

**Employee Handbook**

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***Introduction***

It is the purpose of this handbook to provide YASD employees with a resource which gathers together all the pertinent information of policy and procedure related to their work. This is done in belief that staff morale improves when everyone understands the relationship of his/her work within the organization and knows his/her rights and responsibilities.

This handbook has been prepared to provide YASD personnel with relevant information, policies, and patterns of practice. The handbook states policies as they exist at the time of publication. All policies are subject to change by the YASD Governing Board.

It is essential that all school personnel be thoroughly acquainted with the handbook and refer to it frequently. Employees are urged to make suggestions for future improvement and revision.

Every employee at YASD is part of the team whose goal is to provide a high quality education for all students. We are all trustees of public confidence and as such must be dedicated to doing the most efficient and effective job of which we are capable.

Please use this handbook often to help you know and understand policies and procedures related to your job.

Yavapai Accommodation District #99

***Vision Statement***

*The First Choice for responsive educational services.*

*It is our goal to open the door to our students’ future by providing students with knowledge and skills to succeed in the ever changing global environment.*

***Mission Statement***

*The Yavapai County Education Service Agency provides quality leadership, services, and support in response to identified and anticipated needs that will ensure the highest quality education for students.*

*YASD strives to create accommodations that don’t fit in standard schools by providing individualized, relevant education in a safe, small, and independent thinking environment. Our spectrum of academics for the individual needs of students enable them to graduate and be career ready.*

***YASD’s Commitment to our students***

* Student success is our #1 priority
* Quality programs and leadership skills will be ongoing through Professional Development
* Create accommodations that don’t fit in standard schools by providing students with an individualized, relevant education
* Ensure consistent communication with families, community and each other
* Ensure equal access to tutoring, mentoring and technology
* Collect and utilize data effectively to make decisions

***Use of Employee Handbook***

The practices/procedures in this handbook are to be considered as guidelines for the operations of the Yavapai Accommodation School District #99. YASD#99 at its option may change, delete, suspend, or discontinue any part or parts of the policies in this handbook at any time without prior notice. Any such action shall apply to existing as well as future employees. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Governing Board, District Executive Officer, or District’s designee may alter or modify any of the practices/procedures in the handbook. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee. Some of the issues addressed in the handbook may also be referenced in the District’s homepage at: www.yasd99.com. Access to the District’s policy book may be found at [www.azsba.org](http://www.azsba.org).

***Governing Board Meetings***

All meetings of the Governing Board are open to the public. Employees are encouraged to attend. Regular board meetings are held every second Tuesday at 3:00 p.m. Check our website or contact the office for dates. If the regular meeting falls on a legal holiday, the meeting will be held on the following day. Special meetings may be called whenever deemed necessary by the Governing Board with twenty-four hours prior public notice.

Unless otherwise posted, all meetings are held at the District Governing Board Room located at 2972 Centerpointe East Drive. The Governing Board welcomes public input at their meetings. To have an item placed on the agenda, please contact the district office.

***Notice of Non-Discrimination***

Yavapai Accommodation School District #99 and the YASD Governing Board are committed to nondiscriminatory practices in relation to race, color, religion, sex, age, national origin, and/or disability. District policies AC, AC-R and AC-E pertaining to nondiscriminatory practices and equal opportunity will prevail in all matters concerning students, staff members, the public and individuals with whom the school district or Board does business. All complaints and concerns of discrimination should be filed in writing to the Yavapai Accommodation Human Resources/Business Manager at 2972 Centerpointe East Drive, Prescott, AZ, 86334. For information, contact the YASD District Office at (928) 759 8126.

|  |
| --- |
| **YCHS / Aspire / District 2021-2022** |
| **2021-2022 School Calendar** |
|

|  |
| --- |
| **July 2021** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  | 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 |
|  |  |  |  |  | 0 days |

 |

|  |
| --- |
| **August 2021** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
| 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 |  |  |  |  |
|  |  |  |  |  | 16 days |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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|  |
| --- |
| **September 2021** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  | 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 |   |  |
|  |  |  |  |  | 17 days |

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|

|  |
| --- |
| **October 2021** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  |  | 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 |  |  |  |  | 12 days |
|  |  |  |  |  |  |

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|  |
| --- |
| **November 2021** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  | 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 |  |  |  |  |
|  |  |  |  |  | 15 days |

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|  |
| --- |
| **December 2021** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  | 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 |  |
|  |  |  |  |  | 10 days |

 |
|

|  |
| --- |
| **January 2022** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  |  |  | 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 |  |  |  | 16 days |

 |

|  |
| --- |
| **February 2022** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  | 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 |  |  |  |  |  |
|  |  |  |  |  | 14 days |

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|  |
| --- |
| **March 2022** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  | 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 |  |  |
|  |  |  |  |  | 15 days |

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|

|  |
| --- |
| **April 2022** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  |  | 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 |
|  |  |  |  |  | 15 days |

 |

|  |
| --- |
| **May 2022** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
| 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 |  |  |  |  |
|  |  |  |  |  | 14 days |

 |

|  |
| --- |
| **June 2022** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  | 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 |  |  |
|  |  |  |  |  |  0 days |

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| --- | --- | --- |
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|  |  |  |
|  |  |  |

Teachers – 153 days

Students – 144 days

12 Month Employees – 190 days

**July 2021**

5th – July 4th Holiday – District closed

26th – 29th – Teacher Preservice – No Students

**August 2021**

2nd – Teacher Preservice – No Students

3rd – ESA Day/COGNIA Planning – No Students

4th – First day of school

**September 2021**

6th – Labor Day – District closed

**October 2021**

1st - Teacher in-service – No students – 8 Hour Inservice

6th - Parent Teacher Conference (Aspire 4:00 – 7:00 pm)

7th – Parent Teacher Conference (YCHS 4:00 – 7:00 pm)

11th – 14th – Fall Break

**November 2021**

11th – Veterans Day – District closed

24th & 25th  – Thanksgiving Holiday – District closed

**December 2021**

20th – 30th – Winter Break

22nd - 27th – Christmas Holiday – District closed

29th – 30th – New Year’s Holiday – District Closed

**January 2022**

17th - M.L. King Jr. Day – District closed

**February 2022**

17th – Teacher in-service – No students – 8 Hour Inservice

21ST – President’s Day – District Closed

**March 2022**

14th – 17th – Spring Break

**April 2022**

18th - Teacher in-service – No students – 8 Hour Inservice

(Snow Day makeup if necessary)

**May 2022**

24th - Graduation

24th – Last Day of School

30th – Memorial Day – District closed

**June 2022**

30th – End of Fiscal Year

**Policies to Review**

**POLICY TITLE POLICY CODE**

**Sexual Harassment ACA**

**School & Personal Property Replacement/Restitution ECAD**

**Student Transportation In Private Vehicles EEAG**

**Accident Reports EBBB**

**Staff Ethics GBEA**

**Drug Free Workplace GBEC**

**Smoking by Staff Members GBED**

**Staff Conduct with Students GBEBB**

**Staff Participation in Political Activities GBI**

**Board Communications with Staff Members BHC**

**Staff Grievances GBK Teaching about Drugs, Alcohol and Tobacco IHAMA**

**Field Trips IJOA**

**Instructional Resources and Materials IJ**

**Technological Resources (Movies/Videos) IJND**

**Use of Technological Resources in Instruction IJNDB**

**Report Cards/Progress Report IKAB**

**Teaching about Controversial/Sensitive Issues IMB**

**Student Absences and Excuses JH**

**Student Conduct JIC**

**Weapons In School JICI**

**Hazing JICFA**

**Corporal Punishment JKA**

**Reporting Child Abuse/Child Protection JLF**

**Student Safety JLI**

**Student Dismissal Precautions JLIB**

**Student Fees, Fines, and Charges JQ**

**Student Records JR**

**Public Concerns/Complaints about Personnel KEB**

**\* Employees are responsible for knowing and following all District policies.**

**Policy manuals can be accessed at**

**Employees are responsible for knowing and following all District policies.**

Policy manuals can be accessed at <https://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>

**EMPLOYEE INSURANCE BENEFITS**

The health, vision and dental insurance coverage is paid by the district for employees who work thirty (30) hours per week. ASBAIT (Arizona School Boards Association Insurance Trust) provides dental coverage. Medical coverage is also provided by ASBAIT and administered through Meritain Health, which will process all claims. Questions concerning insurance coverage should be directed to the business office. Beginning July 1, 2021 Your National PPO Network is AETNA CHOICE® POINT OF SERVICE II NETWORK.

Your Meritain Health member website at [**www.meritain.com**](http://www.meritain.com/)is designed to provide a secure, user and family-friendly, one-stop-shop for you to access the account and claims information you can use to manage your health and wellness.

You can use the DocFind directory anywhere you have Internet access.

Visit: [**http://www.aetna.com/docfind/custom/mymeritain/**](http://www.aetna.com/docfind/custom/mymeritain/).

Key in the type of provider or provider name, specialty, procedure or condition under “*Who or what are you looking for?”*and the desired geographical area under “*Where?”* Click *Search*.

Choose *Aetna Choice® POS II (Open Access*) under *Select a Plan*.

OR

Click on one of the options listed under *Provider Types, Conditions or Procedures*. You will be prompted to key in the desired geographical area and select your plan (as shown in step three).

Choose your provider from the list of providers displayed on the results screen. Learn more about each by clicking on the provider’s name.

Narrow your search results by using the filters under *Narrow Your Results*. Choices include *Hospital Affiliations, Group Affiliations, Languages, Gender*and *Specialty*.

For more search tips, you can click on *Search Tips*and *FAQs*on the home screen.

If you have questions while searching for a doctor or hospital, simply click on the *Contact DocFind*link. It’s at the top of any *DocFind*page. You’ll be able to send a quick comment or question.

Need a provider when you’re not near a computer? No problem. Simply call the Aetna Provider Line at **1.800.343.3140**from 8:00 a.m.–9:00 p.m. EST, Monday through Friday.

Prescription benefits:

When you need prescriptions filled, you have your easy-to-use prescription drug benefit. But to get the most from your benefits plan, it pays to be a wise consumer. Your prescription drug benefit is administered by Scrip World, powered by OptumRx. You can visit [**www.optumrx.com**](http://www.optumrx.com/)to:

1. Review a complete list of covered drugs.
2. Locate a pharmacy
3. Look up possible lower cost medication alternatives.
4. Compare medication pricing and options.

|  |  |
| --- | --- |
| **What do you need help with?** | **Who to contact** |
| My ASBAIT benefits | Meritain Health Customer Service | 1.866.300.8449 or1.602.789.1170 |
| My prescription drug benefits | OptumRx | 1.855.312.6103 |
| Precertification | ASBAIT Medical Management | 1.8555ASBAIT or1.855.527.2248 |
| EAP/Nurseline | Alliance Work Partners (AWP) | 1.800.343.3822 |
| Working~Well Wellness Program | Edwards Risk Management | 1.800.575.2657 |
| Nurse Health Coaching | Meritain Health | 1.855.527.2248 |

**ACCIDENTS & INDUSTRIAL INJURIES**

All employees have a responsibility to maintain a safe condition in their work area. If an unsafe

condition exists which you cannot correct, it must be reported to your principal/supervisor immediately. If an accident occurs while you are on duty, you are protected under Workmen’s Compensation Insurance. You may not be covered if the accident or injury is not reported within 24 hours. In the event of an injury, and your injury is not life threatening or does not require immediate medical attention, get with your supervisor or site health aide and contact the Alliance on-call triage nurse at 1-888-252-4689. For treatment please report to Yavapai Regional Medical Center/East 7700 E. Florentine Road, Prescott Valley, AZ 86314 (928) 445-2700, This is YASD #99’s provider of choice.

Please **do not** pay any provider for a Workers Comp injury**.**

District Policy #1963-SA-AZ-208

 **PAYROLL PROCEDURES AND OPTIONS**

At the beginning of each school year or beginning employment, new employees will complete all necessary payroll forms. If an employee’s family status (marriage, divorce, additional children) changes, **it is the responsibility of the employee to notify the business office** and complete new applicable forms. **It is also the responsibility of the employee to notify the business office, in writing,** of any address and/or phone number changes. School district employees are required to have a social security number.

Certified employees who are working the usual ten (10 1/2) month school year may elect to be paid under any of these two (2) options:

A. Bi-weekly installments (Payment during the school year only)

B. Bi-Weekly installments with balance of contract paid at the conclusion of the school year (Balloon Payment).

**\*\*Once an option has been chosen for the year, it cannot be changed.\*\***

**PAYROLL**

Employees working under a time sheet agreement or who work overtime **must have their time sheets to payroll by 12:00 p.m. on Thursday at the end of the pay period** in order to be processed for the following pay date (refer to the payroll calendar).

**2021 - 2022**

**PAY PERIODS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FY QTR.** | **PAY PERIOD #** | **START DATE** | **END DATE****(TIME SLIPS DUE)** | **PAY DATE** | **DAYS** | **CY QTR.** |
| **1** | **1** | **07-01-21** | **07-09-21** | **07-16-21** | **7** | **3** |
| **2** | **07-10-21** | **07-23-21** | **07-30-21** | **10** |
| **3** | **07-24-21** | **08-06-21** | **08-13-21** | **10** |
| **4** | **08-07-21** | **08-20-21** | **08-27-21** | **10** |
| **5** | **08-21-21** | **09-03-21** | **09-10-21** | **10** |
| **6** | **09-04-21** | **09-17-21** | **09-24-21** | **10** |
| **2** | **7** | **09-18-21** | **10-01-21** | **10-08-21** | **10** | **4** |
| **8** | **10-02-21** | **10-15-21** | **10-22-21** | **10** |
| **9** | **10-16-21** | **10-29-21** | **11-05-21** | **10** |
| **10** | **10-30-21** | **11-12-21** | **11-19-21** | **10** |
| **11** | **11-13-21** | **11-26-21** | **12-03-21** | **10** |
| **12** | **11-27-21** | **12-10-21** | **12-17-21** | **10** |
| **13** | **12-11-21** | **12-24-21** | **12-31-21** | **10** |
| **3** | **14** | **12-25-21** | **01-07-22** | **01-14-22** | **10** | **1** |
| **15** | **01-08-22** | **01-21-22** | **01-28-22** | **10** |
| **16** | **01-22-22** | **02-04-22** | **02-11-22** | **10** |
| **17** | **02-05-22** | **02-18-22** | **02-25-22** | **10** |
| **18** | **02-19-22** | **03-04-22** | **03-11-22** | **10** |
| **19** | **03-05-22** | **03-18-22** | **03-25-22** | **10** |
| **4** | **20** | **03-19-22** | **04-01-22** | **04-08-22** | **10** | **2** |
| **21** | **04-02-22** | **04-15-22** | **04-22-22** | **10** |
| **22** | **04-16-22** | **04-29-22** | **05-06-22** | **10** |
| **23** | **04-30-22** | **05-13-22** | **05-20-22** | **10** |
| **24** | **05-14-22** | **05-27-22** | **06-03-22** | **10** |
| **25** | **05-28-22** | **06-10-22** | **06-17-22** | **10** |
| **26** | **06-11-22** | **06-30-22** | **06-30-22** | **14** |
|  |  |  |  |  |  |  |
|  |  |  |  | **TOTAL DAYS** | **262** |  |

**NOTE:  The district *must* submit accurate, properly authorized *time-slips* and *docks* no later than 5:00 p.m. on the due dates indicated above.  Districts may fax or scan and email the time-slips.**

**Please stress the importance of submitting time-slips on schedule.  Errors, omissions, and late time-slips could delay payment to the employee.**

**TEACHING CERTIFICATION**

All teachers **must** have and maintain certification throughout the year. Your Arizona Teaching Certificate must also be recorded at the Yavapai County School Superintendent's office, and a copy showing the stamp, furnished to Human Resources. No warrant may be drawn in payment of a teacher's salary unless the teacher is the holder of a legal certification. **Please be sure to take care of this before the first day you report to duty. It could affect you being paid.** (NOTE: ALL TEACHERS **MUST** HAVE OFFICIAL TRANSCRIPTS ON FILE IN THE DISTRICT OFFICE).

**RENEWAL OF TEACHING CERTIFICATION AND FINGERPRINTS**

Certified employees are responsible for maintaining a current, valid Arizona credential and current fingerprint card. Other staff members are to have a current fingerprint clearance card. Human Resources will notify an employee of renewal deadlines.It is the responsibility of the employee to maintain these certifications and can affect employee wages should they expire.

**FINGERPRINTING**

Beginning October 1s, 2003, Arizona State Statue A.R.S. § 15-534 (B) requires that a certificate holder who applies for a renewal or any other certification service must either (1) have a valid fingerprint clearance card or (2) prove that he or she submitted an application for a fingerprint clearance card.

**EQUAL OPPORTUNITY**

The Yavapai Accommodation School District is committed to the fundamental policy of providing equal opportunity in all areas of recruitment, selection, retention, promotion and affirms that there shall be no discrimination against any persons because of race, creed, age, color, sex, physical handicap, religion or national origin. The district shall seek the best-qualified applicants for each vacant position, regardless of race, color, national origin or sex.

**CERTIFIED EVALUATIONS**

* At the beginning of the school year, the DEO shall meet with the school's faculty for the purpose of orienting the teachers to the evaluation plan. This shall include whether the evaluation is used as a criterion for establishing a teacher's compensation.
* Self-evaluation for the teacher shall be urged. An observation(s) in the classroom shall be completed.
* An opportunity for a conference shall follow each formal observation-visitation.
* A written record shall be made of each formal observation, with a copy to the observed.
* The official evaluation shall be signed by both the teacher and the evaluator. The teacher's signature shall not mean concurrence. The teacher shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation.
* A copy of the written evaluation shall be transmitted to the teacher within five (5) days after

completion of the evaluation, and a copy shall be retained for the principal's file. A third copy shall be placed in the teacher's personnel file and made available to authorized District officers and employees.

* All evaluations shall remain confidential as is provided in A.R.S. [15-537.](http://lp.ctspublish.com/asba/public/lpext.dll?f=FifLink&amp;t=document-frame.htm&amp;l=jump&amp;iid=Title15.nfo&amp;d=15-537&amp;sid=7a4124f7.5688a704.0.0&amp;JD_15-537)

**CLASSIFIED EVALUATIONS**

* Classified personnel will be evaluated at least once during the introductory period of employment (90 days) with said evaluation occurring at least 10 working days prior to the conclusion of the probationary period. Evaluations of employees who have completed their probationary period will be conducted at least once annually. Additional evaluations may be completed for anyone at any time at the discretion of the supervisor.
* Classified personnel shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation.
* No employee will be placed in any position wherein direct evaluative or supervisory authority is exercised by a close relative. (Close relative is defined as a father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law.)
* Exceptions to the above paragraph may be granted by the Board when it is deemed to be in the best interest of the District. The current assignment of close relatives, although such may be in conflict with this policy at the time of its adoption, may be continued if deemed in the best interest of the District.

**LEAVES AND ABSENCES (including Absent Without Leave)**

Absences should be filed/reported by logging into the following website with the log in information given at the beginning of employment:[app.readysub.com](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fapp.readysub.com&c=E,1,lupuW5eKsVqAo7Dpi5qz9Bj_-wZRr2y6QkPUGXaXrIOVqeBvZlPGqN4wqB8JM-kJOextYZtEYBE1h4E0jRMw6fuY9Kfkb4WX8sruSRYv0GXd&typo=0&ancr_add=1).

Here, the employee will request either Sick Leave/Medical or Vacation time off and request a substitute if needed. If an emergency, contact administrator immediately.

 **Policy GCC**

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

● A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; *or*

● A reason that does not conform to any policy currently in effect; *or*

● Failure to report to work without prior notification to the Principal.

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

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

**All employees** must report before they leave work outside of their designated time or will not be able to report to their job.

**VACATION/SICK LEAVE:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***CERTIFIED EMPLOYEES*** | ***ADMINISTATORS*** | ***SALARIED/CLASSIFIED EMPLOYEES*** |
|  |  |  |  |
| **Earned Paid Sick Leave** | **50 HOURS or the contracted FTE – accrued on the first day of service each fiscal year.** | **120 HOURS or the contracted FTE – accrued on the first day of service each fiscal year.** | **120 HOURS or the contracted FTE *at no less than 24 hours* – accrued on the first day of service each fiscal year.** |
|  |  |  |  |
|  | **Accrual Limit: 50 hours** | **Accrual Limit: 120 hours** | **Accrual Limit: 120 hours** |
| Buy-Back | **At the end of each fiscal year, the district will “buy down” a maximum number of 50 hours over the 50 hour accural limit at their hourly rate of pay. Employee may sell back any unused sick leave hours from prior year.**  | **At the end of each fiscal year, the district will “buy down” a maximum number of 120 hours over the 120 hour accural limit at their hourly rate of pay. Employee may sell back any unused sick leave hours from prior year.**  | **At the end of each fiscal year, the district will “buy down” a maximum number of 120 hours over the 120 hour accural limit at their hourly rate of pay. Employee may sell back any unused sick time hours from prior year.**  |
|  |  |  |  |
| **Personal** | **5 DAYS - accrued on the first day of service each fiscal year.** | **20 DAYS – accrued on the first day of service each fiscal year.** | **12 DAYS – accrued on the first day of service each fiscal year. (FTE 1 employees only).** |
|  |  |  |  |
| Buy-Back | **N/A** | **No more than twice during the fiscal year, the employee may sell days back to the district personal days at their daily rate of pay.** | **No more than twice during the fiscal, the employee may sell days back to the district personal days at their daily rate of pay.** |
|   |  |  |  |
|   | **Accrual Limit: 5 days** | **Accrual Limit: 20 days** | **Accrual Limit: 12 days** |
|   | **At the end of each fiscal year, if the employee has not done so earlier, the district will “buy down” a maximum number of 5 days over the 5 day accrual limit at their daily rate of pay.** | **At the end of each fiscal year, if the employee has not done so earlier, the district will “buy down” a maximum number of 20 days over the 20 day accrual limit at their daily rate of pay.** | **At the end of each fiscal year, if the employee has not done so earlier, the district will “buy down” a maximum number of 12 days over the 12 day accrual limit at their daily rate of pay.** |
| **Additional Notes:** |  |  |
| **Upon termination, as part of their final severance compensation, all employees with accrued EARNED PAID SICK LEAVE will be paid their balance of days at their daily rate.** |
| **Upon termination, as part of their final severance compensation, all employees with accrued PERSONAL LEAVE will be paid their balance of days at their daily rate.** |
| **Earned Paid Sick Leave and Personal leave that is accured on the first day of service each fiscal year will ONLY be paid out on a pro-rated basis from the end of service. Earned Paid Sick Leave and Vacation leave that exceeded the pro-rated days will be deducted from the final severance compensation or added to any contractual liquidated damages.** |
| **COMP TIME: Employees may earn COMP TIME on a *pre-approved*, emergency basis. All comp time must be used during the same pay cycle that it is earned.**  |

**CIVIC/LEGAL LEAVE**

Employees shall be granted civic leave when summoned to jury duty. Only an employee on jury duty may receive the regular salary. It is the responsibility of the employee to reimburse the District for jury duty pay (not including mileage) when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed. An employee excused from jury duty shall report to their regular duties as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed.

[A.R.S. 21-236].

The employee must fill out a leave request form **AND** furnish the District Office with a copy of the “Notice of Jury Duty" **PRIOR** to the date of said duty if notified by mail. If notified by phone, the employee **MUST** fill out a leave request form **AND** furnish proof of duty from the court. If the employee does not receive compensation for the first day of jury duty, verification of attendance from the court **MUST** be furnished to the District Office.

**If an employee is a defendant or litigant in court proceedings, (s)he must apply for personal leave**.

**SNOW DAY PROCEDURES**

In the event of extreme weather conditions, the District Executive Officer may choose to close or delay the start of school. In the event that it becomes necessary to cancel school or start late due to weather related issues, notification will be made through the District School Messenger phone system and will be posted on our district website at [www.yasd99.com](http://www.yasd99.com).

**WORK SCHEDULES**

Classroom teachers' work hours shall be established by administration. Lunch shall be taken as the individual school duty schedule allows. Anytime it is necessary to leave or arrive at times other than those designated, prior arrangements must be made with administration.

Full-time-classified employees work as required by the individual job needs will establish reporting times. Part-time employees' work schedules will be established at the time of hire.

**USE OF PERSONAL VEHICLE**

The school district has district vehicles for business use. Staff member responsibilities regarding the **transport of students** in a personal vehicle are detailed in Policy EEAG and IJOA.

**REIMBURSEMENT OF TRAVEL EXPENSES**

Employees must submit a claim to receive reimbursement for mileage, lodging and meal expenses. Mileage will be reimbursed when a district vehicle is not available at the standard rate set by the Arizona Department of Revenue for privately owned motor vehicles. See Business Manager for details.  **Receipts are required for lodging**. Lodging for conferences will be limited to the cost of the conference facility. Contact the Business Office in advance of travel for restrictions. (Reference USFR Memorandum No. 210.)

**TECHNOLOGY**

All computer related repairs should go through administration. I**t is against District Policy to install software on your individual computer.** All District computers must have only licensed software installed on them. If you have a software program that you want to install on your local client, you may donate it to the District, and the licensing will be kept on file at the Information Technology office.

**RECEIVING YOUR E-MAIL OFFSITE**

Go to mail.google.com to log-in. Your e-mail address is in the following format:

Username@yavapaicountyhs.org

**MANDATORY REPORTING OF FIREARMS/WEAPONS ON CAMPUS**

The 41st Arizona Legislature passed H.B. 2131 in 1994. This new law increased the penalty for selling

or giving a firearm or ammunition to a minor and a legal duty for all school personnel to report all violations of the weapons law, which occur on school premises. Such report must be to a peace officer who is required to report the violation to DPS. Additionally, a report should immediately be made to

school administrators of any knowledge of firearms/weapons on school grounds. A copy of the complete new law is on file at each school office.

**ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

**(Appropriate Use of Electronic Information Services)**

Acceptable use of the electronic information services (EIS) requires that the use of the resources support education, research, and educational goals of the district. The user must:

* Use the EIS for educational purposes only.
* Agree not to knowingly submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially inaccurate, or illegal material.
* Abide by all copyright regulations. The use of all software must be in compliance with State

and Federal law and YASD #99’s software licenses. \*Violating United States copyright law by

illegal reproduction of software can be subject to civil damages of as much as $100,000.00 and criminal penalties, including fines and imprisonment.

* Have software and hardware products installed or run on YASD #99 client computers approved by the IT Department or District Executive Officer.
* Understand that many services and products available for a fee and assume the responsibility for any expenses incurred without District authorization.
* Acknowledge that the school district specifically denies any responsibility for the accuracy of the information. While the district will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk or reliance on the information obtained.
* Not reveal the home addresses or personal phone numbers.
* Understand that electronic mail or direct electronic communication is not private. YASD #99

reserves the right to monitor electronic communications.

* Not use EIS for commercial purposes.
* Follow the District’s code of conduct.
* Not attempt to harm, modify, or destroy software or hardware or interfere with system security and district servers. Servers on the YASD #99 network are the sole responsibility of the Information Technology Department (IT). Any additions or changes made to software or

hardware must be submitted to the District Information Technology Department.

**In addition, acceptable use for Employees is extended to include requirements to:**

* Maintain supervision of students using EIS. Understand that students are responsible for complying with their own EIS User agreement.
* Agree to directly log on and supervise the account activity when allowing others to use a personal account.
* Take responsibility for personal accounts, including password protection.
* Protect the confidentiality of all passwords, the filtration override password (where applicable) user ID’s, and personal identification numbers (PIN’s) assigned to or created by employee, to prevent the use of personal accounts by unauthorized persons.

Each user when signing the ACKNOWLEDGEMENT at the end of the Employee Manual shall agree to the terms and conditions of this EIS User Agreement. A user who violates the provisions of the terms and conditions may be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files deleted at any time. The District is not responsible for any service interruptions, data loss, changes or consequences.

**DISPOSAL AND TRANSFER OF INVENTORY**

An Inventory Transfer and Disposal Form must be completed for any inventory items

that are unusable or broken and need to be removed from inventory. Required information includes:

- School

- Tag Number

- Reason for Disposition

- Signature/Date

For equipment transfers, use the same form and include transfer information.

**MANDATORY REPORTING OF CHILD ABUSE/NEGLECT**

A.R.S. 13-3620 requires: “Any…nurse…teacher…counselor or other employees of the School District or

any other person having responsibility for the care or treatment of children whose observation or

examination of any minor discloses reasonable grounds to believe that a minor is or has been the victim of injury, sexual abuse pursuant to section 13-1406….[this includes an extensive listing of possible signs of abuse & neglect]….shall immediately report or cause reports to be made of this information to a peace officer or to child protective services in the Department of Economic Security….Reports shall be made forthwith by telephone or in person forthwith and shall be followed by a written report within seventy-two hours….The law continues to define in length requirements of reporting.”

The full text of A.R.S. 13-3620 can be reviewed at the following website:  **https://www.azleg.gov/ars/13/03620.htm.** All school personnel should be aware of this requirement for reporting suspected abuse and/or neglect. Principals in each school and Directors will have a procedure for employees to follow when reporting.

**Special Note: According to YASD#99 School Board Policy JLF, “Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the Principal of the oral report not later than the next workday following the making of the report.”**



**COMPLAINT/GRIEVANCE PROCEDURE**

It is the policy of the district that all complaints and grievances of its employees be solved as

timely and fair as possible and at the lowest possible level of mediation. It is to be understood by all that complaints and grievances are to be considered as a normal happening in any functioning organization and that in no case should an individual feel threatened or be intimidated by having considered that one should be filed.

Before filing a formal written grievance, the grievant must attempt to resolve the matter by one (1) or more informal conferences with the immediate supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference, or any subsequent conference.

An expedient procedure shall be used when grievances are presented. A grievance shall mean a complaint by the employee that there has been a misrepresentation or misapplication of personnel policies, which directly affects the employee. A grievance must be initiated within thirty-days from the time the employee knew or should have known of its occurrence.

The grievance procedure shall be as follows:

Level I: Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor. The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section,

and paragraph of the policy or regulation that directly and specifically governs the employee’s terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance. Within the above time limits either party may request a personal conference to attempt to resolve the matter.

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

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

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

For more details, see Board Policy GBK and Regulation GBK-R

**PURCHASING POLICIES**

The following is a summary of purchasing policies of Yavapai Accommodation School District #99. The Governing Board must approve all expenditures.

If an employee plans to use District funds to purchase supplies, equipment or services, this is the procedure that **must** be followed:

Ask for a Requisition Request Form for the item or service to be purchased. The District Executive Officer will authorize the Requisition Request. It is to be submitted to the Business Manager. Requisitions need to include item descriptions as well as catalogue numbers. An official Purchase Order will be generated from the Requisition.

**\*\*\*\*NOTE: PURCHASES WITHOUT PRIOR REQUISITIONS AND APPROVED PURCHASE ORDERS WILL NOT BE PAID FOR BY THE DISTRICT\*\*\*\***

**Business Office issues Purchase Orders**. Purchase orders are required for all expenditures except exempted items, such as salaries and related costs. **No material may be ordered “on approval” without a purchase order**. **If an employee orders material without a purchase order, this will be deemed a personal expenditure and the employee will be liable for payment!**

**LESSON PLANS**

Each teacher is expected to make lesson plans on a monthly basis and, in the event of absence, to have such plans readily available for the substitute teacher. The plans should be located in a specified location in the classroom for easy access when needed. Plans should be turned in to administration to be used to support the teacher evaluation system. Lessons plans are due for the upcoming month by the 1st day of the month.

Lesson plans should be a guide for the organization of the class activities. Plans should be flexible enough to take advantage of “teachable moments” without disregarding course objectives.

***Lesson plans should be correlated to the state standards.***

**VIDEO AND MOVIE GUIDELINES (Policy IJND-R)**

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

Movies and videos with ratings other than for general audiences of all ages **(G)** are not to be shown in classrooms or at a District facility (this includes buses and motels where students are present) **except when ALL of the following apply:**

* The teacher or other certified staff member has previewed the video or movie.
* The video or movie has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
* The administration has approved the use of the video or movie **prior** to its showing.
* The teacher or other certified staff has provided advance notification to each student’s parent(s)/legal guardians of the title of the video/movie and the date on which it will be shown.
* The video or movie was purchased by the district as part of the approved curriculum, unless approved by administration **prior** to its showing.
* A student whose parent(s) or other responsible adult has provided notice of their disapproval, will not be permitted to view the video or move and other arrangements have been made for that student **prior** to showing the video or movie.

***Teachers must submit a request for approval at least one week prior to showing a video or movie that has a rating of anything other than general for audiences of all ages (G).***

Materials utilizing the following characteristics are inappropriate and shall not be used

* Language or images, which are lewd, indecent, profane, or obscene
* Explicit or simulated sexual or erotic scenes
* Indecently portrayed nudity
* Portrayal of graphic and/or excessive violence.

**VISITORS/GUEST SPEAKERS**

Student guests are not permitted to attend Yavapai Accommodation School District during the school day. Please refer to the Student Handbook.

Parents are always encouraged to visit our school. All adult visitors (guest speakers, parents, substitutes, etc.) MUST check in at the front office. All guests will receive a nametag to wear while they are visiting.

Administration should be notified 2 weeks in advance of a speaker appearing on the campus, including the speaker’s name, topic to be covered, background on the speaker, and what class or classes to which he/she will be speaking. If you feel the speaker and or/topic could be controversial, it is wise to discuss the matter with Administration before arrangements are made with the speaker. Parent permission may need to be obtained.

**STUDENT/STAFF HEALTH AND SAFETY**

If a student becomes ill in your class and asks to go home, call the office to have a staff member escort the student to the office. Teachers should not keep medication for students. All prescription medications are to be issued from the office, and a parental permission slip must be on file. Medication, including Tylenol or over the counter drugs will be administered by approved staff.

The office will notify you if a student has a serious health problem (epileptic, diabetic, hearing loss, vision problem, asthmatic, etc.) Serious health issues will also be noted in the student management system.

Students with inhalers and epi-pens prescribed to carry at all times will be allowed to do so after a permission slip is on file.

If you feel a student’s eyes or ears should be checked or that a home call should be made for health reasons, please contact the office, who will in turn contact the County Nurse.

**ACCIDENTS/ACCIDENT REPORTING PROCEDURES**

Any accident occurring at school or while on district-approved travel which results in personal injury or potential danger to health should be reported to the administration immediately, unless the injury is serious enough that you must first call an ambulance.

All injuries or accidents to personnel or students must be reported to the office, as even seemingly inconsequential injuries may result in future complications.

An accident report must be filled out and filed on all injuries because:

If a report has not been filed and complications arise in the future, there will be no record of the accident having occurred at work and payment for medical treatment may be refused.

Procedures for student injuries:

* Determine the seriousness of the injury and decide if assistance is needed. Administer only urgently needed first-aid.
* If a student is injured, notify the office immediately by telephone or sending another student. A police report may be necessary if assault is involved.
* If a student is capable of being sent to the office, please send another student with the injured student.
* Staff and other bystanders will be required to complete an incident form before exiting the building.

**STUDENT HANDBOOKS**

Please read and be familiar with the student handbook. It is your responsibility to follow and enforce the guidelines and be consistent according to these documents.

**ACCOUNTING FOR STUDENTS**

Each staff member must be aware of the location of each student in his or her charge at all times during the school day and must notify the office immediately if a child leaves the classroom or school grounds without permission or if there is any cause to suspect and absence is not legitimate. Do not send students off campus for any reason without prior permission from the administration. Do not send students to the office for any reason without prior contact with the office. Children sent to the office for disciplinary reasons must have a pass and be accompanied by staff.

Each teacher must accompany his or her class to and from special classes, lunch and other special events.

**In no event shall students be left unsupervised and out of the line of sight anywhere – in classrooms, hallways, outside, etc.**

**STUDENTS LEAVING SCHOOL EARLY OR REMAINING AFTER SCHOOL HOURS**

All requests for student to leave school early must be cleared through parent(s) or guardians by the office. Students may be kept after school only after the teacher has made arrangements with the parent(s) or guardians.

**ALCOHOL AND SMOKING POLICIES**

**Policy GBECB Alcohol Use By Staff Members**

**(Illegal Drugs)**

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

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

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

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

**Policy GBED Smoking By Staff Members**

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

● School grounds.

● School buildings.

● School parking lots.

● School playing fields.

● School buses and other District vehicles.

● Off-campus school-sponsored events.

Under the provisions of A.R.S. [36-798.03](http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/36/00798-03.htm&Title=36&DocType=ARS), a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

●  Approved by the school.

●  Established in accord with Arizona Revised Statute [15-712](http://www.azleg.gov/viewdocument/?docName=http://www.azleg.gov/ars/15/00712.htm).

**MAILBOXES**

Teachers are assigned individual mailboxes. As confidential materials are sometimes placed in the mailboxes, teachers are not to send students to request their mail. Please check your mailbox on a daily basis.

**KEYS AND KEY CARDS – DO NOT COPY ANY SCHOOL KEY**

Keys/key cards will be issued for all rooms and storage areas to which you need access. Please take every precaution to insure the security of our facilities by keeping keys/key cards in a safe place --- NOT ON TOP OF OR IN THE DESK. UNDER NO CIRCUMSTANCES SHOULD KEYS/KEY CARDS BE LOANED TO STUDENTS! No keys/key cards will be issued to non-faculty personnel. Any key/key card borrowed from the office is your responsibility until it is returned. Do not give the key/key card to anyone else. If keys are lost or stolen, the staff member could be financially responsible if the building needs to be rekeyed. Keep keys/key cards in a safe place.

**RESOURCE PROGRAM – SPECIAL EDUCATION**

Yavapai Accommodation School District offers a resource program for student with special needs. Student are referred by teachers and/or parents for testing by the school psychologist or, if they have been enrolled in an existing program at another school, their records are reviewed. Students follow a curriculum similar to the regular curriculum but are taught in a more individualized manner. State law require students to be tested and meet eligibility requirements prior to receiving Special Education services. All certified teachers are responsibility for following IEPs for students and supporting their learning.

**ADMIT TO CLASS**

Aspire: All students will be admitted to class by means of a tardy slip if they arrive at school late. Do not permit students into class without a late/tardy slip. YCHS: Students must sign in as they arrive and record time of arrival for your record. Teaching staff must then change their attendance from Absent to Tardy.

**CLOSED CAMPUS**

YASD has a closed campus policy whereby students are required to remain on campus throughout the school day unless they have **parental permission** to leave and return during school hours. Students 16 and under must be physically checked out by an approved adult.

**SIGN-OUT/SIGN-IN PROCEDURES**

A student may leave campus during the school day ONLY if:

* A(n) parent, guardian, or authorized adult listed on the emergency form comes into the building to sign the student out.
* The administrator obtains permission from the parent, guardian, or authorized person listed on the enrollment form to sign them out and the student is 17 or older.
* The parent, guardian, or authorized adult makes a prior request by phone or written permission to district administration. Notes must include a phone number or verification. Phone calls will also be verified.

**DRESS CODE**

Staff dress is defined as business casual.

Hearts first...,

**And the** **heads** **will** **follow**.

**STUDENT BEHAVIOR MANAGEMENT PROCESS**



**Teacher Managed**

 **Office Managed**

**ACKNOWLEDGEMENT**

Your copy - to remain in handbook

This 2021-2022 version of the Employee Handbook has been prepared for your

information and understanding of the policies, philosophies and practices and benefits

of the Yavapai Accommodation School District. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to Human Resources by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

I, , have read a copy of the Yavapai Accommodation School District’s Employee Handbook (that outlines the goals, policies, benefits and expectations of YASD #99, my responsibilities as an employee, and the **Electronic Information Services User Agreement**).

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of YASD #99.

Information presented in this manual is a brief summary only. More information on these plans can be found in plan documents and YASD #99 Policy Manuals. If any discrepancies occur between information in this manual and the actual plan documents or policy manual, the plan documents and/or policy manual will prevail.

I understand that the YASD #99 Employee Handbook is not a contract of employment and should not be deemed as such.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Return a signed hardcopy of this page to

H.R. by: August 3, 2021

**ACKNOWLEDGEMENT**

District Copy – please sign, tear out and hand in to HR

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H.R. by: August 3, 2021