

# Tri-City College Prep

*Keeping Standards High  
Helping Students Reach Them*



## Employee Handbook

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051 – Employee Acknowledgement Form

Status: Accepted

Effective Date: 01/22/1999

Revision Date: 06/22/2022

**EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes the most important information about TCP. I understand that I should consult the Board of Education and/or Administrator regarding any questions not answered in the handbook. I have entered into my employment relationship with TCP voluntarily and acknowledge that there is no specified length of employment. Accordingly, either TCP or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to TCP’s policy of employment-at-will. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Education of TCP has the ability to adopt any revisions to the policies in this handbook.

This handbook includes the drug testing policy (#714) that TCP uses and enforces.

Furthermore, I acknowledge that this handbook is neither an agreement of employment nor a legal document. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE’S NAME (printed):

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EMPLOYEE’S SIGNATURE:

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DATE:

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Comments:

**Tri-city College Prep  
Board of Education  
Termination of Employment**

\_\_\_\_ Voluntary (Resignation or Retirement)                      \_\_\_\_ Involuntary

Employment with Tri-city College Prep High School is at will and may be terminated at any time, with or without cause, by the employer or employee, so long as there is no violation of applicable federal or state law.

Employee Name \_\_\_\_\_  
(Printed)

Employment Termination Date \_\_\_\_\_

I acknowledge that all Intellectual Property prepared by me within the scope of my employment with Tri-city College Prep High School (TCP) are works made for hire and consequently TCP owns all right to them.

Upon termination of my employment with TCP, I agree to deliver to TCP all materials in my possession or control with TCP proprietary information (all confidential financial, business, legal, technical, student or personnel); whether stored electronically or hard copy, including but not limited to information in writing, documents, records, data, memoranda, or any form of media storage.

I agree to hold Tri-city College Prep High School (TCP) harmless in any communication, action or operation with regards to my employment or the termination of my employment and agree to not sue or otherwise harass any employee of TCP.

I agree to the following financial settlement as full and final financial obligation of Tri-city College Prep High School to me: \_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Administrative Signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Board Signature)

\_\_\_\_\_  
(date)

## 055 – Introductory Statement

Status: Accepted

Effective Date: 01/22/1999

Revision Date: 06/22/2022

### **INTRODUCTORY STATEMENT**

This handbook is designed to acquaint employees with TCP and provide them with information about working conditions, employee benefits and some of the policies affecting their employment. Employees should read, understand and comply with all provisions of the handbook. It describes many of the responsibilities of an employee and outlines the programs developed by TCP to benefit employees. One of the objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As TCP continues to grow, the need may arise, and TCP Board of Education reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion. TCP is an at-will employer and offers open-ended employment agreements. Employees will be notified of such changes to the handbook as they occur.

Problems, concerns, situations, suggestions, complaints, etc. need to be discussed with department heads, then – if unable to resolve, taken to administration or addressed at a Board Meeting. A detailed written statement should be submitted by teachers or department heads to the principal on matters mentioned. Statements should include teachers name, date, time of day – if applicable – subject matter, outcome of discussion with the department head and any other information that may be pertinent to the subject.

### **101 – Nature of Employment**

Employment with TCP is voluntarily entered into and the employee is free to resign at will at any time, with or without cause, so long as there is no violation of applicable federal or state laws. Similarly, TCP may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create an agreement, nor are they to be construed to constitute obligations of any kind or an agreement of employment between TCP and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at TCP's Board of Education's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Education of TCP.

### **102 – Employee Relations**

TCP believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in the schools of this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly with the principal.

Our experience has shown that when employees voice openly and directly their concerns, the work environment can be excellent, communications can be clear and attitudes can be positive. We believe that TCP amply demonstrates its commitment to employees by responding effectively to employee concerns.

### **103 – Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TCP will be based on merit, qualifications and abilities. TCP does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristics protected by law. The following person has been designated to handle inquiries regarding the non-discrimination policy:

For Section 504 and Title IX: Tamela Halvorson, Human Resources  
5522 Side Road  
Prescott, AZ 86301  
(928) 777-0403

TCP will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources or, if an applicant, to the Ad Hoc Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

An Ad Hoc Committee may screen applicants. The committee may make recommendations to the principal who is responsible for initiating employment negotiations. Background and fingerprint checks will be completed before contracts are approved by the Board of Education (A.R.S. 15-512). All staff will be fingerprinted (A.R.S. 15-534) and will certify that they are not currently awaiting trial on, nor have they ever been convicted of, or admitted in open court pursuant to a plea agreement, committing, any of the following criminal offenses such as sexual abuse of a minor, incest, first or second degree kidnapping, arson, sexual assault, sexual exploitation of a minor, felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs, felony offenses involving the possession or use of marijuana or dangerous drugs, burglary in the first, second, or third degree, aggravated or armed robbery, robbery, a dangerous crime against children as defined in A.R.S. 13-604.01; 13-3206; 13-3212, child abuse sexual conduct with a minor, molestation of a child, manslaughter, aggravated assault, assault, exploitation of minors involving drug offenses., or any similar offense in another jurisdiction.

#### **104 – Business Ethics and Conduct**

The successful operation and reputation of TCP is built upon the principles of fair dealing and ethical conduct of all employees. Its reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Students are customers; TCP cannot retain employees who alienate students.

The continued success of TCP is dependent upon students and parents' trust and TCP is dedicated to preserving that trust. Employees owe a duty to TCP and stakeholders to act in a way that will merit the continued trust and confidence of the public. The educator, as the most valuable resource in the classroom, is thereby expected to be present to uphold the standards set by TCP and its valued stakeholders.

TCP will comply with all applicable laws and regulations and expects its employees to conduct themselves in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

It is the ongoing policy of TCP that all office and classroom doors have windows installed which allow the clear vision of all activities inside; and that those windows not be covered, blocking internal views. While some conversations need to be confidential, it



is for the protection for all persons not to have one adult with one minor child alone in a room where they are not visible through a window.

### **A. Duty to Report**

In accordance with A.R.S. 13-3620, 15-514, 46-454, 15-2301, 15-515, 13-3411, 15-341(A)(33), 15-828 and 829, 36-136, 36-135, and ACC R7-2-310, any school personnel who has reasonable grounds to believe a minor has been a victim of one of the following crimes must report the information to Child Protective Services (CPS) or police: abuse, child prostitution, incest, molestation, sexual abuse, assault, sexual conduct with a minor, exploitation, physical neglect, injury or death. Staff members who violate any provision of the statute may be guilty of a Class 1 Misdemeanor, and subject to disciplinary action, up to and including termination from employment. A written report is to be filed with CPS within 72 hours after a telephone contact with law enforcement or CPS.

All other employees of the school shall be particularly alert to possible situations, circumstances or events that might include harassing, bullying or hazing. If harassing, bullying or hazing or planned harassing or hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all harassing and hazing activities immediately. All harassing and hazing incidents shall be reported immediately to administration.

### **B. Religious Expression**

TCP does not promote or endorse any particular religion. Therefore, employees and students, when representing a school wide activity, must refrain from promoting a particular religious doctrine. Because a closed campus creates a captive audience, freedom of religion must include a student's right to not be exposed to or approached by those promoting religion. Using religious literature and student's written and/or oral expression of personal religious beliefs are allowed in classes to the extent that the goals and objective of the class encompass their use.

All religious study clubs must: a) meet during non-instructional times; b) be student initiated and run; c) have an adult monitor present at every meeting to ensure that the club does not violate school policy; d) operate with oversight of a TCP employee and e) invite in writing, notify the school office and rotate occasional speakers who may address the club meeting only.

### **C. Reproduction and Use of Copyrighted Materials**

TCP supports the United States' copyright law. The fair use of a copyrighted work for purposes of teaching, scholarship or research is not an infringement of copyright.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the department head and, if necessary, with an Ad Hoc Committee for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every TCP employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

### **107 – Immigration Law Compliance**

TCP is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the I-9 form. Further, in accordance with A.R.S. §23-214, employment eligibility shall be verified with the use of the E-verify program.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **108 – Conflicts of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which TCP wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Principal for more information or questions about conflicts of interest.

A conflict of interest may occur when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of TCP's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to the principal of TCP as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

### **110 – Outside Employment**

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with TCP. All employees will be judged by the same performance standards and will be subject to TCP's scheduling demands, regardless of any existing outside work requirements. Employees must notify their supervisor of any

outside employment prior to engaging in said employment to determine if there is a conflict of interest.

If TCP determines that an employee's outside work interferes with performance or the ability to meet the requirements of TCP as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with TCP. Outside employment will present a conflict of interest if it has or has the potential to have an adverse impact on TCP.

### **112 – Non-Disclosure**

The protection of confidential information is vital to the interests and the success of TCP. Such confidential information includes, but is not limited to, the following examples:

- \* Personnel Files
- \* Student Information/Records
- \* Executive Session of board meetings if a participant

### **114 – Disability Accommodation**

Section 504 of the Rehabilitation Act of 1973

TCP will fulfill its obligation and recognizes the responsibility to avoid discrimination in policies and practices regarding its stakeholders.

### **116 – Job Posting**

To apply for an open position, employees should submit a job request to the Principal listing job-related skills and accomplishments. It should also describe how their current experience with TCP and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring committee. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

### **201 – Employment Categories**

It is the intent of TCP to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and TCP.

REGULAR FULL-TIME INSTRUCTORS are those teachers who are regularly scheduled to work TCP's full-time schedule which may include some evenings, Fridays, and weekend on top of their designated scheduled hours. Generally, they are eligible for TCP's benefit package, subject to the terms, conditions and limitations of each benefit program.

REGULAR FULL-TIME NON-TEACHING employees are those who are regularly scheduled to work a minimum of 40 hours/week or the equivalent which may include some evenings, Fridays, and weekend on top of their designated scheduled hours. Generally, they are eligible for TCP's benefit package, subject to the terms, conditions and limitations of each benefit program.

REGULAR PART-TIME INSTRUCTORS are those who are regularly scheduled to work a minimum of 11 instructional hours/week or the equivalent, but less than 40 hours/week which may include some evenings, Fridays, and weekend on top of their designate scheduled hours. Part-time employees (instructional hours plus other responsibilities) may receive retirement benefits.

ADJUNCT INSTRUCTORS are those instructors who teach one or more classes on a regular basis. They may work 20 hours per week with no additional responsibilities and no retirement benefits.

REGULAR PART-TIME NON-TEACHING employees are those who are regularly scheduled to work a minimum of 20 hours/week or the equivalent but less than 40 hours/week. They may be eligible for some benefits depending on the guidelines and regulations of each individual program.

CASUAL/TEMPORARY employees are those who have established an employment relationship with TCP but who are assigned to work on an intermittent and/or unpredictable basis. They may be eligible for some benefits depending on the guidelines and regulations of each individual program.

## **202 – Access to Files**

### **A. Employee Files**

TCP maintains personnel files on each employee. The personnel files include such information as the employee's job application, resume, records of training, transcripts, fingerprint clearance, contracts, documentation of performance appraisals and salary increases, Social Security number, birth date, certificates, records of accident/injuries while on the job, and other employment records.

Complaints, commendations, suggestions and evaluations may be placed in the file if the document is signed by the person initiating the placement and the principal who has notified the staff member of the step. The employee must have the opportunity to reply in writing to any complaints.

Personnel files are the property of TCP and access to the information they contain is restricted and confidential in accordance with federal and state law. Whenever the law allows, the confidentiality of the information shall be maintained. Unless the law directs otherwise, only supervisory personnel or members of the Board of education who are acting in their official capacity pursuant to Board action and for legitimate purposes shall be allowed access to an employee's personnel file. Only to the extent required by law, personnel files will be considered public records.

Employees who wish to review their own file should contact Human Resources. With reasonable advance notice, employees may review their own personnel files in TCP's office and in the presence of an individual appointed by TCP to maintain the files. Personnel files are the property of TCP, and access to the information they contain is restricted. Generally, only personnel of TCP who have a legitimate reason to review information in a file are allowed to do so.

### **B. Student Records**

TCP will comply with the provisions of the Family Educational Rights and Privacy Act (**FERPA**) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the No Child Left Behind Act of 2001 (NCLB) in the establishment, maintenance, correction, and disposition of student records.

Any record containing personally identifiable student information (any information not meeting the definition of "directory information") shall be maintained in a confidential manner. Such information may only be shared with third parties with the written consent of the parent or in accordance with the FERPA regulations under 34 C.F.R. §99.

Individual cumulative student records include:

- Application and Enrollment Forms
- Transcripts, Grades, and Test scores
- Academic Work
- Attendance Data
- Immunizations and Health Records
- Graduation and ECAP Information
- IEP/504 (not kept in permanent records folder)

They are to be made available for review of parents or guardians according to A.R.S. 141 and Added Laws 1974 Ch. 163, and the requirements of FERPA.

A complete copy of all School Board approved Special Education policies and procedures are available to review in the front office of Tri-City College Prep.

### **202.1 – Privacy and Security: Agency Policy and Procedures**

TCP will comply with all provisions of the AZ Noncriminal Justice Agency Guide in accordance with ARS 15-183 and ARS 15-512 regarding criminal history checks and fingerprinting. TCP's policies and procedures on these provisions are as follows:

- Authorized Personnel
  - The only employees that may come in contact with, view/handle, or discuss criminal history information will be the Superintendent, School Principal, Human Resource Director and the Business Manager. The Human Resource Director will provide the Department of Public Safety

(DPS) with a letter listing all authorized personnel and will update this list within 48 hours of termination of any authorized personnel.

- Applicant Process
  - No copies are to be made of the criminal background report. If an applicant requests a copy they will be informed to contact the DPS Criminal History Unit at 602-223-2222 or for a national report, the FBI at 304-625-3878.
- Handling CJI/CHRI Results and their Physical Security
  - All result will be sent to the authorized personnel who requested the information.
  - All employees will open their own physical mail and emails as to make sure no unauthorized personnel have access to the results.
  - All results will be kept in a locked file in the HR Office that is only accessible by authorized personnel. After records are no longer needed they will be shredded by authorized personnel.
  - Upon changes of the authorized personnel, keys will be collected and reassigned or locks will be changed.
- Submission Quality Assurance
  - Anyone who will be applying for a fingerprint clearance card or criminal background check will have to come into the school office and have their fingerprints taken by the office staff to ensure the chain of custody.
    - All blank forms will be kept in the human resource office.
    - A picture ID will be required at the time of fingerprinting.
    - Fingerprinting will be done on the premises and given to the HR director for processing. Applicant will not have access to the card after fingerprinting has been completed.
- Federal Discloser
  - Anyone submitting fingerprints for an FBI criminal record check must be informed of this and offered a copy of the provision.
- Training of Authorized Personnel
  - All authorized personnel will be on record with DPS. Any changes will be made in writing within 48 hours to DPS.
  - All authorized personnel will be trained with the CJIS online training and on-site policy training within 6 months of taking on the new role and will be retrained every two years thereafter.
  - The HR Director will keep training logs with dates and an Acknowledgement Statement for all authorized personnel.
  - Consequences for misuse of any of this information will result in discipline of the employee.

### **203 – Employment Reference Checks**

TCP can only fully respond to an employment reference check if the employee has previously signed our employment reference waiver and it is currently on file with TCP.

Employees will have the opportunity to sign the authorization for release of information anytime during or after their tenure at TCP. This waiver will allow representatives of

TCP to provide employment history and work performance information to prospective employers. Without the signed authorization, representatives of TCP will be required to confirm employee name, dates of employment, highest position held and eligibility for rehire on request of prospective employers.

#### **204 – Personnel Data Changes**

It is the responsibility of each employee to promptly notify TCP of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Principal. **It is the responsibility of each employee to maintain current certification and fingerprint clearance.** Failure to maintain current certification and fingerprint clearance can be grounds for discipline, up to and including termination.

#### **208 – Employment Applications**

TCP relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

#### **209 – Performance Evaluation/Bonus (301 Money)**

Staff and principal are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted annually and provided to the Board of Education for TCP. Additional formal performance evaluations are conducted as needed to provide stakeholders and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

#### **20% Base Pay**

#### **40 % Maintenance and Operation (Professional Development)**

The main focus of this money is Teacher/Professional Development. The majority of this money is set aside for teachers to attend conferences, take classes, pay for certifications, purchase teacher liability insurance, purchase materials for individual professional development and other pre-approved development.

Each teacher is given an account. The Board will periodically distribute money into teacher accounts. Money may be carried over if a teacher works for TCP. Money is not available for a cash award at termination of employment.

#### **40% Performance Pay Bonuses**

Performance pay evaluations are mandated by the state. Documentation of these evaluations will be through:

- Employment Agreement Performance

- Professional Folders (Purple Folders)
- Student Data
- Annual Evaluations which include classroom observations
- Extra-curricular Performance
  - Workplace Performance Forms
- A teacher not returning to TCP after the end of the school year, for purposes other than retirement, forfeits his/her end of the year distribution, unless an exemption is granted by the Board.

### **301 – Employee Benefits**

Eligible employees at TCP are provided a wide range of benefits. A number of the programs (such as Social Security, workers’ compensation, state disability and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Human Resources can identify the programs for which you are eligible. Details of many of these programs can be found in the employee handbook.

Benefit programs are available to eligible employees (Some benefit programs require contributions from the employee. Some are fully paid by TCP. Some are benefits without financial compensation).

#### **A – Paid Time Off (PTO) Benefits**

TCP provides PTO benefits to all eligible employees for periods of temporary absence.

Eligible full-time employees will accrue PTO at the rate of one day (8 hours) per full month of service and regular part-time/adjuncts employees will receive their equivalent hours of one day per full month of service (Example – if you teach 2 periods per day, you earn 2 hours per month, three-quarter time employee receives 6 hours).

Employees who are unable to report to work due to illness or injury should notify the designated Substitute Coordinator before the scheduled start of their workday if possible. The Substitute Coordinator must also be contacted on each additional day of absence. Before returning to work from a sick leave absence of four (4) work days or more, an employee may be required to provide a physician’s verification that he or she may safely return to work.

PTO benefits will be calculated based on the employee’s base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses or shift differentials. An employee on an extended absence must apply for any other available compensation and benefits, such as workers’ compensation or FMLA when eligible. PTO must be used concurrently with any other benefits program.

Unused PTO will be allowed to accumulate up to 216 hours.



PTO benefits are intended to provide income protection in the event of illness or injury and may not be used for any other absence unless prior approval is granted by the principal. Unused PTO will **not** be paid to employees while they are employed or upon termination of employment.

PTO hours may be gifted to another employee. Any request to gift PTO hours must be made in writing to the Bookkeeper who will have to get approval from the appropriate administration. Gifting of PTO hours can be denied for any reason administration deems. An employee may not go below 65 unused PTO hours of their own when gifting PTO hours.

### **B – Personal/Leave of Absence**

Any personal leave attached to a predetermined school closure must be preapproved by the Board of Education.

Employees may, with prior approval from the Principal, use accrued PTO benefits or unpaid leave for needed personal time off. The Principal will approve requests on a first come, first served basis determined by the availability of coverage in alignment with the school business needs. Principal may approve personal leave for up to two people on any calendar day. Requests that cannot be approved by the Principal may be appealed to the Board of Education.

### **C – Family Medical Leave Act (FMLA)**

Employees who have been with TCP for at least 12 months and worked at least 1,250 hours in the previous 12 months are eligible for FMLA. Under FMLA, qualified employees are entitled to 12 weeks of unpaid leave per 12 months (starting with the first day leave is taken) for qualifying event(s). Qualifying events include:

- Pregnancy
- Care and bonding with a newborn child
- Adoption or foster care placement of a child
- Employee's own serious health condition
- Care of employee's spouse, child, or parent (Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships)
- A qualifying military exigency
- Care of a covered serviceman with serious injury/illness if the employee is the spouse, child, parent, or next of kin.

In order to ensure qualification the employee must request and return the appropriate certification paperwork from Human Resources at least 30 days prior to the start of the FMLA leave or as soon as practical. Failure to return appropriate certification paperwork in a timely matter may lead to disciplinary actions. It is the right of TCP to request recertification after every 30 days.

FMLA and PTO must be taken concurrently at the on-set of the FMLA leave.

Intermittent leave under a qualifying FMLA leave will be calculated on hours missed.

Implementation of, progress of and reinstatement of an employee on FMLA will follow all state and federal laws.

#### **D – Pregnancy-Related Absences**

TCP will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. An employee should apply for FMLA with the Human Resources when needed. An employee may take FMLA leave before the birth of a child for prenatal care or because her condition makes her unable to work.

A spouse can also take FMLA leave for a pregnant spouse who is incapacitated or has a serious health condition.

If both spouses are employed by TCP they are limited to 12-weeks combined for birth of and/or care for a child in a 12-month period.

#### **E – Vacation**

TCP grants vacation time according to the break days set by the annual school calendar. Employees must be present the school day before a given school break and the school day after a given school break, unless pre-approval by the School Board has been granted.

#### **F – Workers’ Compensation Insurance**

TCP provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers’ compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform the administration immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Any accident/incident involving a student, teacher or visitor should be reported immediately to the Principal, regardless of how minor the accident/incident may seem to you or the person involved. Report all details of the accident/incident: name of person, address and phone if it’s a visitor, names of people who may have witnessed accident/incident, conditions of area where accident/incident happened, activities surrounding the accident/incident and any other pertinent information. Do not make promises of relief or make statements which may obligate the school in any way. Direct all concerns to the Principal.

#### **G – Educational Leave**

Eligible employees will be granted time off for job related educational leave with prior approved arrangements from the Principal. This time could be either paid or without pay.

## **H – Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their principal immediately.

Up to five (5) days of paid bereavement leave may be provided to eligible employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with the Principal's approval, use any available paid leave for additional time off as necessary.

TCP defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

## **I – Jury Duty**

TCP encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 1 week of paid jury duty leave over any 2 year period.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available PTO or may request an unpaid jury duty leave of absence.

Employees must present a copy of the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either TCP or the employee may request an excuse from jury duty if, in TCP's judgment, the employee's absence would create serious operational difficulties.

TCP will continue to provide health insurance benefits until the end of the month in which the unpaid jury duty leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by TCP according to the applicable plans.

## **J – Military Leave**

TCP will grant up to 26 weeks of unpaid leave in a twelve (12) month period to the spouse, son, daughter, or next of kin of a military service member injured in the line of duty. TCP will also grant up to twelve (12) weeks of unpaid leave in a twelve (12) month period based on "any qualifying exigency." Qualifying exigencies include short-term notice deployment, military events and related activities, urgent childcare, financial and legal arrangements, counseling, rest and recuperation to spend time with the service

member on short-term leave, post-deployment activities, and other situations arising out of the active duty or call to active duty status.

TCP honors the leave and re-employment rights provided to members of the uniformed services by federal and state law.

Members of Reserve and National Guard units, upon presentation of orders, are given an excused absence for training. Accrued PTO may be used to fulfill this obligation, if desired.

### **K – Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under TCP’s health plan when a “qualifying event” would normally result in the loss of eligibility.

### **L – Health Insurance**

TCP has available group health insurance for regular full-time and three-quarter time employees. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

### **405 – Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – employment with TCP is voluntarily entered into and TCP may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from TCP.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid.

### **502 – Work Schedules**

The normal work schedule for all regular full-time exempt employees is 7:30 a.m. to 4:00 p.m. Monday through Thursday, unless otherwise required/requested by the Principal. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Regular full-time instructors must be scheduled for a minimum of 36 instructional hours per week (to include a minimum of 200 minutes posted office hours for parent/teacher conferences, instruction planning and preparation) or the equivalent there of.

Regular part-time instructors (teachers) must be scheduled for a minimum of 11 instructional hours/week or the equivalent there of. Such instructors must be available for office hours by appointment.

All other instructors will be scheduled as needed and paid on a per class basis. Such instructors must be available for office hours by appointment.

Regular full-time, non-teaching employees must be scheduled for a minimum of 40 hours/week to be considered full time employees or 20 hours/week to be considered part time employees. All other non-teaching employees will be paid on a per service basis.

Any full-time employee who uses their prep time/work time for substituting can receive on hour of PTO per class hour he/she substitutes. Appropriate time sheet must be turned in to the bookkeeper with the substitute coordinators signature to ensure PTO hours are credited.

### **503-Timekeeping For Non-Exempt Salaried and Hourly Employees**

Accurately recording time worked is the responsibility of every hourly employee. Similarly, the monitoring of an employee's time record is the responsibility of that employee's immediate supervisor. Federal and state laws require TCP to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is time actually spent on the job performing assigned duties.

Hourly employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. All time worked must be documented on a time sheet.

Non-exempt salaried employee must complete a schedule sheet at the beginning of each school year or whenever that employee has a permanent schedule change. Anytime a non-exempt salaried employee scheduled hours per week differ in any way, the employee must fill out a time sheet documenting those hours. This includes, but is not limited to, not taking a scheduled lunch break, working early or late, coming in on non-scheduled work days, leaving work during scheduled hours and/or coming in late/leaving early.

Altering, falsifying, tampering with time records, or recording time on another employee's record may result in disciplinary action, up to and including termination of employment. Time sheets shall be kept at the work site.

It is the employee's responsibility to sign his/her time sheet and to certify the accuracy of all time recorded. Timesheets should be turned in to the supervisor on the last day of the

pay period before pay day (i.e. if you work on Saturday before pay day, complete your timesheet and leave in the designated place for your supervisor each week by end of day Thursday. The supervisor will review and sign the timesheet before submitting it for payroll processing. In addition, if corrections or modifications are made to the timesheet, both the employee and the supervisor must verify the accuracy of the changes by initialing the timesheet.

### **503.01-Overtime For Hourly Employees**

All overtime work must receive prior written approval. Any overtime work that does not receive prior written approval can result in disciplinary actions including termination. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Exempt employees are not eligible for overtime. As required by law, overtime pay is based on actual hours worked. Time off for sick, vacation or any leave absence will not be considered “hours worked” for purposes of performing overtime calculations.

### **503.02-Overtime For Non-exempt employees**

Non-exempt employees may volunteer to participate in activities outside of their regular job duties under the following conditions:

- (1) the volunteer services are not the same as or similar to the employee’s regular work duties,
- (2) the employee offers the services freely and without coercion, and
- (3) the employee provides the services without promise of compensation although a volunteer may be paid “expenses, reasonable benefits, or a nominal fee to perform such services.” 29 U.S.C. §203(e)(4)(A), 29 C.F.R. §553.101 and 103.

To determine whether an individual is a true volunteer engaged in “ordinary volunteerism,” the Department of Labor considers a number of factors. No single factor is determinative. The factors include:

- Is the entity that will benefit/receive services from the volunteer a nonprofit organization?
- Is the activity less than a full-time occupation?
- Are the services offered freely and without pressure or coercion?
- Are the services of the kind typically associated with volunteer work?
- Have regular employees been displaced to accommodate the volunteer?
- Does the worker receive (or expect) any benefit from the entity to which it is providing services?

A volunteer position is regarded as “ordinary volunteerism” and safely exempt from the minimum wage requirements of the FLSA if you can answer “yes” to the first four questions and “no” to the final two questions.

## **522 – Workplace Violence Prevention**

TCP is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, TCP has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises of TCP.

Conduct that threatens, intimidates or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age or any characteristic protected by federal, state or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Principal. This includes threats by employees, as well as threats by stakeholders, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the principal. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

TCP will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, TCP may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

TCP encourages employees to bring their disputes or differences with other employees to the attention of the administration before the situation escalates into potential violence. TCP is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

## **601-Ethics**

All employees of TCP are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the school belongs to the public they serve for the purpose of providing educational

opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates and students. To these ends, the Board adopts the following statements of standards.

The school employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just, courteous and proper relationships with students, parents, staff members and others.
- Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school toward improving TCP. Such constructive criticism is to be made directly to the Administration who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the over-throw of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Refrains from using school contracts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind.
- Pursues appropriate measures to correct any laws, policies or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment and materials.
- Honors all agreements until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves TCP purposes or is required by law.

### **602-Staff Conduct**

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for TCP shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage or threat of damage, to property of TCP or property of a member of the community or a visitor to the school when the property is located on premises controlled by TCP.



- Forceful or unauthorized entry to or occupation of TCP facilities, including buildings or grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Failure to comply with lawful direction of TCP officials, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of TCP policies and regulations.
- Any conduct violating federal, state or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions of TCP, or any other activity sponsored or approved by the Board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations and other information applicable to them contained within the policies of the Board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and TCP property.
- Maintain order in a manner consistent with TCP policies and regulations.
- Comply promptly with all orders of the Administration.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- Comply with the requirement of A.R.S. 15-515 by immediately reporting to the Administration who shall immediately report to a peace officer any violation of federal or state uniform crime reports to include but not be limited to:
  - 1) Possession of a deadly weapon on school grounds.
  - 2) Possession of a firearm by a minor without authorization.
  - 3) Possession, use or intent to sell marijuana, peyote or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within 300 feet and public property within 1,000 feet of school grounds).
  - 4) Comply with all mandatory reporting to Child Protective Services and peace officer regarding any type of student abuse at school, home or in the community.
- Conduct themselves in a manner consistent with effective and orderly education and to protect students and TCP property.
- Maintain order, abide by the policies, rules and regulations of TCP, and carry out all applicable orders issued by the Administration.

Employees of TCP who violate these rules are subject to disciplinary action by TCP and/or Arizona Department of Education.

### **603-Staff Conduct With Students**

Employees are expected to exercise general supervision over the conduct of students, not only while in the class room, but also before and after school and during breaks. At all times teachers and other staff members will accord students the dignity and respect that they deserve and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by TCP are expected to relate to students of TCP in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Violations of the above shall be considered serious and may result in severe disciplinary action.

#### **604-Use of Physical Force by Supervisory Personnel**

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Physical force will be appropriate only in self-defense, in the defense of other students and school personnel and to prevent or terminate serious property damage. Force is only reasonable to the extent necessary to stop the threat and restrain the action. Force shall not be used to inflict pain, or as a punishment. Force should not be used in response to verbal provocation alone.

#### **606-Staff Participation in Political Activities**

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time may not be used for political purposes. Staff members who intend to engage in political activities shall be guided by the following:

- No employee shall engage in political activities upon property under the jurisdiction of the Board, unless permission has been granted for that purpose through the "Community Use of School Facilities" policy of the Board.
- Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity for TCP, and without the participation of TCP employees or students acting in the capacity of TCP.

- Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be extended only when such invitations are extended to all candidates for the office.
- The use of TCP equipment, supplies, materials, buildings or other resources to influence the outcome of any election is not permitted.
- Political circulars or petitions may not be posted or distributed in school.
- The collection of campaign funds and/or solicitation of campaign workers are prohibited on school property.
- The use of students for writing or addressing material intended to influence the outcome of any election, or the distribution of such materials to or by students, is forbidden.
- Employees of TCP may not use the authority of their position to influence the vote or political activities of any subordinate employee.

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

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy.

Nothing in this policy shall preclude TCP from producing and distributing impartial information on elections.

This policy shall apply only when an employee is serving as an agent of or working in an official capacity for TCP.

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

### **607-Professional Staff Schedules and Calendars**

All professional staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated times they are scheduled to leave. The Administration may alter or extend the school day for meetings, special events and activities.

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties assigned.

In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the Administration.

### **608-Professional Staff Meetings**

The Administration will arrange for and hold staff meetings. All full time teachers are required to attend any such meetings unless officially excused by the Administration prior to the meeting.

### **609-Evaluation of Professional Staff Members**

TCP shall provide an evaluation system for the professional staff that will lead to the improvement of the quality of instruction and the strengthening of the professional abilities of each teacher. Each school year, the Board shall evaluate the teachers under the guidelines of the state statutes.

### **610 - Curriculum**

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

#### **610.01.....Development**

The development of curriculum and the selection of courses offered at TCP will be in accordance with

- The Arizona Department of Education State Standards
- Arizona Revised Statutes
- Arizona State Board of Education directives
- College and University entrance requirements
- Cognia Accreditation (formerly AdvancEd)
- Other nationalize standards

#### **610.02.....Syllabi**

TCP requires every teacher to develop their own syllabi for each course taught. The syllabi shall be designed to assist users in implementing TCP philosophy regarding the teaching of a subject and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, variations of approaches and materials.

All Syllabi will reflect alignment with Arizona State Standards as applicable. Teachers will adhere to their syllabi. Syllabi will include objectives, grading information and reference to TCP Policies.

#### **610.03.....Instructional Resources and Materials**

Required textbooks and related printed subject matter materials will be furnished free. Students and their parents shall be held responsible for proper care of books and school property. Books must be kept clean and unmarked. Parents may be required to pay for any damage to school property.

The Administration is authorized to establish a replacement-fee schedule.

#### **610.04.....Grading/Assessment Systems**

Teachers will maintain current grades on school's student information system. Teachers will keep a careful record of the grades assigned to students. Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness. Teachers will confer with parents when necessary, concerning academic progress and discipline of students.

Mid-semester progress reports and final report cards will be sent to parents.

#### **610.05.....Teaching About Controversial/Sensitive Issues**

The teacher holds a position of authority and respect in the classroom and community, and by virtue of that position has great influence in the formation of the values of all students. It must be clear that personal views are not a part of the instructional program and must be tempered by the responsibility to maintain professionalism.

To ensure that controversial issues are dealt with fairly and objectively and with instruction as their goal, such issues may be a part of the curriculum as long as the following policies are observed:

- Teachers should instruct students in the principles and techniques of the scientific method and provide opportunities for practice in applying established facts to specific problems.
- Teachers should seek to develop in students the ideals of truth and honesty.
- All personnel should seek to create an atmosphere in which difference of opinion can be voiced without fear and hostility and with mutual respect for all viewpoints.
- Constitutional guarantees of due process and freedom of speech will continue to be observed as to students and teachers alike when they are involved in a controversial issue.
- Teachers should encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
- Teachers should seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes and actions.

Teachers should place major emphasis upon "why" and "how" to think rather than "what" to think.

#### **701 – Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, TCP expects employees and students to follow rules of conduct that will protect the interests and safety of all stakeholders.

##### **A. Staff**

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including reduction of employment scheduled hours/pay or termination of employment:

- Theft or inappropriate use of TCP property

- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of TCP-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism and tardiness or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system or other TCP-owned equipment (Telephones, fax and computers are to be used for school business only. Other use must be pre-approved by the principal.)
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Abuse of personal cell phones during working hours may result in disciplinary action
- Lack of professional attire and hygiene
- No inappropriate use of technologies and social media that would cause a **disruption** to TCP, its stakeholders, and/or the learning environment.

### **B. Student Discipline**

If an incident involves a Level 1-3 offense, the staff member will create written documentation and make it available to the principal by the end of the day or sooner depending upon severity. The principal may document the event on Witness Statement Forms completed by all persons involved and will contact police as outline by Attorney General Ruling in A.R.S. 13-3620 and A.R.S. 15-341(A)(33).

It is the belief of TCP that college bound school students should possess enough self-discipline to be able to conduct themselves appropriately during the school day and at school sponsored activities. TCP employees will treat students as responsible and mature young adults and will expect appropriate behavior in return.

Policies and procedures for the discipline of students will apply to all students traveling to, attending and returning from school and while attending off-site school-sanctioned activities. When suspension or expulsion is involved due process and appeal procedures shall conform to the open meeting laws.

Discipline of a school age student is the responsibility of the parents and not TCP. Should a student's behavior disrupt the learning environment or endanger the student or another person at TCP, the student's parents will be notified.

Law enforcement may also be notified if the behavior involves a suspected criminal act. Students will be allowed one written warning unless the behavior involves a safety hazard in which case TCP can expel the student for the first offense.

Each incidence of inappropriate behavior will be addressed in light of all of the relevant circumstances, including the nature of the offense, the student's prior disciplinary history, and any aggravating or mitigating factors. While progressive discipline will be implemented when appropriate, the administration may begin with any level of discipline appropriate under the circumstance. Discipline can take many forms, including warning, probation, removal from school sponsored activities, suspension and expulsion.

### **Level I**

**Offenses:** Unexcused tardy to school, tardy to class, misconduct in class or on campus, public display of affection, loitering, use of electronic device during class time, failure to be in assigned area, minor technology misuse, forgery, dishonesty to administration, faculty or staff, unintentional plagiarism, missing assignments.

**Responses:** Discipline for Level I offenses will be imposed by teachers, staff or administration and will be corrective, consequential and/or instructional in nature. Staff will be informed by administration as to when offenses and disciplines need to be documented on Observation Reports. Teachers and staff acting in the supervision of students have the authority to implement such discipline as they deem appropriate pertaining to the activity or program in which the student is involved. Teachers and staff have the authority to contact parents.

A teacher may temporarily remove a student from class if the teacher has determined that the pupil's behavior is unruly, disruptive or abusive and that it interferes with the classroom operation. The student must remain within the teacher's supervision and visual contact during such a removal.

### **Level II**

**Offenses:** Disruptive or inappropriate behavior, leaving or returning to school grounds without permission, vulgar, obscene or defamatory language, continued or accumulation of Level I infractions documented on Observation Reports, insubordination, taunting or disrespect of anyone, bullying and harassment, nonconformity to school rules, major technology misuse, intentional plagiarism, choosing to not do homework.

**Responses:** Level II offenses have been deemed disruptive to the educational environment by the Board of Education and require administration intervention. Level II offenses will be documented on Observation Reports. Administration will follow due process in investigating, notifying, and implementing the following disciplines:

**Due Process –** The accused student will be given oral or written notice of the charges against him including the time, date and location of the incident. If he/she denies them an explanation of the evidence the authorities have will be provided and he/she will be given an opportunity to present his/her side of the story. The student will be afforded the

opportunity to refer administration to his/her own witnesses. As a general rule notice and hearing should precede removal of the student from school.

Students whose presence poses a danger to persons or property or a threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and rudimentary hearing should follow as soon as practicable.

Probation – If the administration determines that a Level II offense has occurred, it will be documented on the Behavior Report/ Official Warning and the student will be placed on probation. Parent and student signatures will be obtained. Student will be afforded the opportunity to respond to the probation.

Suspension or Expulsion shall proceed in accordance with Policy 1007.06

### **Level III**

Offenses: Vandalism, theft, extortion, hazing, possession of or attendance after the use of alcohol, drugs, tobacco, weapons, or incendiary devices, pulling of false fire alarms, threats of violence, bomb threats, assault, threats, fighting, inappropriate language or actions directed at faculty or staff, any illegal act, conspiracy to commit a crime or offense, accumulation of Level II offenses, any item that is reportable on the annual Safe and Drug Free School Report.

Responses: The Police will be notified if the incident involves a criminal offense. Longer than 10 school days suspension or expulsion for the remainder of the school term or permanent expulsions require formal due process procedures.

Formal Due Process: Discipline shall be conducted in accordance with Policy 1007.06 below.

Students whose presence poses a danger to persons or property or a threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and rudimentary hearing should follow as soon as practicable. The Board will schedule a Special Meeting as soon as practical but before 10 school days. If the student has already served a 10 school day suspension, the Board of Education will expel the student unless it deems unusual circumstances have occurred.

### **C. General Rules**

These rules and regulations apply:

- It is the ongoing policy of Tri-City College Prep High School that all office and classroom doors have windows installed which allow the clear vision of all activities inside; and that those windows not be covered, blocking internal views.
- Animals are allowed on campus only by administrative approval.

### **D. Field Trip Policies**

Field trips, including sports trips, are a privilege.

- Students with a D or F in a course may not be able to participate in a field trip.
- In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip.



- All school rules, including dress attire, apply during the entire trip.
- If the trip includes an overnight, the student agrees to remain in his/her assigned room and to **not** participate in any activity which would break school rules or honor code. **Parents note:** There will not be an adult chaperone in the room.

Permission slips are required for all field trips. An application process may be required for travel to be determined by the trip sponsor. Should it be necessary for student discipline, our TCP policies will apply. If the situation necessitates a child be sent home, the extra expense will be borne by the parents. Swearing and other foul language is forbidden by all participants. Procuring tattoos or body piercings will not be allowed regardless of the age of the student. Students must sign a statement that they have read and agree to these regulations of travel.

**Chaperones:** Chaperones need to be to a ratio of at least 11 to 1 and of both genders (if needed) and an additional chaperone(s) may be required if beyond a radius of 90 miles from the school. Chaperones must be qualified and agree to handle all potential emergencies including medical conditions of participants. If there is a particular medical need, it is recommended that a medically qualified chaperone participate in the field trip.

- Chaperones must be fingerprinted and on file with the school (parental/guardian rules may apply).
- Chaperones who drive must be at least 21 years of age. Chaperones must hold a valid driver's license to use as I.D. and must be submitted to the school prior to driving any vehicle where students will be transported.
- Alcohol, tobacco, marijuana and or illicit drugs are strictly forbidden during the entirety of the trip, by all participants.

Parents and non-employees of TCP may serve as chaperones so long as they meet all the above requirements. All Chaperones serve at the pleasure of TCP and must be approved by the administrative staff prior to confirmation of traveling. A lead chaperone must have previous experience traveling with students prior to taking the lead.

**Travel Documentation:** All travel documents need to be copied and with all chaperones. Two sets of keys are recommended for school van use, held by two chaperones.

1. **Medical:** Any medical needs, allergies, and/or medication a student has must be known by the lead chaperone. Emergency medications should be with the student at all times (inhalers, epi-pens, insulin shots). Should a student need emergency medical care, a Chaperone will stay with them until parents arrive or the emergency is resolved, and the trip can continue.
2. **Permission Slips:** Permission Slips must include: 1) a liability waiver, 2) a loss of property or money responsibility statement, 3) a statement of parental responsibility for extra expense incurred from their child's behavior / medical condition, 4) insurance information, 5) medical information, & permission to treat.
3. **Proposal to the Board of Education:** All overnight and out of state trips must submit a Proposal Impact Statement and address the following issues in detail:
  - A. Purpose of trip, destination, and a preliminary itinerary listing activities.
  - B. Overnight accommodations: Where, What, Whom.

- C. Method of travel
- D. Estimated cost, and method of funding, including additional insurance if necessary. When possible, funds need to be held at the school until payment is necessary for the various components of the trip. If students are to pay individually for the various components of the trip, (i.e. meals), then care should be made to provide them an estimated cost and assistance in budgeting their money. Unless administration deems a refund is necessary, any trip payments made are non-refundable.
- E. Exceptions to this policy must have full administrative recommendation.

## **702 – Drug, Alcohol and Tobacco Use**

It is TCP's desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

In compliance with the state law (A.R.S. 36-798.03), employees, students, parents, visitors or other adults may not use or possess tobacco products on school property or at school sponsored events. While on TCP's premises and while conducting school-related activities off TCP's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify TCP of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

### **702.01-Drug-Free Workplace**

No employee or student shall violate the law or TCP policy in the manufacture, distribution, dispensing, possession or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined by law.

*Workplace* includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event or function where students or staff members are under the jurisdiction of TCP. In addition, the workplace shall include all property owned, leased or used by TCP for any educational or TCP business purpose.

Any employee who violates this policy in any manner will be terminated.

### **703 – Sexual and Other Unlawful Harassment**

TCP is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Principal. If the Principal is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Board president. Employees can raise concerns and make reports without fear of reprisal.

Any staff member who becomes aware of possible sexual or other unlawful harassment should promptly advise the Principal or the Board President who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Accessing an Internet site that would undermine the integrity of another individual will be considered harassment.

### **704 – Attendance and Punctuality**

To maintain a safe and productive work environment, TCP expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on TCP. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the designated Administrator as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive and can negatively affect your performance evaluation. Either may lead to disciplinary action, up to and including termination of employment. If you leave campus during the school day, you must obtain permission to leave and sign in and out in the office.

### **705 – Personal Appearance and Responsibilities**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image TCP presents to stakeholders and visitors. Clean shaven or previously established well-groomed beards are allowed. Personal cleanliness is essential. Body odor that is offensive to others cannot be condoned. Hair will be clean and neat. Clothing should fit properly, be neat, clean, pressed and not revealing. You should always present a professional appearance to students and visitors.

During school hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees are expected to maintain a professional appearance at work and at school functions outside the regular work day. Therefore, employees are required to go above and beyond the dress code found in the Student Handbook. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Personal cell phone use is prohibited during scheduled class time.

Consult HR or the Principal if you have questions as to what constitutes appropriate attire or responsibilities.

### **706 – Return of Property**

Employees are responsible for all TCP property, materials or written information issued to them or in the possession or control. All TCP property must be returned by employees on or before their last day of work. Where permitted by applicable laws, TCP may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. TCP may also take all action deemed appropriate to recover or protect its property.

All textbooks must be accounted for. At the end of the year, the book, or name of student responsible for that book, must be submitted to the office. Textbook "check out" and "check in" are the responsibility of the teacher. All damaged and/or missing textbooks must be reported along with the responsible student's name to the office by the teacher.

### **708 – Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with TCP. Although advance notice is not required, TCP requests at least four (4) weeks' written resignation notice from all employees.

### **709 – Letter of Intent to Return**

TCP Board of Education requires each teacher who wishes to return for the next school year to submit the offered Letter of Intent to Return by the March Board Meeting of the current school year.

### **714 – Drug Testing**

TCP is committed to providing a safe, efficient and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, employees may be asked to provide body substance samples (such as urine and/or blood) when the employee's appearance, conduct or demeanor show evidence of impairment, to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

## **718 – Problem Resolution**

TCP is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the TCP Principal.

Under normal conditions if you have a job-related problem, question, suggestion or complaint, you should discuss it with the Human Resources. You may also discuss it with the Principal or Business Manager who will help guide and direct you. If for some reason you feel uncomfortable discussing a complaint or suggestion with Human Resources, the Principal or Business Manager, you may wish to take it the President of the Board of Education. There will be no retaliation for taking this action since we wish to expediently resolve your problem.

TCP strives to ensure fair and honest treatment of all employees. All stakeholders are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with TCP in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to Human Resources within fourteen (14) calendar days, after incident occurs. If Human Resources is unavailable or employee believes it would be inappropriate to contact that person, employee may meet with the Principal or Business Manager or present problem to the Board at the next Board meeting.
2. A response to the problem will be made within fourteen (14) calendar days after being notified. Only the Board of Education can change their policies or practices.
3. Problems, disputes or claims not resolved through the preceding problem resolution steps are subject to mediation. Employees will be expected to share the cost of mediation with TCP.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

**719-Right to Search:** When/if the need arises, the Principal reserves the right to conduct lawful and reasonable searches of certain company property and the premises. Searches may be random or based upon reasonable suspicion. This includes e-mail, faxes, records

and information stored in computer, storage devices, and/or cloud storage. It may also include searching such items as desks, file cabinets and lockers. Refusal to allow a reasonable search is grounds for dismissal. You should only use e-mail, faxes and computers for business purposes. If you use them for personal matters or non-school matters, you do so at your own risk and risk dismissal from TCP. School related documents on personal computers are the property of TCP. Such documents will be relinquished by the employee at the time of termination of employment.

### **720 Student Transportation in Private Vehicles**

TCP will not authorize students to transport other students to school-related events and will not allow students to transport students to out of town school-related events. TCP employees shall not transport students in the employee's personal vehicle without written permission of the parents and administration.

### **721 School Safety – Surveillance Cameras**

Surveillance cameras are to ensure the safety of all students, staff, and visitors to Tri-City College Prep. The primary use of surveillance cameras is to monitor safety and security, though it may be used to provide evidence for student or staff disciplinary action and will serve as a deterrence for and prevention of unlawful activities on our campus. Only trained school administrators and necessary outside providers will have access to the data provided by the surveillance camera. No other stakeholders will be given access to surveillance cameras or their data without proper documentation. Surveillance cameras may be used in locations as deemed appropriate by the school administration but shall not be used in locations where there is a reasonable expectation of privacy.

Staff or students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be responsible for such losses, damages, and costs, and shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.