

## **EMPLOYEE HANDBOOK 2020-21**

### **THE BULLHEAD CITY SCHOOL DISTRICT MISSION**

...is to provide a student centered environment that cultivates character, promotes academic excellence, and embraces diversity. Students will achieve to their maximum potential and become productive citizens who provide a lasting contribution to our society.

### **BELIEF STATEMENTS**

- \*We believe that all students should expect success in their academic achievement and goals.
- \*We believe that lifelong learning is nurtured through family, school, and community.
- \*We believe that all students should understand the core values and governing principles upon which this country was founded.
- \*We believe that academic instruction should translate into student success.
- \*We believe that all students, through hard work and accountability, should reach their academic potential every day.
- \*We believe that all students should be supported in a safe and caring environment.

### **THE BULLHEAD CITY SCHOOL DISTRICT SLOGAN**

~ where education is a journey, not a destination ~

### **THE GOVERNING BOARD**

KORY BURGESS  
President

CHARLENE DIAS  
Clerk

GENI BORLAND  
Member

AMANDA AMMAN  
Member

Member

### **DISTRICT ADMINISTRATION**

CAROLYN W STEWART  
Superintendent  
Title IX Coordinator

JENNIFER LOTT  
Director of Educational Services

CHARLES NEUZIL  
Director of English Language  
Development,  
District Hearing Officer,  
Title IX Decision Maker,  
Northern Arizona University  
Teacher Program Coordinator

LACHEYNA SPARROW-ADEBIYI  
Director of Special Education

KIMBERLY BURLESON  
Administrative Assistant



**CONTENTS**

<b>NON-NEGOTIABLES</b> . . . . .	3		
<b>NONDISCRIMINATION STATEMENT</b> . . . . .	3		
<b>SECTION 1: GOVERNING BOARD AND DISTRICT ADMINISTRATION</b> . . . . .	3		
Governing Board Policies . . . . .	3		
Administrative Responsibilities . . . . .	3		
<b>SECTION 2: ASPECTS OF EMPLOYMENT</b> . . . . .	3		
Assignments . . . . .	4		
Cloth Face Coverings . . . . .	4		
Conduct and Ethics . . . . .	4		
Conflict of Interest . . . . .	4		
Discipline, Suspension and Dismissal . . . . .	4		
Dress Code . . . . .	4		
Drug-Free Workplace . . . . .	5		
EEOC Statement . . . . .	5		
Employees and Staff . . . . .	6		
Grievances . . . . .	6		
ID Badges . . . . .	6		
Nonschool Employment by Staff Members . . . . .	6		
Participation in Political Activities . . . . .	6		
Probation . . . . .	6		
Professional Conduct . . . . .	7		
Resignation of Employees . . . . .	7		
Sexual Harassment, Professional Bullying, Hazing . . . . .	7		
Smoking, Use of Tobacco and Vaping Products . . . . .	7		
Threats and Abuse . . . . .	8		
Title IX Sexual Harassment . . . . .	8		
Tutoring for Pay . . . . .	8		
Weapons . . . . .	8		
Work Day . . . . .	9		
<b>SECTION 3: EMPLOYEE BENEFITS</b> . . . . .	9		
Fringe Benefits . . . . .	9		
Holidays and Vacations . . . . .	9		
Insurance . . . . .	9		
Leaves of Absence . . . . .	9		
No Call, No Show . . . . .	10		
Payroll Procedures . . . . .	10		
Salary Deductions . . . . .	10		
<b>SECTION 4: EVALUATION OF STAFF</b> . . . . .	10		
Evaluation of Professional Staff Members . . . . .	10		
Evaluation of Support Staff Members . . . . .	11		
<b>SECTION 5: ADDITIONAL TOPICS FOR ALL EMPLOYEES.</b> . . . . .	11		
Accidents . . . . .	11		
Budget and Supplies . . . . .	11		
Communication . . . . .	11		
Conduct with Students . . . . .	11		
Custodial and Maintenance . . . . .	11		
Duplicating and Printing . . . . .	12		
Emergency Response Plan . . . . .	12		
Emergency Events Outside the Work Day . . . . .	12		
Energy Conservation . . . . .	12		
Employee Workroom . . . . .	12		
Family Friendly Zone . . . . .	12		
Fire Drill Guidelines . . . . .	12		
Food Service . . . . .	13		
Keys . . . . .	13		
Mandatory Reporting Laws . . . . .	13		
Nursing Mothers . . . . .	13		
Personal Items . . . . .	14		
Purchases . . . . .	14		
Travel Requests . . . . .	14		
Use of Equipment . . . . .	14		
Use of Private Vehicles . . . . .	14		
Use of School Vehicles . . . . .	14		
Use of Technology Resources . . . . .	14		
Volunteers and Visitors . . . . .	15		
<b>SECTION 6: FOR CERTIFIED EMPLOYEES</b> . . . . .			
Approved Curricula and Supplemental Programs . . . . .	15		
Applications for Outside Funding . . . . .	15		
<b>DISTRICT MAP</b> . . . . .	16		
<b>YEARLY CALENDAR</b> . . . . .	17		



## EMPLOYEE HANDBOOK

The *Employee Handbook* contains district policies, official information, and everyday operational aspects of the District. This is a supplement to the Governing Board Policies. It is important that employees follow the policies and guidelines consistently in order to make Bullhead City School District run smoothly, professionally, and to maintain our positive reputation within the community.

### NON-NEGOTIABLES

**COLLABORATION** In Bullhead City School District, we believe that students and employees are best supported through collaboration among all stakeholders. Collaboration takes place when members of an inclusive learning community come prepared to work together as equals to assist students and employees to succeed.

**PROFESSIONALISM** A high level of professionalism is expected of all employees when working with colleagues, students, parents, and community members. Professionalism, the skill of good judgment and polite behavior, is demonstrated through:

- » School-appropriate verbal and non-verbal behaviors
- » Competent, civil written communication, including timely responses to emails
- » Dependable and on-time attendance
- » Accurate and efficient work
- » Adherence to the dress code as relevant to job expectations

### NONDISCRIMINATION STATEMENT [POLICIES AC, AC-R]

Bullhead City School District #15 does not discriminate based on sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. The BCSD does not discriminate against the handicapped in its educational programs or employment policies as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Furthermore, BCSD does not discriminate based on race, color, national origin, or age in its programs and activities. The Governing Board is committed to a policy of nondiscrimination in all its dealings with students, staff and the public. Inquiries or complaints regarding discrimination should be directed first to the Site Administrator.

Subsequent inquiries may be directed to:

Dr. Carolyn Stewart, Superintendent  
Bullhead City School District  
(928) 758-3961

Director, Office of Civil Rights  
Department of Education  
Washington, D.C.

## SECTION 1: GOVERNING BOARD AND DISTRICT ADMINISTRATION

### GOVERNING BOARD POLICIES

Governing Board Policies, organized according to the National School Boards Association classification system, are available on-line at

<https://policy.azsba.org/asba/browse/allmanuals/bullhead/root>).

Since these are the "rules" which govern the district and its employees, it is strongly suggested that EVERY employee review the policies, particularly section G: Personnel. Certified personnel are encouraged to familiarize themselves with sections I: Instructional Programs and J: Students.

**ADMINISTRATIVE RESPONSIBILITIES [Policies CA, CB, CCB, CE, & CH]**

While the Superintendent is ultimately responsible for all administrative decisions, employees will share in the problem solving and decision making processes when practicable. On a regular basis, the District Leadership Team, consisting of all Principals, the Director of Educational Services, the Director of Special Education, and the Director of English Learners/NAU Programs, shares in decision-making for educational programs and related operational practices. The Directors of Transportation, Technology, Chartwells, and ABM are added to the Leadership Team when decision-making involves larger operational practices. When appropriate, parents and students will also share in the process.

**SECTION 2: ASPECTS OF EMPLOYMENT****ASSIGNMENTS [Policies GA, GCK, & GDJ]**

The Superintendent will determine all staff assignments based on the needs of the District. No right to school, grade, or subject assignment shall be inferred from the standard teacher's contract. Support staff assignments shall also consider the employee's qualifications and preference. Employees may apply for transfers/reassignments whether or not a vacancy exists.

**CLOTH FACE COVERINGS [Policy GBGB-R]**

All employees (as well as students, vendors, visitors, and volunteers) may wear cloth face coverings while on any District property, in any District facility, at any District event indoors or outdoors, and in any District vehicle.

**CONDUCT AND ETHICS [Policies GBEB & GBEA]**

A complete list of employees at each work site will be available when the school year begins and will be updated as needed throughout the year. Employees' personal information should be considered confidential and not released to others without the employee's permission.

**CONFLICT OF INTEREST [Policies GBEAA & GBEAA-E]**

Employees must file a Conflict of Interest Disclosure within five calendar days of employment. Conflicts may exist if an employee supervises or is supervised by a close relative or has a substantial interest in District decisions due to an outside business. No employee will accept a gift or benefit from any vendor or potential vendor. District procurement procedures must be used for acquisition of goods or services regardless of the amount.

**DISCIPLINE, SUSPENSION AND DISMISSAL [Policies GCQF & GDQD]**

Working with employees to change behaviors is usually preferable to disciplinary actions or dismissal. While the Categories of Misconduct are similar for all employees, the procedures are slightly different for certificated and classified employees. Supervisors and employees are expected to follow the procedures outlined in the respective policies.

**DRESS CODE [Policy GBEBA]**

All BCS D employees serve as role models for our students. It is the district's expectation that all employees dress professionally and appropriately for their specific job duties and responsibilities. Administrators and supervisors are authorized to interpret and enforce this policy. Any employee in violation of this policy may be asked to go home and change clothes and/or refrain from wearing

such clothing in the future. Repeated problems with an employee's inappropriate dress or appearance may result in disciplinary action, up to and including dismissal.

Reasonable accommodations shall be made for those employees who, because of religious belief, cultural heritage, or medical reason request a waiver of part of this policy for dress or appearance. Reasonable accommodations to this policy may also be made to accommodate employees who are engaged in specialized duties.

*General Dress Code Requirements:*

An employee's dress or appearance may not be so unusual, inappropriate, or lacking in cleanliness that it clearly disrupts the learning or working environment. The following attire or appearance, although not all inclusive, is considered inappropriate:

- » Baggy or oversized clothing
- » Shorts and skirts that are not at least fingertip length when the employee's arms are hanging to the side
- » Undergarments that are seen through other clothing
- » Clothing which is disruptive, provocative, revealing, indecent, vulgar, or obscene
- » Low necklines, bare midriffs, and overly tight clothing
- » Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances
- » Clothing that contains profanity, vulgarity, nudity, or depicts violence or is sexual in nature by words or symbols
- » Bare feet, flip flops, thongs, and shower shoes
- » Disruptive hairstyles
- » Jewelry affixed to an employee's nose, tongue, cheek, lip, eyebrow or other exposed areas of the body, excluding earrings affixed to the ear
- » Accessories that could be used to injure another, such as chains, dog collars, spiked wristbands, and other exotic jewelry
- » Visible tattoos
- » Blue denim jeans, except as permitted by the employee's supervisor
- » Hats, sweatbands, and bandanas inside school buildings

**DRUG-FREE WORKPLACE [Policies GBEC & GBECA]**

No employee shall manufacture, distribute, dispense, possess, or use alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance on any school premises or in any school-owned vehicle. The workplace includes any school-sponsored or school-approved activity, event or function where students and employees are under the jurisdiction of the District.

**EEOC STATEMENT [Policies GBA, GBA-R, GBA-E & GCF]**

It is the continuing policy of the BCSD 15 to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and district sponsored educational, social, and

recreational programs. Additionally, it is the policy that BCSD 15 provides its members a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the BCSD 15 who fails to comply with this policy is subject to appropriate disciplinary action.

### **EMPLOYEES AND STAFF**

A complete list of employees at each work site will be available when the school year begins and will be updated as needed throughout the year. Employees' personal information should be considered confidential and not released to others without the employee's permission.

### **GRIEVANCES [Policies GBK, GBK-R, GBK-EA, GBK-EB, GBK-EC, GBK-ED, & GBK-EE]**

Effective communication among employees is essential for proper operation of the schools. When communication breaks down regarding an alleged violation or misinterpretation of any Governing Board Policy or Regulation that specifically governs an employee's terms and conditions of employment, employees may follow the Grievance Policy procedures.

### **ID BADGES**

Per District decision, ALL employees will wear their ID badges during school hours and for after-school events. ID badges are made at the District Office.

### **NONSCHOOL EMPLOYMENT BY STAFF MEMBERS [Policies GCR & GDR]**

A regular, full-time employee's position in the District shall be given precedence over any type of outside work or self-employment. Outside work or self-employment is of concern to the District insofar as it might prevent the employee from performing assigned responsibilities in an effective manner or raise a question of conflict of interest. Professional employees may not perform any duties related to outside work or self-employment during regular District working hours or during additional time needed to fulfill the responsibilities of the District position.

### **PARTICIPATION IN POLITICAL ACTIVITIES [Policy GBI]**

The District recognizes the right of 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 any election. Employees should refer to the policy for specific actions that are prohibited.

The District may distribute informational reports on a proposed budget override or bond election if those reports present facts in a neutral manner. Nothing in this policy precludes the District from producing and distributing impartial information on other elections.

### **PROBATION [Policies GCJ & GDI]**

Newly hired teachers are "probationary" until they have completed the major portion of three (3) consecutive years in the District. Upon successful completion of that time and appropriate evaluations, teachers become "continuing" teachers in the fourth year.

Support employees will work a probationary period of three (3) full calendar months before being recommended to the Board for approval to hire. Insurance eligibility for full-time support personnel begins the first day of the month following completion of probation.

**PROFESSIONAL CONDUCT [Policies BHC, GBEA, GBEAA, GBEB, GBEB-R, GBEBB, & GCMF]**

- » Several Federal and Arizona statutes ensure the privacy of student information as well as rights of employees. Therefore, employees should use discretion in making remarks about students, parents, or fellow employees either at work and outside work.
- » Employees may never manhandle students.
- » Employees must use respectful language with everyone with whom they have contact at work. Silly or degrading namecalling; negative references to gender, race, nationality, creed, handicaps, or appearance; or use of foul language will not be tolerated. Substantiated reports will result in disciplinary action.
- » Employees should promote good morale by doing our share, being on time, and following the policies and guidelines (whether or not they agree with them).
- » Employees should ask for assistance when needed.
- » Employees should address concerns with the appropriate person(s) and follow the chain of command.
- » Personal phone calls should be limited in number and length. Cell phones should be muted unless they are integral to the employee's work. They should not be used during work time except for emergency situations.
- » Violations of Governing Board Policies MUST be reported to a supervisor. Any employee who knows that another employee is in violation but who does not report is behaving unprofessionally is also in violation of policy.

**RESIGNATION OF EMPLOYEES [Policies GCQC & GDQB]**

Resignations or requests to be released from contracts by professional personnel shall be presented in writing to the Governing Board. The request may be granted based on availability of a suitable replacement and may be subject to a penalty.

Classified employees voluntarily terminating their employment are expected to give advance notice of at least 10 working days. The notice should be given to the supervisor in writing and should specify the last day to be worked and the reason for leaving.

**SEXUAL HARASSMENT, PROFESSIONAL BULLYING, HAZING [Policies ACA, ACA-R, GBEA, GBEB, & GBEB-R]**

All individuals associated with this district are expected to conduct themselves at all times in a manner that creates an atmosphere free from sexual harassment, professional bullying, and hazing. Substantiated charges will result in disciplinary action. [See also Title IX Sexual Harassment]

**SMOKING, USE OF TOBACCO AND VAPING PRODUCTS [Policy GBED]**

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

- » School grounds and playing fields
- » School buildings (including non-school sites)
- » School parking lots

- » School buses and other District Vehicles
- » Off-campus school-sponsored events

### **THREATS AND ABUSE [A.R.S. 13-2911] [Policy GBGB-R]**

Employees threatened with harm by any individual/group or verbally or otherwise abused while carrying out assigned duties should immediately notify a supervisor for assistance and action. Employees should always be civil in person or on the phone, even if the others in the conversation are not. Employees should terminate the conversation with anyone who is using inappropriate, offensive, or threatening language and report it to a supervisor.

### **TITLE IX SEXUAL HARASSMENT [Policies AACA & AACA-R]**

Title IX of the Federal Education Amendments Act (FEAA) protects people from discrimination based on gender in education programs that receive Federal financial assistance. Title IX recognizes the right of every student who attends BCSD schools and every employee who works in the District to do so without fear of sexual harassment. Policy AACA outlines the definition of sexual harassment under FEAA Title IX, who should report sexual harassment, the obligations of the District when sexual harassment is reported, and how the District should train employees about the process. Regulation AACA-R identifies the District's Title IX Coordinator (the Superintendent) and the District's response procedures. Every employee should know:

- » Sexual harassment is one or more of the following:
  - An employee placing a condition for some favorable action on another person's participation in unwelcome sexual conduct; or
  - Unwelcome conduct that any reasonable person believes is so severe *and* pervasive *and* objectively offensive *and* that it denies another person's equal access to the District's educational program or activity; or
  - Sexual conduct that meets the legal definitions of sexual assault, dating violence, domestic violence, or stalking
- » A complainant (victim or representative) can report, using any form of communication, sexual harassment to any District employee who is then obligated to report to the Title IX Coordinator.
- » Any District employee who witnesses sex discrimination, including sexual harassment, should report it to the Title IX Coordinator.

### **TUTORING FOR PAY [Policy GCRD]**

Except by prior written authorization of the Superintendent, school buildings are not to be used for private tutoring or classes for which students pay a fee to the employee unless a rental agreement has been entered into with the District. Employees are not permitted to provide tutoring for pay to any student who is enrolled in that employee's own class(es).

### **WEAPONS [A.R.S. 13-2911 § D, A.R.S. 13-3101]**

**Firearms:** Arizona law prohibits the possession of a firearm on the grounds of any public or non-public school except for use in a program approved by the school (e.g., ROTC) and except by a person who is authorized by the state to carry a firearm (e.g., a police officer). Concealed carry permits do *not* apply to school grounds.



School districts cannot restrict the carry of firearms in vehicles on school property in certain circumstances. An adult may carry an unloaded firearm within a means of transportation on school grounds provided that, if the adult leaves the means of transport, the firearm must not be visible from the outside of the vehicle and the vehicle must be locked.

Knives: Under ARS 13-3101 regarding “deadly weapons”, does not specifically include knives. However, knife carriers must obey laws that govern concealed weapons, including prohibiting knives that are not clearly tools from school grounds.

### **WORK DAY [Policies GCL & GDK]**

The supervisor determines the specific work day. Professional employees may be assigned supervisory duty during the teaching day and are occasionally expected to participate in meetings beyond their scheduled work day. Support personnel have individually designated working hours and use time cards or the digital time system as directed.

## **SECTION 3: EMPLOYEE BENEFITS**

### **FRINGE BENEFITS [Policies GCBD & GCBD-R]**

Full-time employees of BCSD receive health insurance benefits (medical, dental, vision) and term life insurance at the expense of the District. Insurance for dependents is available at the employee’s expense.

### **HOLIDAYS AND VACATIONS [Policies GCD & GCD-R]**

Employees whose work year is 220 (10-month), 240 (11-month), or 260 days (12-month) are entitled to paid holidays. Teachers and other employees whose work year is essentially defined by the school year calendar do not qualify for paid holidays. Only 12-month employees qualify for paid vacation time.

### **INSURANCE [Policy EI]**

Employees whose positions are considered “full time” (greater than 29.5 hours/week) qualify for health, vision, dental and life insurance. At this time, the District pays for these benefits for employees and makes family coverage available at the employee’s expense. Since insurance premiums keep increasing, this is a significant benefit.

### **LEAVES OF ABSENCE [Policies GCC, GCCA, GCCA-R, GCCC, GCCC-EA-EE, GCCD, GCCD-E, GCCE, GCCE-R, GCCF & GCCH]**

Governing Board Policies address the following types of leave. Employees should refer to the various policies for details.

- » Absent Without Leave [Policy GCC]
- » Paid Time Off (PTO) [Policies GCCA & GCCA-R]: PTO is a designated amount of compensated leave granted to employees for use at their discretion for illness or personal reasons. PTO is accrued at a rate determined by the scheduled number of hours worked per day and days worked in a fiscal year. Restrictions to use of PTO are spelled out in the Policy and remuneration for unused PTO is explained in GCCA-R.
- » Leave of Absence Without Pay [Policy GCCC]: Occasional extenuating circumstances arise that necessitate an employee’s absence from work that is not covered by other leave

provisions. One such instance is covered by the Family and Medical Leave Act (FMLA) which is described in this Policy and related Exhibits.

- » Military/Legal Leave [Policy GCCD]: This Policy and related Exhibit address leaves associated with citizenship responsibilities such as jury duty, victim leave, and military leave.
- » Conferences/Visitations/Workshops [Policy GCCE]: Attendance at meetings or conferences requires administrative approval 20 days prior to the event and there are guidelines for approval.
- » Sabbatical Leave [GCCF]
- » Bereavement Leave [GCCH]: Employees may request to the Superintendent up to five (5) days of leave per year, with pay, in the event of the death of a family member (defined in Policy GCCA).

### **NO CALL, NO SHOW**

Not reporting to work without a call or email to a supervisor or designee will be considered job abandonment. Depending on the circumstances, the supervisor may recommend termination.

### **PAYROLL PROCEDURES [Policy DKA]**

The District paydays are every other Friday. Every category of employee (e.g., teachers, aides, bus drivers, etc.) has an annual calendar of working days which determines when they are paid. The Payroll Clerk (ext. 1023) can answer questions. Time cards must be submitted on time in order to be processed for the next pay date. If time cards are not submitted in a timely manner, payment will be delayed to the following pay day.

### **SALARY DEDUCTIONS [Policy DKB]**

Involuntary Deductions: Federal and Arizona taxes, Social Security, and employee contributions to the Arizona State Retirement System are deducted per statutes and are public records.

Voluntary Deductions: Other deductions and redirections authorized by the Governing Board such as insurance premiums, direct deposits to financial institutions, tax-sheltered annuities, etc., are not public records.

## **SECTION 4: EVALUATION OF STAFF**

### **EVALUATION OF PROFESSIONAL STAFF MEMBERS [Policies GCO, GCO-RA, GCO-RB, GCO-EA & GCO-EB]**

The process and purpose of evaluation of certificated professional staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of professional staff. Policy GCO describes the processes for evaluation of classroom teachers and other certificated non-administrative staff members, principals and other administrators, and school psychologists as well as the definition of inadequacy of classroom performance.

Regulation GCO-RA defines who are evaluators, describes classroom observations, and delineates the procedural steps in the process of evaluation. It further outlines contracts for certificated employees.

The Exhibits are the forms used for evaluation of teachers and the personnel improvement plan.

**EVALUATION OF SUPPORT STAFF MEMBERS [Policies GDO, GDO-EA-EC]**

Support personnel are evaluated once within the 90-day probationary period and annually thereafter. An improvement plan is required for any evaluation containing one (1) or more "Unsatisfactory" or two (2) or more "Needs Improvement" ratings.

The Exhibits are the forms used for evaluation of support staff members and the personnel improvement plan.

**SECTION 5: ADDITIONAL TOPICS FOR ALL EMPLOYEES****ACCIDENTS [Policy EBBB]**

Accidents and injuries sustained at work must be reported to a supervisor. An accident/injury report should be completed promptly and submitted to the supervisor. For additional non-emergency care, employees are required to contact the Alliance on-call triage nurse at 1-888-252-4689 (press 2 for the on-call triage nurse).

**BUDGET AND SUPPLIES [Policy ED]**

Employees should consult with their supervisors when they believe there is a need for specific supplies to complete their tasks. [See Section "Purchases", page 7].

**COMMUNICATION**

All employees are expected to read their email at least once a day for messages relevant to their positions. If needed, they should respond to correspondence (email, phone, notes) within 24 hours.

**Announcements & Notices** ~ Bulletin boards in various departments (workrooms, kitchens, etc.) frequently include important information about insurance, help programs, and laws and regulations about the work site. Unless approved by the supervisor, other fliers or notices are not allowed. Any pictures/information displayed in the District will adhere to high standards of professionalism.

**Forms** ~ Supervisors will tell employees where required forms are located at each work site. The most up-to-date version of many forms is available in the shared Google Drive.

**Leave Request** ~ This form is used to document an absence after the fact AND to request time off in advance. Completed forms should be given to the supervisor for approval. A leave request form must be filled out for every absence. Submitting a leave request does not guarantee the leave will be granted. Approval is based on Governing Board Policies GCC - GCCH. In general, leaves will not be approved for the day before or after a holiday.

**CONDUCT WITH STUDENTS [Policy GBEBB]**

Employees are expected to exercise general supervision over the conduct of students in classrooms, before and after school, at recesses, on buses, and at District-sponsored events. Students should be treated with dignity and respect. All District employees are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

**CUSTODIAL AND MAINTENANCE [Policies ECB & EDB]**

The maintenance of a clean, orderly, safe and functional work environment is critically important. Employees should assist with this task by disposal of trash in receptacles and leaving work areas in

an orderly condition at the end of each day. All maintenance requests (other than emergencies) will comply with district guidelines.

### **DUPLICATING AND PRINTING [Policy EGAD]**

The district does not condone violations of copyright laws. The doctrine of fair use applies. Refer to the principal, supervisor, or policy for details.

### **EMERGENCY RESPONSE PLAN [Policy EBC]**

Every work site has a set of Emergency Response Plans including those for Lock Down and Evacuation of the site. Employees should become familiar with the plan for their respective work sites. Employees who work at multiple sites should familiarize themselves with each site's plans.

### **EMERGENCY EVENTS OUTSIDE THE WORK DAY [Policy EBC]**

If school is delayed or cancelled for the day or District-wide closure occurs, site phone trees, the phone alert system, and/or email will be used to notify personnel. Employees may be requested to report to schools to supervise students or to their work sites for specified duties.

### **ENERGY CONSERVATION**

With the increased cost of heating/cooling and lighting of campuses, each employee must be aware of energy use. Employees should practice conservation by turning off lights, and monitoring heating/cooling equipment. Doors should not be propped open when the air conditioning or heating units are operating.

### **EMPLOYEE WORKROOM**

The employee workroom at every site is for employees, not for general public use. Children are not allowed in employees' common workspaces. The area is to be kept clean and neat. Smoking is NOT permitted anywhere on campus.

### **FAMILY FRIENDLY ZONE**

All BCSD sites are family friendly zones. All employees and visitors are expected:

- To show respect to all employees, community members, and students
- To not swear or curse
- To show patience.

### **FIRE DRILL GUIDELINES**

OHSA regulations require monthly fire drills for employers of more than 10 employees. BCSD follows rules and regulations determined by the State Fire Marshall. Fire drill exit maps must be posted prominently in each area of the school. Teachers must teach and practice the fire drill procedures and behaviors including main and alternate exit routes, and where to line up. Other employees on school sites are expected to follow the procedures or directions given by site employees.

**FOOD SERVICE [Policies EF, EF-R, EF-E,EFC & EFC-R]**

The District contracts with Chartwells for the National School Lunch Program. Free breakfasts, lunches, and after-school snacks are provided free to all BCSD students. Adults, including employees cannot receive free meals and are not allowed to charge meals. However, adults may pre-pay into a meal account. Employees who lose their duty-free lunch time to supervise in the cafeteria may get a school lunch at the District's expense.

**KEYS [Policy ECA, ECA-R & ECA-E]**

Security of District records, funds, furniture, equipment, and materials is critical to its efficient operation. Access to school buildings and grounds is determined based on employees' job responsibilities. Each school site or facility has a log of key assignments maintained by the site.

- » Individuals to whom keys are assigned may not duplicate or loan them
- » Employees will sign for receipt of assigned keys
- » Unassigned duplicate keys shall be kept in a safe or secured box
- » All keys must be surrendered when no longer needed, when an employee terminates employment, or upon request of the Superintendent
- » Loss of keys must be reported to the Superintendent; the employee may be required to pay for rekeying or replacing all affected locks
- » Use of keys for unauthorized purposes will be cause for surrender of keys; the employee will be subject to discipline and/or dismissal
- » Misuse of a District key (e.g., manufacturing or duplicating a District key, possession or use of a key which was not checked out to the employee, or permitting someone else to use a key) is a Class 3 misdemeanor.

**MANDATORY REPORTING LAWS [A.R.S. 15-541 & 13-3620]**

Employees must comply with the Mandatory Reporting Law regarding both suspected child abuse and violation of the law by students.

- » Any person having responsibility for the care or treatment of children who has reasonable grounds to believe that a minor has been a victim of injury, sexual abuse, or neglect which appears to have been inflicted by other than accidental means MUST report immediately to the police and/or the Department of Child Services, principals or health attendant.
- » Knowing or willful failure to report is a legal offense.
- » Student violation of the law MUST be reported to the police, usually by the principals.

**NURSING MOTHERS**

The work sites will provide a clean, well-lit, private, convenient location which is equipped with a chair and a table for nursing mothers to use for expressing breast milk. This location will not be a restroom. If not dedicated solely to the nursing mother's use, it will be available when needed by the mother for this purpose and without intrusion by individuals for other purposes. The supervisor and the employee/nursing mother will meet to discuss the time/schedule for breaks in an effort to minimize the disruption of other employees or students while respecting the needs and comfort of the employee/nursing mother.

**PERSONAL ITEMS [Policy ECAD]**

Employees may NOT bring appliances (refrigerators, toasters, microwave ovens, coffee makers, crock pots, etc.) or equipment (computers, power tools, etc.) for use at school without PRIOR approval of the supervisor. The District will not assume responsibility for loss of or damage to personal property stored or used on school premises. Electric room fresheners are prohibited.

**PURCHASES [Policies DJ, DK, & DKC]**

A District purchase order is required to make any purchase. Employees should fill out a requisition form and submit it to the supervisor for approval. Requisitions for "purchases not to exceed" a certain amount at a local business (including Las Vegas) should be submitted *at least two weeks prior to the time needed*.

Regardless of whether items are ordered by mail or picked up at a local business (including Las Vegas), purchases are to be checked in by the site secretary or individual designated by the supervisor. Reusable items are expected to remain at the school or site when employees transfer to another position in the District or leave the District.

Employees who incur expenses during District-related travel may be reimbursed for such expenses according to the procedures outlined prior to travel.

**TRAVEL REQUESTS [Policies DKC, EEB & GCCE]**

Any type of school related travel requires submission of a Travel Request form which is available on the BCSD network. Employees must discuss the purpose of the proposed trip, relevant costs, etc., with a supervisor three (3) weeks in advance.

Employees who incur expenses during District-related travel may be reimbursed for such expenses according to the procedures outlined prior to travel.

**USE OF EQUIPMENT [Policy EDC]**

District equipment may be used by school or nonschool agencies and individuals for purposes that are not in conflict with any Arizona Revised Statute(s), federal or state rules or regulations, or Board policies subject to certain conditions including prior approval of the Superintendent or the Board.

**USE OF PRIVATE VEHICLES [Policy EEB]**

Only when authorized by the Superintendent can private vehicles be used for school business and mileage reimbursed.

**USE OF SCHOOL VEHICLES [Policy EEB]**

School district vehicles are available for some school-related trips. The most current travel and vehicle request form is available on the network shared drive. Requests should be completed and submitted to the Administrative Assistant three (3) weeks before the anticipated travel so that the request can be considered by Transportation for scheduling.

**USE OF TECHNOLOGY RESOURCES [Policies IJNDG-R, IJNDB-E]**

Employees are expected to be familiar with the Terms and Conditions for use of any electronic information hardware and software provided by the District and are expected to have sign an

Electronic Information Services User Agreement. *Laptop computers belong to the district. They should not be decorated in any way and should be kept clean.*

### **VOLUNTEERS AND VISITORS [Policies IJOC, KI, KI-RA, & KI-RB]**

A number of rules, safeguards, and regulations determine who may visit and volunteer in the schools. These include:

- > volunteers must have the appropriate security clearance for the work they will be doing
- > volunteers/visitors must sign in at the relevant work site and wear a "volunteer/visitor" badge
- > volunteers/visitors who are family members of an employee must be approved by the employee's supervisor in advance
- > volunteers/visitors are expected to dress appropriately (code described)
- > volunteers/visitors must follow the guidelines set by the District
- > volunteers/visitors may not carry or possess a weapon on school grounds

## **SECTION 6: FOR CERTIFIED EMPLOYEES**

### **APPROVED CURRICULA AND SUPPLEMENTAL PROGRAMS**

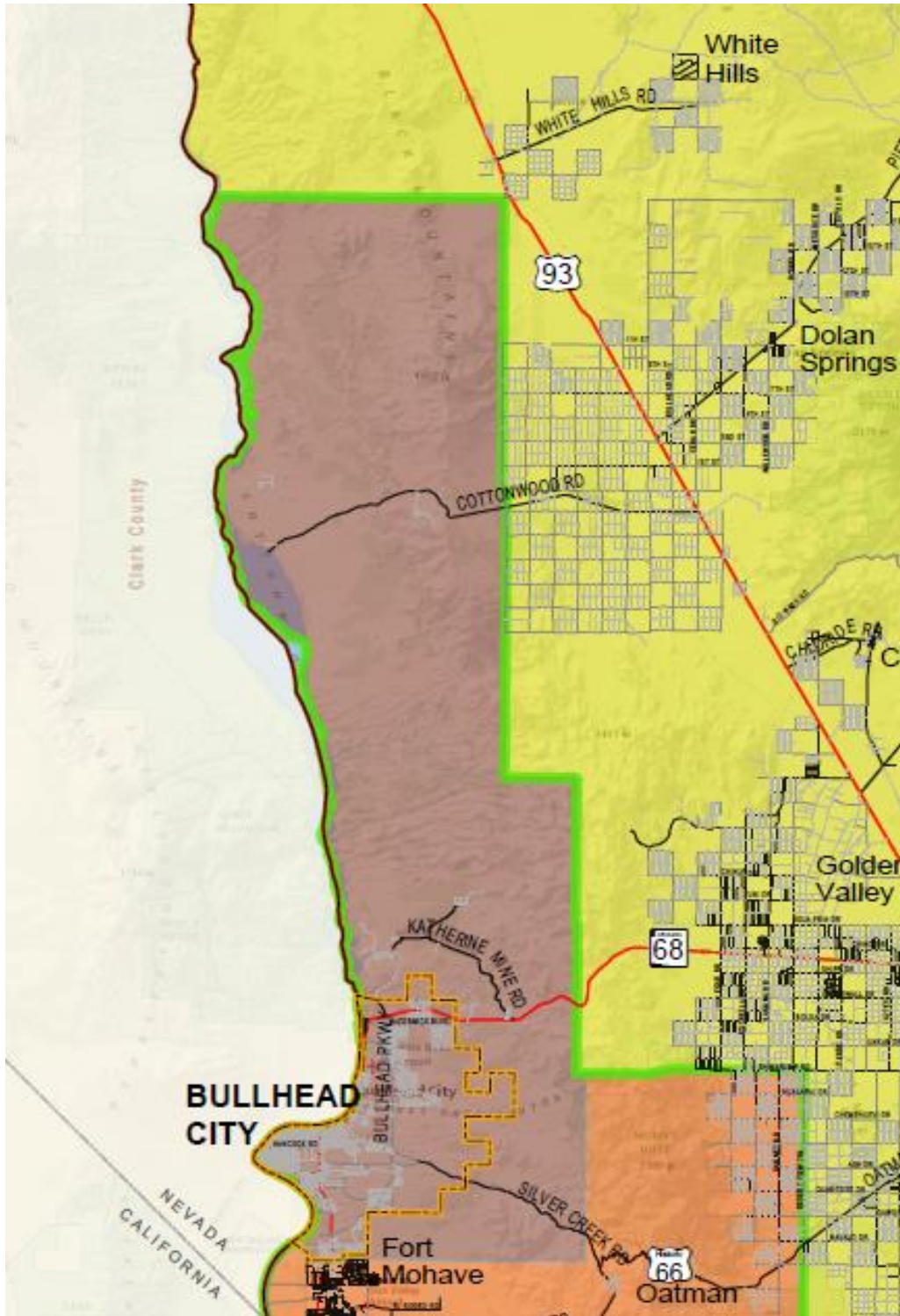
Curricula and supplemental programs and materials that have been adopted by the Governing Board are expected to be used in instruction during regular school. Educators will be provided with an up-to-date list of adopted curricula and programs at the beginning of each school year. Use of other curricula, programs, or materials is prohibited unless approved by the Principal.

### **APPLICATIONS FOR OUTSIDE FUNDING**

The District recognizes that it cannot always provide all the resources that teachers and administrators would like to have and appreciates educators' resourcefulness in seeking additional materials, supplies, and equipment.

All plans to apply for grants or outside funding (i.e., DonorsChoose, GoFundMe) should be approved by the site principal. If the funding involves curriculum or supplemental materials or programs, the plans should be reviewed by the Curriculum Committee, approved by the Director of Educational Services, and approved by the Governing Board. If the funding involves technology (e.g., laptops, iPads, printers, Prometheans, etc.), the plans should be reviewed by the Director of Technology for best pricing options, compatibility with the District's technology structure, and the ability of the IT department to maintain the item.

**BULLHEAD CITY SCHOOL DISTRICT BOUNDARY MAP**







### BCSD School Year 2021-2022 Calendar

ADOPTED 02/11/21



5, Holiday, Independence Day  
6-22, Summer School  
23-27, New Teachers Induction  
28-30, Teachers Professional Dev.

30, ALL EMPLOYEES Training

S0/T3

July						
S	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

January						
S	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					

3, First Day of 2nd Semester

17, Holiday, Civil Rights Day

21, Teacher Professional Dev.

S16/T17

2-3, Teachers Professional Dev.  
4, First Day of School  
6th, Teachers Professional Dev.  
20th Flex Friday

S16/T19

August						
S	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				

February						
S	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					

4th, Teacher Professional Dev.

22nd, 100th Day

10th & 11th Parent Teacher Conf.

21st, Holiday, Presidents Day

25th Flex Friday

S15/T17

6, Holiday, Labor Day  
10, Teachers Professional Dev.  
17th & 24th, Flex Friday

S17/T18

September						
S	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		

March						
S	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		

3rd, Progress Report

7-11 Spring Break

18th, Flex Friday

25th, Teacher Professional Dev.

S15/T16

1st, Teacher PD Day  
8th & 15th, Flex Friday  
14th, Progress Report  
13th, 40th Day  
21 & 22, Parent Teacher Conf.

S16/T18

October						
S	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						

April						
S	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

1st, Teacher Professional Dev.

15 & 29th, Flex Friday

S16/T17

5th, Teachers Professional Dev.  
11th, Holiday, Veterans Day  
19th, Flex Friday  
22-26, Thanksgiving Vac.

S13/T14

November						
S	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				

May						
S	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				

6th, Teacher Professional Dev.

26, Last Day for Students

27, Last Day for Teachers

30, Holiday, Memorial Day

31st, Summer School

S16/T18

3rd, Teachers Professional Dev.  
10th, Flex Friday  
15th-16th, Finals  
20-31, Winter Break

S10/T11

December						
S	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	

June						
S	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		

1st - 3rd, Summer School

New Teacher Induction						
Professional Development Days for Teachers						
Parent Teacher Conferences		Progress Report		Graduation		
Intervention and Enrichment Days for Students						
No School for Students or Staff						
HOLIDAY CLOSED						
School Starts			Schools Ends			
SUMMER SCHOOL						

1st .Semester Count S72/T83

S150-T168

2nd. Semester Count S78/T85