



TOLTEC SCHOOL DISTRICT No. 22

2022 - 2023 Employee Handbook



All students are capable of success, no exceptions!

2022 - 2023 Toltec School District

Employee Handbook

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Introduction

KIDS AT HOPE PHILOSOPHY

Toltec School District actively practices the Kids at Hope philosophy as a core belief. We believe all kids are capable of success, no exceptions! We connect with students because kids do better in life when they have meaningful and sustainable relationships with caring adults. We teach students the power of visiting his/her future, returning to the present, and preparing for the journey.

Every staff member will be trained and expected to conduct him/herself as a Treasure Hunter. Our main purpose is to support students in becoming the best version of him/herself while fostering hope and developing the ability to believe in oneself, visualize the future, and prepare for success. It is the responsibility of every employee to connect with students and assist in the skill development of mental time travel, so the student can personally visualize his/her future. We understand that it is not risk that prevents kids from success, it is the absence of hope. Hope is taught and learned. Kids at Hope is a strategic cultural framework that is believed and practiced by Toltec School District employees for the immediate and future success of our students.

EMPLOYEE CODE OF CONDUCT

Toltec School District Governing Board and Superintendent provide a Notice of Employee Code of Conduct briefly outlining expected behaviors to be reviewed and signed upon hire and during annual back-to-school orientation. This document imparts staff conduct established as imperative to District leadership.

Alongside the Employee Code of Conduct, this handbook contains employee expectations in alignment with law and policy. Please read through this handbook carefully before signing and submitting the required signature page. Employees are responsible for the information contained within this document.

GOVERNING BOARD POLICY

Policies can be retrieved for review in Board Docs (online resource at boarddocs.com), along with Governing Board meeting agendas. It is recommended that all employees familiarize him/herself with Governing Board Policy.

COVID-19

Procedures for the health and safety of staff and students during the COVID-19 pandemic are provided for your protection in District and school site plans. Please ensure you understand health expectations for staff and students. See site administration for clarification.

Communication

DISTRICT GOVERNING BOARD COMMUNICATIONS WITH STAFF MEMBERS

Official communication between the Governing Board and employees will occur as follows. An employee will first communicate on school or employment related matters at the administrative level (Policy BHC) starting with the Assistant Principal or Principal. Any employee who feels this level has been exhausted may then seek an appointment with district level administration. Should the matter still not be settled, the employee may then communicate with the Governing Board in writing. No anonymous communication will be considered. Any employee who wishes to address the Board in the employee's capacity as a parent, district resident, or individual, rather than as an employee, may do so by following the procedures in Policies BEDH and BHD (complete Public Participation at Board Meeting form, Request to Address Board (Policy BEDH-E) to be given to the Superintendent prior to the start of the meeting).

ELECTRONIC COMMUNICATIONS

Please refer to the technology user agreement (Policy IJNDB-E). Acceptable use: Employee will use the service to support personal educational objectives within the educational goals and objectives of the District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. Employee will not view, submit, publish, display, or retrieve materials forbidden by local, federal, or state statutes, laws and regulations, or District Software Guidelines & Procedures on District-owned hardware. Electronic communication pertaining to the business of the school may be subject to public disclosure and inspection as public records (Policy EGAEA). Confidential information about employees, students or other Board members shall not be included in e-mail communications due to the risk of improper disclosure (Policy EGD). District employees shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations (Policy GBEF). District employees

are responsible for the content of their posting on any form of technology through any form of communication (Policy GBEF). District employees shall only use District controlled and approved technologies when communicating with students or parents (Policy GBEF).

SOCIAL NETWORKING

Policy GBEF-RA: The District respects the rights of employees to use social networking sites as a medium of self-expression during non-work time. The District allows the use of social networking sites during work time for work purposes. Employees are permitted to use social networking sites for limited incidental personal use and/or communications provided such does not interfere with or conflict with District business, and such use does not occur during the contracted day. Employees shall exercise good judgment regarding the reasonableness of personal use. Employees are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated media. Online behavior should reflect the same standards of honesty, respect and consideration that are used in direct contact communication. Employees shall not disclose District information that is confidential or proprietary. This specifically includes information or comments regarding students and staff. Employees shall observe staff ethics when communicating about the District and its current and potential employees, students, and community regardless of the subject matter of the communication. Employees shall respect copyright and fair use laws. Employees shall recognize that they are legally liable for anything that is written or present online.

FAMILY/TEACHER CONFERENCES

There will be a minimum of two (2) formal Family/Teacher Conferences scheduled during the school year. Teachers should plan well in advance for conferences. Samples of student work, test results, books and materials being used, and other information will be useful during the conference. The conferences should be a two-way exchange of information between the parent/guardian and teacher. Every effort should be made to include the student actively in the conference. Improvement in student performance should be the end result of the conference. Families shall have opportunities to arrange conferences with teachers at other times during the year (Policy IKACA).

INFORMING FAMILIES

Teachers will notify families of poor work as soon as the progress of a student is not satisfactory or if a significant decline in academic performance occurs. Teachers should work to secure the cooperation of families in improving the student's work. Contact with families can be done by phone, letter, email, or conference in a timely manner. Parents should be contacted well in advance of grades being finalized if their child is faltering academically. Teachers should keep a record of the dates and method of contact and notification for future reference. Teachers should utilize a family contact log to keep record of dates, times. All phone calls are to be returned within a 24-hour period. If necessary, the principal will gladly assist you in making home visits. Newsletters and other "published" communication to parents—whether electronically or in print—should receive prior approval of the principal.

MAILBOXES & E-MAIL

Employees should check their mailboxes upon arrival to work in the morning, during break and/or prep period, and before departing at the end of each day. Staff will use district email for school business and should not correspond with student via personal email.

NAME/ADDRESS CHANGE

If contact information, especially a home/mailling address, should change during the school year, employee should notify the payroll office. It is important to keep information current.

TELEPHONE USAGE

School telephones are business telephones and should be used as such. Teachers are responsible for supervising and training students in the use of the phone. The office phone is designated for business use; students must ask permission before use of the office phone. Students are not to call his/her parent/guardian directly for pick them up during the school day; they should be sent to the school office or the health aide to initiate such communication. Teachers are not to receive incoming phone calls during normal classroom hours unless cleared through the Principal or due to emergencies. All outside incoming calls should be directed to voicemail and checked during non-instructional time. Teachers are not to use personal cell phones during instructional times. Employees are not to use personal cell phones during the workday or while on duty. Employees are to refrain from cell phone use while driving district owned vehicles (Policy EEB-R).

District Procedures - Business

CONFLICT OF INTEREST

All employees must complete a conflict of interest form. Arizona Revised Statutes (A.R.S.) 538501 to 538-511 require all employees to disclose if they or a relative have a substantial interest in any TSD contract, sale, purchase, or service. TSD is required by law to

make known any such interest in its official records. In general terms, if a TSD employee or his/her relative has any ownership interest or employment relationship with a TSD vendor or an entity that does business with the District, this relationship must be disclosed. State law prohibits TSD employees from participating in a matter that is considered a conflict of interest. The law prohibits the employee from identifying that TSD needs goods or services from a business for which a substantial interest is disclosed. The law also prohibits the employee from selecting the business for goods or services, supervising the work of the business on behalf of TSD, voting on or approving the award of a TSD contract to the business and approving invoices for payment. If employee, or employee's relatives (spouse, child, grandchild, parent, grandparent, brother or sister — whole or half blood and their spouses and parents, or a brother, sister or child of a spouse) have a "substantial interest" in an TSD vote, decision, contract, sale or purchase; employee must disclose this relationship. If employee does not have a conflict at this time, but one arises in the future, he/she must promptly contact the District office.

FINGERPRINTING

All employees, including part-time and substitute support staff, are required to maintain a valid fingerprint clearance card (Policies: GCF, GCFC, GDF, GDFA, GDG, LDA).

Policy GDF: A district may hire and place a noncertificated employee into service before receiving the results of the mandatory fingerprint check or a fingerprint clearance card has been issued or denied. However, until fingerprint clearance has been received, an applicant who is required or allowed to have unsupervised contact with pupils cannot be hired and placed into service until:

- The District documents in the applicant's file the necessity for hiring and placing the applicant into service before a fingerprint check can be completed or a fingerprint clearance card is issued or denied.
- The District obtains from the Department of Public Safety a statewide criminal records information check on the applicant. Subsequent criminal records checks are also required every one hundred twenty (120) days until the date that the fingerprint check is completed, or the fingerprint clearance card is issued or denied.
- The District obtains references from the applicant's current employer and two (2) most recent previous employers, except that for applicants who have been employed for at least five (5) years by the most recent employer, only references from that employer are required.
- The District provides general supervision of the applicant until the date the fingerprint check is complete, or the fingerprint clearance card is issued or denied.

Policy LDA: Before providing services directly to students, a person in a teacher preparation program who participates in a student teaching or other field experience shall obtain a fingerprint clearance card.

FUND RAISING/DONATIONS

Staff members are not to contact businesses or other vendors seeking donations without prior consultation with the school's Principal. Individuals and organizations considering contributions to the schools should consult with the Superintendent on the appropriateness of any such gifts (Policy KCD).

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only for the types of fund-raising activities approved by the Governing Board and when connected with specific school activities approved by the Superintendent (Policy JJE). 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 of Financial Records (Policy JJE). Inventory involved in student fund-raising activities will be accounted for and protected as though it were cash (Policy JJE-R).

FACILITIES USE

Policy KF: School facilities and property may be leased to extended day resource programs and any person, group, or organization for any lawful purpose in the interest of the community. The purposes include, but are not limited to the following: recreational, educational, political, economic, artistic, moral, scientific, social, religious, other civic, or governmental. The Superintendent may permit uncompensated use of facilities and property by any school related group, including student political organizations, or by any organization whose membership is open to the public and who activities promote the educational function of the District. Proof of liability insurance shall be required for the use or lease of school property pursuant to A.R.S. 515-1105. The lessee of school facilities to be used for athletic activities must confirm knowledge of and compliance with the requirements and restrictions for such use as set out in Policy JJIB.

PAY PROCEDURES

Paydays of the District are every other week. Employees with questions should call Andrea Jones in payroll at extension 2362. The District Office will handle payroll deductions employees may opt to establish on regular payroll withholdings at the beginning of each school year. The number of exemptions claimed for tax purposes may be changed at any time during the year.

Graduate credit hours earned beyond the bachelor's degree can lead to salary increases for teachers. An official college transcript is required to substantiate hours earned for salary schedule advancement. See the Superintendent for salary movement purposes.

DISTRICT PROPERTY

Any damage is to be reported to the Principal's office. Employees are responsible for the care of their own rooms and the equipment therein and shall be additionally responsible for missing or damaged equipment. Employees will be required to sign out district property (technology items) such as computers, laptops, and tablets that will be in their possession for extended periods of time. Property obtained through grants written by the teacher remains the property of the school district unless the grant specifies otherwise. The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises (Policy ECAD).

SUPPLIES - PURCHASING

No purchase can be made without first acquiring a Purchase Order. Employees will be held responsible for costs encumbered in unauthorized purchases.

SECURITY/KEYS

Policy ECA-R: Individuals who are assigned keys may not duplicate or loan them. The loss of a key must be reported to the Principal and Superintendent upon discovery of the loss. The employee may be required to pay for rekeying or replacing all effected locks. All keys must be surrendered when no longer needed or upon request by the Superintendent. Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.

Other District Procedures

HOUSEKEEPING CHORES

Each staff member is to follow these daily guidelines, to have a clean and comfortable environment.

1. Students and teachers are asked to use the last few minutes of the day to tidy up the room. Pick up papers and other objects on the floor, put chairs on top of the desks, straighten desks, etc. Do not leave opened food containers in the area.
2. Use painters' tape only on the walls, carpet, or whiteboards. Avoid using masking tape.
3. Items may be stapled to the wall; promptly remove all unnecessary staples.
4. The Principal's permission is required prior to bringing any animal, reptile, insect, or bird into the classroom (Policy IMG-R). Insects, reptiles, or other animals shall not be transported in a school bus (Policy EEAE-EA).
5. Fire code does not allow boxes to be stacked to the ceiling.
6. Fire code prohibits the handing of items from the ceilings, around doors, or windows. Never cover a door window unless an emergency drill is in session, or an actual emergency has occurred.
7. Turn computers, monitors, projectors, and all electronic devices off at end of each day.
8. Turn off all lights when not in use.
9. Storage areas and staff lounges are to be kept clean and free of excess clutter.
10. Doorways are not to be blocked at any time.
11. Lock doors, classroom, hallways, and gates when leaving for the day unless a school event is in session.
12. Sign in when arriving late and sign out when leaving early.

VEHICLES

District-owned vehicles shall not be taken to an employee's home at night without prior approval from the Superintendent (Policy EEB). 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 (Policy EEB). Only when authorized 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 (Policy EEB). Drivers are strongly encouraged to refrain from use of mobile

devices while driving personal vehicles on District business or District owned vehicles (Policy EEB-R). Accident deductibles, tickets, violations, etc., incurred by faculty, staff or students while using a personal vehicle for District business are the responsibility of the driver (Policy EEB-R). Students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained (Policy EEAG). Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District (Policy EEAG-R).

Before driving a District owned vehicle, the transportation department must have your driver's license on file.

Drivers must abide by the procedures set forth by the transportation department when checking in/out a District vehicle.

VISITORS

All visitors must report to the school office upon arrival (Policy KI-R). Per state law, all visitors must register at the school office; this includes parents and guardians of students. No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the Principal (Policy KI-R). Volunteers are required to sign in and fill out volunteer paperwork with the Principal.

Food Services

The government reimburses the Food Service Department for a portion of each student meal served however reimbursement is not permitted for any portion of an adult meal. The adult meal price is based on the average cost of producing the adult meal. Staff must pay for meals when obtaining food or set up an account with food services. Credit is not permitted.

Food Service requires at least a two (2) week notice for sack lunches to ensure that items for the meal will be available. The meal must be offered with milk, or it cannot be counted as a reimbursable meal. Teachers must notify the cafeteria if students or a class will be absent during lunch; advance notice is appreciated.

Student allergies or special diets must be reported to the front office. Any changes to the diet must be provided in the form of a physician's written request (Policy EF-R). Lactose intolerance is the exception, which can be accommodated with a signed note from the student's parent/guardian.

Refer to the Wellness Policy for nutritional requirements.

Professional Duties and Responsibilities

CLASSROOM SECURITY - CLASSROOM SUPERVISION

Students shall not be left unattended at any time. Inside and outside supervision of students is of utmost priority as a safety precaution and to limit legal liability.

DAILY LESSON PLANS

Lesson plans shall be developed according to school site approved formats and shall reflect the scope and sequence of the courses of instruction (Policy IMA-R). Lesson plans shall demonstrate the correlation of the lesson with State Board standards when applicable (Policy IMA-R). Curriculum guides are to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction that will serve the students' needs at a particular time (Policy IGE-R). Teachers shall make thorough preparation for all daily lessons and shall prepare their plans to reflect such preparation (Policy IMA). Copies of lesson plans must be available for substitute teachers (Policy IMA-R).

ELECTRONIC INFORMATION SERVICES (EIS)

Policy IJNDB: The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. 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. *Reference policy to view in its entirety.

Policy IJNDB-R: Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls

shall be established to: limit access by minors to inappropriate matter on the Internet and World Wide Web; monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online; restrict access by minors to materials harmful to minors. *Reference policy to view in its entirety.

Policy IJNDB-E: Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources. *Reference policy to view in its entirety.

STAFF DRESS CODE

Policy GBEB-RB: District employees are expected to dress appropriately for his/her position and to maintain a professional image that reflects positively on his/her position in the community. Staff must dress in a neat, professional, and appropriate manner that supports the idea that school is an important and special place, keeping in mind that the manner of dress is one facet of role modeling. Clothing should enhance the educational process and present a positive image to the community. Staff members wearing clothing identifying a school should be cognizant of the image presented to the community.

Employees must always consider that his/her employment places them in the position of role models for students and for the public. Toltec School District expects the dress and appearance of certificated and noncertificated personnel to be professional in nature and to set a standard for student attire. Although employees should have the basic freedom to express their individuality, basic expectations must be met. Certificated and noncertificated personnel are expected to observe standards of dress and grooming appropriate for a professional in a school setting.

Dress will be considered professionally appropriate if it does not disrupt the classroom atmosphere or educational process. The decision of whether dress or grooming is detrimental to the District's educational program shall be left to the reasonable discretion of the Superintendent or the Superintendent's designee. Certain positions require specific clothing requirements, which will be explained to employees upon placement into those positions.

Professional standards of dress shall include the following guidelines:

- Clothing should be clean, not faded, and free of frays, spots, holes, tears and should not expose undergarments, breasts, chests, or midriffs.
- Clothing shall not display profanity or obscene gestures, nor shall it support alcohol, cigarettes, drugs, or sexual activity.
- Undershirts or undergarments may not be worn as outer wear.
- Use of jeans, blue jeans, and denim is acceptable and shall be worn in a manner that reflects a professional appearance.
- Skirts, dresses, and dress shorts shall be longer than mid-thigh.
- Cotton or cotton-blend leggings may be worn, but only with a tunic top or long blouse covering the seat.
- Caps or hats should not be worn in a classroom, except for properly approved occupational safety headgear required for special classes. The only exception to the rule prohibiting bandannas and hats will be during a preapproved outdoor school event.
- Running shorts, spandex shorts, or other exercise clothing are acceptable only for coaches while actively coaching, and for physical education teachers.
- Flip flops/shower shoes/rubber thongs, considered unsafe and inappropriate, are not acceptable footwear.
- Any article of clothing essential for health reasons shall be acceptable with a medical excuse.

Clothing should be appropriate to the primary function of the employee.

Certified and noncertified staff is expected to observe the dress code, with allowance for custodial and maintenance personnel whose attire may require special consideration for their job duties.

The dress code shall be followed by all employees while working at a school function and when conducting District business.

Individual freedom of expression of certificated and noncertificated employees must be balanced with the impressionability of students, particularly since they are, essentially, a "captive audience." Therefore, the following must be observed:

- Clothing shall be free of political messages. Political messages are defined as those that are intended to influence the outcome of elections or to support and/or oppose political organizations, candidate, issue, party, or point of view.

The intent of the dress code is not to unduly restrict personal expression. The District recognizes that implementation of this regulation calls for sensitive, intelligent action on the part of the school staff so that professionalism and individuality is reasonably balanced. Employees shall ensure that their dress and grooming present a professional image while at work or while conducting District business so as not to be detrimental to the District's educational program. The decision of whether dress or grooming is detrimental to the District's educational program shall be left to the reasonable discretion of the Superintendent or the Superintendent's designee. Certain positions require specific clothing requirements, which will be explained to employees upon placement into those positions.

The District will make reasonable accommodations for dress or grooming directly related to employees' religion, ethnicity, or disabilities. Employees should discuss any accommodation needs with their supervisor.

DUTIES

Policy GCL: All professional staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours. To ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

EMPLOYEE ABSENCES

For accurate accounting of employee absences, a Toltec School District Absence Report is to be filled out and submitted to the supervisor in advance or immediately upon return to work. For earned paid sick time of three (3) or more consecutive workdays, an employer may require reasonable documentation signed by a health care professional (Policy GCCA). Requests for personal leave must be received at least four (4) working days prior to the day of leave and must be approved by the Superintendent (Policy GCCB). Personal leave will not be granted on the day immediately preceding or following a holiday or vacation, on in-service/professional development days, or during the first seven (7) days of school or the last seven (7) days of school, except in the event of an emergency or significant event outside the employee's control upon the request and approval by the Superintendent (Policy GCCB). 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) (Policy GCCE).

An employee who has fifty (50) or more day of accumulated sick leave may request payment for up to ten (10) days at the rate of thirty dollars (\$30) per day, provided that the request is received on or before April 15 (Policy GCCA). An employee may request "buyback" for more than ten (10) days if they notify the Superintendent in writing prior to March 1, provided that in doing so the employee maintains an accumulation of at least forty (40) days (Policy GCCA).

Governing Board Policies GCC, GCCA, GCCE, GCCH, GCD and GDD contain further details on absence procedures.

EMPLOYEE WORK HOURS

Classified employees will utilize time clocks at each work site and follow their assigned work hours. Teacher work hours are generally nine (9) hours per day unless the Principal designates otherwise on occasion. Teachers are salaried employees, and administration may alter or extend the school day for meetings, special events, and activities.

GUEST SPEAKERS

All visitors and guest speakers are to be cleared in advance with the Principal and should be instructed to report to the office upon arrival. All visitors are required to secure a visitor's badge in the school office. If an individual is not wearing visitor identification, school employees are to request the visitor return to the office to acquire a visitor's badge.

MEETINGS

Employees are expected to attend ALL meetings called by administration. Please arrange all other appointments around these scheduled meetings. Phones shall be turned off and/or turned to vibrate during meetings.

PERSONAL POSSESSIONS

Personal possessions should be under lock and key. Items of value should not be left in the classroom unattended. The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises (Policy ECAD).

SMOKING

Policy GBED: The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations: school grounds, school buildings, school parking lots, school playing fields, school buses and other District vehicles, off-campus school-sponsored events. Under the provisions of A.R.S. 536-798.03, a person who violates the prohibition is guilty of committing a petty offense.

STAFF ETHICS

Policy GBEA: All employees of the District are expected to maintain high standards in school relationships. 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 the 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 or 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 principal 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 contacts 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.

STAFF CONDUCT

Policy GBEB: All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. 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 attempt to maintain order, abide by the policies, rules, and regulations of the District, and 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, Arizona Revised Statutes, 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.

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

A person who is employed by the School District or an applicant for employment with the School District, who is arrested for or charged with any non-appealable offense listed in section A.R.S. 541-1758.03 subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct. The person shall be immediately dismissed from employment for failure to report being arrested for or charged with a non-appealable offense and has no right to appeal under the provisions of A.R.S. 15-539 subsection G. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of the circumstance or events they believe mitigated the failure to report.

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

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

*It is best practice for employees to keep his/her hands off of students and/or his/her personal property. Emergency response teams are in place at each school. A call for assistance, on a District provided hand-held radio, is strongly advised so trained personnel can appropriately respond to situations that may cause harm to persons or property.

SUBSTITUTES (Guest Teachers)

Each teacher is required to have a well-developed "Substitute Folder" available; it should include the following:

1. Seating Chart
2. Duty Roster
3. Detailed Lesson Plans
4. Specific directions to help a guest teacher understand the classroom procedures, expectations, and schedule.
5. Note special education or 504 students and necessary accommodations.
6. Notate medical information or food sensitive issues.
7. Discipline Plan
8. Emergency Folder location and procedure.

STAFF EVALUATIONS

All staff will be evaluated. The process of evaluation for professional staff members shall lead to improvement in the quality of instruction and the strengthening of the abilities of the professional staff. The process of evaluation for support staff shall lead to improvement in practices that enhance duties specific to the employee's responsibilities. Additional and specific information will be presented annually at school sites.

Safety Procedures

ABUSE OF EMPLOYEE

A person who knowingly verbally abuses a teacher or other school employee on school grounds violates A.R.S. 515-507 or interferes with an employee who is engaged in the performance of his duties, is guilty of a class 3 misdemeanor (Refer to A.R.S. 513-2911 interference of educational facility.) Physical assault against a school employee is a violation of A.R.S. 513-1204 and is considered aggravated assault, a felony.

ACCIDENT REPORTS

Policy EBBB: Adequate and prompt accident reporting is essential in the prevention of similar accidents and assuring continued District insurance coverage. Any employee of the District who suffers a job-related injury/accident must file a report with the District business office within five (5) days after the date of occurrence. Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required regardless of injury or property damage readily evident. Employees who are injured in the course of their work are required to notify their supervisor and contact the Alliance on-call triage nurse.

Written accident reports are to be completed immediately following a student accident of serious (or potentially serious) nature. The supervising teacher is responsible for filing the report in the Principal's office for any injured student. The student's parents are to be notified immediately.

FIRE PROCEDURES

The fire bell will be an intermittent ring or siren. There is to be an evacuation route map in every classroom/room in each building. Below are the Evacuation Drill Procedures.

1. Line students up at the door (check the in-class restroom, if applicable).
2. Take class roster.
3. Shut the door and leave classroom accessible.
4. Escort students out designated exit.
5. Take roll at assigned location.
6. Do not re-enter building until the "ALL CLEAR" announcement is given.
7. Support staff will cover assigned areas.
8. If fire alarm sounds during recess time or before or after school, teachers not on duty should meet their students in the prescribed meeting place.
9. Teachers on duty and with students on the playground, should instruct students to go to their meeting area. (Assist in keeping order until classroom teachers arrive).

LOCKDOWNS

All staff will be familiar with the school's Emergency Response Plan, including provisions for lockdowns, lockouts, evacuations, and other emergencies.

STUDENT SEARCH AND SEIZURE

Do not perform a search on any student or seize personal property. Call for assistance on the school radio. Trained personnel will respond and appropriately handle any such situation.

STUDENT VISITORS

Non-enrolled student visitors may not attend classes or school events without prior authorization from the Principal.

VERBAL THREATS/HARASSMENT BY STUDENTS

By law, staff members must report to administration any threats made by one student to another individual.

Students: Policies & Procedures

ATTENDANCE

Arizona Revised Statutes charge the parent or guardian with responsibility for the student's consistent school attendance. The Principal will place emphasis on the prevention and correction of the causes of absenteeism. Teachers will check and formally record attendance daily and verify discrepancies regularly. All teachers will take attendance within the first 30 minutes of the school day. Junior High and special area teachers will take attendance within the first five (5) minutes of each period. Elementary teachers will take afternoon attendance within the first ten (10) minutes following the lunch period.

ENTERTAINMENT VIDEOS/MOVIES

Policy IJND-R: Movies, videos, and electronic materials with ratings other than for general audiences of all ages are not to be shown in classrooms or at any District function (this includes buses and motels where students are present) except when:

- The movie, video or electronic material has been previewed by the teacher or other certificated staff member and has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended.
- The responsible school administrator has approved the use of the movie, video, or electronic material 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, video, or electronic material, and the date of which it will be shown.
- When a movie, video or electronic material has a rating above, the advance notification will include the rating and the source providing the rating.
- A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie, video, or electronic material.

Parents/guardians have the right for advance access to instructional materials, learning materials, and activities currently in use, or being considered for use, within the District. 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. A parent/guardian who objects to any learning material or activity on the basis that it is harmful, questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language, may request to withdraw his/her student from the activity or from the class or program in which the material is used and request an alternative assignment.

FIELD TRIPS & STUDENT TRAVEL

Field trips must be approved by the Principal and scheduled through the Transportation Department on the approved request form. District vehicles must be used for transportation. Reservations are required and all completed paperwork at least ten (10) days in advance. An itinerary is to be supplied to the school office and transportation department.

The following guidelines are to be observed:

1. Funding source identified in advance.
2. Ten (10) business days (minimum) written notice, administration approval, and transportation request/approval.
3. Cafeteria notified.
4. Parents notified.
5. Support teachers notified.
6. Arrangements made for students not attending.
7. Roster turned in to office.
8. Bus passenger list provided.
9. Review bus rules and behavior expectations with students.
10. Permission slips, including emergency information, for each student.
11. Venue arrangements made, checking on the following:
 - a. Size of group that can be accommodated
 - b. Accommodations available (restrooms, drinking water, eating facilities)
 - c. Accessibility for the inclusion of students with special needs.
 - d. Cost
 - e. Hours/days of operation
12. Student paid funds are to be kept in the school's safe (not in the classroom or office desk). Employees must follow the correct banking, cash collection, and deposit procedures. The Principal, or District Office business staff, can assist with compliance. When calculating the cost of field trips, include entry fees and the estimated transportation costs if/when applicable.
13. Supervision until all students are home, picked up, or dismissed from school.

BULLYING/CYBER-BULLYING PREVENTION

Policy JICK: The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society. The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation as defined by this policy will not be tolerated.

Bullying may occur when a student or group of students engage in any form of behavior that includes acts of intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property; is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm; occurs when there is a real or perceived imbalance of power or strength; or may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed, or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly, through another person, or group; exposure to social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; and damage to or theft of personal property. Cyberbullying is, but not limited to any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other internet

communications, on school computers, networks, forums, and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment. Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs, and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect and by use of social media. Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, school bus stops, school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists. Discipline action may result from bullying which occurs outside of the school and the school day when such bullying results in a negative physical, mental, or emotional effect on the victim. All suspected violations of law will be reported to local law enforcement.

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the Principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information. The initial notification of the alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the Principal within one (1) school day of the verbal report. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

The Principal shall investigate all reports of bullying. Regardless of the outcome of the investigation, the Principal will meet with the students involved to review the investigative findings. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s)/guardian(s) of an involved student shall also be informed of the findings of the investigation. Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. *Refer to Policy JICK for additional information.

RECORDS

Policy JR-R: In order to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA), all personnel in the District are expected to fulfill the requirements of the policy and procedures listed therein in order to protect the confidentiality of personal identifiable information at collection, storage, disclosure, and destruction stages. Teachers will be expected to maintain an accurate record of student achievement. Grade books and lesson plans must be kept up to date, including student name, attendance, entries and withdrawals, subject marks, etc. These records will be turned in at the end of the year (a printed electronic version is acceptable).

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the student's education records that are collected, maintained, or used by the District [34 C.F.R. 300.501]. *Refer to Policy JR-R for additional information.

REPORTING CHILD ABUSE

Policy JLF and A.R.S. 513-3620: When a staff member suspects that a parent or other adult is abusing a child or is contributing to substance-using behavior of a student, that staff member shall confer with the Principal or Assistant Principal. Such a conference with the administrator does not change the duty of the person suspecting child abuse to report the matter observed to the appropriate child protective service as required by law. The staff member shall make the report, or cause the report to be made, but the administrator still must be notified of the call to the Department of Child Services. A written report must be submitted within seventy-two (72) hours. All staff members are mandated reporters. *Refer to Policy JLF for additional information.

RETENTION

Your Principal has information on the process and requirements for considering student retention. The process is governed by Arizona law and Board Policies IKE and IKE-R.

SCREENING FORMS - 45 DAY

Each kindergarten student and each student enrolling without appropriate records of screening, evaluation, and progress in school shall be screened within forty-five (45) calendar days of his/her entry date. A 45-Day Screening form shall be kept in each student cumulative file. Areas to be screened include, but are not limited to: Academics, Vision, Hearing, Social/Emotional Behavior, Communication, and Psychomotor skills.

STUDENTS AND SPECIAL EVENTS

Parents are to be notified in advance of pick-up times following special events. If a parent does not pick up a child at the scheduled time, contact the parent by phone. Students are not to be left unsupervised at any time. Upon site administration approval, a District vehicle may be used to transport a student when necessary. In the event of transporting a student, two employees are required; it is not recommended that any employee transport a student alone. Coaches are to remain with students until the last student is picked up by his/her parent/guardian. Students may not be left alone at any time.

TRANSPORTING STUDENTS

Policy EEAG: During school or school-sponsored events, students may be transported only in school-approved vehicles operated by District personnel unless specific approval by the Superintendent has been obtained. Personal vehicles are not to be used to transport students. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

2022-2023 Toltec School District No. 22

Employee Handbook Acknowledgement Signature Page

I acknowledge receipt of the TSD Employee Handbook. I agree to read this handbook thoroughly and to abide by the expectations, policies, regulations, and laws referenced. I understand that this handbook does not completely cover all Governing Board policies and that I have the personal responsibility to familiarize myself with District policy and to seek further clarity from a school administrator if necessary.

Employee Printed Name

Employee Signature

Date