



2024-2025

EMPLOYEE HANDBOOK

INTRODUCTION

This handbook will answer many of the basic questions an employee may have while employed at Mohawk Valley School District. Additional questions not answered by this handbook, may be answered by contacting the Human Resource Department.

NOTICE OF NONDISCRIMINATION

Mohawk Valley School District does not discriminate on the basis of race, color, national origin, sex, age or individual who has a disability in admission or access to, or treatment or employment in its educational programs or activities. 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. Inquiries concerning Title VI, Title VII, Title IX, Section 504 and Americans with Disabilities Act may be referred to:

The Office for Civil Rights
U.S. Department of Education
1244 Speer Boulevard
Denver, Colorado 80024

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

DUTY HOURS

The school day begins at 8:10 a.m.

Certified Staff – Teachers are expected to be on campus from 7:30am-3:30pm, Monday through Friday, and shall be on duty at assigned responsibilities unless otherwise excused by the Superintendent. A teacher’s responsibility may include other duties beyond the student school day with the expectation to provide quality instruction for students which may require work beyond the student school day.

Classified Staff – Classified staff are expected be at school by their assigned arrival times and in their designated assigned duty unless otherwise directed by their immediate supervisor or the Superintendent.

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ABSENCES/LEAVE POLICIES

When absent from work, the employee must notify the Human Resources Department each day they will be away. Upon return, the employee must submit an Absence Request Form with the Human Resources Department. Planned leaves should be submitted with at least five days' notice. Absences of three or more consecutive days may require a physician's release. Employees should not report to work when ill.

Excessive absences, or failure to report absences, will result in disciplinary action, which could include dismissal.

For the purpose of leave policies, a full-time employee is defined as thirty (30) or more hours per week, and part-time is defined as twenty-one (21) to twenty-nine (29) hours per week.

Types of Leave:

Bereavement Leave - An employee may be granted, upon request to the Superintendent, up to five (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

Family and Medical Leave Act (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. Part-time employees do not qualify for FMLA.

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

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

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:

- For additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented to the Superintendent.
- 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.
- For a leave of absence that benefits or is in the best interest of the District, as determined by the Board upon review of the application.
- For leave under the Family and Medical Leave Act.

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

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

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

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

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

~Reference: Governing Board Policy GCCC

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

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*

Personal Leave - Each staff member is granted personal leave not to exceed two (2) days per year. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the Superintendent. Requests shall be considered in order of receipt. Approval may be limited due to such things as the number of requests made for a specific time period and the impact on District resources. Personal leave will not be granted on the day immediately preceding or following a holiday or vacation, or during the first two (2) or last two (2) weeks of the school year unless approved by the Superintendent under special circumstances.

~Reference: *Governing Board Policy GCCB*

Professional Leave for Conferences/Visitations/Workshops - To attend a conference, schedule a visitation, or participate in a workshop an employee must obtain approval from the Superintendent 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. The Superintendent 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*

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

- 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.
- 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.
- Reasons related to childcare, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.
- **Doctor and dentist appointments** – Whenever possible, schedule all doctor and dental appointments before or after your school. Wednesday early release days are not to be used for this purpose unless otherwise approved by the Superintendent.

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

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

Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed per year.

The unused portion of such allowance shall accumulate to a maximum of fifty (50) days, at which time no more sick leave can be accumulated. As accumulated sick leave days are used and drop below fifty (50) days, an eligible employee may again accumulate sick leave up to the maximum limit.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy. Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

See Governing Board policy GCCA for further information.

~Reference: Governing Board Policy GCCF

Vacation - All regular twelve (12) month support staff employees shall accumulate vacation with pay at the rate of six point sixty-seven (06.67) working hours per month during the first year of employment. Thereafter, vacation shall be accumulated at the rate of ten (10) working hours per month, with the accumulated maximum of twenty (20) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below twenty (20) days, an eligible employee may again accumulate vacation up to the maximum limit. Vacations shall be taken as approved by the Superintendent.

~Reference: Governing Board Policy GDD

ASSIGNMENT/TRANSFERS

The District may assign job duties for which it feels an employee is qualified. When necessary, the District may also transfer an employee to another position.

Certified Staff - The Superintendent has the responsibility of assignment and transfer of all certified staff in the District. The procedure for assignment and transfer of certified 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 certified staff member's contract. In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees.

~ Reference: Governing Board Policy GCK

Classified Staff - All classified 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 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. 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*

BLOOD BORNE PATHOGENS

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*

CONFIDENTIALITY

Employees with the District may be exposed to private and/or personal information concerning students, other employees, parents, or members of the community. It is very important that employees keep this information private. If an employee does not keep such information private, disciplinary action could be taken against them, which could include dismissal.

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:

- No person employed by the District may be directly supervised by a close relative.
- An employee who has, or whose relative has, a substantial interest in any decision of the District shall make known of this interest and shall refrain from any related aspect of the decision.
- 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.
- Employees are required to adhere to the District's adopted competitive purchasing rules.

~Reference: *Governing Board Policy GBEEA; Administrative Exhibit GBEEA-E*

DRUG-FREE WORK PLACE POLICY

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.

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.

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

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

DISCIPLINARY ACTION

The discipline of members of the certified staff is highly regulated by Governing Board Policies which is reflective of specific statutory requirements. Categories of misconduct that a certified 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.

A disciplinary action shall be considered a constructive measure for the correction of deficiencies in the performance or conduct of employees to help them become better employees. Because of this, any disciplinary action taken will be used to correct the performance. The District will give you opportunities to improve your job performance. Types of disciplinary action are: oral warnings, written warnings, suspension without pay, demotion, probation, and dismissal.

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 certified staff discipline policy staff members are directed to policy GCQF.

~Reference: Governing Board Policy GCQF, GDQD and GCQF

DISTRICT EQUIPMENT AND PROPERTY USAGE

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 Superintendent or department head. Transfers of equipment from location to another must be approved by the business manager, facilities manager, or Superintendent 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

DRESS GUIDELINES

Employees are expected to maintain a professional appearance that reflects the values and standards of our district. Appropriate work attire includes clothing that is neat, clean, and suitable for an educational environment. Staff should avoid wearing items that are overly casual, such as jeans with holes, t-shirts with offensive graphics or language, and excessively revealing clothing. Professional attire helps create a positive and respectful learning atmosphere for our students and colleagues. If you have any questions about specific attire, please consult with the Superintendent.

DUTY/WORK HOURS OF EMPLOYEES

The school day begins at 8:10 a.m.

Certified Staff –Teachers are expected to be on campus from **7:30am-3:30pm**, Monday through Friday, and shall be on duty at assigned responsibilities unless otherwise excused by the Superintendent. A teacher’s responsibility may include other duties beyond the student school

day with the expectation to provide quality instruction for students which may require work beyond the student school day.

Classified Staff – Classified staff are expected to be at school by their assigned arrival times and in their designated assigned duty unless otherwise directed by their immediate supervisor or the Superintendent.

EARLY RELEASE DAYS

School is dismissed early each Wednesday. All employees are required to remain at the school site or designated learning center during their regularly scheduled hours. Failure to follow this procedure may result in disciplinary action, up to and including dismissal.

ELECTRONIC DEVICES AND USAGE

All employees are required to adhere to related adopted policies and to utilize digital communications and electronic devices in a professional manner at all times.

Cell Phone Use by Employees

Employees are expected to use cell phones in a manner that does not interfere with their professional responsibilities or the learning environment. Personal cell phone use should be limited to breaks or non-instructional time and should not occur in the presence of students. During instructional time, cell phones should be set to silent or vibrate mode to minimize disruptions. The use of cell phones for personal matters should be kept to a minimum and should not impact the quality of work or the attention given to students.

No employee shall text or access cell phone while operating a school vehicle.

Appropriate Use of Electronics

Employees will be required to sign an Electronic Information Services (EIS) user's agreement. EIS includes networks, data bases, cloud-based systems and any computer-accessible source of information. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District does not assume liability for information retrieved via EIS, nor does it assume liability for any information lost, damaged, or unavailable due to technical or other difficulties.

All District Employees:

- shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations;
- are responsible for the content of their posting on any form of technology through any form of communication;
- shall only use District controlled and approved platforms when communicating with students. STAFF IS ONLY TO COMMUNICATE WITH STUDENTS THROUGH STAFF AND STUDENT ASSIGNED EMAIL AND/OR CLASS DOJO (OR OTHER ADOPTED COMMUNICATION PLATFORM.)
- shall ensure that technologies used to communicate with students are maintained separate from personal technologies used to communicate with others;
- shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
- in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;
- shall not use District logos or District intellectual property without the written approval of the Superintendent;
- shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;
- shall immediately report all misuse or suspected misuse of technology to the Superintendent;
- shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records.

~Reference: Governing Board Policy GBEF; GBEFA; IJNDB

EMERGENCY PROCEDURES

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

~Reference: Governing Board Policy EBC

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.

~Reference: Governing Board Policy GBGC; Administrative Exhibit GBGC-E

EVALUATION OF JOB PERFORMANCE

Certified Staff - The process and purpose of evaluation for certificated staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of the certified 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

Classified Staff - All classified staff shall be evaluated by the Superintendent. A written evaluation of effectiveness of each classified 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

FINGERPRINTING:

Arizona Revised Statute 15-512 requires all district employees (permanent and temporary) and volunteers to be fingerprinted. Staff will be fingerprinted by the District at no cost to the employee. Volunteers who are not employed by the District will be required to pay for their own fingerprinting. Substitutes are also required to pay for their own fingerprinting. Fingerprinting results may take as long as two months to be returned to the District. Employee fingerprint checks which contain questionable items may result in termination of employment.

~Reference: Governing Board Policy GCFC; Administrative Exhibit GCFC-E

GIFTS/DONATIONS/SOLICITATIONS

Gifts

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy. Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

Donations

Donations to the school must be consistent with the school’s mission and must be by a donor acceptable to the Board and does not bring undesirable or hidden costs to the District. Donations become the property of the school. Donations and solicitations must be approved by the Superintendent.

Solicitations

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom. Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance. No other solicitations shall be made by or of employees during official duty time.

~Reference: Governing Board Policy GBEB; JP; KCD-R

GRIEVANCE PROCEDURE

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. Communication among employees and supervisors is important at all levels. Usually, problems that develop can be solved through informal, personal discussions with an employee’s direct supervisor or the Superintendent in accordance with District policies, rules and regulations.

If a problem cannot be solved informally the employee may follow the District’s established grievance procedure. The purpose of this procedure is to secure, at the lowest administrative level, equitable solutions to any problems which may arise. Procedural steps are:

- Informal Procedure – discussion with supervisor and/or responsible
- Formal Procedure Steps – Supervisor responsible for action being grieved and/or Superintendent, complete formal grievance form

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*

IMMUNIZATION

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

INSURANCE

The District promotes a healthy work environment by providing the following health benefits: comprehensive medical coverage, wellness programs and incentives, mental health support, and preventative care services. The District prioritizes the well-being of our employees and strive to foster a culture of overall wellness.

Employee that qualifies for benefits will receive an enrollment invitation at hire and again at open enrollment. Benefit effective dates will be included in their invitation to enroll. Benefit end dates are determined by an employee's last day of employment. Benefits will continue through the last day of the month that an employee is employed in.

KEYS AND SECURITY

In an effort to enhance the security of District property. The majority of staff members will have limited access to facilities and will be provided an access key based on need. IT IS VITAL THAT STAFF UNDERSTANDS THE SERVARITY AND SAFETY COMPROMISE IN THE EVENT OF A LOST KEY. Staff who have been entrusted with a facility key shall adhere to the following:

- Assigned keys may not duplicated or loaned.
- All keys must be surrendered to HR and/or the school office when no longer needed or upon request by the Superintendent.

- The loss of a key must be reported to HR, the school office, and/or the Superintendent upon discovery of the loss. The employee will be required to pay \$100 per key in need of replacement.
- Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.

~Reference: Governing Board Policy ECA; Administrative Regulation ECA-R

LUNCH BREAKS

A minimum of a 30-minute unpaid duty-free lunch period is required for all full-time employees if their workday is 6 or more hours per day. Lunch periods cannot be waived in favor of leaving work early. Lunch breaks are not to be taken in someone else's work space while they are instructing students.

MANDATORY REPORTING

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 reporters 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

Homeless Students Reporting

Homeless students are not to be stigmatized or segregated on the basis of their status as homelessness and are to be enrolled in their school of origin as appropriate. It is the duty of the school employees to be aware of the definition of “homeless” and report to the Superintendent if they suspect that a student is experiencing homelessness.

~Reference: Governing Board Policy JFABD

Drug Use by Students

Employees are to report to the Superintendent all suspected instances of the a student use, possession, or sale of drugs. Employees shall also report any students who seek help. A staff member who believes that a parent or other adult is contributing to drug-using behavior to a student shall report such behavior to the Superintendent.

~Reference: Governing Board Policy JICH-R

NOTICE OF SUMMONS, SUBPOENA OR LEGAL COMPLAINT

Upon hire, employees are required to complete and sign an affidavit disclosing prior convictions. A.R.S. 13.604.01 requires all applicants give notice of any conviction for dangerous crimes against children.

All employees are required to notify the Human Resources Department within 24 hours if served with a subpoena, summons or complaint or are charged with any violation or action other than a minor traffic citation.

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

PAY/COMPENSATION

Pay Periods:

Pay periods are two calendar weeks in length. Paychecks are received every other Friday. Direct deposit is available and a preferred method of pay.

Certified Staff – may choose one of two ways to receive their salaries: Twenty-six (26 pays) or twenty-one (21 pays). An employee’s selection cannot be changed after the start of the school year. If an employee fails to make a selection, the District will not annualize your compensation.

Classified Staff – compensation is calculated on an hourly basis during a specific pay period.

~Reference: Governing Board Policies DKA, GCBA, and GDBA

Deductions:

Involuntary standard deductions reduce gross compensation through contributions for federal and state taxes, social security, and employee contributions to the Arizona State Retirement System. Each check stub shows the amount deducted for these areas. Changes in the retirement fund rates become effective the first pay period after July 1. In addition, you may authorize the Payroll Department to make various other deductions such as tax-sheltered annuity, etc.

It is the employee's responsibility to notify the Payroll Department in writing, of any additions, deletions, voluntary deductions or changes to his or her tax deduction status.

~Reference: Governing Board Policy DKB

Performance Pay:

Mohawk Valley School District participates in one pay for performance program: Classroom Site Fund /Proposition 301 Teacher Performance Pay Plan. The Governing Board Approved Classroom Site Fund/Proposition 301 Teacher Performance Pay Plan is available to all certified teachers.

Professional Growth Compensation on Pay Scale (teachers):

Salary credit for graduate study above the Bachelor's or Master's degree may be obtained through recognized institutions offering graduate level training. Classes must be EDU in order to count toward a move on the salary schedule. Graduate level courses are preferred but undergraduate coursework may also be considered and must be approved by the Superintendent. Undergraduate courses, workshops, and seminars of value to the teacher and the district must be approved by the Superintendent. Courses must be of value to the assignment of the employee and the District.

All workshops and seminars to be used for movement on the salary schedule must be preapproved by the Superintendent. Completed pre-course approval is to be submitted to the Superintendent.

Official transcripts or grade reports of courses affecting movement on the salary schedule submitted to the Payroll Department before a salary credit can be honored.

Overtime Pay/Compensatory Time

The District's policy is to pay nonexempt employees time and one-half their hourly rate for all approved overtime hours in excess of 40 hours per week. ALL OVERTIME AND COMPENSATION TIME MUST HAVE PRIOR APPROVAL BY THE SUPERINTENDENT.

Time Clock Procedures

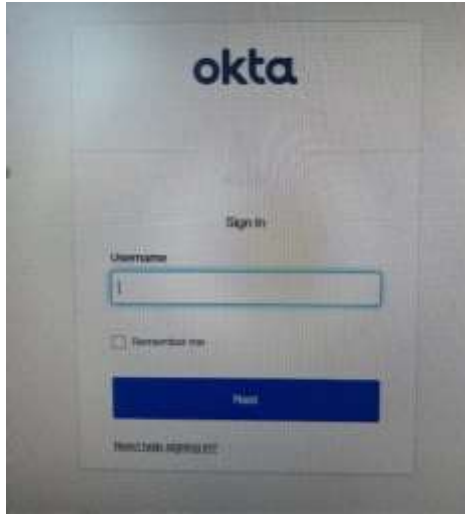
The district uses a web-based time clock system to record hours worked per day for all time card employees. Time card employees are required to punch in/punch out using the District's time clock system. Time card employees are assigned a 4-digit passcode that is used to sign into the time clock system. Time cards will be reviewed on a biweekly basis. All time cards are final on last day of the pay period. Time clock changes are due the same day the error was made or the morning after. ALL time clock changes are granted upon approval of the immediate supervisor or the Superintendent.

Employee Portal:

<https://mohawkvalleyesdt17az.tylerportico.com/portal/enterpriselauncher/>

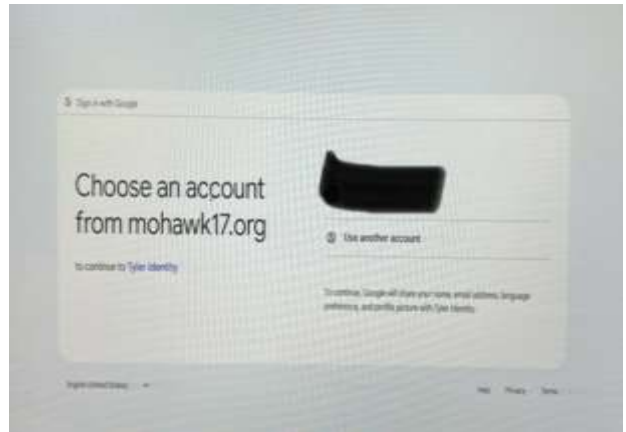
STEP 1:

Type in email address



STEP 2:

Select your email address



STEP 3:

Click on Employee Access



STEP 4:

Your Employee Portal



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

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

PERSONNEL FILES AND RECORDS

Professional employees are required to supply the District office with current and complete official transcripts of all college credits. It is the duty and responsibility of each certificated employee to keep such certification current.

The District will maintain a complete and current official personnel file for each District employee. Employees will be advised of, and will be permitted to review and comment on, all information of a derogatory nature to be placed in their respective personnel files. The employee may prepare a written reply to such information, and such reply, if any, will be appended to the information in the file.

Records reasonably necessary or appropriate to maintain an accurate knowledge of disciplinary actions regarding staff members and the staff members' responses will be maintained. Disciplinary action records shall be open to inspection and copying unless such inspection and disclosure of records or information in the records is contrary to law.

The District may create such subfiles within a personnel file as are appropriate to ensure confidentiality of those files made confidential by law and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees authorized to handle personnel files. Individual Board members may only inspect confidential staff files when specifically authorized by the Board, as evidenced by action of a quorum of the Board in a legal

meeting properly noticed. Employees may review their own files by making written requests to the Superintendent. Materials obtained prior to an employee's employment, such as confidential recommendations or interview notes, will not be available for review by the employee. Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.

Unless otherwise specifically provided by law, a school district shall not:

- Use an individual's social security number on forms of identification.
- Transmit to another individual material that contains both the individual's social security number and the individual's financial institution account number. This does not preclude the transmission of documents of enrollment, amendment, termination, or contracting for financial services nor does it preclude transmitting documents confirming the accuracy of the numbers previously submitted.

~Reference: Governing Board Policy GBJ

PROFESSIONALISM/ETHICS/CONDUCT

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

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: Reference: Governing Board Policy GBEA, GBEB

Administrative Regulation GBEB-R; Administrative Exhibit GBEB-E

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.

Staff are to adhere to the following procedures to request a purchase:

- Complete requisition and return to the business manager
- Secure Superintendent written approval
- Orders completed by business manager or other approved staff

If an employee purchases using their own funds or means without prior authorization by the Superintendent, a reimbursement will NOT be granted.

Credit Card Use

All employees must read the district's credit/procurement card policy and regulations. Employees must check out /check in credit cards. Only purchases authorized by the Superintendent are to be made.

~Reference: Governing Board Policy DGD

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

RESIGNATION FROM EMPLOYMENT

Certified Staff - All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted teacher contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement. A teacher who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.

~Reference: Governing Board Policy GCQC

Classified Staff - A member of the District's classified 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

RETIREMENT

Retirement Incentive Program:

The retirement incentive program is intended to provide a District employee with the opportunity to receive an incremental increase in salary during the final year of employment in exchange for the voluntary release, by the employee, of tenure rights or employee benefit rights accrued during such employment. Such payment must be offered and accepted in the employment contract prior to the beginning of the particular school year in which the retirement incentive pay is to be received.

The employee must apply to the Governing Board, in writing, for the retirement incentive during or before the year prior to the year in which retirement will occur. This application for the retirement incentive may be withdrawn on or before February 1 of the year of retirement.

An employee choosing the retirement incentive shall receive an increase over the regular contractual or scheduled salary in the year before retirement. All legally required deductions, including the employee's contribution to the state retirement fund, will be withheld. The payment shall be calculated as set forth below. The payment will be based upon the number of years of service to the District. Refer to District policy GCQE for incentive amounts.

~Reference: Governing Board Policy GCQE

Sick Leave Payment upon Retirement Upon proper and timely application for the retirement incentive program, the District will pay for accumulated sick leave on a graduated scale up to the maximum accumulated amount indicated by the District. Certificated employees will be paid based upon a daily rate established for payment of a day-to-day substitute teacher in the District, and support staff members will be paid based upon a daily rate calculated by multiplying the minimum wage times eight (8) hours. Refer to District policy GCQE for full payment schedule explanation.

~Reference: Governing Board Policy GCQE

SEXUAL HARASSMENT

All staff members employed by the District including, but not necessarily limited to, the administration, certified staff, and support staff, part or full time, are expected to conduct themselves at all times so as to provide an atmosphere free from any form of sexual harassment.

The Equal Employment Opportunity Commission defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or

- Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

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

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

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action. All matters involving sexual harassment complaints will remain confidential to the extent possible.

~Reference: Governing Board Policy ACA;

Administrative Regulation ACA-R; Administrative Exhibit ACA-E

STAFF MEETINGS

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

~Reference: Governing Board Policy GCMC

SUBSTITUTE REQUEST

When utilizing District leave policies, it shall be the responsibility of the teacher or instructional aide to notify the Human Resource Department, as soon as possible, of the need for a substitute teacher. In the event the Human Resource Department is not available, contact the school office. If the teacher knows in advance that a return to duty will be assured on a certain day, contact the Human Resource as soon as possible.

~Reference: Governing Board Policy GCGB; Administrative Regulation GCGB-R

SUBSTITUTE TEACHER PREPARATION

It is important that the best possible situation is created for substitute teachers. In order to accomplish this, the teacher must:

1. Ensure that all students understand the expected in the teacher's absence.
2. Have current seating charts available for each class when applicable.
3. Must provide adequate lesson plans and instructions for substitute to follow.
4. Review the substitute's notes and/or evaluation of the class. Share it students and praise or reprimand them as needed.

TEACHER RESPONSIBILITIES

Attendance Tracking- State law mandates that the District record reasons for all student absences. Teachers will be advised of specific steps that are to be taken to ensure student absences are appropriately recorded in Synergy Student Management System.

Ceremonies and Observances – The following ceremonies and observances are to be observed:

- Pledge of Allegiance
- Moment of Silence
- Each student in grades four (4) through six (6) shall recite the following passage from the Declaration of Independence: "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed..."

~Reference: Governing Board Policy IMD

Communication with Students and Parents - The Superintendent has established which technologies are approved for use by employees to communicate with parents and students. STAFF ARE ONLY TO COMMUNICATE WITH STUDENTS THROUGH STAFF AND STUDENT ASSIGNED EMAIL AND/OR CLASS DOJO (OR OTHER ADOPTED COMMUNICATION PLATFORM.)

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

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

~Reference: Governing Board Policy GBEBB

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

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

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

Grading and Evaluation – Teachers are responsible for maintaining student grades and progress. 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:

- Parents will be informed each **nine (9)** week period as to the progress their children are making in school.
- Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
- When 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.
- 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.

- 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.

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

Movies/Videos/Electronic Materials – Movies and videos are only to be shown when they extend and/or reinforce the concepts being taught and have been planned in advance. There must be signed, written consent from parents or guardians before showing materials that may be inappropriate for the age of student.

~Reference: *Governing Board Policies IJNB*

Physical Restraint/Seclusion with Students – 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:

- The pupil's behavior presents an imminent danger of bodily harm to the pupil or others.
- 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

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

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

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*

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*

TOBACCO/SMOKING POLICY

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited on all school property, school owned or leased vehicles and buses, or any school sponsored event.

~Reference: *Governing Board Policy GBED*

VEHICLES – District Owned

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 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 direct supervisor or to the Superintendent.

Employees are not to access cell phones while driving a District vehicle.

Private Vehicles

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.

Requesting School Vehicle

Employees are to use the approved transportation form located in the school office. Request need to be made in ample time for transportation to prepare the vehicle and ensure it is available for the requested date and time.

*~Reference: Governing Board Policies EBBB, EEAG, EEB, GBED; GBEFA
Administrative Regulation EEAG-R*

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

WORKER'S COMPENSATION - REPORTING OF ACCIDENTS

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. Detailed information and instructions on how to report a worker's compensation plan is posted in the staff workroom.



~Reference: Governing Board Policy GBGD; Administrative Regulation GBGD-R

**Employee Acknowledgement Form
School Year 2024 - 2025**

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

I understand that as an employee of the Mohawk Valley 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.