

Tri-City College Prep

*Keeping Standards High
Helping Students Reach Them*



Employee Handbook

051 – Employee Acknowledgement Form

Status: Accepted

Effective Date: 01/22/1999

Revision Date: 6/18/2026

EMPLOYEE ACKNOWLEDGEMENT FORM

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

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

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

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE:

DATE:

Comments:

Tri-city College Prep
Board of Education
Termination of Employment

____ Voluntary (Resignation or Retirement)

____ Involuntary

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

Employee Name _____
(Printed)

Employment Termination Date _____

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

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

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

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

(Employee Signature)

(date)

(Administrative Signature)

(date)

(Board Signature)

(date)

INTRODUCTORY STATEMENT

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

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

Problems, concerns, situations, suggestions, complaints, etc. need to be discussed with appropriate staff members or stakeholder, then, if unable to resolve, taken to administration or addressed at a Board Meeting. To ensure these are documented and addressed, a written statement should be submitted. Statements should include the teacher's name, date, time of day (if applicable), subject matter, outcome of the discussion with the staff member or other stakeholder, and any other information pertinent to the issue. Any matter requiring formal review or follow-up must be submitted in writing.

101 – Nature of Employment

Employment with TCP is voluntarily entered into and the employee is free to resign at will at any time, with or without cause, so long as there is no violation of applicable federal or state laws. Similarly, TCP may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. While employment is at will, employees are expected, whenever reasonably possible, to honor their commitment by remaining through the conclusion of the school year.

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

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

102 – Employee Relations

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

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

103 – Equal Employment Opportunity and Title IX

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

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

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

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

For employment, background reference and fingerprint checks will be completed before employment agreements are approved by the Board of Education (A.R.S. 15-512). All staff will be fingerprinted (A.R.S. 15-534) and will certify that they are not currently awaiting trial on, nor have they ever been convicted of, or admitted in open court pursuant to a plea agreement, committing, any of the following criminal offenses such as sexual abuse of a minor, incest, first or second degree kidnapping, arson, sexual assault, sexual exploitation of a minor, felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs, felony offenses involving the possession or use of marijuana or dangerous drugs, burglary in the first, second, or third

degree, aggravated or armed robbery, robbery, a dangerous crime against children as defined in A.R.S. 13-604.01; 13-3206; 13-3212, child abuse sexual conduct with a minor, molestation of a child, manslaughter, aggravated assault, assault, exploitation of minors involving drug offenses., or any similar offense in another jurisdiction.

104 – Business Ethics and Conduct

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

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

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

The safety and well-being of students and staff require that interactions occur in settings that are observable and transparent. Staff members should avoid being alone with a student in situations where there is no reasonable visibility by others and should utilize open doors, windows, or other appropriate safeguards whenever possible. All communications with students—whether in person, verbally, electronically, through social media, text messages, email, or other digital platforms—must remain professional, ethical, and appropriate at all times and should be of a nature that would be considered acceptable by school administration and parents. While confidential conversations with students may at times be necessary to support their educational, emotional, or personal needs, such conversations must be conducted with careful consideration for student and staff safety, maintaining appropriate boundaries, transparency, and compliance with school policies and legal requirements.

A. Duty to Report / Mandatory Reporting

In accordance with Arizona law, including A.R.S. §§ 13-3620, 15-514, 46-454, 15-2301, 15-515, 13-3411, 15-341(A)(33), 15-828, 15-829, 36-135, 36-136, and A.A.C. R7-2-310, all school employees are mandated reporters. Any employee who has reasonable grounds to believe that a minor has been the victim of abuse, neglect, exploitation, molestation, sexual abuse, sexual conduct with a minor, child prostitution, incest, assault, physical injury, or any other reportable offense involving a child must immediately report the information to the appropriate authorities, including Child Protective Services (CPS) and/or law enforcement, as required by law.

Employees should not investigate allegations on their own or attempt to determine whether the abuse occurred. The responsibility of the employee is to report reasonable suspicions promptly so that trained authorities can investigate. Employees are encouraged to notify school administration of the report; however, informing an administrator does not satisfy an employee's personal legal obligation to make a mandated report.

Arizona law requires a written report to be submitted within 72 hours following a verbal report to CPS or law enforcement. Employees who knowingly fail to fulfill their reporting responsibilities may be subject to criminal penalties, professional sanctions, and disciplinary action by the school, up to and including termination of employment.

In addition, all employees are expected to remain alert to situations involving harassment, bullying, intimidation, or hazing. Any observed, reported, or suspected incident, including planned activities, must be addressed immediately and reported to school administration. Students involved should be directed to stop the behavior at once, and administration will investigate and take appropriate action consistent with school policy and applicable law.

B. Religious Expression

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

Religious student clubs shall be afforded the same access and opportunities as other non-curricular student organizations in accordance with applicable federal and Arizona law including A.R.S. § 15-720. Religious clubs must:

- a) Meet only during non-instructional time, such as before school, after school, or during other approved non-instructional periods;
- b) Be voluntary, student-initiated, and student-led;
- c) Not be sponsored, directed, conducted, or controlled by the school, its employees, or outside individuals;
- d) Have a school-approved employee present in a non-participatory monitoring capacity to ensure student safety, maintain order, and ensure compliance with school policies;
- e) Refrain from materially and substantially interfering with the orderly operation of the school or educational activities; and
- f) Ensure that any non-school speaker or guest is approved through school procedures, is invited by students, and does not direct, conduct, control, or regularly attend club meetings.

School employees serving as monitors may not lead, participate in, promote, or discourage the religious activities of the club. Approval of a religious club does not constitute school sponsorship or endorsement of the club's activities or beliefs.

Employees retain their individual constitutional rights to personal religious expression; however, when interacting with students or acting within the scope of their employment, employees are expected to exercise professional judgment and maintain appropriate boundaries to ensure that student participation remains voluntary and free from actual or perceived coercion.

C. Reproduction and Use of Copyrighted Materials

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

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the department head and/or administration.

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

107 – Immigration Law Compliance

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

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

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

108 – Conflicts of Interest

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

questions about conflicts of interest.

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

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

110 – Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with TCP. All employees will be judged by the same performance standards and will be subject to TCP's scheduling demands, regardless of any existing outside work requirements. Employees must notify their supervisor of any outside employment prior to engaging in said employment to determine if there is a conflict of interest, scheduling issues, confidentiality concerns, safety issues, or if it will adversely affect TCP and its stakeholders.

If TCP determines that an employee's outside work interferes with any of the above, the employee may be asked to terminate the outside employment if he or she wishes to remain with TCP.

112 – Non-Disclosure

The protection of confidential information is vital to the interests and the success of TCP and needs to be kept as such by all employees. Such confidential information includes, but is not limited to, the following examples:

- * Personnel Files
- * Student Information/Records
- * Executive Session of board meetings, if a participant
- * Special Education and 504 Documentation
- * Health Records
- * FERPA, specifically in relation to college level course work

114 – Disability Accommodation

Section 504 of the Rehabilitation Act of 1973

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

116 – Job Posting

Open positions will be available publicly through the school's website, social media, and/or educational posting boards. To apply for an open position, employees should

submit a job request to the Administrative Director listing job-related skills and accomplishments. It should also describe how their current experience with TCP and prior work experience and/or education qualifies them for the position.

201 – Employment Categories

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

REGULAR FULL-TIME INSTRUCTORS are those teachers who are regularly scheduled to work TCP's full-time schedule which may include some evenings, Fridays, and weekends on top of their designated scheduled hours. Generally, they are eligible for TCP's benefit package, subject to the terms, conditions and limitations of each benefit program. A valid Fingerprint Clearance Card is required as well as highly qualified teaching credentials.

REGULAR FULL-TIME NON-TEACHING employees are those who are regularly scheduled to work a full-time schedule which may include some evenings, Fridays, and weekends on top of their designated scheduled hours. Generally, they are eligible for TCP's benefit package, subject to the terms, conditions and limitations of each benefit program. A valid Fingerprint Clearance Card is required.

ADJUNCT INSTRUCTORS are those instructors who teach one or more classes on a regular basis and are paid per class offered per semester. They may work up to 20 hours per week with no additional responsibilities. Generally, they are not eligible for TCP's benefit package, subject to the terms, conditions and limitations of each benefit program. A valid Fingerprint Clearance Card is required as well as highly qualified teaching credentials.

REGULAR PART-TIME TEACHING AND NON-TEACHING employees are those who are regularly scheduled to work less than a full schedule. They may be eligible for some benefits depending on the guidelines and regulations of each individual program and in accordance with federal and state laws. A valid Fingerprint Clearance Card may be required.

CASUAL/TEMPORARY employees are those who have established an employment relationship with TCP but who are assigned to work on an intermittent and/or unpredictable basis (example: substitute teachers). They may be eligible for some benefits depending on the guidelines and regulations of each individual program and in accordance with federal and state laws. A valid Fingerprint Clearance Card may be required.

Contracted or 1099 Workers are not employees of TCP but have established a contracted or as needed relationship with TCP. This work is on an intermittent and/or unpredictable basis and is not applicable TCP general work schedule. No benefits are associated with

contracted workers unless in accordance with federal and state laws. A valid Fingerprint Clearance Card may be required.

202 – Access to Files

A. Employee Files

TCP maintains a personnel file for each employee and, when applicable, other individuals providing services to the school. The personnel files include such information as the employee's job application, resume, records of training, transcripts, fingerprint clearance cards, employment agreements, documentation of performance appraisals and salary increases, Social Security number, birth date, certificates, records of accident/injuries while on the job, and other employment records.

TCP reserves the right to place documents and records related to an individual's employment, performance, conduct, qualifications, or other employment matters in the personnel file at its discretion. Employees have the right and may request to review their own personnel file at any time by contacting the Administrative Director. With reasonable advance notice, employees may review their file in TCP's office and in the presence of an individual appointed by TCP to maintain the files. These files are maintained according to AZ Retention Records requirements and can be accessed up to five years after termination of employment. Basic information including employee name, dates of employment, last position held and rehire status are available after this for up to 15 years.

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

B. Student Records

TCP shall establish, maintain, access, disclose, correct, retain, and dispose of student records in accordance with all applicable federal and state laws and regulations. This includes, but is not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Every Student Succeeds Act (ESSA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), the Protection of Pupil Rights Amendment (PPRA), applicable provisions of the USA PATRIOT Act, Arizona public records and student records laws, regulations of the Arizona State Board of Education, and guidance issued by the Arizona Department of Education. TCP will safeguard student information and ensure that student records are maintained, accessed, disclosed, corrected, retained, and destroyed in accordance with applicable legal requirements and recognized standards for student privacy and confidentiality.

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

Individual cumulative student records include:

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

All individual files will be made available for review by students, parents or guardians according to A.R.S. 141 and Added Laws 1974 Ch. 163, and the requirements of FERPA.

A complete copy of all School Board approved Special Education policies and procedures are available to review in the front office of TCP.

C. Public Information File (“Purple Folders”)

To promote transparency and provide access to information that is subject to public review, each staff member shall maintain a Public Information File, commonly referred to as a "Purple Folder," in the school office. These files serve as a repository for publicly available employment and instructional documents and help preserve the confidentiality of personnel files by providing a separate location for information that may be reviewed by parents, students, community members, and other authorized individuals.

At a minimum, each Purple Folder shall contain the employee's current résumé, applicable certifications and endorsements, evidence of a valid Arizona Fingerprint Clearance Card, and for instructors, course syllabus or syllabi, curriculum alignment documents demonstrating compliance with Arizona Academic Standards, pre and post testing data, and a representative sample lesson plan.

Employees are encouraged to include additional materials that reflect their professional qualifications and contributions, such as awards, recognitions, achievements, professional memberships, personal educational philosophy statements, publications, or other documents they believe appropriately represent their service to TCP.

Employees are responsible for ensuring that the contents of their Purple Folder remain current and accurate. Because these files are available for public review, employees may redact personal information from documents included in the file, including but not limited to home addresses, personal telephone numbers, personal email addresses, dates of birth, identification numbers, and other information that is not required for public disclosure.

Documents contained within the Purple Folder are considered public information and may be made available for review in accordance with school procedures and applicable

public records laws. Confidential personnel records, evaluations, disciplinary documents, medical information, and other protected employment records shall remain in the employee's personnel file and are not part of the Purple Folder.

The administration reserves the right to review, approve, organize, and maintain the contents of Purple Folders to ensure compliance with applicable laws, public records requirements, student privacy protections, and school policies. The school may require the removal, redaction, or replacement of any document that contains confidential information, protected information, or material deemed inappropriate for public review.

202.1 – Fingerprint Clearance Cards and Criminal History Information

TCP shall comply with all applicable federal and Arizona laws regarding fingerprint clearance cards, criminal history information, and employee eligibility requirements, including A.R.S. §§ 15-183 and 15-512.

All employees and other individuals required by law or school policy to hold a Fingerprint Clearance Card must obtain and maintain a valid Arizona Fingerprint Clearance Card as a condition of employment or service to the school. Employees are responsible for providing evidence of a valid card upon hire and upon renewal and for immediately notifying the school if their card is suspended, revoked, denied, expired, or otherwise becomes invalid.

Records related to Fingerprint Clearance Card status and any criminal history information received by the school shall be maintained in a secure and confidential manner. Access to such information shall be limited to school officials with a legitimate business need to know, including designated administrative personnel.

If TCP elects to conduct criminal history records checks, background investigations, or other employment-related screenings, such screenings shall be conducted in accordance with applicable federal and state laws, Arizona Department of Public Safety requirements, and any governing agency regulations. Any criminal history information received by the school shall be handled, stored, disclosed, and destroyed in accordance with applicable legal requirements.

To assist applicants and employees in meeting Fingerprint Clearance Card requirements, the Administrative Director may provide fingerprinting services or coordinate fingerprinting appointments on behalf of the school. Participation in this service is voluntary and is intended solely as a convenience for applicants and employees. Individuals remain responsible for completing all application requirements and maintaining a valid Arizona Fingerprint Clearance Card.

A. Fingerprint Clearance Card Requirements

Individuals whose duties require them to be on campus, work directly with students, supervise students, or otherwise have regular contact with students must possess and maintain any Fingerprint Clearance Card required by Arizona law and school policy.

Individuals who provide services exclusively off campus and who do not have direct contact with, supervision of, or responsibility for students are generally not required by the school to obtain a Fingerprint Clearance Card unless otherwise required by law, contract, or the nature of their assignment.

The school reserves the right to require a Fingerprint Clearance Card for any position, contractor, volunteer, or service provider when deemed necessary to protect student safety or comply with legal requirements.

203 – Employment Reference Checks

For potential employees, in accordance with A.R.S. § 15-512 (F) and A.R.S. § 15-534, TCP will conduct pre-employment screening as required by Arizona law, which may include verification of employment history, professional references, certifications, licensure, Fingerprint Clearance Card status, and review of applicable Arizona Department of Education records. The scope of any background investigation shall be determined by the school based on the position and applicable legal requirements. This must be completed before an employment agreement is considered complete and employment is confirmed.

For former employees, TCP can only fully respond to an employment reference check if the employee has previously signed our employment reference waiver and it is currently on file with administration. Employees will have the opportunity to sign the authorization for release of information anytime during or after their tenure at TCP. This waiver will allow representatives of TCP to provide employment history and work performance information to prospective employers. Without the signed authorization, representatives of TCP will be required to confirm employee name, dates of employment, highest position held and eligibility for rehire on request of prospective employers.

204 – Personnel Data Changes

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

208 – Employment Applications

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

consideration for employment or if the person has been hired, termination of employment.

209 –Evaluations/Bonus (301 Money)

TCP will conduct employee evaluations, classroom observations, and performance reviews in accordance with applicable federal and state laws, Arizona Department of Education requirements and Charter Board requirements. A formal written performance evaluation will be conducted annually and be presented to the school's Board of Education. This will be used in part to determine performance bonus pay at the end of each school year.

On top of required formal evaluations staff and administration are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Administration and department heads are encouraged to complete informal classroom observations at any time. Additional formal evaluations are conducted as needed to provide stakeholders and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

301 Monies are distributed through:

20% Base Pay

40 % Maintenance and Operation (Professional Development)

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

Each teacher is given an account. Periodically, monies will be distributed into teacher accounts. Money may be carried over as long as the teacher works for TCP. Money is not available for a cash award, even at termination of employment.

40% Performance Pay Bonuses

Performance pay evaluations and bonuses are awarded annually. Documentation of these evaluations will be through:

- Public Information File ("Purple Folders")
- Student/School Data as applicable
- Annual Evaluations which include classroom observations
- Compliance with all school policies, procedures, and employment expectations
- Workplace Performance Forms

301 – Employee Benefits

Eligible employees at TCP are provided with a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability and

unemployment insurance) cover all employees in the manner prescribed by law and cannot be altered or opted out of by the school, administration, or employee.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Administrative Director can identify the programs for which you are eligible. Benefit programs including medical, dental, life, retirement etc are available to eligible employees. Some benefit programs require contributions from the employee, while some are fully paid by TCP.

A – Paid Time Off (PTO) Benefits

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

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

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

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

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

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

PTO hours may be gifted to another employee. Any request to gift PTO hours must be made in writing to the Bookkeeper who will have to get approval from the appropriate administration. Gifting of PTO hours can be denied for any reason administration deems. An employee may not go below 60 unused PTO hours of their own when gifting PTO hours.

B – Personal/Leave of Absence

Any personal leave attached to a predetermined school closure must be preapproved by the Board of Education. This does not include sick leave, medical leave, FMLA, bereavement leave, religious leave, or any other leave protected by law.

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

C – Family Medical Leave Act (FMLA)

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

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

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

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

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

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

D – Pregnancy-Related Absences

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

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

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

E – Vacation

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

F – Workers' Compensation Insurance

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

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

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

G – Educational Leave

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

H – Bereavement Leave

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

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

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

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

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

I – Jury Duty

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

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

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

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

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

J – Military Leave

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

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

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

K – Benefits Continuation (COBRA)

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

L – Health Insurance

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

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

405 – Employment Termination

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

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

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

502 – Work Schedules

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

All instructors must have available office hours and tutoring times for students to access them outside of the designated class time. These should be clarified in the course syllabus and can be by appointment.

Any employee who uses their prep time for substituting can receive the equivalent substitute rate of pay for the hours subbed. This must be approved by the substitute coordinator, and an appropriate timesheet must be turned into by the bookkeeper to ensure hours are credited.

503-Timekeeping For Non-Exempt Salaried and Hourly Employees

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

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

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

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

It is the employee's responsibility to sign his/her time sheet and to certify the accuracy of all time recorded. Timesheets should be turned in to the supervisor on the last day of the pay period before pay day (i.e. if you work on Saturday before pay day, complete your timesheet and leave in the designated place for your supervisor each week by end of day Thursday. The supervisor will review and sign the timesheet before submitting it for payroll processing. In addition, if corrections or modifications are made to the timesheet, both the employee and the supervisor must verify the accuracy of the changes by initialing the timesheet.

503.01-Overtime For Hourly Employees

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

503.02-Overtime For Non-exempt employees

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

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

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

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

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

522 – Workplace Violence Prevention and Emergency Response Plan

TCP is committed to maintaining a safe and secure environment for students, staff, and visitors. Threats, intimidation, harassment, acts of violence, fighting, or other disruptive conduct will not be tolerated on school property, at school-sponsored activities, or in connection with school operations. Weapons and other prohibited dangerous items are not permitted on campus except as authorized by law, school policy, or specific permission by the charter holder representatives.

Employees are expected to treat others with professionalism and respect and to promptly report any threats, acts of violence, suspicious behavior, or safety concerns to school administration. Reports should be made as soon as possible and include all relevant information known to the individual reporting.

In the event of any disturbance, threat, emergency, suspicious activity, or potential act of violence on campus, employees shall immediately implement and follow the school's adopted emergency response plan and directions provided by administration, law enforcement, or emergency responders. Employees should not place themselves in danger or attempt to intervene in situations that may jeopardize their safety or the safety of others.

The school will promptly investigate reports of threats, violence, or unsafe conduct and may take appropriate corrective or disciplinary action, up to and including termination of employment and referral to law enforcement when warranted.

601-Professional Conduct

All employees of TCP are expected to act with honesty, integrity, professionalism, and sound judgment in all school-related matters. Employees serve students, families, colleagues, and the public, and their conduct should reflect positively on the school and support its educational mission.

Employees are expected to:

- Make the safety, well-being, and educational interests of students the primary consideration in all decisions and actions;
- Treat students, parents, colleagues, staff members, visitors, and members of the public with courtesy, fairness, dignity, and respect;
- Perform assigned duties responsibly, efficiently, honestly, and with professional care;
- Maintain appropriate knowledge, preparation, and competence in their assigned area of work;
- Follow all applicable federal, state, and local laws, Governing Board policies, administrative procedures, and school rules;
- Support due process and respect the civil and human rights of all individuals;
- Use school property, equipment, materials, technology, records, contracts, and privileges only for authorized school purposes;
- Avoid using their position, access, influence, or school resources for personal gain or to promote personal, political, religious, economic, or other interests inconsistent with school policy or legal requirements;
- Communicate concerns, complaints, or constructive criticism through appropriate administrative channels and in a manner intended to improve school operations;
- Take appropriate steps to recommend changes to laws, policies, or procedures that are not consistent with sound educational practices;
- Continue to improve professional effectiveness through learning, preparation, collaboration, research, and professional development;
- Honor professional agreements, responsibilities, and commitments until they are fulfilled or the employee is formally released; and
- Maintain the confidentiality of student, personnel, and school-related information unless disclosure is authorized, serves a legitimate school purpose, or is required by law.

Employees are expected to model ethical behavior and professional judgment in their interactions with students, families, colleagues, and the community. Conduct that is illegal, dishonest, unethical, unsafe, disruptive, or inconsistent with these expectations may result in disciplinary action, up to and including termination of employment.

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

602-Staff Conduct and Prohibited Activities

No employee, while on school property, using school property, acting as a representative of TCP, or working in an official capacity for the school, shall engage in any of the following:

- Physical or verbal abuse of, harassment of, intimidation of, or threat of harm to any person;
- Damage, attempted damage, or threat of damage to school property or to the property of a student, employee, visitor, or member of the community while on property controlled by the school;
- Forceful, unauthorized, or improper entry into, occupation of, or use of school facilities, buildings, grounds, vehicles, equipment, technology, or other property;
- Use, possession, distribution, sale, purchase, transfer, or being under the influence of alcohol, illegal drugs, marijuana, narcotic drugs, dangerous drugs, controlled substances, drug paraphernalia, tobacco, nicotine products, vaping devices, or any other substance or item that may not lawfully be possessed or used by minors or that is prohibited by law or school policy;
- Misuse, unauthorized possession, distribution, or being under the influence of prescription or over-the-counter medication in violation of law, school policy, or the medication's intended use;
- Failure to comply with the lawful direction of school administration, school officials, or law enforcement officers, including failure to identify oneself when lawfully requested to do so;
- Carrying, possessing, displaying, using, or threatening to use a firearm, weapon, dangerous instrument, or other prohibited item on school property or at a school-sponsored activity, except as expressly authorized by law and school policy or the charter holder representatives;
- Violation of school policies, procedures, regulations, or administrative directives;
- Conduct that violates federal, state, or local law or regulation;
- Falsify records or timesheets;
- Excessive absenteeism or tardiness;
- Abuse of work time for personal reasons including cell phone use;
- Boisterous or disruptive activity in the workplace;
- Inappropriate use of technology and social media that would cause a disruption to the learning environment, TCP or its stakeholders; or
- Any other conduct that obstructs, disrupts, or interferes with instruction, school operations, student supervision, discipline, administration, school-sponsored activities, or the safe and orderly operation of the school.

All staff members are also expected to:

- Know and follow the rules, regulations, policies, and procedures applicable to their position;
- Conduct themselves in a manner that supports effective, orderly, and safe education;
- Protect students, staff, visitors, and school property;
- Maintain order consistent with school policies, procedures, and administrative direction;
- Comply promptly with lawful directives issued by administration;

- Dress and maintain an appearance and hygiene appropriate to their position and consistent with the educational environment;
- Report safety concerns, misconduct, suspected abuse, threats, weapons, drugs, or other unlawful or prohibited activity as required by school policy and applicable law; and
- Fulfill all mandatory reporting obligations, including reports to Child Protective Services, law enforcement, administration, or other appropriate authorities when required.

In accordance with A.R.S. § 15-515 and other applicable laws, employees must immediately report to administration any conduct that may require reporting to law enforcement, including but not limited to possession of a deadly weapon on school grounds, possession of a firearm by a minor without authorization, drug-related offenses in a drug-free school zone, or other reportable criminal conduct. Administration shall make required reports to law enforcement or other authorities as required by law.

Employees who violate these rules may be subject to disciplinary action, up to and including termination of employment, and may also be subject to referral to law enforcement, the Arizona Department of Education, or other appropriate agencies when warranted.

603-Staff Conduct with Students

All employees of Tri-City College Prep are expected to contribute to a safe, respectful, and effective learning environment. Employees shall interact with students in a professional, fair, respectful, and appropriate manner that supports student learning and the orderly operation of the school.

Employees shall maintain appropriate professional boundaries with students and model conduct consistent with school policy, professional standards, and community expectations. Employees are responsible for addressing or reporting student conduct that interferes with instruction, school operations, employee responsibilities, or the educational rights of others.

Failure to maintain appropriate professional relationships with students or to uphold expected standards of conduct may result in disciplinary action, up to and including termination of employment.

A – Electronic Communication and Social Media with Students

Staff communication with students must be professional, appropriate, school-related, and limited to approved methods of communication. Employees may communicate with students for school-sanctioned activities and legitimate school business only through school email, official school-approved software platforms, including but not limited to Microsoft Teams and Moodle, and text messaging when necessary for school-related communication.

Use of personal social media accounts, private messaging applications, personal email accounts, direct messages, disappearing-message platforms, or other unofficial communication methods with students is not authorized for school-related communication. The only exception is the use of WhatsApp for school-sanctioned

international travel when approved by administration and used for trip-related communication.

All communication with students, regardless of method, must remain professional, ethical, transparent, and appropriate in content, tone, timing, and purpose. Communication should be of a nature that would be considered acceptable by school administration and parents.

Any employee who communicates with students outside the approved methods or boundaries established by this policy does so at the employee's own risk and may be subject to review, investigation, and disciplinary action if the communication violates school policy, professional standards, or applicable law.

B – Prohibited Physical and Sexual Conduct

Physical contact with students must be professional, limited, nonsexual, nonthreatening, and appropriate to the student's age, circumstances, and legitimate school purpose. Staff members shall avoid unnecessary or overly familiar physical contact that could reasonably be viewed as inappropriate, unsafe, or inconsistent with professional boundaries.

Sexual comments, grooming behavior, romantic or sexual relationships, suggestive jokes, personal secrecy, requests for photos, private meetings, inappropriate digital contact, and any conduct that exploits the adult/student relationship are prohibited.

C- Use of Physical Force by Supervisory Personnel

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

D- Off-Campus Contact with Students

Staff members should not meet with students off campus unless it is part of a school-approved activity or the employee has specific permission from the student's parent or guardian. When off-campus contact is approved, staff should use reasonable safeguards, such as documented approval, parent or guardian communication, and two-adult practices when practical. Staff must maintain professional boundaries and ensure that all contact remains appropriate, transparent, and related to the approved school purpose.

This policy is not intended to prohibit ordinary family, family-friend, neighborhood, or community relationships that exist outside of school, provided such contact is not represented as school-sponsored and does not violate professional boundaries, school policy, or applicable law. Parent or guardian permission may be considered when evaluating exceptions, but employees remain responsible for exercising sound professional judgment.

E - Gifts, Money, and Special Treatment

Staff members shall not give to or receive from students personal gifts, money, favors, loans, or special privileges that could create favoritism, dependency, secrecy, unequal treatment, or the appearance of an inappropriate relationship. Any gift, reward, or support provided to a student must be reasonable, transparent, school-related, and consistent with school policy.

604 - Student Supervision

Teachers and staff members are responsible for providing appropriate supervision of students at all times during the school day, school-sponsored activities, and any time students are under the school's care. Staff shall not leave a classroom or assigned area while students are present unless another authorized adult is providing supervision.

Students should not be permitted to wander the campus unsupervised or leave class to go to another classroom, office, or school area without permission and a legitimate school purpose. When sending a student to another teacher or location, staff should ensure the receiving staff member has approved or is expecting the student when appropriate. Student supervision is a critical safety responsibility.

Failure to properly supervise students may create risk to student safety and significant liability for the staff member and the school and may result in disciplinary action.

606-Staff Participation in Political Activities

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

- No employee shall engage in political activities upon property under the jurisdiction of the Board, unless permission has been granted for that purpose through the "Community Use of School Facilities" policy of the Board.
- Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity for TCP, and without the participation of TCP employees or students acting in the capacity of TCP.
- Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be extended only when such invitations are extended to all candidates for the office.
- The use of TCP equipment, supplies, materials, buildings or other resources to influence the outcome of any election is not permitted.
- Political circulars or petitions may not be posted or distributed in school.
- The collection of campaign funds and/or solicitation of campaign workers are prohibited on school property.

- The use of students for writing or addressing material intended to influence the outcome of any election, or the distribution of such materials to or by students, is forbidden.
- Employees of TCP may not use the authority of their position to influence the vote or political activities of any subordinate employee.
- The conduct cannot cause a disruption to the educational environment of TCP.

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

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

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

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

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

607-Professional Staff Schedules and Calendars

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

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

A-Professional Staff Meetings

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

610 – Curriculum and Instructional Materials

TCP recognizes teachers as educational professionals who are responsible for developing and delivering curriculum that supports student learning, aligns with applicable academic standards, and complies with school policies and legal requirements. Teachers are expected to use professional judgment in selecting instructional strategies, classroom resources, and materials that are appropriate for the course, grade level, subject matter, and needs of students.

Individual classroom curriculum, lesson plans, activities, supplemental resources, and instructional materials are not required to receive separate Governing Board approval unless otherwise required by law, policy, or administrative directive. However, all curriculum and instructional materials must include required elements established by the school, including alignment to applicable standards, course objectives, appropriate assessment practices, and documentation requested for administrative review.

The school reserves the right to review curriculum, lesson plans, instructional materials, assessments, and classroom resources to ensure alignment with standards, consistency with school expectations, appropriateness for students, and compliance with applicable laws and policies. Parents and guardians have the right to review learning materials, instructional materials, and activities in advance, in accordance with A.R.S. §§ 15-113, 15-730, and applicable school procedures.

610.01 – Curriculum Development and Course Offerings

TCP is responsible for establishing the school's course offerings, graduation pathways, instructional programs, and overall academic framework. In determining course offerings and program requirements, TCP will consider and comply with applicable requirements and guidance, including:

- Arizona Department of Education academic standards;
- Arizona Revised Statutes;
- Arizona State Board of Education rules and directives;
- College and university entrance requirements;
- Cognia accreditation standards; and
- Other applicable national, professional, or subject-area standards.

Teachers are responsible for developing and implementing classroom curriculum, lessons, assessments, activities, and instructional materials for their assigned courses. Teacher-developed curriculum must align with applicable academic standards, school-approved course descriptions, TCP policies and procedures, and the academic goals of the school.

Any curriculum, lesson plans, worksheets, assessments, presentations, instructional materials, documents, or other work products created, developed, or prepared by an employee or contractor within the scope of their work for TCP shall be considered the intellectual property of TCP. Such materials may be used, retained, modified, reproduced, or distributed by TCP for school-related purposes.

610.02 - Syllabi

TCP requires each teacher to develop and maintain a syllabus for every course taught. Each syllabus should support TCP's instructional philosophy and provide students and families with clear information about the course content, expectations, instructional approach, and assessment practices.

When appropriate, syllabi should reflect a variety of instructional strategies, opportunities for individualization, and appropriate materials or resources used to support student

learning. All syllabi must align with applicable Arizona Academic Standards, school-approved course expectations, and TCP policies.

Teachers are expected to follow their syllabi while maintaining reasonable professional flexibility to adjust pacing, activities, and instructional methods based on student needs and administrative direction. At a minimum, each syllabus shall include course objectives, grading information, classroom expectations, and references to applicable TCP policies.

610.03.....Instructional Resources and Materials

TCP is committed to providing students with access to the courses, textbooks, instructional materials, technology, and related resources necessary to support a free appropriate public education. Required textbooks and related printed or digital instructional materials will be provided to students at no cost.

All students will have access to a computer through the school for educational use, subject to school procedures, availability, and responsible-use expectations. Students and parents/guardians are responsible for the proper care and use of textbooks, instructional materials, technology, equipment, and other school property issued to or used by the student. Materials and school property should be kept clean, undamaged, and free from unnecessary markings.

Parents/guardians may be required to pay for lost, damaged, or misused school property in accordance with school procedures and applicable law. The Administration is authorized to establish a replacement-fee schedule.

610.04.....Grading/Assessment Systems

Teachers will maintain current grades on school's student information system. Teachers will keep a careful record of the grades assigned to students. Teachers will report to parents via the school SIS, email, or phone on students' conduct, scholarship, attendance, or tardiness. Teachers will make direct contact with parents when there is academic concerns, specifically if the student has a D or F in the course. This policy does not apply to college level dual enrollment courses who must follow the college guidelines for FERPA. See the college guidelines for details.

Mid-semester progress reports and final report cards will be available to parents and student through the schools SIS.

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

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

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

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

Critical thinking is one of the main teaching goals of TCP. Teachers should place major emphasis upon “why” and “how” to think rather than “what” to think.

701 - Student Discipline

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

Parents and guardians hold the primary responsibility for teaching and reinforcing appropriate student behavior and discipline. TCP supports this responsibility by establishing school rules, maintaining a safe and orderly learning environment, and enforcing appropriate consequences when a student’s conduct disrupts instruction, violates school policy, or endangers the student or others.

If an incident involves a disciplinary offense, the staff member will create written documentation and make it available to the Principal and/or Vice Principal by the end of the day or sooner depending upon severity. Administration will investigate and decide the level of offense and contact police as outline by Attorney General Ruling in A.R.S. 13-3620 and A.R.S. 15-341(A)(33) if necessary.

The student discipline policy can be found in the student handbook. Policies and procedures for the discipline of students will apply to all students traveling to, attending and returning from school and while attending off-site school-sanctioned activities. When suspension or expulsion is involved due process and appeal procedures will apply. Each incidence of inappropriate behavior will be addressed by administration in light of all of the relevant circumstances, including the nature of the offense, the student’s prior disciplinary history, and any aggravating or mitigating factors. These determinations are at the sole discretion of the school administration and not a responsibility of other school staff.

702 – Animals on Campus

Animals are allowed on campus only with administrative approval.

703 - Field Trip Policies

Field trips, including sports trips, are a privilege.

- Students with a D or F in a course may not be able to participate in a field trip. It is the lead chaperone or advisor responsibility to check for ineligible participants before the trip.
- All school rules, including dress attire, apply during the entire trip.
- Students are expected to be in the assigned location and stay in assigned rooms. It is the responsibility of the chaperones to ensure these expectations are set and met to the best of their ability.
 - There will not be a chaperone in the room overnight for direct oversight.

Permission slips are required for all field trips. An application process may be required by the lead chaperone. Should it be necessary for student discipline, our TCP policies will apply. If the situation necessitates a child be sent home, the extra expense will be borne by the parents.

*Procuring tattoos or body piercings will not be allowed regardless of the age of the student.

Chaperones: Chaperones need to be to a ratio of at least 14 to 1 and of both genders (if needed) and an additional chaperone(s) may be required if beyond a radius of 90 miles from the school. Chaperones must be qualified and agree to handle all potential emergencies including medical conditions of participants. If there is a particular medical need, it is recommended that a medically qualified chaperone participate in the field trip.

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

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

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

1. **Medical:** Any medical needs, allergies, and/or medication a student has must be known by the lead chaperone. Emergency medications should be with the student at all times (inhalers, epi-pens, insulin shots). Should a student need emergency medical care, a Chaperone will stay with them until parents arrive or the emergency is resolved, and the trip can continue.
2. **Permission Slips:** Permission Slips must include: 1) a liability waiver, 2) a loss of property or money responsibility statement, 3) a statement of parental responsibility for extra expense incurred from their child's behavior / medical

condition, 4) insurance information, 5) medical information, & permission to treat.

- 3. Proposal to the Board of Education:** All overnight and out-of-state trips must be approved by the school board. The lead chaperone must schedule to be on the board agenda for trip approval before the trip date. It is recommended the following items are prepared and addressed at the meeting:
- A. Purpose of trip, destination, and a preliminary itinerary listing activities.
 - B. Overnight accommodations: Where, What, Whom.
 - C. Method of travel
 - D. Estimated cost, and method of funding, including additional insurance if necessary. When possible, funds need to be held at the school until payment is necessary for the various components of the trip. If students are to pay individually for the various components of the trip, (i.e. meals), then care should be made to provide them an estimated cost and assistance in budgeting their money. Unless administration deems a refund is necessary, any trip payments made are non-refundable.
 - E. Exceptions to this policy must have full administrative recommendation.

704 – Drug, Alcohol and Tobacco Use

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

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

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

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

704.01-Drug-Free Workplace

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

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

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

705 – Sexual and Other Unlawful Harassment

TCP is committed to providing a work environment that is free from unlawful discrimination, harassment, and retaliation. TCP prohibits discrimination or harassment based on any legally protected status, including race, color, national origin, sex, pregnancy, sexual orientation, gender identity, religion, creed, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Harassment may include unwelcome verbal, physical, visual, written, electronic, or online conduct based on a protected characteristic when such conduct creates an intimidating, hostile, or offensive work environment, interferes with an individual's work performance, or otherwise affects the terms or conditions of employment. Sexual harassment is a form of unlawful harassment and may include unwelcome sexual advances, requests for sexual favors, sexually inappropriate comments or conduct, or other verbal, physical, electronic, or visual conduct of a sexual nature.

Employees who believe they have experienced or witnessed discrimination, harassment, sexual harassment, or retaliation should promptly report the concern to administration. If the employee is uncomfortable reporting the concern to administration, believes administration may be involved, or believes another reporting channel is appropriate, the employee may report the concern to the Board President or another designated school official.

TCP will review and respond to reports in a timely and appropriate manner.

Confidentiality will be maintained to the extent practical while allowing the school to investigate and respond appropriately. Employees are expected to cooperate in any investigation or review.

TCP prohibits retaliation against any individual who, in good faith, reports discrimination or harassment, participates in an investigation, or opposes conduct believed to violate this policy. Any employee who engages in unlawful discrimination, harassment, retaliation, or knowingly makes a false report may be subject to disciplinary action, up to and including termination of employment.

Use of school technology, personal technology, internet sites, social media, messaging platforms, images, videos, or other electronic communication in a manner that discriminates against, harasses, demeans, threatens, or targets another individual based on a protected characteristic or otherwise violates this policy is prohibited.

706 – Attendance and Punctuality

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

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

707 – Personal Appearance and Responsibilities

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

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

Personal cell phone use is prohibited during scheduled class time.

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

708 – Return of Property

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

All textbooks must be accounted for. At the end of the year, the book, or name of student responsible for that book, must be submitted to the office. Textbook "check out" and

“check in” are the responsibility of the teacher. All damaged and/or missing textbooks must be reported along with the responsible student’s name to the office by the teacher.

709 – Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with TCP. Although advance notice is not required, TCP requests at least four (4) weeks’ written resignation notice from all employees and prefers the completion of assigned duties before the final day of work.

710 – Letter of Intent to Return

In the spring semester, TCP Board of Education requires each teacher who wishes to return for the next school year to submit the offered Letter of Intent to Return by the given date so it can be presented to and reviewed by the school board. Accepted Intent to Returns will be signed by the governing board members and that will begin the process of staffing for the next school year.

711 – Drug Testing

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

TCP also maintains the right to drug test randomly and in accordance with federal and state laws and mandates.

712 – Problem Resolution

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

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

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

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

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

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

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

713 - Right to Search: When/if the need arises, the Administration reserves the right to conduct lawful and reasonable searches of certain company property and the premises. Searches may be random or based upon reasonable suspicion. This includes e-mail, faxes, records and information stored in computers, storage devices, and/or cloud storage. It may also include searching items like desks, file cabinets and lockers. Refusal to allow a reasonable search is grounds for dismissal. You should only use e-mail, faxes and computers for business purposes. If you use them for personal matters or non-school matters, you do so at your own risk and risk dismissal from TCP. School related documents on personal computers are the property of TCP. Such documents will be relinquished by the employee at the time of termination of employment.

714 - Student Transportation in Private Vehicles

TCP will not authorize students to transport other students to local school-related events without written parent or guardian consent from all parties involved (driver and passengers) and will not allow students to transport students to out of town school-related events.

When needed and indicated on field trips permission slip forms or by written consent of a parent or guardian, students may be transported in staff member, volunteer, coaches, or

other parents' vehicles. Non-school vehicles are not covered under the school's insurance policy and personal insurance and liability will apply. All other policies still apply.

Staff members should not transport students in personal vehicles without parent or guardian permission.

721 School Safety – Surveillance Cameras

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

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