



MARY C. O'BRIEN ACCOMMODATION DISTRICT

2024/2025

Employee Handbook



ARIZONA SCHOOL BOARDS ASSOCIATION

3740 N. Toltec Road

Eloy, AZ 85131

Phone: (520) 450-4466

Jill Broussard, Governing Board

Marty Bassett, Superintendent

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A. District Mission Statement

Mary C. O'Brien Accommodation District was established in 1948 to provide a school for students in the "New Camp" area at Eleven Mile Corner. The school was originally called the Eleven Mile Corner Accommodation School. It has since been named for Miss Mary C. O'Brien who was Pinal County School Superintendent for 26 years (1950-1976).

The school at Eleven Mile Corner served as the home of the Pinal Special Education (PSE) consortium for 46 years (1964-2010). Students with disabilities were served with many innovative programs focused on the needs of the students. As local school districts developed programs for special education students the need for PSE diminished and the Pinal Special Education consortium disbanded in 2010.

Following the closing of Pinal Special Education, Mary C. O'Brien Elementary School has continued to serve as a K-6 elementary school for students in the area. Mary C. O'Brien Elementary has received recognition as an "A+ School of Excellence" by the Arizona Education Foundation and has achieved a letter grade of "A" as determined by the Arizona Department of Education.

In 1994, the Pinal County School Office purchased the Villa Oasis School, a former private school, and established an alternative high school on that campus. The Pinal County Superintendent oversees the Villa Oasis Interscholastic Center of Education (VOICE) as an alternative school within Mary C. O'Brien Accommodation District.

In 2022, MCOB Preschool was established. MCOB Preschool is housed on the MCOB Elementary Campus and licensed by the Arizona Department of Child Services. The Preschool is a separate entity than the MCOB Elementary, but the students are integrated into the MCOB Elementary School and program.

Pinal County Superintendent, Jill Broussard, oversees Mary C. O'Brien Accommodation District as the Governing Board. In addition, the Pinal County Superintendent directs the Pinal County Education Service Agency (Pinal ESA) – managed by Associate Superintendent, Joel Villegas; and the Pinal County School Office (Pinal CSO) managed by Deputy Superintendent, Tonya Taylor.

Associate Superintendent, Marty Bassett, manages the day-to-day operations of Mary C. O'Brien Accommodation District as school superintendent. The schools operate like any other schools in the state of Arizona. Melissa Puentes serves as principal at Mary C. O'Brien Elementary, and Ector Rodriguez as principal at Villa Oasis. The School District Business Manager is Sherree Ramirez, Director of Technology is Peter Lin, Director of Human Resources is Michelle Gonzalez, and Plant Manager/Director of Transportation is Jesse Salazar. Please contact Marty Bassett with any questions or comments regarding the school programs.

Vision

Shaping our Future

Mission Statements

Fostering Learning, Achievement and Success

Mary C. O'Brien Elementary School

Physical Address:
1400 N. Eleven Mile Corner Road,
Casa Grande, AZ 85194
T: (520)-450-4400
Mailing Address:
3740 N. Toltec Road Eloy, AZ 85131



Mary C. O'Brien Preschool

Physical Address:
1400 N. Eleven Mile Corner Road, Casa Grande, AZ 85194
T: (520)-450-4400
Mailing Address:
3740 N. Toltec Road Eloy, AZ 85131

It is the mission of Mary C. O'Brien Elementary School to develop and maintain a positive educational learning environment in which the full potential of the student can be realized. To this end, the combined resources of the school, staff, partners in education and parents are brought together to enable students to be successful and gain the skills necessary for life.



Villa Oasis High School

Physical & Mailing Address:
3740 N. Toltec Road Eloy, AZ 85131
T: 520-450-4500

Villa Oasis Interscholastic Center for Education (V.O.I.C.E.) is a program of the Pinal County School Superintendent's Office which provides academic/occupational education and social skills training in a safe, supportive environment. V.O.I.C.E. serves families with youth grades 9-12 at risk of not completing their secondary education and seeks the empowerment of students through the development of skills and experiences essential for responsible, independent living.

Mary C. O'Brien Accommodation District Governing Board

Mrs. Jill Broussard

Pinal County Superintendent

Superintendent and Administrators

Mr. Marty Bassett MCOB Superintendent

Mrs. Melissa Puentes Elementary School Principal

Mr. Ector Rodriguez High School Principal

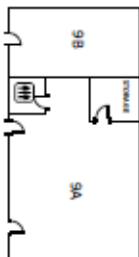
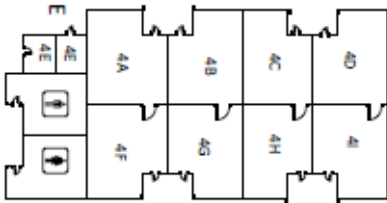
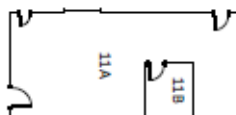
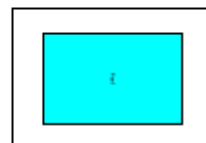
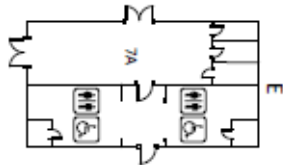
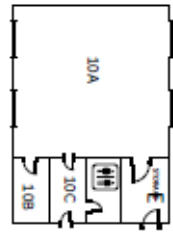
Mrs. Sherree Ramirez Business Manager

Mrs. Michelle Gonzalez HR Director / Board Secretary

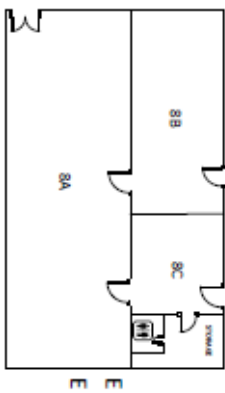
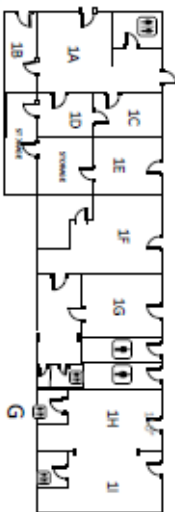
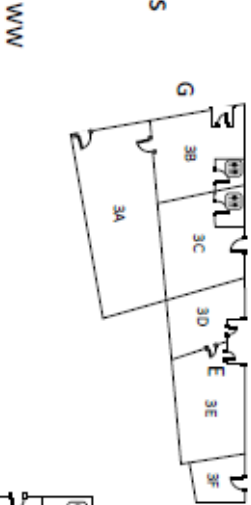
Mr. Jesse Salazar Plant Operations & Transportation Director

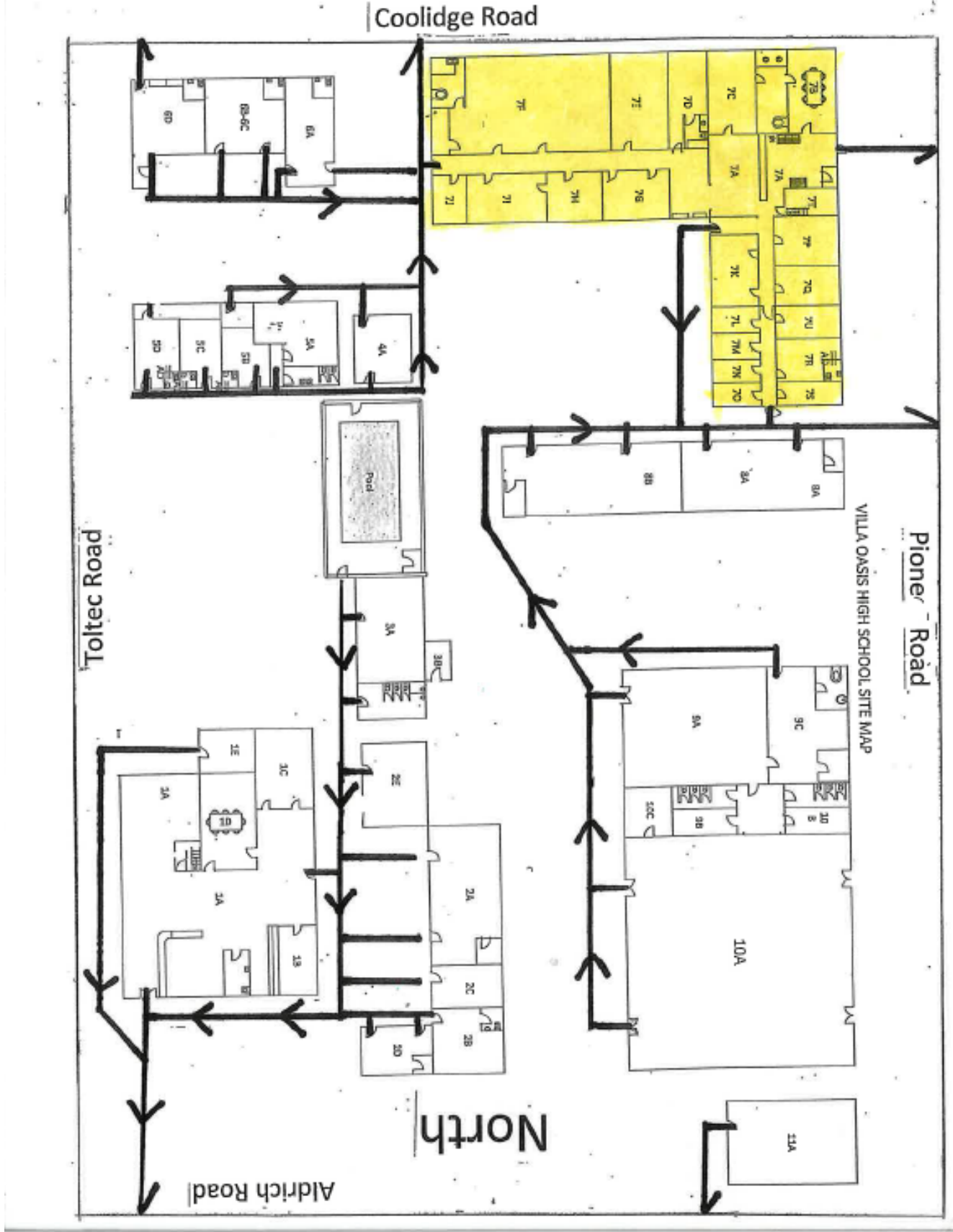
Mr. Jose Calderon Food Services Director

Mary C. O'Brien Elementary School



E-Electricity
G-Natural Gas
W-Water





B. Yearly Calendar (from each district)

Mary C O'Brien Accomodation District
2024-2025



July 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 24

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25	26	27	28	29	30	31

September 24

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29	30					

October 24

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20	21	22	23	24	25	26
27	28	29	30	31		

November 24

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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24

Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

February 25

Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	

March 25

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30	31					

April 25

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 25

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 25

Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25

Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Adopted 1/11/2024

- No School
- Staff In-Service/No School
- MCOB Elementary Early Release
- Villa Early Release
- Summer School
- Semester Begins
- Quarter Ends
- District Office Closed/No School
- PTO Blackout

Teachers

213 Contracted Days

9/10 Month Employees

Works school days and in-service days
Paid for hours worked

12 Month Employees

247 Work Days
14 Paid Holidays

ADE Reporting

181 Student Days
9/27 40th Day
1/15 100th Day

Report Cards

10/4/2024
12/20/2024
3/7/2025
5/21/2025

IMPORTANT DATES

- o District In-Service @ MCOB cafeteria, 8am – July 29, 2024
- o Mandated Training Videos – due to HR within 60 days of In-Service
- o District Policy Forms conflict of interest
- o Notarized PTO donation form due no later than 9/1/24

IMPORTANT REMINDERS

- o Clocking In/Out
- o Check district emails at the beginning and end of each shift

Section 2: Governing Board

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A. Governing Board Policy Manual:

The [District's Policy Manual](#) contains the policies of the Governing Board along with administrative regulations and exhibits of the Superintendent. These documents form the basis of the governance of the District.



For access, the [Policy Manual](#) is housed in an electronic format. Each District employee is charged to comply with direction established in the Manual, and, with keeping up to date as new and adjusted policies, regulations, and exhibits are determined appropriate by the Governing Board and Superintendent. A breach in adherence to policy could result in disciplinary action up to and including termination. Your immediate supervisor will keep you informed of Manual adjustments and is the person you should go to when you have questions regarding any aspect of the documents found in the Manual.

Should inconsistencies occur in the interpretation of policies, regulations, or exhibits, applicable laws and regulations shall prevail.

For information regarding the content of the District's Policy Manual and its utilization, employees should review the Manual's Introduction.

Section 3: Aspects of Employment :

[Table of Cont.](#)

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

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

Reference: Governing Board Policy GB

B. **Assignment and Transfers:**

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

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

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

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

Reference: Governing Board Policy GDJ

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

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

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

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

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

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

Reference: Governing Board Policy GCK

C. **Assistance Programs:**

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

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

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

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

Reference: Governing Board Policy GBGC
Administrative Exhibit GBGC-E

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

Reference: Governing Board Policy GBGD
Administrative Regulation GBGD-R

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

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

Reference: Governing Board Policy GBGCA
Administrative Regulation GBGCA-R

- D. **Conflict of Interest** – The District has policy language that addresses conflicts of interest regarding the employment of relatives, business relations, vendor relations and competitive purchasing. Policy establishes that:
1. No person employed by the District may be directly supervised by a close relative.
 2. An employee who has, or who's relative has, a substantial interest in any decision of the District shall make known of this interest and shall refrain from any related aspect of the decision.
 3. Employees are restricted from accepting gifts from any person, group, or entity doing, or desiring to do, business with the District other than widely distributed, advertising items of nominal value.
 4. The District complies with strict competitive purchasing rules. All employees are required to adhere to these rules.

Reference: Governing Board Policy GBGCA
Administrative Exhibit GBGCA-E

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

Reference: Governing Board Policy GBGCA
Administrative Exhibits GBGCA-EA, GBGCA-EB

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

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

G. Resignation/Retirement

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

Reference: Governing Board Policy GDQB

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

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

Reference: Governing Board Policy GCQC

3. Retirement of Professional and Support Staff – (from each district)

Reference: Governing Board Policy GCQE

H. Nondiscrimination & Equal Opportunity/Harassment

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

Reference: Governing Board Policy AC

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

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

Sexual harassment may include, but is not limited to:

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

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

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

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

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

I. Staff Ethics/Staff Conduct

1. Staff Ethics: All employees of the District are expected to maintain high standards in their school relationships. As members of the staff and as a staff as a whole, the District's primary purpose is to provide educational opportunities to the students we serve. To that end, every employee assumes responsibility for providing ethical leadership in the school and community. This responsibility requires the employee to maintain standards of ethics that are exemplary. In addressing this responsibility

employees are expected to recognize that their actions will be viewed and appraised by the community, associates, and students. Any form of behavior that is deemed as bullying, discrimination, harassment, or does not meet the District's standards of ethics will not be tolerated.

Reference: Governing Board Policy GBEA

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

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

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

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

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

Reference: Governing Board Policy GBEB
Administrative Regulation GBEB-R

Section 4: Employee Benefits

[*Table of Cont.*](#)

A. Compensation:

1. Support staff compensation is established by the Governing Board and is reflective of budget considerations and specific job responsibilities. Compensation levels are evaluated yearly as a part of budget planning for subsequent budget years. Compensation adjustments that may occur generally become effective at the

beginning of the fiscal year. Periodic compensation for support staff is calculated on an hourly basis during a specific pay period.

Reference: Governing Board Policies DKA, GDBA

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

Reference: Governing Board Policies DKA, GCBA

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

Reference: Governing Board Policy DKB

- C. **Voluntary Contributions:** Voluntary contributions are determined by the employee based on the following Governing Board authorized programs

Reference: Governing Board Policy DKB

D. **Employee Benefits:**

1. Bereavement Leave: An employee may be granted, upon request to the Superintendent, up to (5) days of leave per year, with pay, to be used in the event of death in the employee's family member as defined in Policy GCCA.

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

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

Reference: Governing Board Policy GCCH

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

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

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

Reference: Governing Board Policy GCCD

4. Leave Without Pay: A leave of absence, without pay, may be granted to a member of the certificated or support staff for not longer than one (1) year. Leave of absence may be requested for, but not limited to, the following purposes:
 - a) For additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented to the Superintendent.
 - b) To provide for an unpaid leave in a situation where the employee will be absent from work because of 1) a reason that conforms to a policy currently in effect, but the maximum number of days provided for in that policy will be exceeded, or 2) failure to report to work without prior notification to the Superintendent.
 - c) For a leave of absence that benefits or is in the best interest of the District, as determined by the Board upon review of the application.
 - d) For leave under the Family and Medical Leave Act.

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

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

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

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

All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sickness, vacation, personal, and other paid leave shall be

applied to the leave period unless otherwise agreed to by the District or prohibited by the Family and Medical Leave Act.

Reference: Governing Board Policy GCCC

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

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

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

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

Reference: Governing Board Policy GCCD
Administrative Exhibit GCCD-E

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

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

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

8. Paid Time Off (PTO) Program: a program that provides paid time off from work for employees for personal illness, personal business, and vacation. One of the purposes of this Program is to comply with the Fair Wages and Healthy Families Act.

- a) *Family Medical Leave Act (FMLA)* - any absence due to a personal or family illness which meets the FMLA definition of serious illness and for which the employee provides adequate documentation:
- b) *Scheduled Time Off* - any absence from work, which is requested and approved by the supervisor at least four (4) working days in advance:
- c) *Unscheduled Time Off* - any absence from work, which is not scheduled or approved by the supervisor at least four (4) working days in advance.

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

Guidelines

A. The District provides paid time off from work for illness, family care, and other personal business needs. Paid time off shall be provided to an employee by an employer for:

B. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care.

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

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

E. Paid time off shall be provided upon the request of the employee. Such a request may be made orally, in writing, by electronic means or by any other means acceptable to the District. When possible, the request shall include the expected duration of the absence. The District reserves the right to deny the use of paid time off if the employee fails to report the need for the use of paid time off as required by this policy.

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

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

H. Paid time off may be used in five (5) minute increments.

I. For paid time off of three (3) or more consecutive workdays, the District may require reasonable documentation that the paid time off has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that paid time off is necessary shall be considered reasonable documentation for purposes of this section

J. As defined in statute (**A.R.S. [23-371](#)**), "family member" means:

1. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor.

2. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child.

3. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision.

4. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or

5. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

K. Paid time off should be scheduled and approved by the staff member's supervisor when possible.

1. No more than ten percent (10%) of the teaching staff or other groupings of employees may take scheduled time off at any one time.

2. Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at anyone (1) time.

3. Scheduled time off during the following periods is at the discretion of the Superintendent and will require appropriate documentation:

a. On the day immediately preceding or following a holiday, scheduled school break or vacation.

b. During the first two (2) weeks of school or the last two (2) weeks of school.

4. An Employee who uses unscheduled time off during the following periods shall be required to provide documentation from a licensed, qualified medical healthcare provider

a. On the day immediately preceding or following a holiday, scheduled school break or vacation.

b. During the first two (2) weeks of school or the last two (2) weeks of school.

5. Employees must have accrued paid time off in order to take scheduled day(s) off. When a staff member exhausts all days of accumulated paid time off, an unpaid leave of absence must be requested, pursuant to District policy.

6. When an employee has a pattern of multiple unscheduled absences or three (3) or more consecutive days of unscheduled absences, the supervisor may require documentation to determine if the time away from work falls under another leave type including but not limited to FMLA. In general, however, the employee has the responsibility to provide any appropriate documentation that affects his/her attendance.

7. 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 paid time off is appropriate or 2) whether return to duty is appropriate.

8. Paid time off may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. Paid time off for childbirth will not extend beyond six (6) weeks without the physician's verification. 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.

9. A staff member who is or will be the father or the grandparent of a newborn child will be allowed two (2) days of paid time off for the birth. In

the event of medical complications, more than two (2) days of paid time may be allowed.

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

- a. Purpose for which scheduled/unscheduled time off is being taken
- b. Expected date of return from leave.
- c. Where the staff member may be contacted during the leave.

11. Paid time off shall be charged at the rate of the smallest increment one (1) day for each fraction of a day exceeding one-half (1/2) day, and one-half (1/2) day for each fraction less than one-half (1/2) day. For the purpose of this policy, *day* is the number of hours typically assigned in the employee's workday.

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

13. *Emergency Leave* - An employee who may be absent due to inability to travel to the work site due to weather conditions road closures, et cetera, must immediately report such anticipated absence to his/her supervisor. The Pinal County School Superintendent has the final responsibility to approve or disapprove the absence with or without pay.

3. *Accrual:*

A. Employees of the District shall accrue a minimum of one (1) hour of paid time off for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of paid time off per year, unless the District selects a higher limit. A "year" is defined as the twelve (12) month period beginning on July 1 of each fiscal year.

B. Paid time off shall begin to accrue at the commencement of employment.

C. An employee may use paid time off as it is accrued. The District may require a newly hired employee to wait until the ninetieth (90th) calendar day after commencing employment before using accrued paid time off.

D. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to

work forty (40) hours in each work week for purposes of paid time off accrual unless their normal work week is less than forty (40) hours, in which case paid time off accrues based upon that normal work week.

E. If an employee is transferred, but remains employed by the District, the employee is entitled to all paid time off accrued and is entitled to use all paid time off as provided in this section.

F. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the District, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued paid time off and accrued additional paid time off at the re-commencement of employment.

G. If a different District succeeds or takes the place of an existing District, all employees of the original District who remain employed by the successor District are entitled to all paid time off they accrued when employed by the original District, and are entitled to use paid time off previously accrued.

H. Each eligible staff member shall be credited with a paid time off allowance at the rate of two (2) days in September. Paid time off is then accrued in hours on a monthly basis. Employees shall be credited with a maximum annual rate as listed below. Accrual rates depend on the number of months worked and the number of daily hours budgeted for the position held.

The unused portion of such allowance shall accumulate to a maximum of ninety (90) days, at which time no more paid time off can be accumulated. As accumulated paid time off is used and drops below ninety (90) days, an eligible employee may again accumulate paid time off up to the maximum limit.

See Governing Board policy GCCA for further information.

Reference: Governing Board Policy GCCF

9. Vacation and Holidays

Professional staff: All regular twelve (12) month support staff employees shall accumulate vacation with pay at the rate of one (1) working day per month during the first year of employment. Thereafter, vacation shall be accumulated at the rate of one and one-fourth (1-1/4) working days per month, with the accumulated maximum of fifteen (15) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below fifteen (15) days, an eligible employee may again accumulate vacation up to the maximum limit. Vacations shall be taken as approved by the Superintendent.

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

Reference: Governing Board Policy GDD

10. Cabinet Members Vacation and Holidays

Twelve (12) month administrative cabinet members, which includes school principals, Business Manager, IT Director, Data Processing Director, Facilities and Transportation Director, Special Education Director, and Federal Programs Director, not paid through the County general fund earn four (4) weeks of vacation, which shall be taken when school is not in session. If workloads disallow vacations as established, the administrator may approve vacation days during the school year.

Cabinet members cannot have more than 40 days of vacation banked at any time, vacation will not continue to accrue if a cabinet member has 40 days of vacation banked. In order to get to get to full accrual, you should not have more than 35 days at the end of the quarter.

Holidays

Administrative cabinet members shall have holidays as established by the Governing Board and noted on the District calendar.

When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed, and the 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 (2) school weeks, and teachers shall receive compensation during the recess.

Other holidays may be established by the Board and noted on the school calendar.

Reference: Governing Board Policy GCD

Section 5: Evaluation of Staff

[Table of Cont.](#)

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

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

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

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

C. **Administrators:**

1. Principals: The evaluation system for the evaluation of the performance of principals may include the over-all instructional program, student progress, personnel, curriculum, and facilities. Principals will be given a review of evaluation procedures prior to beginning the process. Principals should refer to Governing Board Policy GCO and their direct supervisor for program specifics.
2. Other Administrators: The format for the evaluation system for other administrators (other than the Superintendent) has been developed under the leadership of the Superintendent. The program focuses on the responsibilities and outcomes which support the over-all instructional program and needs of the District. Evaluation procedures, timelines, and methods to be used for the communication of evaluation results will be reviewed with each employee prior to beginning the process.

Reference: Governing Board Policy GCO
Administrative Regulation GCO-RA

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

Section 6: Additional Topics

[Table of Cont.](#)

- A. **Appropriate Work Attire:** Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
Reference Governing Board Policy GBEB-R
- B. **Arrangements for a Substitute Teacher:** The Superintendent will establish procedures for reporting the need for and arranging for professional staff 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 Superintendent is not available, the District secretary may be notified.

If the teacher knows in advance that a return to duty will be assured on a certain day, the Superintendent should be so notified in order that the substitute may be informed.

Reference: Governing Board Policy GCGB
Administrative Regulation GCGB-R

- C. **Certification of Professional Staff/Fingerprinting:** All certificated personnel to be hired by the District shall be fingerprinted as a condition of employment, except for personnel who, as a condition of certification, are required to have a valid fingerprint clearance card.

The candidate's fingerprints shall be submitted, along with the form presented as an exhibit to this policy, immediately upon being notified of possible employment. The form shall be considered a part of the application for employment.

An expired fingerprint clearance card may be used to satisfy the fingerprint requirements of section [15-183](#), [15-503](#), [15-512](#), [15-534](#), [15-782.02](#), [15-1330](#) or [15-1881](#) if the person signs an affidavit stating both of the following:

- A. The person submitted a completed application to the Finger Printing Division of the Department of Public Safety for a new fingerprint clearance card within ninety (90) days before the expiration date on the person's current fingerprint clearance card.
- B. The person is not awaiting trial on and has not been convicted of a criminal offense that would make the person ineligible for a fingerprint clearance card.

This does not apply to a fingerprint clearance card that has been denied, suspended or revoked or to a person who has requested a good cause exception hearing.

Candidates shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

Reference: Governing Board Policy GCFC
Administrative Exhibit GCFC-E

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

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

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

Mandated reporter may submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters may submit non-emergency reports twenty-four (24) hours a day without wait times. All reports made via the online website will require the person making the report to provide contact information. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary.

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

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

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

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

- E. **Communication with Students and Parents:** The Superintendent has established which technologies are approved for use by employees to communicate with parents and students.

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies include but are not limited, to blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing,

crowdsourcing, voice over IP (VoIP), Facebook, LinkedIn, X, You Tube, and any successor protocol to transmit information. Mobile technologies are any devices that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet, or private communication or information networks. Current examples are Smartphones such as Android, iPhone, and other such mobile technologies and subsequent generations of these and related devices.

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

The Board establishes the following parameters:

District employees

1. Shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations;
2. Are responsible for the content of their posting on any form of technology through any form of communication;
3. Shall only use District controlled and approved technologies when communicating with students or parents;
4. Shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;
5. Shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
6. In all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;
7. Shall not use District logos or District intellectual property without the written approval of the Superintendent;
8. Shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate.

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

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

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

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

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

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

- F. **Conduct with Students:** 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 shall have 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.

Reference: Governing Board Policy GBEBB

- G. **Copyright Compliance:** School equipment and personnel cannot be used for any printing work for Parent-Teacher Association (P.T.A.) or for professional, charitable, or character-building organizations. The only exception to this policy is when an individual school duplicates notices of the parent group meetings directly connected with a specific activity in the school.

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 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:

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
2. The nature of copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. 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.

Reference: Governing Board Policy EGAD

- H. **Curriculum/Instruction/Lesson Plans:**

All parts of the curriculum are interrelated and important to the development of the student. The physical, emotional, social, aesthetic, and cognitive development of the student are all elements of importance within the school program.

The District will provide basic communication and computational skills, an experience-based curriculum, and exploration of different disciplines and decision-making techniques to enable the student to choose between alternatives.

The need and value of a systematic, ongoing program of curriculum development and evaluation involving students, parents, teachers, and administrators are recognized. It is essential that the school system continually develop and modify its curriculum to meet changing needs. The Board authorizes the Superintendent to develop the curriculum for the school system and to organize committees to review the curriculum. Meetings of authorized textbook selection committees shall comply with open meeting law requirements (A.R.S. [15-721\(F\)](#) or [15-722\(B\)](#)). All curriculum changes shall be approved by the Governing Board.

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

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

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

- I. **District Keys:** In an effort to enhance the security of District property the Superintendent has established an Administrative Regulation addressing facility access and possession of keys. The Superintendent has determined that the majority of staff members will have limited access to facilities and be provided an access key based on need. Staff who have been entrusted with a facility key shall adhere to the following principals:
 1. A log of key assignments shall be maintained by the office of the Superintendent or other designated office.
 2. Unassigned duplicate keys shall be maintained in a safe or a secured box.
 3. Individuals assigned keys may not duplicate or loan them.
 4. All keys must be surrendered when no longer needed or upon request by the Superintendent.
 5. The loss of a key must be reported to the Superintendent upon discovery of the loss, and the employee may be required to pay for rekeying or replacing all affected locks.
 6. 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.
 7. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent.

8. The employee will sign a receipt for the keys assigned. The receipt will list the applicable rules.

Reference: Governing Board Policy ECA
Administrative Regulation ECA-R

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

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

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

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

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

- K. **Emergency Procedures:** The Governing Board will develop District emergency response plans with the Superintendent for each school, department, and other facilities in the District and will coordinate such plans with the local law enforcement, fire, medical and hospital authorities as necessary. Training components for staff and students shall be included in the District's emergency response plans.

Emergency response plans are confidential and exempt from public disclosure. The District shall not release emergency response plans to the public as part of a public records request. [A.R.S. 41-1803(G)]

The plans will be in accordance with minimum standards developed jointly by the Department of Education and the Division of Emergency Management within the Department of Emergency and Military Affairs. The plans will designate specific emergency drills to be conducted. Local responders shall periodically be invited to review the plan(s).

Emergency response plans developed by the Governing Board are required to address how the school and emergency responders will communicate with and provide assistance to students with disabilities.

Internal regulations will be developed and maintained by the Superintendent.

Reference: Governing Board Policy EBC

L. Employee Discipline, Suspension and Dismissal:

1. Professional Staff: The discipline of members of the professional staff is highly regulated by Governing Board Policies which is reflective of specific statutory requirements. Categories of misconduct that a professional staff member may be disciplined for, up to and including termination, are as follows:
 - a) Engaging in unprofessional conduct.
 - b) Committing fraud in securing appointment.
 - c) Exhibiting incompetency in their work.
 - d) Exhibiting inefficiency in their work.
 - e) Exhibiting improper attitudes.
 - f) Neglecting their duties.
 - g) Engaging in acts of insubordination.
 - h) Engaging in acts of child abuse or child molestation.
 - i) Engaging in acts of dishonesty.
 - j) Being under the influence of alcohol while on duty.
 - k) Engaging in the illicit use of narcotics or habit-forming drugs.
 - l) Being absent without authorized leave.
 - m) Engaging in discourteous treatment of the public.
 - n) Engaging in improper political activity.
 - o) Engaging in willful disobedience.
 - p) Being involved in misuse or unauthorized use of school property.
 - q) Being involved in excessive absenteeism.
 - r) Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

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

Reference: Governing Board Policy GCQF

2. Support Staff: Policy defines two distinct groups related to staff discipline related to support staff: 1.) At-will employees, and, 2.) Term Employees.
 - a) At-will employees may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct that, in the judgment of the Superintendent, is inappropriate. Before suspending an at-will employee, the Superintendent will inform the employee of intent to suspend the employee and will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed. The Superintendent's decision will be final.

At-will employees may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board

desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit to the Governing Board prior to the Board meeting a written response to the recommendation. If the at-will employee chooses to attend the Board meeting when the recommendation is considered, the Governing Board may, in its discretion, permit the employee to address the Governing Board concerning only the recommendation.

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

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

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

Reference: Governing Board Policies GDQD and GCQF

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

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

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

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

Reference: Governing Board Policies GCR and GDR

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

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

Reference: Governing Board Policies GBECA, GBECB, and EEAEAA

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

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

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

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

Reference: Governing Board Policy GBI

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

Reference: Governing Board Policy ECAD

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

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

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

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

Reference: Governing Board Policy JLDB

Administrative Exhibits JLDB-EA, JLDB-EB, JLDB-EC, JLDB-ED

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

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

Reference: Governing Board Policy GBP

- T. **Public Records:** Arizona law requires all officers and public bodies to maintain records reasonably necessary to provide an accurate accounting of their official activities and of any government funded activities. All District employees are expected to comply with the requirements in Arizona's Public Records Law.

Records are defined as books, papers, maps, photographs, or other documentary materials regardless of physical form or characteristics, made or received by a

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

The Governing Board is the custodian of the official copies of all records, required or optional, and the Superintendent shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Superintendent may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their jurisdiction.

Reference: Governing Board Policy EHB
Administrative Regulation EHB-R

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

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

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

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

1. School grounds.
2. School buildings.
3. School parking lots.
4. School playing fields.
5. School buses and other District vehicles.
6. Off-campus school-sponsored events.
7. Reference: Governing Board Policy GBED

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

Reference: Governing Board Policy GCMC

Y. Transfer of Accrued Paid Time off/PTO Bank:

- a. Employees with serious medical conditions may seek limited financial relief through the donation of paid time off from the PTO Donation Bank. This will enable employees to remain on paid status after vacation and paid time off (PTO) have been exhausted. Such a policy is based on compassion and generosity and may promote a spirit of cohesiveness and mutual support among employees.
- b. Donation of paid time off (PTO) may be made among all levels of Pinal County School employment and is based on the dollar value of the leave donated.
- c. PTO cannot be donated from one employee to another employee. Non PTO Donation Bank members may only use their own accrued PTO days.
- d. Any donation will be on a voluntary basis and the decision to donate or not donate will be held in strict confidence by District office administration.
- e. Reference: Governing Board Policy GCCG

Z. Tuition Reimbursement:

- a. PCSOESA employees who have completed a minimum of twelve (12) months of continuous full-time service who are not on Leave of Absence (LOA) status without pay at both application approval and reimbursement, and who are evaluated at least as meets standards on their last performance evaluation are eligible to participate in a program of reimbursements for tuition and furtherance of their education.
- b. Reimbursement covers tuition, fees and books, subject to the limitation set forth below. The actual amount of reimbursement is a function of funding availability and total dollar amount of requested reimbursement.
- c. A. All course work must be preapproved.
- d. B. The annual amount of tuition reimbursement up to two thousand dollars (\$2,000) per employee per fiscal year and a twenty thousand dollar (\$20,000) lifetime maximum reimbursement.
- e. Reimbursement will be given to grades "C" or better, or "Pass;" no audited courses.

Reference: Governing Board Policy GCBDA

- AA. **Use of Digital Communication and Electronic Devices:** The Governing Board requires all employees to adhere to related adopted policies and to utilize digital communications and electronic devices professionally.

All District employees:

1. shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations;
2. are responsible for the content of their posting on any form of technology through any form of communication;

3. shall only use District controlled and approved technologies when communicating with students or parents;
4. shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;
5. shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
6. in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;
7. shall not use District logos or District intellectual property without the written approval of the Superintendent;
8. shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;
9. shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent;
10. shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records.

Reference: Governing Board Policy GBEF

BB. Use of District Equipment/Property: Employees are responsible for the proper care of all District facilities, equipment, and property in their custody or control. All transfer of property within a school or other District location must first have the approval of the principal or department head. Transfers of equipment from one school to another must be approved by the business manager, whether the transfer is temporary or permanent. Only under specific conditions noted in Governing Board Policy may District equipment be used for non-District purposes.

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

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

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

Section 7: Related Student Information

[Table of Cont.](#)

A. Attendance: State law mandates that the District record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by

parental or administrative authorization will remain unexcused. Teachers will be advised by their principal of specific steps that are to be taken to ensure student absences are appropriately recognized and related data maintained.

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

- B. **Cell Phone Use:** Personnel may use the school telephone for school-related business calls. Personal use of the telephone shall be limited to emergencies only. All staff shall discourage personal calls during working hours. Cellphones shall be turned off during instructional hours. Personal callers may leave a message that may be returned outside of instructional hours.

Answering calls from parents during instruction is discouraged. The front office will forward all phone calls to school voicemail. Teachers can call the parents back when there is a break in instruction, before school, or after school. Any information regarding picks up or lunches received by the office staff from parents prior to 11:45 a.m. will be emailed to the teacher.

Paraprofessionals are not to be released from assigned duties to receive or make personal phone calls except in emergency situations or during teacher designated break periods.

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

Reference: Governing Board Policy JLIA

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

The following specific requirements are established:

- a. Parents will be informed each _____ () week period as to the progress their children are making in school.
- b. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- c. Insofar as possible, distinctions will be made between a student's attitude and academic performance.

- d. At comparable levels, the school will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
- e. When grades are given, school staff members will take particular care to explain to parents the meaning of marks and symbols as they apply to student achievement.
- f. When no grades are given but evaluation is made informally in terms of the student's own progress, such evaluation will be a realistic appraisal of the skills developed by the student.
- g. Reports of progress for students qualified for services under the Individuals with Disabilities Education Act (I.D.E.A.) shall be based on each student's progress in achieving the goals stated in the student's individualized education program (IEP) by the end of the school year. Such progress reports shall be provided as directed in the IEP.

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

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

Employee Acknowledgement Form

School Year 2024 - 2025

I _____, have received a copy of the Mary C. O'Brien Accommodation District Employee Handbook. I understand and agree that it is my responsibility as an employee of the District to review the Handbook in its entirety. I further understand and agree that it is my responsibility to access and become knowledgeable of Governing Board Manual Policies inclusive of Administrative Regulations and Administrative Exhibits noted in the Handbook and found in the District's Governing Board Policy Manual. The District's Governing Board Manual, inclusive of policies, regulations, and exhibits can be found on the Arizona School Boards Association website at <https://azsba.org/> by accessing *PolicyBridge* through the dropdown menu under the heading *Policy*. A link to the Manual can also be found on the District's website at [Mary C O'Brien Accommodation District - Board Policies \(pinalk12.org\)](http://Mary_C_O'Brien_Accommodation_District_-_Board_Policies_(pinalk12.org)). Should I have any questions or concerns related to these responsibilities or the content of the Employee Handbook or Governing Board Policy Manual I shall consult with my Principal or direct supervisor.

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

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

Employee Name (Print)

Employee Signature

Date of Signature

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