

EMPLOYEE HANDBOOK



MARICOPA
Unified School District
Dream. Learn. Become.

MARICOPA UNIFIED SCHOOL DISTRICT
44150 West Maricopa/Casa Grande Highway
Maricopa, Arizona 85138

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This handbook supersedes any previous handbooks prior to December 1, 2011.

DISCLAIMER

This handbook is a guide to personnel policies which are most often used by the certified staff. Employees who have questions or need more detail should refer to their supervisor, the district's policy manual (The Superintendent's Policy Manual supersedes all other manuals and is the authoritative copy if any language discrepancies exist) 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 to or mentioned herein, is not intended, nor is it 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 within the discretion of the Administration.



2013 – 2014 SCHOOL YEAR CALENDAR

Beginning Dates

10 month Employees	July 26
New Teachers	July 24
Continuing Teachers	July 29
9 Month Classified Employees	August 2
Students	August 5

Full Release Days

4 th of July	July 4
Labor Day	September 2
Fall Break	October 7-11
Veterans' Day	November 11
Thanksgiving Break	November 28-29
Winter Break	December 23 – January 3
Martin L. King Jr. Day	January 20
Presidents' Day	February 17
Spring Break	March 10-14
April Break	April 18 & 21
Memorial Day	May 26

Ending Dates

Students (Early Release)	May 22
High School Graduation	May 22
9 Month Employees	May 22
Teachers	May 23
10 Month Employees	June 2

➤ **Professional Development – Wednesday (Early Release)**

Elementary – 1:10 PM (Every Wednesday), Middle School – 3:10 PM (Every Wednesday), High School – 12:20 (First Wednesday of Each Month)

➤ **Full Day District In-Service Date – (No Students)**

September 25

➤ **End of Quarters (Early Release) and School Days /Quarter**

October 4 (43), December 20 (47), March 7 (43), May 22 (47)

➤ **Student-Led Conferences** – Elementary 10/23 & 3/19, Middle School 10/30 & 3/26, High School 10/16 & 2/26

➤ **AIMS and Stanford 10 Testing Windows** – HS Fall AIMS Oct. 22-24, HS Spring AIMS Feb. 24-25 & April 8-9, Spring Stanford 10 (9th Gd.) April 7-25, AIMS Grades 3-8 April 7-25, Stanford 10 Grade 2 April 7-25

GENERAL INFORMATION

If you have a change of name or address during the school year, be sure to notify the personnel office.

SCHOOL BOARD MEETINGS

The second and fourth Wednesdays of each calendar month are designated as the regular Board meeting dates. The meetings begin at 6:00 p.m.

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 in 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 Workers Compensation of Arizona. 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 the injury requires first aid treatment, you should report the health office.

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 as a result 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.

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 therefor. All such persons shall be held in strictly accountable for the manner in which these guidelines are followed.

The Superintendent shall ensure that an accurate, detailed report of all revenues and expenditures of the student activities fund 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.

Auxiliary Operations

The Auxiliary Operations Fund shall consist of monies raised with the approval of the Board in pursuance of 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.

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.

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 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 (10 day notice)

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.

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.

CARE OF 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 respectable manner.

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

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 U.S.F.R. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

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

Legal Reference: DM (Policy Manual)

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, or 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 or to Child Protective Services (CPS) 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.

Legal Reference: JLF Policy Manual

CORPORAL PUNISHMENT

The Maricopa Unified School District #20 **disallows** corporal punishment.

Legal Reference: JKA 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 devise* 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

Maricopa Unified School District No. 20 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 – For the purpose of this policy, pursuant to Arizona Revised Statutes 36-2801, a qualified medical marijuana cardholder means:

- A qualifying patient
- A designated caregiver, or
- A nonprofit medical marijuana dispensary agent

who has an identification card issued by the Arizona Department of Health Services related to the medical use of marijuana to treat or alleviate an individual's debilitating medical condition or symptoms associated with the debilitating medical condition.

The District may not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis:

- 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 premises or during the person's hours of employment with the District

Unless a failure to do so would cause the District to lose a monetary or licensing related benefit under federal law or regulations.

The Arizona Medical Marijuana Act does not authorize any person to engage in the following conduct:

- Undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice
- Possessing or engaging in medical use of marijuana:
 - On a school bus
 - On the grounds of any preschool or primary or secondary school,
- Smoking marijuana:
 - On any form of public transportation
 - In any public place
- Operating, navigating or being in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana, except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.
- Using marijuana in any manner other than as authorized by the Arizona Medical Marijuana Act.

Legal Reference: GBEC & GBECA Policy Manual

EMERGENCY PLAN

The Superintendent or designee will develop and maintain district emergency plans. He 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 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 propose 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 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 Personnel Department maintains a master file for all employees. You may review materials placed in your file by making a written request to the Superintendent.

Legal Reference: GCO Policy Manual

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 employees 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.

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. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”.
- An employee may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION

For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan”. Upon return from FMLA leave, most employees must be restored to their original or equivalent

positions with equivalent pay, benefits and other employment terms. 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.

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>

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 far enough in advance so that arrangements can be made prior to the trip. Before any child/student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardian. Transportation shall be provided only by district school buses, driven by authorized personnel.

Generally field trips shall be conducted within the normal school day and shall be limited to a distance of not more than 225 miles one way from the school. Longer trips or overnight trips must have Governing Board approval. The District will not sponsor, approve, support, or encourage field trips not meeting the criteria outlined in this policy, unless the Governing Board gives approval after a presentation to the Board justifying the specified need for the exception.

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 or 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 Director of Business Services approval. When returning property to the school, be sure to advise the District Office or the Director of Business Services.

Any questions regarding inventory or fixed assets should be directed to the Warehouse Clerk at extension 1191. Any questions regarding loaning equipment should be directed to the Director of Business Services at extension 5103.

FOOD SERVICE

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

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

PRICE OF MEALS AND MILK

Free or reduced price meals will be provided for students who submit an application and are approved according to the Federal guidelines. The price of meals may vary from year to year depending on projected costs and the level of federal funding provided. This year the middle school and high school students will also have three snack bar locations and a salad bar available to them.

Meal prices are:

Extra milk	\$.40
K-5	\$2.00
6-12	\$2.50
Adult	\$3.00

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.

MEDICAL - DENTAL – VISION – LIFE INSURANCE

All employees who work thirty (30) hours or more per week may be covered under the District's Major Medical, Dental and Vision and Term Life Insurance Plans.

WORKERS COMPENSATION INSURANCE

All employees of Maricopa Unified School District are covered by Workers Compensation Insurance while on assignment. An employee must report any such 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

When July 4th, Veterans' Day, December 25 or Thanksgiving Day occur within the school week, the schools shall be closed and compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two school weeks, and the teachers shall receive compensation during the recess.

Other holidays will be established by the school calendar.

Legal Reference: GCD Policy Manual

FUND RAISING

Fund raising 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. Fund raising activities must be approved by the Student Council in a school and have the recommendation of the Principal and Superintendent.

District wide fund raising activities must have the consent of the Superintendent.

Participation in contest or fund raising 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 fund raising 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 Student Activities Specialist at extension 1027.

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 their choosing, shall review the grievance and issue a response within fifteen (15) working days following such review. The decision of the Board is final.

Legal Reference: GBK 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.

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: GCCF Policy Manual

BEREAVEMENT LEAVE

An employee may be granted, upon request to the Superintendent, up to five (5) days leave per fiscal year, with pay, to be used in the event of a death in the employee's family as defined in GCCA. These days are to be deducted from earned sick leave.

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved all bereavement leave 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 or to the extent other leave may be 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).

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

ILLNESS (SICK LEAVE)

Sick leave for certificated and classified 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. Family, for purposes of sick and bereavement leave, shall include:

- | | | | |
|---------|------------------------------------|---------------|--------------|
| Spouse | Children | Grandchildren | Grandparents |
| Parents | Like relations created by marriage | | Siblings |

Family illness, for the purpose of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent). The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist 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.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days.

Each full-time staff member shall be credited with sick leave allowance at the rate of .5 days per pay period up to eleven (11) or thirteen (13) days as determined by the annual duration of the position.

Twelve-month positions.....13 days

Nine and ten-month positions.....11 days

The unused portion of such allowance shall have unlimited accumulation.

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

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

Sick leave may be used for childbirth from the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District Policy. A staff member who is or will be the father or the grandparent of a newborn child will be allowed two days of sick leave for the birth. In the event of medical complications, more than two days of sick leave may be allowed.

Paid leave shall not be approved for more leave days than have been accumulated in prior years plus those earned during the current school year. Leave for the current year shall be available for use at the beginning of the school year. When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned sick leave shall be deducted from the employee's final paycheck. Upon request, the staff member shall inform the Superintendent of the following:

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

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.

Legal Reference: GCCA Policy Manual

SICK LEAVE PROCEDURES

All employees are required to call their supervisors or school office in the event of their absence due to illness. When reporting in ill, an employee should do so as early as possible so a substitute can be secured.

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.

PERSONAL LEAVE

Each staff member will be granted personal leave as follows;

- Less than five continuous years in the District – two (2) days
- Five (5) continuous years in the District - three (3) days

No more than ten percent (10%) of the staff or other groupings of employee may take personal leave at any one time. Requests for personal leave must be received at least five (5) working days prior to the first day of leave, and must be approved by the principal.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one time.

Personal leave will not be granted during the following periods:

- On the day immediately preceding or following a holiday or vacation.
- During the first two (2) weeks of school or the last two (2) weeks of school.

All personal leave shall be deducted from the employee's earned sick leave. In the absence of earned sick leave, the employee must request an unpaid leave of absence.

Deviations from the above conditions/limitations may be granted by the Superintendent.

Legal Reference: GCCB Policy Manual

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.

Any questions regarding the maintenance department should be directed to the Maintenance Department at extension 1183.

KEYS - ISSUANCE

Possession of keys to Maricopa Unified School District's property or possessions shall be in accordance with the following principles:

- A log of key assignments shall be maintained by the maintenance office.
- Duplicate keys that are unassigned shall be maintained in a safe and secure box.
- Individuals 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.

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.

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
- Professional dues
- 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 1012 or 1051.

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.
- Exercise supervision over students on the playgrounds and during recess is assigned to such duty.
- Take and maintain daily classroom attendance
- Make the decision to promote or retain a student in grade in a common school or to pass or fail a student is a course in high school. Such decisions may be overturned only as provided in A.R.S. 15-342(11).
- Comply with all rules, regulations, and policies of the Governing Board that relate to the duties as prescribed.

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

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

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 in order 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

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 Coordinator at extension 1021.

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 Receiving Clerk will handle receipts of merchandise, and the merchandise will then be delivered to the requisitioner.
- If the requisitioner 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 Clerk at extension 1191.

RESIGNATION/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 Statute and State Board of Education regulations.

Legal Reference: GCQC Policy Manual

SICK LEAVE PAYMENT UPON RETIREMENT

Upon proper and timely application for the retirement incentive program, the District will pay for accumulated sick leave on a graduated scale up to the maximum accumulated amount indicated by the District. Certificated employees will be paid based on a daily rate established for payment of a day-to-day substitute teacher in the District, and support staff members will be paid based upon a daily rate calculated by multiplying the minimum wage times eight hour. The payment will be made on the following scale:

<u>Years of Service</u>	<u>Percent of Daily Rate</u>	<u>Years of Service</u>	<u>Percent of Daily Rate</u>
10	0	18	40
11	5	19	45
12	10	20	50
13	15	21	45
14	20	22	40
15	25	23	35
16	30	24	30
17	35	25	25

No continuing rights are established by this policy. In compliance with established procedure, the Governing Board reserves the right to modify or rescind any policy in accordance with its own guidelines.

Certificated employees: Based on \$80 day to day substitute rate.

RETIREMENT INCENTIVE PROGRAM

An employee choosing the retirement incentive shall receive an increase over the regular contractual or scheduled salary in the year before retirement. All legally required deductions, including the employee’s contribution to the state retirement fund, will be withheld. The payment shall be calculated as set forth below.

The payment will be based upon the number of years of service to the District, increasing from 10 years of service to twenty years and decreasing from twenty years to twenty-five years.

<u>Years of Service</u>	<u>Percent of Annual Salary</u>	<u>Years of Service</u>	<u>Percent of Annual Salary</u>
10	2	18	10
11	3	19	11
12	4	20	12
13	5	21	11
14	6	22	10
15	7	23	9
16	8	24	8
17	9	25	7

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.

SALARY SCHEDULE AND ADVANCEMENT

INITIAL PLACEMENT ON SALARY SCHEDULE

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 ten years for substantiated experience, i.e., placed on the tenth step of the salary schedule.

ASSIGNMENTS

The Superintendent will determine all professional 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 contract.

TRANSFERS

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.

Professional 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.

It shall be the policy of the Board that professional 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 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 conflict 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.

Legal Reference: GCK Policy Manual

SUBSTITUTES

When utilizing the leave policies of the District, it shall be the responsibility of the teacher to notify the supervising principal, as soon as possible, of the need for a substitute teacher. In the event the principal is not available, the secretary may be notified.

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

PROFESSIONAL STAFF SALARY ADVANCEMENT

Professional staff members who expect to receive salary credit for additional college or university courses shall:

- Application to the Superintendent for approval before enrolling in such courses, not later than May 15 annually.
- The Superintendent must be notified of the completion of such course not later than September 1 annually.
- Official college or university transcripts of such credit must be presented not later than October 1 annually.
- No credit will be granted unless approval is obtained prior to enrollment in the class.
- No more than nine hours will be granted for District in-service training classes in any four year period, except for unusual circumstances related to the special needs of the District.
- No credit will be granted for courses under the 300 level (or equivalent) except when such courses are related to addressing a special need of the District.
- After the MA (or equivalent) has been recognized for salary purposes, no more than six hours of credit earned prior to receipt of the MA and not required for the MA program will be accepted for salary purposes.

Legal Reference: GCBA & GCBA-R Policy Manual

CONTRACT WORK FOR PER DIEM

All outside contract work for certified staff will be paid at \$25.00 per hour.

Teacher per diem is based on 187 work days for returning teachers and on 190 days for new teachers. This is based on 180 school days and 7 in-service days for returning teachers and 10 in-service days for new teachers.

SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, 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 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.
- 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 spouse of a Board member cannot be employed by the District.

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: GBEAA 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 that 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.

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.

Staff members who are not in compliance shall be put on leave without pay until they are in compliance.

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

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

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 particular 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

SEARCHES – FOR YOUR INFORMATION

The Administration has 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) exist. 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 (i.e., lockers, desks) of personal items are provided as a convenience to the student but remains the property of the school are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or

without reason, or with or without notice and whether permission of the students or the student's parent or guardian, 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 as long as 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 - STUDENT RELATIONS

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. 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

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.

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

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 as MUSD is responsible for:

- All hardware and software – including our local area network
- Our phone system
- The intercom system
- Internet access and MUSD 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 extensions 1036, 1037, 1038, 1039.

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 has the ability to 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.

Acceptable Use Policy

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

Technology Resources Movie/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 movie or video must be previewed by the teacher or other certificated staff member.
- 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 proved 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 Governing Board members or District employees 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 Director 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 Transportation 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, with the exception of 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 Transportation Director at extension 1150.

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 mileage claim form is available from the District Office.

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

The District may provide electronic information services to (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, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

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).

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 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 conference is desired, arrangements will 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)

WORKDAY

The definition of the teacher day is specifically worked out at the building level.

Classroom teachers should be on the job thirty (30) minutes before and thirty (30) minutes after regular classes, for not less than eight (8) hours on campus.

Classroom teachers should be in their classrooms fifteen (15) minutes before school begins and fifteen (15) minutes at the end of the school day for the purpose of assisting students.

Teachers should always be in their classrooms 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.

WORKER'S 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 (*SCF of Arizona*).

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.

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.

<i>SITE</i>	<i>TOPIC</i>	<i>EXTENSION</i>
<i>DEPARTMENTS</i>		<i>520.568.5100</i>
<i>Business</i>	<i>Accounts Payable</i>	<i>1026</i>
<i>Business</i>	<i>Accounts Receivable</i>	<i>1026</i>
<i>Business</i>	<i>Federal Programs</i>	<i>1001</i>
<i>Business</i>	<i>Grants Management</i>	<i>1024</i>
<i>Business</i>	<i>Payroll</i>	<i>1051</i>
<i>Business</i>	<i>Student Activities</i>	<i>1027</i>
<i>Business</i>	<i>Student Data (Genesis)</i>	<i>1022</i>
<i>Curriculum</i>	<i>AIMS /SES Tutoring</i>	<i>1006</i>
<i>Curriculum</i>	<i>Assessment and Testing</i>	<i>1006</i>
<i>Curriculum</i>	<i>Before & After School</i>	<i>1011</i>
<i>Curriculum</i>	<i>Curriculum and Instructional Support</i>	<i>1006</i>
<i>Curriculum</i>	<i>English Language Learners</i>	<i>1009</i>
<i>Curriculum</i>	<i>Homeless Student Support</i>	<i>1035</i>
<i>Curriculum</i>	<i>Native American Support</i>	<i>1035</i>
<i>Curriculum</i>	<i>P. D. Express (Professional Development)</i>	<i>1007</i>
<i>Exceptional Student Services</i>	<i>General Support</i>	<i>1059</i>
<i>Exceptional Student Services</i>	<i>Gifted Programming</i>	<i>1015</i>
<i>Exceptional Student Services</i>	<i>Homebound Services</i>	<i>1059</i>
<i>Exceptional Student Services</i>	<i>Medicaid Reimbursement</i>	<i>1015</i>
<i>Exceptional Student Services</i>	<i>Preschool</i>	<i>1059</i>
<i>Exceptional Student Services</i>	<i>Student Records (6-12)</i>	<i>1017</i>
<i>Exceptional Student Services</i>	<i>Student Records (PreK-5)</i>	<i>1016</i>
<i>Food Services</i>	<i>Free and Reduced Meals</i>	<i>1034</i>
<i>Health Office Services</i>	<i>General Support</i>	<i>1020</i>
<i>Human Resources</i>	<i>Benefits</i>	<i>1031 & 1060</i>
<i>Human Resources</i>	<i>District Office Receptionist</i>	<i>1000</i>
<i>Human Resources</i>	<i>General Support</i>	<i>1031 & 1060</i>
<i>Human Resources</i>	<i>Substitutes</i>	<i>1032</i>
<i>Human Resources</i>	<i>Volunteer Registration</i>	<i>1000</i>
<i>Maintenance</i>	<i>Building Maintenance</i>	<i>1183</i>
<i>Maintenance</i>	<i>Building/Field Rental</i>	<i>1180</i>
<i>Maintenance</i>	<i>Grounds Maintenance</i>	<i>1183</i>
<i>Maintenance</i>	<i>Mail Courier</i>	<i>1191</i>
<i>Maintenance</i>	<i>Warehouse/Receiving</i>	<i>1191</i>

<i>Superintendent</i>	Administrative Assistance	1002
<i>Superintendent</i>	Governing Board	1001
<i>Technology</i>	Network Issues	1078
<i>Technology</i>	Phone Issues	1038
<i>Technology</i>	Troubleshooting	1039
<i>Transportation</i>	General Support	1151
<i>Transportation</i>	Routing	1160
SCHOOL SITES		
<i>Schools</i>	Butterfield Elementary	520.568.6100
<i>Schools</i>	Desert Wind Middle School	520.568.7110
<i>Schools</i>	Maricopa Elementary	520.568.5160
<i>Schools</i>	Maricopa High School – General Number	520.568.8100
<i>Schools</i>	Maricopa High School - Athletics	4009
<i>Schools</i>	Maricopa High School - Counseling	4094 & 4098
<i>Schools</i>	Maricopa High School – Performing Arts Center	4001
<i>Schools</i>	Maricopa High School – Student Records	4003
<i>Schools</i>	Maricopa Wells Middle School	520.568.7100
<i>Schools</i>	Pima Butte Elementary	520.568.7150
<i>Schools</i>	Saddleback Elementary	520.568.6100
<i>Schools</i>	Santa Cruz Elementary	520.568.5170
<i>Schools</i>	Santa Rosa Elementary	520.568.6150