



## EMPLOYEE ACKNOWLEDGEMENT FORM



This Manual contains important information about the School. I understand that I should consult the Human Resources Manager regarding any questions not answered in the Manual.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies and/or procedures. Only the Board has the ability to adopt any revisions to the policies in this Manual.

Furthermore, I acknowledge that this Manual, and any revisions to it, is part of my contract of employment with the School. I have received the Manual, and I understand that it is my responsibility to read and comply with the policies contained in this Manual-and any revisions made to it.

By signing this form, I expressly acknowledge that these policies outline my rights to earn paid sick leave pursuant to A.R.S. § 23-371 *et seq.* I further acknowledge that I have received a copy of the Board’s Welcome Letter, which provides contact information for the School as my employer.

I further acknowledge and agree that I am responsible for familiarizing myself with and adhering to the following critical policies within the Manual:

- Sexual harassment and nondiscrimination policies;
- The background check and adjudication policies and procedures (including those outlined in the Procedure and Forms Appendix;
- The SCAN policies and Procedures (including those outlined in the Procedure and Forms Appendix);
- The attendance policy;
- The Prohibited Conduct and Code of Ethics policies;
- The discipline policy;
- The School’s drug free workplace policy; and
- All computer use and cell phone policies, including those defining acceptable use of computer equipment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



# Blackwater Community School



## Emergency Contact Form

Employee Name:

### *Emergency Contact Information:*

Name:

Primary Phone:

Alternate Phone:

Address:

Relationship to Employee:

Date: \_\_\_\_\_



**BLACKWATER COMMUNITY SCHOOL**  
**CHANGE OF NAME/ADDRESS FORM – ACTIVE EMPLOYEES**



NAME OF EMPLOYEE: \_\_\_\_\_

Please note my new name and/or address as follows:

EMPLOYEE NAME:

OLD NAME: \_\_\_\_\_

NEW NAME: \_\_\_\_\_

(Provide documentation of name change, i.e. new ID's, Court Documents, etc.)

NEW ADDRESS: \_\_\_\_\_

(Street)

(City)

(State)

(Zip)

NEW HOME PHONE: \_\_\_\_\_

(Area Code)

(Number)

NEW CELL PHONE: \_\_\_\_\_

(Area Code)

(Number)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
HR Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **AZDPS.GOV**

- **PUBLIC SERVICE**
- **FINGERPRINT**
- **RENEWAL PROCESS**
- **Log in has to be prepared by you.**
- **Always remember your password.**

### 5.3 Dress Code

Blackwater Community School recognizes the effect which student dress and grooming has upon student behavior and commitment to learning. All employees represent Blackwater Community School; therefore, professional appearance is expected in order to support a positive educational environment. Employees serve as mentors and role models for the students and as representatives of Blackwater Community School. Consistent with these roles, all employees, substitutes and volunteers shall exercise good grooming, good taste, and dress professionally and appropriately relative to their specific job duties and responsibilities. Attire considered disruptive or risky to health or safety is not appropriate.

Employees must always consider that their employment placed them in the position of role models for students. Employees shall be expected to exhibit a professional image to students, parents, and the community. The Governing Board expects the dress and appearance of personnel to be professional and appropriate for their job description. Teachers, substitutes, teacher support personnel, and volunteers are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with a safe and effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health or safety of the students or others is prohibited. This same standard will apply to visible tattoos.

The guidelines contained herein are the School's minimum guidelines, and not an exclusive list. Guidelines may take into account the employee's job duties and work environment. This policy will be in effect during the school year, intersessions and summer program. Educational based personnel shall follow this Policy on ALL days students are in attendance. The Principal may determine the appropriate dress to be worn on workdays students are not in attendance. All other personnel shall follow the policy on all workdays unless directed differently by their supervisor. Administration is expected to review these guidelines with their staff each year.

#### **Modest and Appropriate Dress at Blackwater Community School is defined as follows:**

- No visible cleavage;
- No visible undergarments;
- Clothes not worn too tight, too loose, or transparent;
- Clothes that maintain a professional and appropriate appearance;
- No bare midriffs;
- Skirts should be the appropriate length (no more than two inches above the knee) to allow for standing or sitting in public. Dress and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than two inches above the knee;
- Full-length pants, cropped pants, and straight-legged Capri or peddle-pusher pants are permitted. Pant, Capri and peddle-pusher pants must be dress style or casual-dress style (e.g.,

Dockers) and no more than 2" above the knee, jeans and/or pants must be straight- leg or boot cut;

- No bare shoulders (strapless, spaghetti straps or tops with straps less than 2 inches wide) unless worn under jacket, blouse; dress or sweater). However, sleeveless blouses that meet all the other criteria within this regulation may be acceptable. Sleeveless clothing must cover undergarments;
- Blouse / shirt material must not be see-through;
- Exercise pants, sweatpants, sweat shirts, shorts, or other athletic clothing should not be worn unless teaching Physical Education, working in Facilities or as a Bus Driver;
- While shorts would not normally be considered standard professional attire, there are occasions/tasks where tailored shorts would be deemed appropriate (i.e., fundraising, water days, field days, etc.). Such days will be determined by the Principal;
- School sponsored shirts;
- Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment;
- Denim jeans are acceptable, but employees must wear jeans that fit the School environment, meaning dress denim or trouser jeans. No torn, tattered, or faded jeans will be allowed;
- Men's shirts should have a collar, unless School spirit shirt or where shirt can be deemed professional by other standards (for example, crewneck, rounded collar);
- No writing is allowed on clothing, including logos or manufacturers trademarks. Authorized School logos are permitted;
- No team affiliations or team-affiliated sportswear, except on specially announced days;
- Neat clothing is clothing/apparel with:
  - ✓ No holes/tears
  - ✓ Not excessively wrinkled;
  - Clothing and apparel that is clean, modest, and safe;
  - Shoes should be stable and safe:
    - Standard Footwear (shoes, boots, and athletic shoes) may be worn;
    - Dress sandals with strap coverage over the arch and/or a heel strap;
    - No rubber flip-flops or thong shoes (unstable sole which folds in on itself/ a backless sandal held to the foot by a thong between the big toe and the 2nd toe);
    - No shoes with more than a three-inch heel;
    - Footwear should match the activity and provide safety from injury;
  - Facial hair must be kept neat and clean. Hair length should not impair vision;
  - All staff will wear their School issued ID badges.

**In Contrast, the following are considered examples of unprofessional and unacceptable attire:**

Inappropriate physical conditions (commonly referred to as hickeys, love marks, etc.) that are visible;

- Excessive earrings;
- Jewelry worn on or in piercings of the nose, tongue, cheek, lip or eyebrow is prohibited;

- Clothing so unusual, inappropriate or lacking in cleanliness that it disrupts classroom or learning activities;
- Clothes or lack of clothes, that is disruptive, provocative, revealing, indecent, vulgar or obscene; and jewelry or accessories, jewelry/piercings, hair colors (extreme colors), etc., that are offensive and/or distracting to the learning environment;
- Tattoos that are visible and considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang-related or contain obscene phrases;
- Hats, visors, sunglasses, sweatbands, and bandannas (may be worn outside but must be removed when inside the workplace);
- Graphic T-shirts;
- Athletic wear, sweats, T-shirts or Tank Tops;
- Revealing necklines, bare midriffs and excessively tight clothing (including spandex, bicycle shorts, and the like);
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols;
- Clothing which contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols;
- Any item of clothing or jewelry that creates a disruption of the School environment/learning activities, or that poses a threat to the safety and wellbeing of students or staff.

When addressing professional dress expectations, the supervising administrator has the decision-making authority. Dress for conferences, seminars and off-site meetings should be appropriate for the setting. When in doubt wear professional, business attire that is appropriate for representing Blackwater Community School.

Supervisors and school-level administrators are authorized to interpret and enforce this Policy. Reasonable accommodations shall be made as approved in writing by the Human Resource Manager for those employees or volunteers who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of this Policy for dress or appearance that gives rise to the need for deviation from this dress code policy.

**Any employee deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire, and will not be paid for that time off.** Repeated violations or refusal to comply with the directions of the principal/ supervisor by an employee could result in disciplinary action up to and including termination.

BLACKWATER COMMUNITY SCHOOL  
**2023-2024**  
 PAY PERIOD SCHEDULE

Pay Period	Start Date	End Date	Pay Date
1	07/01/23	07/08/23	07/14/23
2	07/09/23	07/22/23	07/28/23
3	07/23/23	08/05/23	08/11/23
4	08/06/23	08/19/23	08/25/23
5	08/20/23	09/02/23	09/08/23
6	09/03/23	09/16/23	09/22/23
7	09/17/23	09/30/23	10/06/23
8	10/01/23	10/14/23	10/20/23
9	10/15/23	10/28/23	11/03/23
10	10/29/23	11/11/23	11/17/23
11	11/12/23	11/25/23	12/01/23
12	11/26/23	12/09/23	12/15/23
13	12/10/23	12/23/23	12/29/23
14	12/24/23	01/06/24	01/12/24
15	01/07/24	01/20/24	01/26/24
16	01/21/24	02/03/24	02/09/24
17	02/04/24	02/17/24	02/23/24
18	02/18/24	03/02/24	03/08/24
19	03/03/24	03/16/24	03/22/24
20	03/17/24	03/30/24	04/05/24
21	03/31/24	04/13/24	04/19/24
22	04/14/24	04/27/24	05/03/24
23	04/28/24	05/11/24	05/17/24
24	05/12/24	05/25/24	05/31/24
25	05/26/24	06/08/24	06/14/24
26	06/09/24	06/22/24	06/28/24
27	06/23/23	06/30/22	06/30/24

2 2  
 3 1  
 P P  
 P P  
 S S  
 S 1  
 A 0  
 L M  
 A O  
 R S  
 Y C  
 & L  
 1 A  
 2 S  
 M S I  
 O F  
 S I E  
 D  
 B N  
 E O  
 N E P  
 F A  
 I Y  
 T P  
 D 8  
 E &  
 D P  
 U 1  
 C 9  
 T P  
 I 1  
 O 9  
 N S





# 2023-2024 Payroll Distribution

## TEACHER PAY OPTIONS



Employee Name (Print) \_\_\_\_\_

### Check Only One Box

#### 23 Payments: PP#2 - PP#24

Pay Dates: July 28, 2023 - May 31, 2024

Equal distribution from PP#2 - PP24

#### 25 Payments: PP#2 - PP#26

Pay Dates: July 28, 2023 - June 28, 2024

Equal distribution from PP#2 - PP26

#### Lump Sum Payment: PP#2 - PP24

Pay Dates: July 28, 2023 - May 31, 2024

Equal distribution from PP#2 - PP26

The last 3 PPs will be paid out at PP#24 (PP24-26)

Employee Acknowledgment: Above is my selected pay distribution option for the 2023-2024 school year. I acknowledge that once my first payment is processed, I CANNOT request to make any changes.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# Blackwater Community School

## Akimel O'Otham Pee Posh Charter School



2023



2024

### "Quality Education Begins Here"

#### SPECIAL DATES

All Teacher In-Service	July 11-July 17
All Staff Return	July 18
First Day of School	July 20
GRIC In-service (No School)	August 11
40th Day of School	September 18
Community Luncheon	November 17
100th Day of School	January 16
Legends Night	January 26
Promotion Day	May 22
Last Day of School	May 24
Summer School	May 28-June 21

#### HOLIDAYS (observed)

Independence Day	July 4
Labor Day	September 4
Native American Day	September 15
Veterans Day	November 10
Thanksgiving Day	November 23-24
GRIC Water Rights Day	December 8
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King Day	January 15
Presidents Day	February 19
Easter Break	March 29-April 1
Memorial Day	May 27
Juneteenth	June 19

**Parent-Teacher Conferences**  
 September 28-29  
 December 14-15  
 February 29- March 1  
 Early Release 1:00 pm & Reports Cards Issued

#### SCHOOL BREAKS

Fall Break	October 2-October 13
Winter Break	December 18-December 29
Spring Break	March 4-March 15

#### ACADEMIC QUARTERS

1st Quarter (49 days)	July 20-September 29
2nd Quarter (41 days)	October 16-December 15
3rd Quarter (42 days)	January 2-March 1
4th Quarter (48 days)	March 18-May 23

^ EARLY RELEASE AT 1:00 pm  
 Every Wednesday and P&T Conferences

+ EARLY RELEASE AT 12:00 pm

#### July 2023

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26^	27	28
31				

#### August 2023

Mon	Tue	Wed	Thu	Fri
	1	2^	3	4
7	8	9^	10	11
14	15	16^	17	18
21	22	23^	24	25
28	29	30^	31	

#### September 2023

Mon	Tue	Wed	Thu	Fri
				1
4	5	6^	7	8
11	12	13^	14	15
18	19	20^	21	22
25	26	27^	28^	29^

#### October 2023

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18^	19	20
23	24	25^	26	27
30	31			

#### November 2023

Mon	Tue	Wed	Thu	Fri
		1^	2	3
6	7	8^	9	10
13	14	15^	16	17
20	21	22^	23	24
27	28	29^	30	

#### December 2023

Mon	Tue	Wed	Thu	Fri
				1
4	5	6^	7	8
11	12	13^	14^	15^
18	19	20	21	22
25	26	27	28	29

#### January 2024

Mon	Tue	Wed	Thu	Fri
1	2	3^	4	5
8	9	10^	11	12
15	16	17^	18	19
22	23	24^	25	26^
29	30	31^		

#### February 2024

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7^	8	9
12	13	14^	15	16
19	20	21^	22	23
26	27	28^	29^	

#### March 2024

Mon	Tue	Wed	Thu	Fri
				1^
4	5	6	7	8
11	12	13	14	15
18	19	20^	21	22
25	26	27^	28	29

#### April 2024

Mon	Tue	Wed	Thu	Fri
1	2	3^	4	5
8	9	10^	11	12
15	16	17^	18	19
22	23	24^	25	26
29	30			

#### May 2024

Mon	Tue	Wed	Thu	Fri
		1^	2	3
6	7	8^	9	10
13	14	15^	16	17
20	21	22^	23	24^
27	28	29	30	31

#### June 2024

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

PHOENIX, AZ. 85029

P- (623) 561- 0068

[aert@ertcpr.com](mailto:aert@ertcpr.com)[www.ertcpr.com](http://www.ertcpr.com)

## AMERICAN EMERGENCY RESPONSE TRAINING

### AERT CPR/AED/FIRST AID REVIEW TEST

Instructions: Read each of the following questions carefully and then fill-in with the correct answer in the provided blanks.

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

1. List the (3) Principles of First Aid. 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
2. What does the SET UP acronym stand for?  
S \_\_\_\_\_ E \_\_\_\_\_ T \_\_\_\_\_ U \_\_\_\_\_ P \_\_\_\_\_
3. Explain Universal Precautions & why is it important? \_\_\_\_\_
4. Explain the Adult Chain of Survival. \_\_\_\_\_
5. Explain Secondary Cardiac Arrest \_\_\_\_\_
6. What are some differences between a Heart Attack & Cardiac Arrest?  
HEART ATTACK \_\_\_\_\_ CARDIAC ARREST \_\_\_\_\_
7. List the steps for a Primary Assessment of an UNResponsive person. \_\_\_\_\_  
\_\_\_\_\_
8. When should you put someone in the recovery position? \_\_\_\_\_
9. In CPR, what does C A B stand for? C \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_
10. Explain when a victim should receive Compression Only CPR & when a victim should receive CAB CPR. \_\_\_\_\_  
\_\_\_\_\_
11. What is the compression to breath ratio? COMPRESSIONS \_\_\_\_\_ BREATHS \_\_\_\_\_
12. Since the Pulse Check has been removed from this level of CPR Training, explain how to determine if someone may need CPR?  
\_\_\_\_\_
13. When providing a rescue breath, how long should each the breath be in length & why? \_\_\_\_\_
14. Match the correct compression depth to an adult, a child & an infant.  
AT LEAST 2 INCHES \_\_\_\_\_ ABOUT 2 INCHES \_\_\_\_\_ 1 & ½ INCHES \_\_\_\_\_
15. When using an AED, explain the FIRST STEP \_\_\_\_\_ IMMEDIATELY after a shock is delivered START \_\_\_\_\_

16. Yes, an AED can be used on infants & children. Explain some of the treatment differences when using an AED on an adult & infants/children.  
\_\_\_\_\_
17. List (4) factors to identify High-Quality CPR. 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_
18. List the treatment steps to assist an adult who is conscious & choking. \_\_\_\_\_  
\_\_\_\_\_
19. Explain what the SAMPLE Acronym stands for & when to use it: S- A- M- P- L- E- : \_\_\_\_\_  
S \_\_\_\_\_ A \_\_\_\_\_ M \_\_\_\_\_ P \_\_\_\_\_ L \_\_\_\_\_ E \_\_\_\_\_
20. List the treatment & when to call EMS of a person with asthma. \_\_\_\_\_  
\_\_\_\_\_
21. What is the treatment for a nosebleed? \_\_\_\_\_
22. What is Poison Control's phone number? \_\_\_\_\_ How/When can Poison Control help? \_\_\_\_\_
23. How to provide treatment for a snake bite? \_\_\_\_\_
24. Explain the treatment for a Thermal Burn \_\_\_\_\_
25. How do you know if someone may have a concussion? \_\_\_\_\_
26. Explain how to control bleeding? \_\_\_\_\_
27. When should a tourniquet be used? \_\_\_\_\_
28. Explain what the FAST Acronym stands for & when to use it: WHEN: \_\_\_\_\_  
F \_\_\_\_\_ A \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_
29. What is the first aid treatment for mild hypoglycemia person? \_\_\_\_\_
30. Explain what the RICE Acronym stands for & when to use it: R- I- C- E- \_\_\_\_\_  
R \_\_\_\_\_ I \_\_\_\_\_ C \_\_\_\_\_ E \_\_\_\_\_
31. How should you provide treatment for a person with a Heat Exhaustion? \_\_\_\_\_  
\_\_\_\_\_

If you need assistance, please contact *AMERICAN EMERGENCY RESPONSE TRAINING* Support Center at **623-561-0068**.

Thank you for making *AMERICAN EMERGENCY RESPONSE TRAINING* your first choice in safety training.