2020-2021 Employee Handbook

This handbook supersedes any previous handbooks prior to June 30, 2020.

This handbook serves in conjunction with the requirements and procedures outlined in the CAVIT COVID-19 Protocol Plan for School Reopening approved at the July 1, 2020 Board Meeting. This plan can be referenced on our school's website.

Vision Statement
Education with a Purpose

Mission Statement
The Central Arizona Valley Institute of Technology provides Career and Technology Education opportunities for students to become members of a competitive workforce.

CAVIT School Jurisdiction
The CAVIT School District has authority and control over its students during the regular school day, attendance at any school-related activity, regardless of time and location, and any school-related misconduct, regardless of time and location.

Non-Discrimination Statement for CAVIT School
The CAVIT School District does not discriminate on the basis of race, color, national origin, sex, or handicap in providing education services. Mike Glover, Superintendent, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and of Section 504 of the Rehabilitation Act.

NOTE: Items highlighted in bold are new or clarified for the 2020-2021 school year.

Attendance Policy
Monitoring student attendance is the responsibility of the individual teacher. Attendance is to be reported through Schoolmaster, our computer-based system, each class session. Attendance must be entered and submitted within the first 20 minutes of each session. Reference student handbook for makeup and late work procedures.

Audio Visual Materials and Media
Classroom teachers are encouraged to supplement and enrich their lesson content with appropriate audio visual materials and media. All AV materials and media (film, digital, tapes, CD, satellite or cable) used or shown must be directly linked to a specific learning objective (course standard). In addition, adequate lighting must remain on in the classroom at all times.
when audio visual/media materials are being used. Any AV materials or media that is being used during a lesson should be included in weekly lesson schedules. Full length feature films/movies are NOT to be shown in their entirety.

Under no circumstances may an excerpt from a film, movie, or other visual material, with a rating other than “G” or “PG”, be shown.

**Building Maintenance and Repairs**
The Superintendent will maintain the official facility and event calendar for CAVIT. All events/activities must be placed on the CAVIT calendar. Events may be placed on the calendar by emailing the Superintendent. Each activity scheduled (on or off campus) must be placed on the calendar.

Careful planning and scheduling of school activities is essential in order to avoid conflicts. In the event that conflicts do occur, the decision as to which activity should receive priority rests with the Superintendent.

If an event is cancelled or changed, please notify the Superintendent immediately, so changes can be made on the calendar.

The upcoming events calendar maintained on the CAVIT website is only a highlight of future important events. This IS NOT a complete listing of school-related events that will be occurring in the near future.

**Certified Teacher Contract**
The CAVIT teacher contract is legal binding with language created by the county school attorney and approved by the school board. All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified certified teacher as a replacement. A teacher who resigns contrary to this section shall be deemed to have committed an unprofessional act and shall be subject to penalty as provided under Arizona Statue and State Board of Education regulations.

There is a $2,500 liability penalty for breaking the teacher contract. An additional $600 is assessed if the teacher was paid the signing bonus for a total $3,100 penalty fee. Under the FY21 Prop 301 Plan, a teacher not fulfilling their contract obligation or not finishing the school year, regardless the reason, is ineligible for performance funding.
Cheating/Plagiarism
Cheating shall be defined as receiving or giving unauthorized information or assistance on tests, examinations, homework, projects or other assignments intended for individual completion. The penalty for cheating/plagiarism will be a grade of zero in the work involved for all parties involved. This grade will be recorded in the grade book, the situation will be documented, and report made to the Superintendent. Teacher notification of the student's parents is required.

Child Abuse and Neglect
It is the responsibility of ALL school personnel to be aware of the possibilities of child abuse and/or neglect. A staff member who suspects there may be an incident of child abuse and/or neglect should immediately report the concern to Child Protective Services (1-888-SOS-CHILD). Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or 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 death is protected under A.R.S. 36-2281. Staff shall immediately report or cause reports of such information to be made to a peace officer or to Child Protective Services (CPS) of the Department of Economic Security, except if the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two hours. Such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor’s age and the nature and extent of the minor’s abuse, child abuse, or physical injuries or neglect, including evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person furnishing a report, information, or records required or authorized under Arizona Revised Statutes or a person participating in a judicial or administrative proceeding or investigation resulting from a report, information, or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of such action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

Classroom Access and Security Alarms
Teachers may access their classrooms anytime on a school day and on the weekends. In addition, security cameras monitor the campus entrances and breezeways. Teachers are to only unlock classroom doors facing the breezeway for this school year. All other doors are to remain locked at all times. The only exception is Dental II and Massage classes that will unlock their clinic entrance doors only on Fridays when clinics are in operation.
Clinic Services
Per COVID-19 protocols, all clinics are cancelled until normal school operations resume. Staff are prohibited from receiving clinic services during work hours. Staff pets are not allowed on campus.

Copy Machine Use
Front office will not make copies for teachers nor students. Teachers can submit copy job requests by completing the form and submitting the packet into the container underneath the staff mail boxes.

COVID-19 Staff Safety Protocols

Exposure Assessment
Prior to allowing employees to report to work, District administration will assess each work area to determine whether personal protective equipment ("PPE") is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE will be provided to staff at no cost and staff will be trained on its correct use.

Each employee will take his/her temperature and complete the online health screening survey when arriving at work. An employee with a temperature higher than 100.4 degree and having any of the symptoms listed above shall notify Mr. Glover before the school day begins.

Daily Screening
Employees may not report for work if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell
DEVELOPMENT OF COVID-19 SYMPTOMS

- Employees who develop symptoms at home should notify Mr. Glover and stay home. Sick employees should follow CDC guidelines regarding care and return to work, in consultation with health providers. Employees who are well but who have a sick family member at home with COVID-19 should notify Mr. Glover and complete the District’s leave form.
- Employees who develop symptoms at work should immediately report the development to Mr. Glover (maintaining social distancing), be separated from other employees and students, and be sent home.
- Employees who are visibly not well enough to drive or who request assistance will remain in an isolated location while waiting for a family member or other driver to transport home.

Handwashing
All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:
- upon arrival at school
- after being outside for physical activity
- prior to leaving school
- after sneezing, coughing, or blowing nose

Enhanced Social Distancing
Employees are required to maintain six feet between individuals at all times unless it is not physically possible or, for a student’s safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if student requires toileting help, is having a physical emergency, or requires a two person restraint), the staff member will resume social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched.

Cloth Face Coverings
Employees are required to wear cloth face coverings at all times, unless a health condition prevents it. Employees needing a reasonable accommodation due to a disability should contact Mr. Glover. Cloth face coverings are not surgical masks or other medical personal protective equipment. Wearing cloth face coverings does not replace the need to maintain social distancing of at least six feet whenever possible.

Law Enforcement and Fire Science teachers will not be required to wear cloth face coverings during physical training activities and when social distancing is maintainable. Staff should bring their own cloth face coverings to and from school, CAVIT will have a supply available to provide staff who do not have their own coverings.

Any employee who has difficulty breathing or who is incapable of physically removing the mask on his/her own, will not wear cloth face coverings and alternative methods of protection will be discussed with Mr. Glover.
Janitorial staff are required to wear cloth face coverings, or other personal protective equipment (as available and appropriate), unless a health condition prevents it, while cleaning and disinfecting the schools.

Cleaning and Disinfecting
All frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. Employees are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

*Reference the FY21 COVID-19 Reopening Plan for additional duties and responsibilities for ensuring the health and safety of students.

Discipline, Suspension and Dismissal
An employee may be disciplined for infractions that, in the judgment of the District, are inappropriate (Ref Policy GCQF).

Dress and Grooming of Employees
Employees should model appropriate dress and behavior at all times.

Health Careers and Cosmetology teachers will be provided a scrub jacket that is to be worn daily that mirrors the student uniform requirement. Teachers may wear non-CAVIT scrub top or pants if desired but the provided jacket is always to be worn. Health Careers and Cosmetology teachers may not wear non-scrub tops (i.e. polo, tee, sweater, and sweatshirt). Law and Fire teachers are to wear the student uniform requirement with the exception of wearing a polo from an industry agency if desired.

Employees will be asked at times to wear professional dress to various school functions. Professional dress allows individuals to present themselves so that the best possible impression is made.

Administrators and Front Office Support Staff will wear professional dress each day. Teachers will be informed by the superintendent when professional dress is required at CAVIT events.

Professional dress defined:
- Males-Dress slacks, closed toe dress shoes, leather belt, long sleeve dress shirt, tie or bowtie. A jacket, vest, or sweater is optional.
- Females-Dress, pant suit, dress slacks with blouse or sweater and closed toe dress shoes (preferred). A jacket, vest, sweater, shrug or pantyhose is optional. Be mindful of covering line of cleavage when wearing professional dress.
Employee Evaluation
In accordance with state laws, all certificated personnel will participate in the development and periodic evaluation of teacher performance. A teacher’s classroom performance is inadequate if the teacher receives an unsatisfactory rating in one or more components listed on the teacher evaluation instrument. (Ref. GCO) The Superintendent serves as the District’s evaluator. Per the FY21 Prop 301 Plan, a teacher is ineligible to receive performance goal funding if a rating of Ineffective is received on any standard on the final 2020-2021 teacher evaluation instrument.

Equipment, School Owned
It is essential that each employee accepts responsibility for school equipment. Failure to maintain proper supervision and to see that such equipment is returned to proper storage may result in damage to valuable property. Employees may not loan nor provide any stakeholder (fellow teachers, students, and community at large) with CAVIT equipment or supplies for any reason without Superintendent approval.

Equipment, Personal Owned
Employees are not authorized to bring personal equipment into their program areas (i.e. microwave, refrigerator, griddle, fan, exercise machine, furniture). The front office kitchen is available to all staff to cool and heat food items. Staff should only bring food items for one day consumption. Any personal equipment found in classrooms will be disposed of without teacher notice.

Examinations, Grading and Testing
Quarterly and semester examinations are mandatory and administered online via www.classmarker.com or GoFormative.

Faculty Meetings
**Faculty meetings will be held at 2:35pm in the multipurpose room when warranted.** Employees will be emailed with 24-hour notice on all meetings. Faculty meetings are a critical communication tool for CAVIT and are mandatory. Special meetings may occasionally be called on an as needed basis. Punctuality on the part of all employees is essential.

Faculty/Staff Professionalism
Faculty and staff are expected to conduct themselves in a professional manner. This includes not only professional dress, but the manner in which we conduct ourselves when representing CAVIT. We are to remain professional when addressing students, parents, community members, and other staff members. This includes personal conversation, phone calls and emails. In addition, our classrooms require that we conduct ourselves in a professional, courteous manner.

Discussing staff, administration, and other program students, where comments are made in a negative, demeaning manner is considered an unprofessional act.
Field Trips/Assemblies/Extracurricular Activities

Per COVID-19 precautions, field trips will be cancelled. Teachers will use virtual learning opportunities (such as virtual tours) to enhance students’ educational experiences. If it is possible to hold school-wide assemblies virtually with student groups remaining in their classrooms, those types of assemblies will be encouraged to increase the sense of community among students and staff.

Extracurricular and intracurricular work-based learning activities will be cancelled unless the activity can be conducted in compliance with these protocols.

Under normal school operation-A field trip should be planned only if the teacher sincerely feels that the trip will make a positive contribution to the desired learning outcome of the class. No field trips will be taken after November 22nd for first semester and April 30th for second semester. Approval for each field trip must be obtained and the appropriate paperwork completed and signed by the Superintendent at least three weeks in advance of the scheduled trip. Teachers are to use the CAVIT field trip request form (on website) to schedule events. Approved field trips will be added to the school calendar.

Student field trip/grade check permission forms are to be collected and handed in by the teacher to the Superintendent no later than five school days prior to the assigned date. The front office will not collect any field trip forms from students. Permission forms submitted after the five school deadline and/or incomplete forms will not be accepted. Students may not submit online grade reports in lieu of submitting the school form.

First or second session students participating in all day field trips that arrive back to CAVIT before 2:30pm are required to stay in class until 2:30pm dismissal.

Financial Accounting

All funds collected by and for CAVIT must be deposited daily by 2:35pm with the Business Manager. Funds should never be kept overnight by a school employee. A receipt will be given to the person making the deposit reflecting the organization’s account to which the funds are credited. Employees are prohibited from taking funds home with them and under no circumstances should money be left in the employee’s work area. If necessary, money may be placed in the school vault for safekeeping. Daily deposits prevent and discourage break-ins and thefts.

Fire Drills/Practice Lockdowns

Fire drills and practice lockdowns will be conducted periodically throughout the school year. Maximum silence is to be observed by students. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The following rules and procedures will be complied with in all schools:

- Evacuation routes will be posted in each room. These routes will indicate the exits and the evacuation area to which the students should proceed upon leaving the building.
• A district fire alarm signal will be used for fire drills only; another intercom announcement will be made by the superintendent for return to class.
• No student or staff member is to remain in the building during fire drills.
• All persons should exit according to their posted evacuation routes and proceed a safe distance away from the building.
• It is each student’s responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
• The teacher will be responsible for maintaining order during the evacuation.
• The teacher will take roll when the class is in the assigned evacuation area.
• The name of any student not accounted for is to be reported immediately to the Superintendent.
• A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made for each exercise.

**Food/Drinks/Rewards/Celebrations**
No food or gum is allowed in any classroom at CAVIT. Bottled water is the only permissible drink allowed. Classroom potlucks and food parties for birthdays and celebrations are not allowed at any time. Stored food in classrooms will be disposed of without teacher notice.

Rewards offered to students not directly related to academic achievement are not allowed. Examples include sports competitions, watching a movie/TV show, arts/craft project, or “free day” from work.

Teachers are not allowed to decorate classrooms for holidays.

**Gradebook**
Both students and parents will be able to access teacher Schoolmaster online grade books. Students and parents will be given online access username and password by the end of week three.

Each teacher will refresh/update his/her Schoolmaster grade book at least once a week. Careful consideration should be given to the type of assessments and assignments given to students. Teachers will include at least two new grades each week in order to inform students and parents of academic progress in each class.

**Grading**
At the beginning of each year, teachers should go over their grading criteria with each class. Students should know what is expected in regard to preparation of assignments, format to be used and specific policies regarding any unique features of individual courses. Teachers should grade and return all work completed. Grading should be precise, accurate and specific enough so that each student clearly understands what needs to be done for improvement. A rubric must be used for major assignments, projects and assessments. This must be given to students when the project or assignment is assigned. Grades received at the end of each grading period should never be a “surprise”. Six week progress reports will be mailed out to all students.
Grades, Records, and Reports
Teachers are responsible for preparing and maintaining the following records and reports:
1. Student grade reporting through Schoolmaster
2. Progress reports
3. Student daily attendance reporting through Schoolmaster
4. Lesson planning
5. Course outline
6. Course syllabus
7. Documentation of student skill attainment

Grievance Procedure
A grievance is a complaint by a District employee alleging a violation or misinterpretation of District policy or regulation that directly governs the employee’s terms and condition of employment. Employees may follow the grievance procedure as outlined in policy GBK-R in the policy manual.

Health and First Aid
In case of serious injury, first aid should be given, and the Superintendent should be notified immediately. If warranted, emergency medical assistance (call 9-1-1) should be called as quickly as possible. Teachers are to complete a Student or Visitor Accident Report Form (on website) immediately after the event and submit the form to the Superintendent.

Homework and Assignments
There are no specific requirements regarding the amount, if any, of homework students are assigned. However the following guidelines should be of major consideration.
1. Homework should have a positive purpose with definite learning objectives in mind.
2. Assigned homework should always be checked for completion, errors noted and graded.
3. A student’s repeated failure to accomplish homework should be documented and the parents notified

Leaves

Personal Leave
Each employee will be granted personal leave not to exceed three days per year. Personal leave will not be granted on the day immediately preceding or following a holiday or vacation, on an in-service day, as well as, during the first two weeks of school or the last two weeks of school. Requests for personal leave must be received at least four school days prior to the first day of leave and must be approved by the Superintendent.

Legal, Jury Duty and Military Leaves
It is recognized that no employee is exempt from jury duty. The Board will grant leaves when an employee is called to attend field training services, military reserve or National Guard.

Bereavement Leave
An employee may be granted up to five days of leave per year with pay to be used in the event of death in the employee’s immediate family.
Sick Leave

*Reference additional sick leave protocols under COVID-19 section.* Each employee shall be credited with a sick leave allowance at the rate of one day per month up to ten days. The unused portion of such allowance shall have unlimited accumulation. When an employee exhausts all days of accumulated sick leave, an unpaid leave of absence may be requested, pursuant to District policy. There are no provisions for granting accumulated sick leave to another employee.

Family Medical Leave Act

Because CAVIT has fewer than 50 employees, FMLA (Federal Medical Leave Act) leave is not available.

Payout of Unused Leave

There are no payout provisions allowed of unused leave balances for employees leaving the district.

Substitutes

Providing substitutes for faculty at CAVIT will be supervised by the superintendent. Every effort will be made to provide a substitute; however, last minute requests could involve staff members filling in for other staff members during their conference period. All teachers will place emergency lesson plans in their Google classroom for easy substitute and student access.

Procedures for Requesting a Substitute

1. Text the Superintendent that you will be absent. Superintendent will inform front office and a note will be placed on teacher’s door informing students to report to assigned classroom.
2. Place assignments in Google classroom before school begins that day.
3. When arriving late to work, contact the Superintendent directly indicating how long you will be out. Contact the Superintendent immediately when you arrive via email.
4. If absence is known in advance, complete leave form (on website) and submit to Superintendent who will assign substitute coverage and notification of approval.

Leaving Campus

Students

CAVIT is a closed campus. Therefore, students are not authorized to leave campus during class without having obtained prior permission from the front office. In addition, students may not have visitors on campus.

Employees

The regular workday for CAVIT teachers is 6:30am-2:45pm. Certificated employees needing to leave campus during the 9-9:30am break will need to complete a leave request and have prior approval from the Superintendent. Certificated employees are not required to sign out during the 11:30-12:30 lunch timeframe.
Lost and Found
Lost articles should be turned in to the front office. If personal items are not claimed in 3-4 weeks of time, they will be given to a charitable organization.

Mail
Employee mailboxes are located in the front office. Employees should check their mailboxes daily for mail. Employees should not allow mail or any other material to accumulate in their mailboxes. You are expected to remove all material each time you check your mailbox. In this way any new material will quickly come to your attention. Employees are expected to check their school email regularly throughout the day and respond to emails.

Front office staff will not release contents of teachers’ mailboxes to any stakeholder for any reason.

Maintenance
Requests for maintenance, facility/equipment repair or special custodial services should be emailed to the superintendent. Heating and cooling problems are handled by the Superintendent. Employees can assist greatly in building maintenance by having a quick, general clean-up in their rooms at the end of each day.

Monitoring of Students
Teachers are to monitor students at all times in all CAVIT settings. Teachers are not to leave students unattended to visit with front office staff, check mailboxes, conduct business, or to hold conversations in breezeways. Such needs are to be handled before school, during mid-morning break, lunch or after school. If a restroom visit is needed, please call a front office staff member to monitor your students.

News/Publicity
Employees having material suitable for release to the newspapers must send the information, in writing, to the Superintendent who will forward the information on to the appropriate sources. All campus communication with outside media sources should be directed to the Superintendent.

Non-School Employment
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, school, or equipment are used, except as provided by policy, and the outside work or self-employment does not interfere with the employee’s performance of District-assigned duties. The outside work done by a staff member is of concern to the Board in so far as it may:

- Prevent the employee from performing his/her responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the School District.
- Raise a question or conflict of interest - for example, whether the employee’s position in the District gives him/her access to information or other advantage useful to the outside employer.
Therefore, an employee may not perform any duties related to an 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 who violate this policy are subject to reprimand, suspension, or termination.

Open Records
Parents have the right of access to “all written records of CAVIT concerning the parent’s child”. Parents must not be allowed access to the records of or given information concerning any student other than their own. Remember email is subject to the Open Records law. Please do not include anything in an email you would not want others to read.

Overnight Trips
CAVIT will not sponsor overnight trips for any purpose other than those which are of a purely academic nature. The activities must have prior approval of the Superintendent. Any out-of-state trips or competitions must have home school board approval before arrangements are made. The superintendent will handle the requests submitted to the home school governing boards. Individual employee travel for out-of-state trips is subject to approval by the school board.

Parent Consultations
Each teacher shall consult with parents so they recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our school. Such consultation may be in the form of phone contacts, progress reports, in-person appointments.

Political Activities
CAVIT recognizes the rights of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings or other resources may not be used to influence the outcome of elections.

Parking, Staff
Employees are not allowed to park in fire lane areas or next to classroom back doors. Employees are to park in assigned parking spaces at all times.

Policies
The CAVIT School policies are listed online and can be accessed using the following address http://ip.ctspublish.com/asba.

Probationary Period
A teacher, upon appointment to a regular contract position, must serve a two-year non-continuing probationary period. During that time, the teacher will be evaluated by the Superintendent on a performance appraisal each year.

Procedures for Purchase Orders
Please see the Business Specialist.
Purchases

Purchases for program equipment, supplies, travel, lodging or on behalf of students must have prior approval by the Superintendent. Employees who use personal funds for purchases will not be reimbursed unless the Superintendent has granted prior written approval. There will be no exceptions to the procedure.

Return Merchandise Procedure

If the merchandise is defective or incorrect, immediately return the item(s) to the Business Specialist.

Safety

Worker’s Compensation
All employees have a responsibility to maintain safe conditions in their work and teaching areas, making safety a part of the normal work and instruction routine. Employees are responsible for making regular safety inspections before using District and classroom equipment. All employees are covered by worker’s compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school grounds. (Ref. Policy GBGC)

Employee Accident Reporting
Any employee who has an accident, no matter how slight, while on duty shall notify the Superintendent immediately. Failure to follow this procedure could result in the loss of workers’ compensation benefits.

Student Accident Reporting
All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events are to be reported to the Superintendent immediately. A completed accident form must be submitted to the Superintendent by the end of the school day or the next scheduled school day, as appropriate.

School Events

Teachers are required to attend all mandatory administratively required school events. These events may be an open house, NTHS ceremony, recruitment nights, and program completion ceremony that occur after the normal workday. Teachers shall not receive enumeration and will be given no less than 5 school days notice of such events.

School Facilities

All classroom doors should be locked and the alarm set when not in use. Before you leave, lock your classroom doors, and set the alarm.

Social Media

Employees should refrain from “ friending” current students on their personal social media page so as not to create a conflict of interest that could affect an in-classroom situation.
Sexual Harassment Policy
All individuals associated with this District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member.

Smoking/Tobacco/Alcohol
Smoking and the use of tobacco or alcohol products on District premises, in District vehicles, or in the presence of students at school or school related activities are strictly prohibited. Employees who fail to comply with this policy shall be referred to the Superintendent.

Special Programs
Staff members will comply with all state and federal guidelines regarding both special education and Section 504 students. Decisions regarding the evaluation of students will be made in the spirit of providing the least restrictive environment for students so those students may reach their fullest educational potential.

Student Records
A new student's transfer grades may not be available immediately, but will be shared with his/her teacher as soon as they are received by the Superintendent. Individual Education Plan's (IEP) will be made available for teachers to review as soon as they are received from the home school.

Staff-Student Relations
Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily. Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

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

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct. Relationships between staff members and students that include "dating", "courtship", or "romantic involvement" are prohibited. These behaviors deviate expectations of District governance. Student/staff relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire professional and educational process. Violation of the above shall be considered serious and may result in severe disciplinary action.
Subject Matter
The subject matter for each course in the CAVIT curriculum is based on ADE CTE and industry learning standards adopted for each specific program. Teachers must supplement textbook material in many and varied ways if the course is to be adequately developed. Teachers should be aware that only CAVIT adopted textbooks are authorized as the primary textbook for courses in the district.

Supervisory Visits
One of the functions of the Superintendent is to act as a professional consultant, working with the teacher to improve instruction. The Superintendent will make unscheduled visits to the classroom in order to observe the instructional program. The teacher should never change a plan or procedure merely because of the appearance of the Superintendent.

Supplies and Materials
Supplies such as paper clips, staplers, markers, tape, etc. which is common to all classes can be obtained by filling out a purchase order. Orders will be filled and placed in the teacher’s mailbox. Please allow sufficient time for the order to be filled.

Transporting Students
Employees are not allowed to transport students in their personal vehicles at any time. All student transportation must occur in school district vehicles.

Teacher Duties
Duties assigned to teachers fall roughly into three categories: 1) those directly connected with classroom instruction 2) those non-classroom duties included in the employment contract and 3) those out-of-class activities that customarily accompany a school program.

Visitors
Per COVID-19 operations-Non essential visitors and volunteers will have limited access to the school. If volunteers and visitors to school are allowed, they will be limited in number and must agree to adhere to the District’s social distancing and other protocols.

Under normal school operations-Parent involvement and visits are to be encouraged. It is in the best interest of public relations that parents be sincerely welcome in our school; however, classroom interruptions are discouraged. Visitors to the school must be cleared by the Superintendent in advance and will have in their possession an official visitor’s badge. Visitors, other than clinic participants, will not be allowed into classroom during instructional times. Because CAVIT is a closed campus, no visitors (including former students, staff spouse, immediate family members including children) who are not currently enrolled in CAVIT are not allowed on campus without prior superintendent approval. Any stranger observed by a faculty member should be approached by that faculty member, extended a courteous introduction, and asked if they have a visitor’s pass.
Visitors are not allowed to park in the fire lanes, next to building nor back lot parking spaces. Visitors are to use the side or front parking spaces and always check in the front office when coming onto campus.

**Volunteers**

A CAVIT volunteer is an individual who has been given a scheduled, pre-arranged activity by a staff member to assist in one of our career training programs. Any person who volunteers more than five (5) hours per year must be fingerprinted. All potential volunteers, including parents of students attending CAVIT, must complete the volunteer application and be cleared before they can begin volunteering.

**Work Day**

The official work day for all employees is 6:30am-2:45pm. Requests for payment of work conducted outside of regular hours must be preapproved by the Superintendent otherwise no payment will be processed.

**Workplace Bullying**

The District will not tolerate any behavior that constitutes bullying activity. Bullying conduct in the workplace has a negative impact on operations of the District and results in consequences such as:

- Deterioration in the quality of work
- Increased absenteeism
- Lack of communication and teamwork
- Lack of confidence and lack of commitment to the job
- Potential negative impact on student learning

This policy regulation applies during normal working hours, at work-related or sponsored functions, while traveling on work related business, to District use of email systems, computers, internet access and/or any other District electronic communication systems or devices to engage in bullying activity. There will be no retaliation for anyone who makes a good faith allegation of bullying. Employees who violate this regulation will be subject to disciplinary action up to and including recommendation for termination from employment.

Bullying Definition:

Bullying behavior is persistent, malicious, severe and pervasive, unwelcome or unreasonable behavior that harms, degrades, demeans, intimidates or humiliates people either as individuals or as a group.

Bullying Actions – May include, but are not limited to the following:

- Use of disrespectful and devaluing language i.e. derogatory remarks, insults, and epithets
- Unwanted physical contact
- Persistent or constant criticism in front of others for the purpose of humiliating another employee
- Tampering with an employee’s personal belongings or work equipment
- Invasions of privacy
Handbook Acknowledgement Statement for ALL CAVIT Employees and Volunteers
2020-2021 School Year

The contents of this handbook contains general information and may be modified at any time by the superintendent. The Governing Board reserves the right to change policies, regulations and practices, including contents of this handbook, at any time, without notice. It is essential for you to know and abide by the laws, policies, and regulations of the Governing Board of the District. Policies and information contained in this handbook were accurate at the time of printing. No statement should be construed as a promise of future or continuing employment or benefits. Contents of this handbook do not form a contract of employment between CAVIT and an individual employee, group of employees, or volunteer.

Handbook contents shall at no time supersede applicable Federal or State laws or Governing Board Policy. The following information is not intended to a complete representation of District policy. The District policy manual is available on http://ip.ctspublish.com/asba.

My signature verifies that I understand and have received the following:

1. I have received and will read the 2020-2021 CAVIT Employee Handbook. A copy of this handbook is available to me at all times on the CAVIT website.

2. It is my responsibility to become familiar with, and to abide by, the District policies, regulations and procedures in this handbook and those adopted by the Governing Board and administration.

3. I will review the requirements of my job description and understand that I am responsible for completing the essential and marginal functions of my position in a satisfactory manner. If I cannot locate my job description, I may contact the superintendent to obtain a copy. I further understand that the functions outlined in my job description are intended as guidelines, subject to change as necessary and that I may be asked to perform duties and/or responsibilities not specifically addressed in my job description.

4. Information in the handbook is updated regularly and it is important to familiarize myself with any changes.

5. If I have any questions regarding the contents of this handbook, I should bring them to the attention of the superintendent.

______________________________  ____________________________  ____________________________
Employee Name (Please Print)  Employee Signature  Date
TO: CAVIT Employees
FROM: Mike Glover, Superintendent
RE: Notice of 2020-2021 Employee Expectations of Excellence (EEOE)

The CAVIT Superintendent will be required to present the following code of conduct expectations to each employee within their respective departments.

Each Central Arizona Valley Institute of Technology employee will:

1. Report to work on time, acceptable for duty, and remain fit while on duty.
2. Prepare for and perform all assigned duties required by one’s job description.
3. Comply with justifiable directives issued by administrative lines of authority.
4. Identify, report, and/or control, if possible, unsafe conditions and/or safety hazards in order to maintain safe and secure working and/or learning environments.
5. Demonstrate respect, courtesy, and integrity when interacting with students, parents, staff, community members, and other stakeholders.
6. Comply at all times with federal, state, and local laws, Board policies, and related regulations that prohibit coercive harassing, bullying, threatening, retaliating, and/or discriminating conduct.
7. Communicate in a factual, transparent, and timely manner about any matter involving the District.
8. Acquire, use, maintain, and dispose of District assets in an ethical and responsible manner in accordance with federal, state, and local laws, Board policies, and related regulations.
9. Maintain confidentiality of information as required under federal, state, and local laws, Board policies, and related regulations.
10. Report to Superintendent actions that may represent violations of federal, state, and local laws, Board policies, and/or related regulations in a timely and applicable manner.
11. Refrain from any activity that may be unethical or not, that may reasonably interfere with one’s ability to effectively perform one’s duties as assigned, or the legitimate operational interests of the District.
12. Comply at all times with all other federal, state, and local laws, Board policies, and related regulations.
ACKNOWLEDGE OF RECEIPT: EEOE

I acknowledge that I have read, understood, and been given an opportunity to ask questions about, and agree to abide by the Central Arizona Valley Institute of Technology Employee Expectations of Excellence (EEOE). My signature below does not necessarily indicate agreement with the EEOE, but I understand that the CAVIT Governing Board will hold me accountable for the standards referenced herein.

This notice will be issued to each CAVIT employee on an annual basis and a copy of his or her acknowledgement will be retained in the employee’s Official Personnel File (OPF).

Acknowledgement: 

Employee signature 

Employee name 

Date of signature 

Refused to sign: 

Witness signature 

Witness name 

Date of signature 

cc: Official Personnel File (OPF)