

THATCHER UNIFIED SCHOOL DISTRICT

Set to Soar

EMPLOYEE HANDBOOK



**2026-2027
SCHOOL YEAR**

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Cover Letter from Superintendent

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful school year. Not all District policies and procedures are included. Those included have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Superintendent's office.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures are subject to change and shall supersede any handbook provisions. For more information, employees may refer to the policies that are associated with specific topics, confer with their supervisor, or call the District Office. District policies can be accessed online at: <http://policy.azsba.org/asba/Z2Browser2.html?showset=Thatcher>.

Thatcher Unified School District No. 4 Faculty & Staff,

Welcome to the beginning of an amazing school year. Thanks for making a choice to be a part of the **EAGLE NATION**. I am grateful for your dedication to the students, staff and community of this district. Please take time to read the contents of this handbook as it will provide additional information to assist in your success as an employee of the Thatcher Unified School District No. 4 team.

I hope you have a great school year and if I can be of any assistance in any way throughout the year, please feel free to reach out either by phone or email.

Sincerely,



Matthew D Petersen
Superintendent
928-348-7202
petersen.matt@thatcherud.org

District Information

Vision Statement

We will create an environment that ensures all students are equipped socially and academically for their success in the future.

Mission Statement

Policy A

The Thatcher Unified School District No. 4 is committed to providing an appropriate and outstanding educational experience for every student served.

Belief Statements

Policy A

The District was established by the state legislature, under the authority contained in the Arizona State Constitution, for the sole purpose of providing an education to the students of the District. While the establishment of the District also provides other services, such as caring for students during the school day, providing employment to the school staff, and providing facilities for the use of the community, all of these services are necessarily subordinate to the District's prime function of providing an education to students. The Governing Board of the District is selected by the citizens of the community to ensure that this responsibility is accomplished. However, the Governing Board recognizes that it cannot accomplish this objective unless all of the sectors of the school community also accept and perform their responsibilities.

The Governing Board considers the responsibilities of these elements of the school community to be as follows:

Staff

The Governing Board fulfills its responsibility for the education of students by employing first a competent Superintendent, on whose recommendation it also employs a competent staff. As a condition of this employment, the Governing Board expects each member's best efforts to be exerted toward the accomplishment of the educational objectives of the District. Because education is imparted primarily by teachers, the Governing Board specifically places responsibility for maintaining and expanding educational ability on each teacher, to the end that each student may reach maximum potential and develop a sense of dignity and self-worth.

Parents

The Governing Board recognizes that the ultimate responsibility for the well-being of all children rests with their parents. All parents are expected to cooperate in the District's educational effort by ensuring maximum attendance of their children, by expecting that their children cooperate in the educational endeavor of the District, and by fostering an attitude in their children that recognizes the importance of education.

Community

The resources necessary to provide education for students are provided by members of the community through their taxes and other supporting services. The Governing Board's goal is that all members of the community, both individually and through their governmental, civic, and social organizations, will continue to support the educational activities of the District.

Students

Education is an opportunity provided to the children of the District by their community. The Governing Board expects that all students will learn to recognize the value of this opportunity, and will therefore work diligently to help ensure that their maximum potentials are realized. The Governing Board further expects that all students will recognize that their fellow students have the right to be educated, and will avoid any action that may interfere with their ability to exercise that right.

The Governing Board believes that education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in our society. Students should be taught to understand the duties and privileges of responsible citizenship as such duties and privileges relate to themselves as individuals and to the whole community. The vast changes brought about by increasing technology, population, and urbanization must also be taught. The input and support of the citizens of the community, and especially the professional staff, are solicited as the school community endeavors to develop the attitudes and abilities demanded in this age of rapid change.

In consideration of the accomplishment of these responsibilities by each sector of the school community listed above, the Governing Board, with the concurrence of each individual Board member, pledges its best efforts to ensure that the District is governed effectively and efficiently so that the goal of an appropriate and outstanding educational experience is available for all students of the District.

Governing Board

Policy BBA

Arizona law grants the Governing Board the power to govern and oversee the management of the District's schools. The Governing Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment of personnel, and facilities. The Governing Board has final control over school matters within limits established by state and federal laws and regulations.

Board Members

Dr. Gary Sorensen, President
Dr. Debbie Chapman, Clerk
Travis Smith, Board Member
Kate McCluskey, Board Member
Susan Hancock, Board Member

The Governing Board meets on the second Thursday of the month at 5:30 p.m. at the District Administration Center, 3490 West Main Street. Special Meetings may be called as necessary. A written notice of regular and special meetings will be posted near the District Administration Center entrance and on the District website at least 24 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. Emergency meetings may be held with short notice. All meetings are open to the public. In certain circumstances, Arizona law permits the Governing Board to go into a closed (executive) session from which the public and others are excluded.

Pre-Employment

Equal Employment Opportunity - Continuous Notices of Non-Discrimination

Policy GBA

The Thatcher Unified School District No. 4 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. This compliance is to include, but not to be limited to, the regulations of Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act, Title VII of the Civil Right Act of 1964, the Fair Labor Standards Act, The United State Constitution, The Arizona Civil Rights Act, Section 504 of the Vocational Rehabilitation Act of 1972, Americans with Disabilities Act and Federal Vocational Education Guidelines.

Any inquiries regarding the non-discrimination policies should be directed to the Office of the Superintendent, P.O. Box 610, Thatcher, Arizona, 85552. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.com> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

If the Superintendent is the subject of the complaint, then the complaint shall be filed with the President of the Governing Board.

Certification and Credentialing

Policy GCFC

Professional employees whose position requires certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the District Office in a timely manner. A certified employee under contract is not entitled to compensation if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend their certificate. All new and/or renewed certificates will need to be registered with the County Superintendent's Office prior to providing to the District Office to be placed in the employee file.

Alcohol and Drug Testing

Policy EEAEAA

Employees required to have a Commercial Driver's License (CDL) are subject to drug and alcohol testing. This includes: all drivers who operate any motor vehicle designed to transport sixteen (16) or more people including the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements in order to drive a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when: reasonable suspicion exists; at random; when an employee returns to duty after engaging in prohibited conduct; following accidents, and; as a follow-up measure. Return-to-duty and follow-up testing will be conducted on an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs.

Standards of Conduct

Policies GBEB, GBEB-R, GBEB-E

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. Employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

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

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District. The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk. The use of force on special education students is subject to additional rules under federal law. Employees restraining these students must have been certified in restraint training. This training is provided by the District for the employees that have special education students under their supervision.

All District employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

Statement of Ethics for School Employees

Policies GBEA

All employees of the District 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 schools belong 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:

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

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

Criminal History Background Checks

Policies GCF, GCF-R, GDF, & GDF-R

Employees will be subject to a review of their criminal history record information at the time they are hired for employment. The District retains the right to recheck an employee's criminal background at any time during their employment.

Employment

Job Vacancy Announcements/Transfers

Policy GCK

The Superintendent shall have the responsibility for the assignment of all personnel throughout the District. The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program. In addition, no right to school, grade, or subject assignment shall be inferred from the teacher's contract.

A teacher who has been employed by the District for the major portion of three (3) or more consecutive school years and who is currently designated in the lowest performance classification for two (2) consecutive school years shall not be transferred as a teacher to another school in the District unless the District has issued a Preliminary Notice of Inadequacy of Classroom Performance and approved a Performance Improvement Plan for the teacher, and; the Governing Board has approved the new placement as in the best interests of the pupils in the school. Following a transfer under this provision, a teacher who continues to be designated in one (1) of the two (2) lowest performance classifications shall not be permitted to transfer to another school. A teacher shall not be transferred more than once under the provisions of this paragraph.

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

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

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

All open positions in the district are posted on the District website and, depending on the position, may be posted on other statewide job vacancy websites.

Contract and At-Will Employment

Policies GCB, GDB

State law requires the District to employ all full-time, professional employees in positions requiring a certificate from the Arizona Department of Education under probationary or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for non-renewal or termination under A.R.S. 15-539.

The paragraphs that follow provide a general description of the employment arrangements used by the District. A Probationary teacher is a certificated teacher who has not acquired continuing status. A continuing teacher is a certificated teacher who has been and is currently employed by the District for the major portion of three (3) consecutive school years, and; who has not been designated in the lowest performance classification for the previous school year or who has not regained continuing status after being designated as a probationary teacher.

A continuing teacher becomes a probationary teacher in the school year following having been designated in the lowest performance classification and shall remain a probationary teacher until that teacher's performance classification is designated in either of the two (2) highest performance classifications. Administrators are not covered under the terms of the teacher appointment or evaluation statutes and do not gain credit toward continuing status.

Paraprofessional and Auxiliary Employees

All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

Performance Evaluation

Policy GCO, GDO

Support Staff

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Professional Staff

The District evaluation instrument will:

- Utilize the elements of the model framework of Marzano , The Art and Science of Teaching;
- Include quantitative data on student academic progress that accounts for fifty percent (50%) of the evaluation outcomes;
- Include four (4) performance classifications, designated as highly effective, effective, developing, and ineffective;
- Meet the data requirements established by the State Board of Education to annually evaluate individual teachers and principals.

Performance classifications for teachers shall be the same four (4) performance classifications adopted by the State Board of Education. The performance classifications are to be applied to the evaluation instruments in a manner designed to improve principal and teacher performance. At least annually, the Governing Board will discuss at a public meeting, its aggregate performance classifications of principals and teachers.

The District will involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. The following elements will be a part of the evaluation system:

- It will meet the requirements prescribed in statute and provide at least one (1) evaluation of each certificated teacher by a qualified evaluator each school year.
- A copy of the evaluation system shall be given to each teacher in the District.
- Specific training requirements for qualified evaluators, approved by the Governing Board, will be included which may involve local or national educator training resources recommended by the Superintendent.
- The Superintendent will recommend qualified evaluators to the Governing Board.
- Best practices for professional development and evaluator training adopted by the State Board of Education will be considered.
- The system will include a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students.

Either the qualified evaluator or another Governing Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.

Employee Involvement

Policy GBB

At both the campus sites and District levels, Thatcher Unified School District No. 4 offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district.

Staff Development

Policy GCI

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is district and campus-based, related to achieving campus performance objectives, addressing the campus improvement plans, etc... Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

The Governing Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its certificated staff. Such opportunities include, within budgetary limitation, special in-service training courses, workshops, school or District visitations, conferences, professional library, and assistance from supervisors and consultants.

Individuals holding renewable certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Complaints and Grievances

Policies GBK, GBK-R

A *grievance* is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. The term *grievance* shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. For instance, the suspension or dismissal of employees is covered by statute and, therefore, is not a grievable matter.

Also, assignment, reassignment, or transfer of an employee to another position or duties is not grievable beyond the Superintendent unless there is a reduction in compensation or the Superintendent requests that it go to the Governing Board for review. It is important for District staff to understand that the process clearly states, Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. It is also important for staff to utilize the appropriate grievance form, GBK-EA, which has been established for the purpose of filing a grievance. In an attempt to resolve a problem, employees are urged to discuss their grievance with their immediate supervisor prior to filing a formal grievance.

Conditions of Employment

Outside Employment and Tutoring

Policy GCR, GCRD

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

The outside work or self-employment by a staff member is of concern to the Governing Board in so far as it may:

- Prevent the employee from performing assigned responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the District.
- Raise a question of conflict of interest - for example, where the employee's position in the District permits access to information or other advantage useful to the outside employer.

Therefore, an employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees should disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Except by prior written authorization from the Superintendent:

- School buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the District.
- A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member's own classes.

Employee Dress Code

Policy GBEB-R

We are a community of learners; Employees should serve as positive role models for students, by exemplifying a respect for learning; Appropriate standards of professional appearance, and conveying community values about proper grooming and hygiene. All employees should dress in a professional manner that is appropriate for the work assignment. The District recognizes that "professional" work attire will vary depending upon the position held by the individual. The attire of all employees is expected to be neat, clean and professionally appropriate to their status as members of the faculty or staff. Attire may be of a formal or dress casual nature. Care will be given to ensure clothing is not torn, faded, frayed, tattered, shabby or stained in order to set an example to students and to maintain an atmosphere of respect. While individual style will be recognized, there are minimum standards of grooming and attire to which employees must abide. Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.

Minimum Standards:

- All employees shall be neat and clean when reporting to work.
- Clothing should not expose undergarments, buttocks, chest, or midriffs.
- Yoga pants, stretch pants, leggings may be worn as long as top, blouse, shirt, etc. reaches mid-thigh.

- Clothing shall be free from:
 - Profanity,
 - Obscene gestures,
 - Sexually graphic pictures,
 - Supportive references to alcohol, cigarettes, drugs or sexual activity, and
 - Messages degrading others on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, or disability.
- Exposed body art (tattoos) is to be covered as to not distract from the educational environment.
- No casual or graphic t-shirts except approved days. (Collegiate Tuesday, Eagle Green Thursday & Casual Friday)
- Dresses and skirts should be no more than 1½ inches above the knee or longer.
- Cropped slacks should be longer than knee length.
- No plunging or deep V-neck blouses
- Tops with lace or see-through mesh may be worn if the undershirt follows tank-top guidelines.
- Nose, cheek, lip and other visible body piercings will not be permitted.
- Hair should be of natural color when reporting to work.
- Attire for field trips and activities should meet the needs for the activity.
- Shoes or sandals must be worn. Rubber/Plastic/Foam beach-like flip-flops are not considered to be sandals.
- All employees must abide by all health and safety rules in relation to their specific job assignment. (Example: close-toed shoes for custodial staff)
- Collegiate Tuesdays will apply. i.e. college/tech school t-shirt or polo, jeans and tennis shoes.
- Eagle Green Thursday will apply. i.e. jeans/slacks/eagle t-shirt/eagle polo
- Casual/Fridays will apply. i.e. jeans, appropriate t-shirt and tennis shoes.

Discrimination, Harassment, and Retaliation

Policies GBA, GBA-R

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including Governing Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the principal, supervisor, or appropriate district official. If the principal, supervisor, or District official is the subject of a complaint, the complaint should be made directly to the Superintendent. A complaint against the Superintendent may be made directly to the President of the Governing Board.

Reporting Suspected Child Abuse

Policies JLF, JLF-R

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

The Arizona Department of Child Safety, Division of Children, Youth and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. <https://dcs.az.gov/report-child-abuse>. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports twenty-four (24) hours a day without wait times.

All reports made via the online website will require the person making the report (reporting source) to provide contact information. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

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

Sexual Abuse and Maltreatment of Children

Policies JLF

The District has established training for addressing sexual abuse and other maltreatment of children. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Arizona Department of Child Safety (DCS).

Technology Resources

Policies IJNDB

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all District-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the District.
- Does not unduly burden the District's computer or network resources.
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use. Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management may contact the Director of Network Systems.

The proper use of Artificial Intelligence (AI) programs can be effective at enhancing student learning and can prepare students with the competencies and knowledge needed in the digital age. Its use should also be guided by responsible and ethical considerations, including mitigating bias, promoting transparency, and providing AI benefits to all students. Use of AI programs in the classroom should be approved by the site or District administrator, and teachers' instructions and expectations should guide the classroom use of AI. Teachers should include relevant lessons on correct and responsible use of AI, and students should be taught standards regarding plagiarism and source citation and should use these guidelines if AI is used for a school assignment. AI use should be guided and monitored by teachers and/or administrators and should align with the district's guidelines and policies, including any relevant student rules/responsibilities. AI resources should be available to all students, including those with disabilities and English Language learners. Use of an AI system should comply with the Family Educational Rights and Privacy Act (FERPA) and should support data privacy and security.

Personal Use of Electronic Media

Policy GBEF, GBEFA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram, TikTok, etc.). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network sites or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent of the Superintendent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written

approval from the Superintendent. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

The employee continues to be subject to applicable state and federal laws, local policies and administrative regulations, even when communicating personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records.
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Confidentiality of District records, including educator evaluations and private email addresses.
- Prohibition against harming others by knowingly making false statements about a colleague or the school system.

Use of Electronic Media with Students

Policy GBEF, GBEFA

A certified employee, or any other employee designated in writing by the Superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the District through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are exempted from District regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram, TikTok, etc.). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g. A posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not communication.
- Certified employee means a person employed in a position requiring certification or a professional license, and whose job duties may require the employee to communicate electronically with students.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.

An employee who communicates with a student using text messaging shall comply with the following protocol:

- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics for Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records.
 - Copyright law
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student
 - Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
 - Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to the Superintendent.

Employee Arrests and Convictions

Policies GBEB, GBEB-R, & GBEB-E

A teacher who is arrested for or charged with any non-appealable offense listed in section A.R.S. 41-1758.03, subsection B and who does not immediately report the arrest or charge to his/her supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with Thatcher Unified School District No. 4.

Alcohol and Drug-Abuse Prevention

Policies GBEC, GBECA, and GBECB

Thatcher Unified School District No. 4 is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and/or illegal drugs in the workplace and at school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol and/or illegal drugs as defined by law during working hours may be dismissed.

Medical Marijuana

Policies GBAB & GBECA

The District recognizes Arizona's medical marijuana law and shall not discriminate in hiring, termination or imposition of any term or condition of employment or otherwise penalize an employee on the basis of the employee's status as an eligible medical marijuana cardholder, or as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the employee used, possessed or was impaired by marijuana on District property, at a District event, or during the hours of the employee's regular or extended hours of employment, or as prescribed by law.

Tobacco Products and E-Cigarette Use

Policy GBED

State law prohibits smoking, using tobacco products, or e-cigarettes on all District-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the District.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other District assets including employee time.
- Impropriety in the handling of money or reporting of District financial transactions.
- Profiteering as a result of insider knowledge of District information or activities.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities.
- Failure to disclose conflicts of interest as required by law or District policy.

- Any other dishonest act regarding the finances of the District.
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Conflict of Interest

Policy GBEAA

Employees are required to disclose, in writing, to the District any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities.

This includes the following:

- A personal financial interest
- A business interests
- Any other obligation or relationship

Employees should contact their supervisor for additional information.

Gifts and Solicitations

Policy GBEBC

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B Misdemeanor. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

Purchasing (Purchasing Ethics Policy)

Policy DJ

Employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

Any person that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

A gift or benefit means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property. *A gift or benefit* does not

include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen.

Copyrighted Materials

Policy EGAD

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

The District does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:

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

A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.

Associations and Political Activities

Policy GBI

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

No employee shall engage in political activities upon property under the jurisdiction of the Governing Board. Employees in their individual capacities may exercise their political liberties on property leased from the school for that purpose. Use of District resources including work time for political activities is prohibited.

Possession of Firearms and Weapons

Policy JICI

Employees, visitors, and students, including those with a license to carry a handgun, (with exception of uniformed police officers) are prohibited from bringing firearms, knives, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisor or call the police immediately.

Visitors in the Workplace

Policies KI & KI-R

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies GCB

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's salary schedules are reviewed by the administration each year and approved by the Governing Board. All District positions are classified as exempt or non-exempt according to federal law. Professional employees and building administrators are generally classified as exempt and are paid on a salary basis. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for any work beyond 40 hours in a work week.

All employees will receive written notice of their pay and work schedules before the succeeding school year. Employees who perform extracurricular or supplemental duties may be paid a stipend through a supplemental contract in addition to their salary according to the District's pay schedule.

Employees should contact the District Office for more information regarding the District's salary schedules.

Paychecks

Policy DKA

All employees are paid bi-weekly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Automatic Payroll Deposit

The District utilizes Automatic or Direct Deposit procedures for payroll. A notification period of 4 weeks (two Payrolls) is necessary to activate this service. Contact the District Office for more information about the automatic payroll deposit service.

Workload and Work Schedules

Policy GDL, GDK

Employees shall report to their duty stations at their designated time each workday and shall be available until the designated time(s) they are scheduled to leave.

Unauthorized breaks may be deducted from pay if they are deemed excessive. Continual or habitual unauthorized breaks shall be grounds for recommending discipline for the employee, which may include suspension or dismissal.

Employee work schedules and duties are assigned by the employee's supervisor or building administrator.

Professional Staff

Professional employees and administrators are exempt from overtime pay / comp time and are employed for a determined number of workdays. A school calendar is adopted each year designating the work schedule for teachers. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences and collaboration time. The schedule of planning periods is set at the building levels.

Support Staff

Support employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Classified employees must be compensated for overtime other than an emergency situation. Employees should not perform overtime work without receiving prior approval from the supervisor or building administrator. Employees that perform overtime work when there is no emergency or without prior approval from the supervisor or building administrator, will be subject to discipline, up to and including possible termination.

Payroll Deductions

Policy DKB, GCCC

The District is required to make the following automatic payroll deductions:

- Federal and State income taxes,
- Social Security (OASI/FICA),
- Employee contributions to the Arizona State Retirement System (ASRS)
- Other deductions authorized by the Governing Board and the employee.

Voluntary Deductions and Redirections

The following deductions and redirections have been authorized by the Governing Board:

- Insurance premiums for staff members or dependents who are being covered under Board-Approved Section 125 cafeteria programs.
- Direct deposits of net payroll with financial institutions.
- Tax-sheltered annuities for companies approved by the District.
- U.S. Savings Bonds.
- Professional dues.
- Contributions to qualified charitable organizations.
- Contributions to a public school for the support of extracurricular activities or character education programs of the public school.
- Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy GCCA

Compensatory time is accumulated pursuant to Fair Labor Standards Act (FLSA). Compensatory time should only be accumulated due to uncontrolled/unforeseen duties within responsibilities set forth in job description for employee's position, and:

- Shall not exceed forty (40) hours at any time throughout the designated year.
- When possible, should be exhausted within the week of accumulation.
- Should not be accumulated for purposes of "banking" for use at a later time, i.e., intentionally working through designated lunch breaks or extending a workday in order to avoid using earned paid accumulated leave.
- Supervisors may require employees to use compensatory time in order to reduce liability.

Policy GDBC

The District compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees (hourly employees) are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Non-exempt employees that are paid on a salary basis are paid for a 40-hour work week and do not earn overtime pay unless they exceed 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. on Sunday and ends at 12:00 p.m. on Saturday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all non-exempt employees:

- All compensatory time must be approved prior to earning it.
- Employees can accumulate up to 40 hours of compensatory time.
- Compensatory time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all non-exempt employees for the purpose of wage and salary administration.

Health, Dental, Vision and Life Insurance

Group health insurance coverage is provided through Arizona School Boards Association Insurance Trust health insurance program. The District's contribution to employee insurance premiums is determined annually by the Governing Board. Employees eligible for health insurance coverage include the following:

Employees who are employed a minimum of 30 hours per week. Current employees can make changes in their insurance coverage during open enrollment each year. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees annually. Employees should contact the District Office for more information. The District also provides a \$25,000 life insurance policy for all eligible employees (over 30 hours per week). An employee who resigns, retires will have insurance continued until the end of the month in which active employment terminates, after which he/she will be eligible to continue group health, dental and other medical benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Under COBRA, the employee would have to pay full premiums.

Supplemental Insurance Benefits

At their own expense, employees may enroll in supplemental insurance programs for vision, dental, etc... Premiums for these programs can be paid by payroll deduction. Employees should contact the District Office for more information.

Cafeteria Plan Benefits

Employees may be eligible to participate in the Cafeteria Plan and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, and additional term life insurance). A third-party administrator handles employee claims made on these accounts. New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy GBGD

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has workers' compensation coverage through the Arizona School Alliance for Workers Compensation. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the District Office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under Arizona Statute.

Travel Expense Authorization/Reimbursement

Policy DKC

Travel expenses incurred by an employee must be pre-approved by the employee's supervisor. For pre-approved travel, employees will be reimbursed for travel expenditures according to the current rate schedule and guidelines established by the District under USFR. Employees must submit receipts, to the extent possible, to be reimbursed for expenses. The following applies for Meals, Mileage and Hotel Accommodations:

- **MILEAGE:** Any employee who travels on behalf of Thatcher Unified School District No. 4 must take a school vehicle if one is available. If a school vehicle is not available, reimbursement is available according to the current rate schedule and guidelines established by the District under USFR. Mileage calculation will be calculated from the District Office, to destination, and back to the District Office
- **MEALS:** Any employee who travels on behalf of the Thatcher Unified School District No. 4 can receive per diem expenses for meals (breakfast, lunch, dinner) if the event necessitating the training does not provide them. For travel within the State of Arizona per diem rates are available in the amount according to the current rate schedule and guidelines established by the District under USFR. For travel outside Arizona contact the District Office for accurate per diem rates. Travel Per Diem Request Forms are available in the District Office and must be completed prior to traveling to be eligible for per diem expense coverage. All travel expense forms must be approved by the appropriate supervisor prior to submission.
- **HOTEL ACCOMMODATIONS:** Any employee needing hotel accommodations must submit a Travel Per Diem Request Form.

Termination of Employment

Resignations

Policy GCQC, GCQF, GDQB, & GDQD

Certified Employees

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

- May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.
- May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.
- Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. 15-341 or A.R.S. 15-539 whichever is appropriate.
- Shall, if disciplined under A.R.S. 15-539 or other applicable statutes, excluding A.R.S. 15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.
- Shall have the right to a hearing in accordance with the following:
 - Suspension under A.R.S. 15-341. The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.
 - Dismissal or dismissal with suspension included under A.R.S. 15-539. A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

The Superintendent will notify the Department of Education when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in an alleged immoral conduct.

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

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

Classified Employees

The employment of an at-will employee may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit to the Governing Board prior to the Board meeting a written response to the recommendation. If the at-will employee chooses to attend the Board meeting when the recommendation is considered, the Governing Board may, in its discretion, permit the employee to address the Governing Board concerning only the recommendation.

Term Employees

The employment of a term employee may be terminated for cause by action of the Governing Board at any time prior to the expiration of the term of employment. For the purposes of this provision, cause means any conduct that, in the judgment of the District, is detrimental to the interests of the District or its personnel or students and shall include, without limitation the reasons listed in policy GDQD.

Arizona State Retirement System (ASRS)

All personnel employed on a regular basis for at least 20 hours per week for at least 20 weeks are members of the Arizona Retirement System. Employees who plan to retire should notify the business office as soon as possible. Information on the application procedures for ASRS benefits is available from ASRS. <https://www.azasrs.gov/>

Leaves and Absences

Professional/Support Staff Sick Leave (Accumulated Leave)

Policies GCCA, GCCB, GCCC

The District offers employees paid leaves of absence, if available, in times of need. This handbook describes the basic types of leave available and restrictions on leaves of absence.

Each eligible staff member shall be credited with leave allowance at the following rates:

- 10-11-12 month fulltime employees shall be credited with a leave allowance at the rate of one (1) day per month, determined by the number of months employed.
- Part-time employees are credited for one (1) hour leave for every thirty (30) hours worked.

Leave must be used in half day or full day increments dependent upon scheduled hours. Earned comp time must be used before any available paid leave. Employees must follow District and campus procedures to report or request any leave of absence. Questions/clarifications re: leave accruals and use can be directed to the district payroll or human resources offices

Medical Certification

Any employee who is absent more than three days because of a personal or family illness may be required to submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the District as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Family and Medical Leave Act (FMLA)—General Provisions

Policies GCCC

The following information is from the federal notice, Employee Rights and Responsibilities Under the Family and Medical Leave Act. Specific information that the district has adopted to implement the FMLA follows this general notice.

Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes leave under FMLA to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave under FMLA, employees must comply with the district's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated under FMLA and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not covered under FMLA, the employer must notify the employee.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures. For additional information: 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 www.wagehour.dol.gov

Local Family and Medical Leave Provisions

Use of Paid Leave

FMLA leave runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, and absences due to a work-related illness or injury. The District will designate the leave under FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses

Spouses who are employed by the District are limited to a combined total of twelve (12) weeks under FMLA to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of twenty-six (26) weeks.

District Contact

Employees requesting FMLA leave or have questions should contact the Director of Financial Services for details on eligibility, requirements, and limitations.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or illness wages. While an employee is receiving workers' compensation wage benefits, the District will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Bereavement Leave

Policies GCCH

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

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

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

Jury Duty

Policies GCCD

Only the regular salary may be received by an employee on jury duty. It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed. An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed.

Victim Leave

Policies GCCD

Employee is the victim of juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S. 8-420 or 13-4439. Compensation may be provided if the employee has available vacation or to the extent other leave may be available by policy.

- An employee's accrued vacation, personal, sick or other applicable leave shall be used to the extent available by policy.
- If paid leave is unavailable, the employee must request an unpaid leave of absence in accordance with policy.
- Before an employee may leave work for this purpose, the employee shall provide the employer with a copy of the form provided by law enforcement and if applicable a copy of the information the law enforcement agency provides the employee.
- Leave for this purpose may be limited if the leave creates an undue hardship to the employer's business.

Military Leave

Policies GCCD

An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training.

- An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence.
- The District must reemploy uniformed service members, as defined in 38 U.S.C. 4303, returning from a period of service, if the service member:
 - Was employed by the District.
 - Gave the District notice that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable.
 - Has a cumulative period of service in the uniformed services not exceeding five (5) years.
 - Was not released from service under dishonorable or other punitive conditions.
 - Has reported back to the District in a timely manner or has submitted a timely application for reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act.

Continuation of Health Insurance

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed twenty-four (24) months. Employees should contact the Business Office Specialist/Payroll personnel for details on eligibility, requirements, and limitations.

Absent without pay

Policy GCCC

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

- A reason that conforms to a policy currently in effect but the maximum accumulated leave provided for in that policy will be exceeded; or
- A reason that does not conform to any policy currently in effect; or

- Failure to report to work without prior notification to the Superintendent.

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

Employees requesting uncompensated leave must have exhausted all accumulated leave and/or vacation, if applicable. Compensatory time, if available, must also be used prior to requesting uncompensated leave provided sufficient time has been accumulated to total half-day or full-day increments to be deducted in hourly increments (dependent upon work schedule).

General Procedures

Bad Weather Closing

Policy EBCD

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website and notify local media.

Bloodborne Pathogens Procedures

Policy GBGC, GBGC-E

In order to prevent, reduce, and minimize exposure to bloodborne pathogens, the following general practices and controls are specified.

Universal Precautions

Universal precautions are those precautions that prevent contact or exposure to blood or other potentially infectious materials. It is assumed that all body fluids are contaminated and infected with bloodborne pathogens.

Work Practice Controls

Hand washing facilities are readily accessible to all employees with occupational exposure. Hands must be washed in the following situations:

- Each time there is skin contact with body fluids
- Before putting on gloves and after the removal of gloves
- Before and after eating
- After using restrooms
- After handling any potentially infectious/hazardous material

If hand washing facilities are not readily accessible, an antiseptic towel or antiseptic cleaner in conjunction with clean clothes or paper towels are provided. Red biohazard bags are available at each school site in the Health Office. Contaminated disposable sharp instruments shall be discarded into closeable, leak proof containers labeled as biohazard. Personal Protective Equipment (PPE) is provided at no cost to employees who need to protect themselves against blood or other potentially infectious material.

Any exposure to blood or other potentially infectious materials must be reported to the employee's immediate supervisor or the site administrator as promptly as possible for investigation and documented findings.

District Mail and Delivery Services

Policy EGAE

The use of District mail facilities and personnel for the distribution of materials and communications shall be restricted to materials and communications that further the official school business and the educational purposes of the District. The District shall not be liable for items lost, opened or damaged as a result of the use of the mail service.

Emergencies

Policy EBC

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures.

Purchasing Procedures

Policy DJ – Purchasing Ethics Policy

Policies DJE, DJE-R, & DJE-E

All requests for purchases must be submitted to the business office on an official district purchase request form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made prior to obtaining a purchase order number. The District will *not* reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's Business Office. Contact the Director of Finance or Payroll (Auxiliary Operations & Student Activities) for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up-to-date. Employees must notify Human Resources if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

Personnel Records

Policies GBJ & GBJ-E

Most District records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Personal email address

The choice to not allow public access to this information may be made at any time by submitting a written request to Human Resources. Otherwise, personal information will be released to the public if requested.

Use of School Facilities/Equipment

Policy KF

Employees who wish to use district facilities must follow established procedures. Contact the Superintendent office to request use of facilities and to obtain information on the rental fees.

Student Issues

Equal Educational Opportunities

Policy JB

Thatcher Unified School District No.4 does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the Superintendent. Questions or concerns about discrimination on the basis of a disability should be directed to the Director of Educational Services, the District ADA/Section 504 Coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy JR

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. The District is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus administration for assistance.

Parent and Student Complaints

Policy JII

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Governing Board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's Office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policies JLC & JLCD

Only designated employees may administer prescription medication, or non-prescription medication. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis and medication for diabetes management, if the medication is self-administered in accordance with District Policy and Procedures. A student who must take any other medication during the school day must bring a written request from his or her parent/s and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policy JK

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and the discipline matrix. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the Governing Board. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus administration.

Student Attendance

Policy JE

Teachers and staff should be familiar with the District's Policies and Procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact campus administration for additional information.

Student Grades

Policies IKA, IKA-R

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents. Student grades will be electronically documented through the district's electronic grading program. Grades should be updated weekly. Teachers should take a minimum of two (2) grades weekly. Each campus determines the weight of assignments. Teachers should ensure that all students shall receive remediation / interventions for content which the student received a failing grade.

Bullying

Policy JICK, JICK-R

All employees are required to report student complaints of bullying to the campus administration. The District's policy includes definitions and procedures for reporting and investigating bullying of students.

Hazing

Policy JICFA, JICFA-R

Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District Schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District School.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

APPENDIX

Guiding Principles of Exceptional Character

Adaptability - The ability and willingness to change. To put oneself in harmony with changed circumstances. To be ready and willing to adjust as necessary to the changes in people and circumstances that arise in daily life.

Compassion - Kindness. The desire to help others in distress. To show kindness and concern for others in distress by offering help whenever possible.

Contemplation - Giving serious consideration to something. To think things through with proper care before taking action.

Courage - Bravery. The willingness to put one's beliefs into practice, the capacity to meet danger without giving way to fear. To face difficulty or danger and express your beliefs even if you are afraid.

Honesty - Truthfulness, sincerity. The act or condition of never deceiving, stealing, or taking advantage of the trust of others. To be truthful in all that you do and never deceive, steal or take advantage of the trust of others.

Initiative - Eagerness to do something. To take responsible action on your own, without prompting from others.

Loyalty - Faithfulness, dependability. The quality of being faithful to another person in the performance of duty; adhering to a contract with another person. To show others that you are dependable when you have a commitment to them.

Optimism - Positive beliefs. The inclination to take a hopeful view or think that all will work out for the best. To strive to be positive in your beliefs about yourself, others, and the future.

Perseverance - Hard work. The quality of trying hard and continuously in spite of obstacles and difficulties.

Respect - Regard, value, admire, and appreciate. Special esteem or consideration in which one holds another person or thing. To show regard for yourself, others, and the world around you.

Responsibility - Accountability. To consider oneself answerable for something. To demonstrate that you consider yourself to be accountable for your actions and that you follow through on your commitments.

Trustworthiness - Reliability. Dependable, deserving of trust and confidence.

THATCHER UNIFIED SCHOOL DISTRICT No. 4

2026 - 2027 ACADEMIC CALENDAR

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

Aug-26						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6*	7*	8
9	10*	11*	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept-26						
Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30			

Oct-26						
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25	26	27	28	29	30	31

Nov-26						
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29	30					

Dec-26						
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27	28	29	30	31		

July 13	Registration Begins
Aug 6-7 & 10-11	Certified Staff PD Days
Aug 10	All Employee Inservice/Orientation
Aug 12	First Day of Classes
Aug 14 & 21	Early Release - All Grades
Sept 4	No Classes/District Closed
Sept 7	Labor Day/District Closed
Oct 8	End of 1st Quarter
Oct 9	Fair Day/District Closed
Oct 12	Columbus Day/District Closed
Oct 14-15	K-6 Early Release - Parent/Tchr Conf
Oct 15	MS Early Release - Parent/Tchr Conf
Oct 20	40th Day
Nov 11	Veterans Day/District Closed
Nov 25-27	Thanksgiving Break/District Closed
Dec 16 & 17	HS Early Release - Exam Schedule
Dec 17	Early Release - All Grades
Dec 17	End of 2nd Quarter/End of 1st Semester
Dec 18-Dec 25	Winter Break/No Classes/District Closed
Dec 28-Dec 31	Winter Break/No Classes/District Open
Jan 1	Winter Break/No Classes/District Closed
Jan 4	Classes Resume
Jan 8 & 15	Early Release - All Grades
Jan 18	MLK Jr.Day/District Closed
Feb 12	No Classes/District Closed
Feb 15	President's Day/District Closed
Feb 22	100th Day
Feb 25	MS Early Release - Parent/Tchr Conf
Mar 11	End of 3rd Quarter
Mar 12 & 15-19	Spring Break/District Closed
Mar 26	Good Friday/District Closed
April 23	No Classes/District Closed
April 26	No Classes/District Closed
May 18 & 19	HS Early Release - Exam Schedule
May 20	Last Day of School/End of 2nd Semester
May 20	8th Grade Promotion
May 20	Teacher Checkout
May 21	HS Graduation

Jan-27						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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24	25	26	27	28	29	30
31						

Feb-27						
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28						

Mar-27						
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28	29	30	31			

Apr-27						
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May-27						
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23	24	25	26	27	28	29
30	31					

* Teacher Professional Development Days (4)						
Early Release						
MOD-5 Remediation						
School Closed						
District Closed						
Adopted: Board Mtg. 1/8/2026						

June-27						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

THATCHER UNIFIED SCHOOL DISTRICT NO.4
“SET TO SOAR”



“WHAT DOES YOUR TARGET LOOK LIKE?”