support is obtained from a Board Member) cannot be hired in the District except by consent of the Board. The District cannot employ the spouse of a Board member.

BUSINESS RELATIONS

Any employee who has, or whose relative has a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision.

VENDOR RELATIONS

No employee of the District will accept gifts from any person, group or entity doing, or desiring to do, business with the District. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.

This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Acceptance of business lunches and holiday gifts for general consumption are acceptable under this policy.

Legal Reference: GBEEA Policy Manual

STAFF ETHICS

All employees of the District are expected to maintain high ethical standards. These standards must be idealistic and at the same time practical, so they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards.

The school employee:

- Makes the well-being of students the fundamental value of all decision making and actions.

- Maintains just, courteous and proper relationships with students, parents, staff members and others.
- Strives for maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Refrains from using school contact and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Pursues appropriate measures to correct any laws, policies or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

Legal Reference: GBEA Policy Manual

STAFF GIFTS AND SOLICITATIONS

GIFTS

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to students by staff members shall be discouraged. Simple remembrances of certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

SOLICITATIONS

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

No other solicitations shall be made by or of employees during official duty time.

Legal Reference: GBEC Policy Manual

STAFF HEALTH AND SAFETY

Unless legally exempted, all staff members must show proof of immunity to measles and rubella. Exempted employees include those with medical contraindications for receiving vaccines and those who refuse immunization for religious reasons.

MEASLES

Acceptable proof of immunity to measles shall consist of:

- A record of immunization against measles with a live virus vaccine given on or after the first birthday.
- A statement, signed by a licensed physician or a state or local health officer, which affirms serologic evidence of having had measles.
- Being born before January 1, 1957.

GERMAN MEASLES (RUBELLA)

Evidence of immunity to rubella shall consist of:

- A record of immunization against rubella given on or after the first birthday.
- A statement, signed by a licensed physician or state or local health officer, which affirms serologic evidence of having had rubella.

In the event of an outbreak of either disease, memory of immunization date is not acceptable; medical documentation of immunity is required.

In the event of an outbreak of measles or rubella, non-immune staff members, including those who utilize the exception, must be excluded from school.

Legal Reference: GBGCA-R Policy Manual

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

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

A staff member, a person acting on the behalf of the District or a person who aids another person acting on behalf of the District shall be guided by the following:

- No employee shall engage in political activities on any property under the jurisdiction of the Board. Employees in their individual capacities may exercise their political liberties on property leased from the school for that purpose.

- Campaigning and other election activities must be done in off duty hours when not working in an official capacity or representing the District and without the participation of the District employees or students acting in the capacity of District or school representatives.
- Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be extended only when such invitations are extended to all candidates for the office.
- Political circulars or petitions may not be posted or distributed in school.
- The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
- Students may not be given written material intended to influence the outcome of an election, or to advocate support for or opposition to pending or proposed legislation.
- Students may not be involved in writing, addressing or distributing of material intended to influence the outcome of an election, or to advocate support for or opposition to pending or proposed legislation.

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

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy.

The District may distribute informational reports on a proposed budget override election as provided in A.R.S. 15-481 and on proposed bond elections as provided in A.R.S. 15-491.

Nothing in this policy shall preclude the District from producing and distributing impartial information on elections other than District budget override elections or reporting on official actions of the Governing Board.

This policy shall apply only when an employee is serving as an agent of or working in an official capacity for the District.

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

Legal Reference: GBI Policy Manual

STAFF PROPERTY LAW

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

STAFF RESPONSIBILITIES TO STUDENTS

CONFIDENTIALITY

The right to inspect and review educational records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, THE USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

Legal Reference: JR Policy Manual

CHILD FIND

The District will identify, locate, and evaluate all children with disabilities within its geographic boundaries who need special education and related services including, but not limited to, children who are:

- Homeless
- Highly mobile, including migrant children
- Wards of the state; and
- Attending private schools or who are homeschooled

In its identification process the District will include children who are suspected of being a child with a disability and in need of special education, even though a student is:

- Advancing from grade to grade
- Highly mobile, including a migrant student. [34 C.F.R. 300.111]

The District will inform the general public and parents within its boundaries of the responsibility for special education services for students aged three (3) through twenty-one (21) years, and how those services may be accessed including information regarding early intervention services for children aged birth through two (2) years. Services for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22). [A.A.C. R7-2-401.C]

The District will require all school-based staff members to review the written procedures related to child identification and referral on an annual basis, and maintain documentation of the staff review. [A.A.C. R7-2-401.D]

Identification screening for possible disabilities shall be completed within forty-five (45) calendar days after:

- Entry of each preschool or kindergarten student and any student enrolling without appropriate records or screening, evaluation, and progress in school; or
- Parent notification of developmental or educational concerns

Screening procedures shall include vision and hearing status and consideration of the following areas:

- Cognitive or academic
- Communication
- Motor
- Social or behavioral; and
- Adaptive development

For a student transferring into a school, the District shall review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education or poor progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. [A.A.C. R7-2-401.D]

If a concern about a student is identified through screening procedures or review of records, the parents of the student shall be notified of the concern within ten (10) school days and informed of the District's procedures to follow-up on the student's needs. [A.A.C. R7-2-401.D]

The District shall maintain documentation of the identification procedures utilized, the dates of entry into school, notification by parents of a concern and the dates of screening. The dates shall be maintained in the student's permanent records. [A.A.C. R7-2-401.D]

If the screening indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent or a student may request an evaluation of the student. [A.A.C. R7-2-401.D]

If, after consultation with the parent, the District determines that a full and individual evaluation is not warranted, the District shall provide prior written notice and procedural safeguards notice to the parent in a timely manner. [A.A.C. R7-2-401.D]

Individualized Education Plans (IEP)

If there is a scheduled IEP meeting with a student, all teachers who have that student in class must attend.

STUDENT PROGRESS REPORTS TO PARENTS

It is essential that student's progress in school be fully communicated to their parents. Each school will report student's progress to the students and to their parents or guardians. The reports will be clear, concise, and accurate and will provide a basis of understanding among teachers, parents, and students for the benefit of the individual students. The Superintendent will develop progress report forms or cards in accordance with this policy.

The following specific requirements are established:

- Parents will be informed regularly, at least four times a year, as to the progress their children are making in school.
- 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. The progress of all students will be evaluated at the midpoint of each grading period.
- Insofar as possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
- 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.
- When grades are given, school staff members will take care to explain to parents the meaning of marks and symbols as they apply to student achievement.
- Reports of progress for students qualified for services under the Individuals with Disabilities Education Act (IDEA) shall be based on their progress in the general curriculum and shall address whether the progress is sufficient to enable the student to achieve the goals stated in the student's IEP by the end of the school year.

Legal Reference: IKAB Policy Manual

STUDENT GRADES

Grade submission time is three working days after the end of the grading period. Provide early release day during the week grades are due for teachers to finish grades. Applies to first and third quarters only.

When students are not in attendance during finals week, the exception is that faculty members will be present. Once all end-of-semester requirements are fulfilled, faculty members may leave the campus but no earlier than noon or the last period of the day, whichever comes last.

Reference: Meet and Confer 2000

GRADING PROCEDURES

Grades Defined

A grade is defined as a letter, number, or other symbol indicating the relative quality of a student's work in a course, examination, or special assignment; mark. An example of a grade is a student receiving a mark indicating their performance on a related homework assignment, lab, test, or quiz. A non-example of a grade would be students receiving a mark for bringing a box of tissue and/or canned goods for the teacher/class. Participation grades should not be a consistent measure of a student's academic progress.

- **Extra Credit:** Extra credit for grades is an acceptable and strongly encouraged instructional practice. Extra credit marks and related work must meet the parameters of a grade as defined above. Extra credit should be work outside of the regular classroom setting, and should enhance the aligned and approved curriculum being taught in the class.

PowerSchool

Teachers are expected to enter a minimum of 2 grades per student into PowerSchool every week. One of the primary intended purposes of PowerSchool is to update parents regarding the status of their child's grades. It is also important to note that sites generate student eligibility lists utilizing PowerSchool. Accurate reporting is a requirement of AIA.

The site principal or principal's designee is required to monitor this grading procedure every Monday. A list of teachers in noncompliance will be generated for site level use. Site administrators must present the number of noncompliant teachers generated as described by the process above at the weekly Leadership meeting.

It is expected that site administrators or a teacher's assigned evaluator have collaborative conversations with a teacher who has not complied with the grading practices outlined in this document.

Teachers failing to comply with the described 2-week grading procedure may be subject to the following actions:

1. First violation – Email or verbal conversation followed by an email.
2. Second violation – Letter of direction.
3. Third violation – Written reprimand.
4. Fourth violation – Further disciplinary action.

This grading procedure includes all academic weeks except for the week of Thanksgiving and Finals weeks.

Semester Grade Calculations

A semester grade is calculated as follows: 40% first nine weeks grade, 40% second nine weeks grade, and 20% comprehensive semester final. All teachers must submit a class syllabus to their site principal for approval. Each syllabus must outline or highlight the semester grading policy to receive approval.

Nine Week Grade Calculation

All Nine Week Grades are to be calculated utilizing a balanced approach of homework, labs (if applicable), quizzes, projects, and tests. Tests cannot be the overwhelming factor of determining a student's grade and cannot exceed 50% of a Nine Week Grade Calculation. All teachers must submit a syllabus to their site principal for approval. Each syllabus must outline or highlight the nine week grading policy to receive approval.

Parent Communication

Teachers must make parent contact for those students who are not meeting the minimum basic understanding the class. Failing grades equate to course being repeated and increases the potential for a student to drop out of school as a result of not graduating on time. Teachers are to keep parent phone logs of contact or attempted contact of parents. These logs can coincide with the weekly eligibility lists regarding student progress as it relates to extra-curricular eligibility. Yearly, site principals will jointly develop a procedure outlining the frequency of parent contacts. It is the intent of this procedure to help produce graduates through the involvement of parents.

Correlation Between Galileo and Classroom Grades

In accordance with the District's 301 Plan requirements, attention must be given to the correlation between the data gathered from Galileo benchmark common exams and a student's grade(s) earned in class. These are collaborative conversations regarding academic rigor that occur between administration/supervisor and teachers that may be reflective in the evaluation of an employee.

Students on Homebound, Medical, LTS and PRIDE

Teachers are responsible for providing student work while students are out of the classroom for an extended time. Coordination of such work shall be directed through the site administration.

SEARCHES – FOR YOUR INFORMATION

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Legal Reference: JIH Policy Manual

HOMEWORK

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

The Superintendent is responsible for procedures that will achieve objectives through homework, including, but not limited to, the following:

- Intervention that changes deficient performance to performance that meets acceptable standards.
- Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
- Challenge through exploration of concepts and skills that compliment and elaborate those introduced in the classroom.
- Feedback from the teacher through correction and clarification of all outside assignments.

Legal Reference: IKB Policy Manual

TEACHING ABOUT CONTROVERSIAL ISSUES

Democratic tradition often involves dealing with controversial issues. Knowledge and understanding of such issues are an indispensable part of education.

The teacher holds a position of authority and respect in the classroom and community, and by virtue of that position has great influence in the formation of the values of all students. It must be clear that personal views are not a part of the instructional program and must be tempered by the responsibility to maintain professionalism.

To ensure that controversial issues are dealt with fairly and objectively, and with instruction as their goal, such issues may be a part of the curriculum provided the following policies are observed:

- Teachers should instruct students in the principles and techniques of the scientific method and provide opportunities for practice in applying established facts to specific problems.
- Teachers should seek to develop in students the ideals of truth and honesty.
- All personnel should seek to create an atmosphere in which difference of opinion can be voiced without fear and hostility and with mutual respect for all viewpoints.
- Constitutional guarantees of due process and freedom of speech will continue to be observed as to students and teachers alike when they are involved in a controversial issue.

- Teachers should encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy.
- Teachers should seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes, and actions.
- Teachers should place major emphasis upon “why” and “how” to think rather than on “what” to think.

Legal Reference: IMB Policy Manual

STUDENT FEES, FINES, AND CHARGES

The Board recognizes the need for student fees to fund certain school activities that are not financed by local, state or federal funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education as a result of inability to pay these supplementary charges. Students will not be required to supply specific types of school supplies or equipment as a prerequisite to successful completion of a required course or project. Students will, however, be responsible and accountable for loss of or damaged to school property, including textbooks and library books.

The Superintendent will establish procedures through which students may be held responsible and accountable for loss or damage to school property, including textbooks and library books. Authorization is granted for the acceptance of fees or cash contributions paid by a taxpayer for support of extracurricular activities and character education programs in schools of the District. The Superintendent shall establish procedures to assure compliance with all requirements for reporting the receipt and expenditure of taxpayer contributions.

Legal Reference: JQ Policy Manual

STAFF AND STUDENT RELATIONS

Employees are expected to exercise general supervision over the conduct of students, not only while in the classroom, but also before and after school and during passing periods. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student has the right to interfere with or disrupt any employee’s work activities.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

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.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Violation of the above shall be considered serious and may result in severe disciplinary action.

Legal Reference: GBEBB Policy Manual

STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies include but are not limited to, blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, voice over IP (VoIP), Facebook, LinkedIn, My Space, Twitter, YouTube, and any successor protocol to transmit information. Mobile technologies are any devices that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet, or private communication or information networks. Current examples are Smartphones such as BlackBerry, Android, iPhone, and other such mobile technologies and subsequent generations of these and related devices.

The Governing Board recognizes how web-based and mobile technologies are fundamentally changing opportunities to communicate with individuals or groups and how their use can empower the user and enhance discourse. The Board equally recognizes that the misuse of such technologies can be potentially damaging to the District, employees, students and the community. Accordingly, the Governing Board requires all employees to adhere to adopted policies and to utilize digital communications and electronic devices in a professional manner at all times.

The Board establishes the following parameters:

DISTRICT EMPLOYEES

- 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;
- are responsible for the content of their posting on any form of technology through any form of communication;
- shall only use District controlled and approved technologies when communicating with students or parents;
- shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;
- shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
- 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;
- shall not use District logos or District intellectual property without the written approval of the Superintendent;
- shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;

- shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent;
- shall comply with all applicable records management parameters established by Arizona State Library Archives and Public Records.

The Superintendent shall communicate the above to all employees of the District at the beginning of each school year and to newly hired employees as part of the hiring process.

The Superintendent shall establish which technologies are approved for use by employees to communicate with parents and students. Approved technologies shall be communicated to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and to newly hired employees as part of the hiring process.

The Superintendent shall determine which records retention and management guidelines as established by the Arizona State Library, Archives and Public Records are applicable to this Board policy and communicate these guidelines to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and newly hired employees as part of the hiring process.

Violations of this policy may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. The Superintendent shall report violations of this policy to the Board and shall make reports to the appropriate law enforcement agency when determined necessary.

Legal Reference: GBEF Policy Manual

STUDENT DISMISSAL PRECAUTION

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parents or by a person who has legal custody of the child/student. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Superintendent or his designee, evidence of his/her proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

For purposes of the Arizona Medical Marijuana Act, no person may be denied custody of or visitation or parenting time with a minor, and there is no presumption of neglect or child endangerment for conduct allowed under the Act, unless the person's behavior creates an unreasonable danger to the safety of the minor as established by clear and convincing evidence.

Legal Reference: JLIB Policy Manual

STUDENT ILLNESS

FIRST AID

If a student becomes injured or ill during the school day, or while attending a school-sponsored activity, it is the responsibility of any staff member present to render assistance and to summon a school nurse. Upon arrival, the school nurse will direct all further first aid activities.

First aid procedures shall be based on the following fundamental concepts:

The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on subsequent treatment.

At the time of an emergency, the school has the responsibility for:

1. Caring for the child.
2. Notifying the child's parents or guardian, or, if these cannot be reached, following directions given on the child's enrollment card.
3. In extreme cases, getting the child professional care with or without family consent.

In case of any serious injury or illness, the parent or responsible person should always be notified as soon as possible. Emergency care of the child has priority.

ACCIDENT REPORTS

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries or property damage, prompt reports are also vital in assuring the District of insurance coverage.

The Board requires, therefore, that an accident report be filed on every accident that takes place on school property, or that involves a school vehicle, students, or staff on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediate evident injuries or damage to property.

If a student accident occurs on the school campus during school hours, the school nurse is to be notified immediately. The nurse will give any aid that is allowed under the law and the parent or guardian will be notified immediately, if possible.

If a student accident occurs while on a school sponsored trip, the sponsor of the trip should respond to the student's need, depending upon the seriousness of the accident; that is, call the paramedics or police for emergency help. The sponsor should also contact the school District if it is during school hours. If not on school hours, the sponsor should attempt to contact an administrator at his/her home. The sponsor should also contact the student's parent(s) or guardian as soon as possible.

Upon returning to school, or the next school day, a report should be given to the school nurse and the school administrator.

MEDICATION PROCEDURES

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and parents if the following requirements are met:

1. There must be a written order from the physician stating the name of the medicine, the dosage and the time it is to be given.

2. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school offices.
3. The medicine must be brought to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

Legal Reference: JLCD Policy Manual

SUPERVISION OF STUDENTS

When students are in school, engaging in school sponsored activities or traveling to or from school on school busses, they are responsible to the school and the school is responsible for them.

Supervision shall include being within the physical presence and whenever possible, within a line of vision of the students so that school personnel will have a reasonable opportunity to control the behavior of and assist the students if necessary. 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.

If it should be necessary in an emergency situation for a teacher to leave the physical presence of the students, then the teacher shall make a reasonable effort to obtain a school employee to supervise the students during the teacher's absence. In no case shall the teacher leave students unsupervised if there is a reasonable possibility that harm to students or property will result from the students being left unattended.

School administrators, teachers, and other staff members will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Legal Reference: JLIA Policy Manual

SUPPORT STAFF DUTIES AND RESPONSIBILITIES

ADDITIONAL DAYS

Some positions in the District require additional days outside of the contracted calendar. Additional days may be set by the Superintendent or his/her designee by May 30th of each year for the following contracted year. These days will be selected to benefit the District and to meet student needs.

PERFECT ATTENDANCE

Perfect Attendance incentive will be each student quarter. There is \$5,000 at each quarter available to be divided by support staff which has perfect attendance during the quarter. Support staff may use vacation time during the quarter and still remain in the perfect attendance pool. Only those that use personal days or sick days are eliminated from the perfect attendance pool at the end of the quarter.

REGULAR WORK SCHEDULE, OVER-TIME, AND FLEX PROCEDURES

The regular workweek for support staff shall not exceed 40 hours (35 hours for paraprofessionals) without pre-approval of the Superintendent or Finance Director. When the overtime work is completed, the proper overtime form must be filled out and signed, approved by the supervisor, and submitted to payroll. Reminder: overtime can only be accrued at a rate of time-and-one-half if the employee has physically worked more than forty hours in one given week (Thursday through Wednesday). If a holiday falls in a week, even though the employee gets paid for the holiday and is paid for a total of forty hours, because they did not PHYSICALLY work that holiday, additional time may not be accrued at time-and-one-half. Only straight time applies unless

total hours PHYSICALLY worked exceed 40 hours for the week. No employees will be paid holiday pay unless they work both the regularly scheduled day before and the day after the holiday, except in cases of illness or approved vacation leave. For employees with more than one job duty, the total number of hours worked for all duties will be combined and overtime will be calculated on the total hours. Employees wishing to flex time (working shorter/longer shifts than normally scheduled) must have prior supervisor approval, and time must be flexed within a forty (40) hour work week, NOT the eighty (80) hour pay period, with NO EXCEPTIONS.

Although a person is assigned to a particular job, the title of which generally denotes the function of that job, a person may temporarily be assigned to any work activities designated by his/her supervisor.

TIME CLOCK PROCEDURES

All hourly employees are required to clock in and out on the Time Clock Plus system. Employees may not have another employee clock in or out for them. This is considered fraudulent reporting of time and is grounds for termination. When necessary, the employee's supervisor will make entries and corrections. Employees will not clock in more than seven (7) minutes before their regularly scheduled shift, except when flexing time with prior supervisor approval. The employee's time will be reviewed and approved by the supervisor and then processed by the payroll department. If an employee has been approved for early release by an administrator or the superintendent, the supervisor must input "approved early release" in the note portion of date of early release.

BREAKS/LEAVE PROCEDURES/ABSENCES – NOTIFICATION

All employees working eight (8) hours a day or longer may take a duty-free break of at least one half (1/2) hour every day and employees must punch out for this 1/2 hour. Any shortage of hours should be noted on the time card with an explanation (i.e., sick leave – 8 hours). The copy of the corresponding leave form must be attached to the time card. Leave forms are required for ALL absences. Leave forms for planned absences must be submitted before the absence occurs. Leave time taken by an employee who does not have enough accrued time will result in docking of the employee's pay. Absences which are unaccounted for will result in docking of an employee's pay. The employee, NOT OFFICE STAFF, is responsible for submitting their own leave forms.

All support staff will call the absence hotline, (520) 876-1179, if not reporting to work due to illness, jury or bereavement leave and may also notify their immediate supervisor on a daily basis if they are to be absent. This notification should be at least 30 minutes prior to their start time. Failure of an employee to notify the supervisor prior to missing work may result in the loss of paid sick leave or pay. All personal and vacation leave must be preapproved and not reported through the hotline. If for any reason the immediate supervisor cannot be reached, the principal's office or the human resources office should be notified. If an employee fails to provide proper notification for three (3) consecutive days, such failure will be considered "job abandonment" and the employee will be terminated.

See Policy GCCC "Professional/Support Staff Leaves of Absence Without Pay" for additional information when the employee has exhausted all leave. (A copy of the policy is available at the District office).

SATURDAY SCHOOL

School sites may create an In-School Suspension program on Saturdays with the ratio of supervision as 1 supervisor per 35 students. Upon the 36th student you may add one extra person for supervision. The maximum number of hours paid per Saturday School is 4 hours per person. All positions must be pre-approved.

TIMESLIPS

Guidelines for Additional Work Outside of Employee Contracts

- CGUHSD will not compensate employees for unauthorized work outside of their approved employee contract.
- All extra work outside the allowable contract of the employee must be Board approved before work can begin and payment can be issued.
- All compensation for approved paid positions must be processed through District payroll.
- Sites do not have the authorization to approve additional work outside of the contracted time of the employee. The only exception to the above statement is certified staff volunteerism. Non-certified staff is not allowed to volunteer under the Fair Labor Standards Act.
- Sites/Program Directors do have the right to define the work and working conditions for employees during the contracted time.
- Only the following departments are authorized to approve work outside of an employees contracted day/year; Superintendent, Human Resources, Director of Student Services, Federal Programs/Grants.
- It is the responsibility of the departments listed above to outline the working parameters, time of work, methodology for verification of work, and if necessary teacher-to-student ratios allowed for the approved extra work/compensation.
- Finance Director is authorized to grant overtime for the following departments: Maintenance, Security, Food Service, IT, Business Office, Print Shop, and Transportation.
- The only two positions authorized to discuss salary/compensation are the Superintendent and Human Resource Director.

All approved work must be documented on timeslips, signed by employee and supervisor. Timeslips are submitted to payroll every two weeks to coincide with payroll.

TEACHING CERTIFICATE

All professional staff members must have valid, up-to-date, teaching certificates. Original certificates are required to be filed with the Pinal County School Office and a copy will be placed with the District Personnel Office.

TECHNOLOGY DEPARTMENT

The Technology Department at CGUHSD is responsible for:

- All hardware and software – including our local area network
- Our phone system
- The intercom system
- Internet access and CGUHSD website
- Technology staff development
- Data and voice cabling

This manual contains information, which will assist you in utilizing the technology available to you. Please review this information carefully.

Technology Department – Please do not hesitate to contact technology at extension 8324.

PHONE

There are three components within the voice mail system that you may need to adjust:

1. Password
2. Recorded Name
3. Recorded Message

EMAIL

Every staff member can have a District email account. This email can be accessed from any computer with Internet access (on campus and off) utilizing the exchange web interface. No Cloud or off-site storage will be allowed due to potential FERPA and HIPAA violation.

ACCEPTABLE USE POLICY

All students and staff utilizing CGUHSD workstations are required to sign an Acceptable Use Policy (AUP). Please make sure that you understand and sign an AUP.

TECHNOLOGY RESOURCES-MOVIES/VIDEOS/DVDS

It is the policy of the District that there is educational value in utilizing movies and videos in classrooms only when such movies and videos extend and/or reinforce the concepts being taught and have been planned for in advance.

Movies and videos with ratings other than for general audiences are not to be shown in classrooms or at any District facility (this includes busses and motels where students are present) except when:

- The teacher or other certificated staff member must preview the movie or video.
- The movie or video has been determined not to contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
- The responsible school administrator has approved the use of the movie or video prior to its showing.
- The teacher, or other certificated staff member, has provided advance notification to each student's parent(s), or other responsible adult, of the title of the movie or video and the date on which it will be shown.
- A student whose parent(s), or other responsible adult, has provided notice of their disapproval will not be permitted to view the movie or video.

Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.

Legal Reference: IJND & INJD-R Policy Manual

TELEPHONE USAGE

Employees should not be called out of their classrooms or away from their assignments for telephone calls unless it is an emergency. Long distance calls which are of a personal matter are to be billed to the individual's home, not the District. Any personal toll calls billed to the District will be billed directly to that staff member.

TRANSPORTATION

In the budgeting process, the Governing Board may grant appropriations for transportation.

Transportation of students is a privilege extended to students in the District, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs.

The responsibility for the operation of student transportation shall be vested in the Superintendent. Reasonable efforts shall be made to eliminate any particular hazards that might adversely affect the safety and welfare of any student.

USE OF SCHOOL VEHICLES

A school vehicle should be used by school employees or Governing Board members to transport students or for school business. No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis for out-of-town trips, an employee may have his/her family ride with him/her upon approval of the Superintendent or the Principal. Only those Governing Board members or District employees with approved clearances may drive the vehicle.

A school vehicle shall not be taken to an employee's home at night unless the employee is on duty, or has permission from Superintendent.

REQUEST PROCEDURE

Any staff member who wishes to use school transportation vehicles must fill out a Transportation Request Form and turn it in to the designated school principal for approval. The form will then be submitted to the Transportation Office for approval. The Transportation Department will handle arrangements thereafter. It is recommended that each principal keep a calendar record of all approved forms that pertain to his/her school. The Transportation Director will keep a calendar record of all approved requests.

ADMINISTRATIVE REQUIREMENTS

Administrators shall be responsible for making certain that the use of the school vehicles is not abused inside or outside the District, and is the responsibility of such administrative personnel to assure that all travel has final approval from the District administration office. Use of private vehicles for school purposes must be approved by the Superintendent.

DISTRICT TRAVEL REGULATION

When authorized in writing by the Superintendent, a private vehicle may be used at the mileage rate set by the District, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage outside the District will be given for school business only. An employee using a private vehicle for a school trip shall not claim mileage for any purely personal use of a vehicle during said trip.

ACCIDENT REPORT

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the District Finance office or to an administrator if the accident occurs after school hours. The Business Office shall immediately report the accident to the District's insurance company. .

STUDENT TRANSPORTATION SERVICES

No student will be transported during school hours, except in an official school vehicle operated by District appointed staff members, without the specific approval of the Principal or Superintendent.

CDL LICENSE REQUIREMENTS

Any employee requesting District vehicles to transport more than 15 students will be required to have a CDL.

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation.

Bus evacuation drills shall be conducted at least twice during each school year and shall include every pupil except for severely handicapped, who will be transported in a school bus. (A.C.R.R. R17-4-507 (H) (1))

SPECIAL USE OF SCHOOL BUSES

School buses are to be used for the transportation of students participating in school-sponsored activities under the following conditions:

- Bus usage for educational field trips and by student organizations that are accepted as educational extensions of classroom activities.

The Board delegates authority to the administration on requests for non-curricular usage. In these cases, the student organization or other organizations making the trip will be required to reimburse the District for the cost of the transportation.

Any questions regarding transportation should be directed to the Finance Director at extension 1103.

TRAVEL EXPENSES / REIMBURSEMENTS

School employees who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of supporting receipts, provided that prior authorization has been granted by the Superintendent or his designee.

Reimbursement amounts shall not exceed the maximum amounts established pursuant to A.R.S. 38-624(A).

A mileage claim form is available from the District Office.

TRAVEL GUIDELINES

Mileage, Lodging, Meals and Incidentals

MEALS AND INCIDENTAL EXPENSES (M&IE)

MEALS: The amount to be reimbursed is what the traveler actually spent for the meal up to the maximum amount as defined by DOA. Rates can be found at: http://www.gao.az.gov/publications/SAAM/Supp_1_trvrates-012308.pdf. The amounts allowed for meals are not intended to cover the entire cost of a meal taken while in travel status. They are calculated to compensate the traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home or purchased at a cafeteria.

The break down for meal reimbursement allowances (dependent on location) is:

Breakfast	\$7.00	\$ 8.00	\$ 9.00	\$10.00	\$11.00	\$12.00
Lunch	10.00	11.00	13.00	14.00	16.00	17.00
Dinner	17.00	20.00	22.00	25.00	27.00	30.00
Total	\$34.00	\$39.00	\$44.00	\$49.00	\$54.00	\$59.00

- **Eligibility:** To be eligible for reimbursement, the individual must be in authorized travel status for a period of a least six (6) continuous hours. The meal for which reimbursement is sought must be purchased and consumed 50 miles or more from employee’s place of residence and their duty post. To be reimbursed for any meal, the traveler must show where and when the trip began and ended.
- **Meal Allowances:** Regardless of any circumstance or condition, a traveler may not claim reimbursement for more than three (3) meals in any single calendar day or in any period of twenty-four (24) consecutive hours.

Travel Status Hours	Meal Consume Time	Breakfast	Lunch	Dinner
At least 6	12:00 am – 10:00 am	Yes	No	No
At least 6	10:01 am – 4:00 pm	No	Yes	No
At least 6	4:01 pm – 11:59 pm	No	No	Yes
At least 12	12:00 am – 4:00 pm	Yes	Yes	No
At least 12	10:01 am – 11:59 pm	No	Yes	Yes
At least 12	4:01 pm – 7:00 am	Yes	No	Yes
At least 18	12:00 am – 11:59 pm	Yes	Yes	Yes

- **Full Day Allowance –** A travel day of eighteen (18) or more hours shall be considered a full day and entitle the traveler to reimbursement for up to three (3) meals. Exceptions include circumstances under which the traveler is by some other means (such as meals served at a conference or on a plane) provided one or more meals during the course of a day.
- **Partial Day Allowances –** When the travel day is less than a full day as described above, the following table shall be applied to determine eligible meal reimbursements:

- Meals Provided - The traveler is not entitled to a meal allowance for substantial meals provided free on an airplane, included in conference registration fees or provided on a complimentary basis by the facility at which one is lodged. A substantial meal is one that contains a serving of protein in the form of meat, poultry, fish, seafood or eggs. Meals satisfying special dietary needs will generally be provided by airlines, conferences, hotels, etc. if requested by the traveler. It is the traveler's responsibility to make, on a timely basis, the necessary arrangement for such special meals. If the traveler's request for a meal satisfying a special dietary need is denied, in order to claim a reimbursement for a meal expenditure, the traveler must provide a statement that details and certifies: to whom such request was made, by whom such request was denied, the reason given for the denial; and, the special dietary needs of the traveler that could not otherwise have been accommodated.

The District does not have a Per Diem. As an employee in travel status you are reimbursed for actual expenses paid for your meals up to the allowed maximum. An itemized detailed receipt must be submitted for processing. No alcohol or other prohibited items will be reimbursed.

The Internal Revenue Service (IRS) requires employees to be traveling "away from home" in order to exclude reimbursements for meals from their income. The phrase "away from home" means to require someone to travel overnight, or long enough to require substantial "sleep or rest" (further defined by IRS regulations). As a result, all meal reimbursements for travel with no overnight stay must be reported as a taxable employee benefit. These reimbursements will be considered taxable benefits and paid through payroll. For travel with an overnight stay, meal reimbursements for the day of and the day after the actual overnight stay should be excluded from income.

INCIDENTAL EXPENSES: Taxi, bus, limousine, and streetcar use is classified as local transportation and can be claimed without receipts, A.R.S. 38-625. Bridge and road tolls are reimbursable without receipts as well. Airport storage or parking is allowed for reimbursement only if the cost is less than taxi fare to and from the airport and requires a receipt. The reimbursement rate cannot exceed the discounted daily parking rate of \$3.59 for Tucson International Airport or \$5.00 for Sky Harbor.

Tips for transportation, other than baggage handling, are to be paid from the traveler's M&IE allowance. Baggage handling is reimbursable without receipts. This includes baggage handling at the hotel as well as the airport. The industry standard for such assistance is \$1.00 per bag.

Business communication charges, including faxes and copies, are reimbursable if documented by receipts. Business calls should be noted as such on hotel receipt. Personal phone calls are not reimbursable.

RENTAL CARS: Rental vehicles may be authorized when other means of travel cannot be used economically. Use of rented vehicles shall be limited to instances where it is advantages to the District and not for the personal convenience of the traveler. (A.R.S. 38-623)

Itemized commercial receipts are required for payment or reimbursement to the traveler for motor vehicle rentals. The purchase of additional insurance will not be paid or reimbursed. The following criteria will determine size limitations for rented vehicles:

One to two individuals traveling – approval given for economy or compact vehicle.

Three to four individuals traveling – approval given for mid-size or intermediate vehicle.

Four or more individuals traveling for longer then a week – approval for vehicle meeting their needs such as a van.

Travelers using rented vehicles will not be allowed to claim mileage. Reasonable gasoline purchase will be reimbursable if receipts are provided.

AIRLINES: The District will pay for the lowest fare available. Payment may exceed the lowest fare only if seats are unavailable at the lowest fare and travel is imperative. A copy of the detailed flight itinerary must be attached to all claims when air travel has occurred in order to verify departure/arrival times and meals provided in-flight.

TRAVEL FORMS: Be sure to use the most current version of the appropriate form. Forms are available on the District Website at <http://www.cguhsd.org>

All highlighted areas appropriate to traveler's claim are required for reimbursement. Forms not completed entirely will be returned to the traveler for correction and re-signed by the authorizing supervisor. Forms shall specify the complete street address, city and state in the "Departed From" and "Arrived At" columns on the travel claims. General terms such as "Tucson" or "Phoenix" will not be accepted.

Legal Reference: DKC, GCCE, and DKC-E Policy Manual

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. The use of the services shall be in support that the EIS is used in an appropriate manner and for the educational purposes intended; the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

Each use will be required to sign an EIS user's agreement. The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

The District shall provide for technology protection measures that protect against internet access by both adults and minors to visual depictions that are obscene, child pornography, or harmful to students with respect to use of the computers by students. The protective measures shall also include monitoring the online activities of students.

VACANCIES AND POSTINGS

Vacancies will be posted internally or externally as determined by the Superintendent. When a vacancy is posted, it will remain open for a minimum of five days.

VANDALISM

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action including, but not limited to, suspension and expulsion. A conference with the student's parents will be required.

Parents and students shall be made aware that the law provides that parents are liable for the willful destruction of property by a minor in their custody or control.

The District may file suit to recover the cost of repair(s) from the student and/or parent(s).

There is a \$100 reward for any employee that reports graffiti which leads to conviction.

VISITORS

All visitors to any school must report to the school office upon arrival.

Parents are encouraged to visit the schools. The Board requests that the classroom teacher and Principal be informed in advance as to the day and time of the visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the children, and the teacher will be unable to converse at any length with the visitor. If a parent conference is desired, arrangements may be made by the teacher for an appointment with the parent either before or after school hours.

The Board will not permit any person on school premises, including visits or audits to a classroom or other school activity, without the approval of the Principal. Neither will any person be allowed to conduct or attempt any activity on school premises that has not had prior approval from the Principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Legal Reference: KI -R (Policy Manual)

VOLUNTEERS

All volunteers must complete a Volunteer application. Once the application is completed, it is the Site Administrations decision whether or not to approve the application. If the application is approved, the Site Administration shall ensure fingerprinting is completed. Fingerprints and application will be forwarded to Human Resources to review, submit fingerprints to the Department of Public Safety for background check in accordance with A.R.S. 15-512. The volunteer will then be placed on the next available governing board agenda for approval. Once the volunteer has been approved by the board and cleared through the Department of Public Safety, a volunteer Identification Badge will be issued through the site bookstore.

WORKDAY

The definition of the teacher day is specifically worked out at the building level. Classroom teachers should be on site twenty (20) minutes before their first class.

Teachers should always be at their door at the beginning of each period to greet students as they enter.

Teachers should not leave their classes unattended. In the case of an emergency, coverage should be obtained by one of their peers or security.

WORKERS' COMPENSATION

Any employee who has an accident, no matter how slight, while on duty, shall notify his supervisor immediately. Failure to follow this procedure could result in the loss of Workers Compensation benefits. After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District Office – Human Resource Department. The Superintendent, upon receiving the supervisor's report shall, within ten days after notification, submit the Report of Industrial Injury to the insurance carrier (*Alliance*).

Any employee who has an injury accident must report to his/her immediate supervisor and complete the Industrial Injury report immediately if on school property or by phone or other contact as soon as possible. Upon returning to school a written report must be completed. This report is to be completed with as much detail as possible. Witnesses, if any, to the injury accident are also to complete a Workers Compensation report. The employee is also to report to the school health office.

The District supervisor will complete and sign the Supervisor's Report of Industrial Injury and within twenty-four (24) hours or during the next working day after the injury occurs, then submits the report to the District office. Principals and/or supervisors are to give the employee his/her designated copy and keep a copy in a designated file at the work site.

The District Office will report the accident to the Worker's Compensation within ten (10) days after the injury occurs.

WORKSHOPS – STAFF

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

The Superintendent, under the direction of the Board, will provide opportunities each year for professional growth. These will include, within budgetary limitation, special in-service training courses and workshops, a professional library, and assistance from supervisors and consultants.

Special in-service days will be part of the yearly school calendar. These days are part of the work expected in the yearly contract. Specific days at the beginning of each school year will be identified for in-service and/or teacher workdays with additional days during the school year. Extra-curricular activities during Professional Development are to be discouraged. In an event that it cannot be avoided, the activity must have prior approval from site principal.

In line with such opportunities, the Board encourages educational research by staff members when the conduct of the project does not conflict with the major functions of the schools.

If a certified employee wishes to attend an off-campus workshop seminar, the District office requires a signed program or agenda. If the workshop/seminar offers substitute reimbursement, the employee is required to provide the District Office with the properly approved leave request.