MOGOLLON MUSTANGS

"Leave Your Mark"

EMPLOYEE HANDBOOK

2025-2026

District Theme 2025-2026:

- "Leave Your Mark"

School Board:

- Tim Leedy
- Wendy Hall
- Craig Blackburn
- Christin King
- Patricia Weber

District Office Personnel:

- Ron Tenney, Superintendent (ext. 5002)
- Andrea Despain, Business Manager (ext. 5003)
- Katrina Parrish, Personnel (ext. 5001)
- Amanda Crandell, Secretary (ext. 5000)

Websites:

- ADE: www.ade.state.az.us
- HOUSD: www.heberovergaardschools.org
- HOUSD Policy: https://www.boardpolicyonline.com/bl/?b=heber_overgaard
- School Dude- changed to Asset Essentials follow the link below
  https://assetessentials.dudesolutions.com/HOUSD
  Use for custodial, maintenance and transportation requests
- Health, Dental & Vision www.summit-inc.com
- Retirement: www.azasrs.gov
- Open Enrollment: www.wardservices.com
- HSA: www.healthequity.com
- Holman Group: www.holmangroup.com
- IT – Bryce Computers – (there is a B icon on every computer- this will allow you to place a service ticket for IT) IF this icon is not on your computer send an email to itservices@h-oschools.org

Mustang Mission:

Believe ~ Learn ~ Achieve: Every Student, Every Day

Our vision is to be united in our efforts as we provide a safe, inclusive and supportive educational experience that prepares ALL students to become productive citizens and life-long learners. We will uphold traditional values and incorporate innovative practices and have fun along the way.

Table of Contents

EMPLOYMENT OBLIGATIONS & INFORMATION

TIMESHEET & CLOCK

Time Clock plus is used for all full-time employees to track hours worked. Log in procedures are included in this packet. A time sheet will be given out to all PART TIME employees to track hours worked. This includes Subs, Coaches, Event workers, and Temporary staff. A clock to help you calculate your time is also included. Please call the District office with any questions.

USING & ACCUMULATING LEAVE

Please see the included leave policy. 4-302, 4-302.A-F.

Sick Leave – The first 10 days of leave used are documented as Paid Time off (PTO). After the first ten days of PTO all leave will follow the sick leave rules. If you request personal leave after all PTO has been used the following conditions must be met:

#1 You must have sixteen (16) or more sick leave days accumulated.

#2 Exchange at a rate of 3 to 1- leaving a balance of four (4) or more days on the books.

#3 Fill out the personal leave request exchange form to convert sick time to personal time and a leave form to the District Office.

Annual Leave –Personnel who are employed on a twelve (12) month schedule shall earn 1 to 1.33 day(s) of annual leave per month and shall begin from the first day of employment. Months in which an employee works less than fifteen (15) days shall not be counted toward accrual.

Hourly Employees only- Comp Time – All time worked beyond the period of hours stated on the Notice of Indefinite Term Appointment ***MUST*** be approved by immediate Supervisor ***PRIOR*** to working overtime. If it is deemed necessary to work beyond the hours stated on Notice of Indefinite Term Appointment, the employee will be given compensatory (comp) time for hours worked. Any comp time accumulated during a two-week pay-period, ***MUST*** be used sometime during the next two-week pay-period, unless ***PRIOR*** approval from Supervisor and District office. All comp time will be straight time unless it is time accrued above forty (40) hours worked per week. Comp time ***MUST*** be used as it is earned and will ***NOT*** be reimbursed monetarily.

LEAVE PROCEDURES

Time off work (planned comp/personal/medical/annual leave) – Submit a leave request listing date, leave type, hours used & reason at least five (5) working days ***PRIOR*** to the date requested. Submit the request to your Supervisor. Your signature and the Supervisor's approval signature ***MUST*** be completed prior to sending to the District office.

Same day - Calling in Sick/Emergency – ALL Employees shall report his/her absence personally. **Notify** your Supervisor and Amanda via cell phone. You may leave a voice message or text - informing them of your request for sick/emergency leave. You must call the school at approx. 7:30 AM and inform the secretary that you will be gone. AMANDA CRANDELL cell is: 602-510-9813 call as late as 9:00 PM and as early as 6:00 AM.

LEAVE BEFORE OR AFTER A HOLIDAY

Policy states that leave before or after a holiday ***MUST*** be approved by the Superintendent. Submit your leave request to your Supervisor five (5) or more working days prior to the date requested in order to have it approved.

SICK LEAVE BUYBACK

Balance of accumulated leave above 40 hours will be bought back by the District, upon termination of employment and written request according to the following schedule (After a 12-month waiting period said terminated employee may submit written request for the 40 hours to be reimbursed):

Certificated personnel: To include Teachers, Superintendent, Principals, Business Manager, Special Education Director, and Curriculum/Federal Programs Dir

- One (1) through one hundred (100) days: twenty-five dollars ($25) per day for all unused accumulated days.
- One hundred one (101) or more: thirty dollars ($30) per day for all unused accumulated days.

Support staff personnel:

- One (1) through one hundred (100) days: fifteen dollars ($15) per day for all unused accumulated days.
- One hundred one (101) days or more: twelve dollars ($20) per day for all unused accumulated days.

Employees who work four (4) hours per day or less will receive one-half (1/2) of the indicated amount per day. Employees who work more than four (4) but less than seven (7) hours per day will receive three-fourths (3/4) of the indicated amount per day.

If an Employee is discharged for cause from employment they are not eligible for sick leave pay out.

For employees hired on or after July 1, 2017 accumulated sick leave hours will be eligible to be bought back by the District after 5 years current continuous service within the District.

STAFF INJURY/INCIDENT REPORT

When a staff member has an accident or injury while performing job duties for school district they are responsible for notifying their Supervisor ***IMMEDIATELY***. If the injury is a life threatening emergency call 911. If it is not a life-threatening emergency call 1-888-252-4689 with your supervisor or the school nurse prior to medical attention when possible. At this time you will also receive information regarding medical care or treatment.

CLASSIFIED EVALUATIONS

Please see your supervisor to request your Employee Performance Review. The evaluation will be used to increase job proficiency and for recommending continued employment.

PROFESSIONAL CONDUCT

DRUG FREE WORKPLACE

No employee shall violate the law or District 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 in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

SMOKING/TOBACCO/ALCOHOL USE

Possession or the use of tobacco products and alcohol is prohibited on any school grounds, any school vehicles, or at any off-campus school events.

SCHOOL BUILDING USE OUTSIDE OF SCHOOL HOURS

School facilities and equipment can **NEVER** be used for personal gain by any staff member. Facilities cannot be used by any organization that a staff member belongs to without having a *Facilities Use Agreement* obtained by the district office *AND* schedule the event with the DO Secretary. Facilities can be used for personal reasons by staff members as long as a *Facilities Use Agreement* obtained by the district office and the filled out- *AND* schedule with the DO Secretary. Staff needs to be responsible for turning off lights, cleaning up, and locking doors after using the building for any reason after hours.

USE OF INTERNET AND DISTRICT DEVICES

The use of school internet or district devices for personal enjoyment or gain is unethical. Only view sites that are appropriate. Remember that your internet history is being recorded and can be viewed by district personnel.

USE OF PERSONAL PHONES

The use of personal phones during class time is STRONGLY discouraged. Remember that students are not allowed to have their phones on at all.

BEING ON TIME

Be on time for work. Students are being swept for being tardy, so staff need to set the example.

FACULTY/TEACHER MEETINGS AND PLC'S
All teachers should attend all their campus's teacher meetings and PLCs regardless of FTE status (full-time or part-time).

CONFIDENTIALITY
Remember that all student records are confidential. Be sure not to leave sensitive information lying around where it is easily accessed. Much of the information you discuss with colleagues about students is confidential. Make sure that information stays within prescribed circles and is shared only in a professional manner.

Remember, health information is private, and if you are told something from a colleague regarding their health, please do not share that information with anyone else without their permission.

PROFESSIONAL DRESS
The purpose of the HOUSD faculty dress code is to promote a professional and respectful learning environment while allowing for individual comfort and expression within appropriate boundaries. As role models, teachers and instructional aides are expected to dress in a manner that reflects professionalism and aligns with the values of our school community. A community member should be able to walk into a room and be able to tell the difference between a student and a staff member.

General Guidelines

- **Professional Attire**
  - Clothing should be neat, clean, and in good repair.
  - Business casual attire is the standard expectation.
  - Acceptable options include:
    - Collared shirts/polos or blouses
    - Slacks, khakis, professional trousers, or nice jeans (no holes, rips, frays, etc.)
    - Skirts and dresses of modest length (at or just above the knee)
    - Cardigans, sweaters, or blazers
    - Closed-toe or dress shoes, flats, or professional boots
    - Appropriate undergarments should be worn at all times during working hours.

- **Unacceptable Attire**
  - Clothing with offensive language, images, or political messaging
  - Ripped, torn, or overly distressed clothing
  - Shorts (except in special cases, such as field days or PE)
  - Mini-skirts or excessively tight clothing
  - Flip-flops or beachwear
  - Visible undergarments or overly revealing attire

    - Leggings/Spandex, unless worn under a tunic or dress of appropriate length
    - Baseball hats
    - Extreme or distracting hairstyles
- **Pride Day Thursdays**
    - T-shirts, sweatshirts and/or Hoodies, must be school-affiliated or plain with no inappropriate graphics.
    - Footwear should remain professional.

- **Physical Education and Specialized Staff**
    - PE teachers may wear athletic attire appropriate for physical activity, including athletic pants/shorts (of appropriate length) and sneakers.
    - Spandex or other excessively tight clothing should not be worn.
    - Excessively open clothing should not be worn.
    - Art, music, or lab teachers may wear protective clothing as needed, but should still maintain a neat and professional appearance.

- **Special Events and Spirit Days**
    - The dress code may be relaxed for approved school spirit days, theme days, or field trips. Teachers are encouraged to participate while still maintaining appropriateness.

CHILD ABUSE REPORTING
Do not investigate the abuse, please report any suspicion to the Administration.

SCHOOL ISSUES

DEPARTMENTAL MEETINGS
Departmental meetings are held as often as necessary. Please be on time and open to discussion.

TRIP REQUESTS
In the employee handbook, we have included a “District Trip Checklist”. This list is available to assist you and the District with getting everything taken care of before your trip. Requisitions are needed for: Conference, hotel & meal reimbursements. Leave forms need to be given to the Supervisor for approval.

TRANSPORTATION REQUEST
If you need to use a District vehicle for any District business, you must be on the approved drivers list. School Dude- changed to Asset Essentials follow the link below https://assetessentials.dudesolutions.com/HOUSD Use for transportation requests. A transportation request needs to be submitted through this system for approval five (5) working days ***PRIOR*** to the date of travel.

- All District gas cards must be checked out at the District Office. If you don't know your personal PIN, please ask. Our hours are 7:00 am– 4:00 pm.
- If you use a District gas card, please sign and identify the vehicle number on the receipt. Return the card and all receipts to the district office immediately upon return. ***DO NOT*** leave the card or receipts in the vehicle!! If you return after hours, please return the items the next business day.
- The mileage chart in the vehicle must be filled out completely (front & back) and remain in the vehicle.
- If transporting students, please see "Transporting Students" section below.
- Report any vehicle problems via the form in the travel pack to the District office.
- Report any vehicle damage via form/police report ***and*** via text to Jason Fitzsimmons ***IMMEDIATELY***.

TRANSPORTING STUDENTS

Whenever a teacher transports any students, he/she must be totally in charge of the trip. This includes being responsible for the safety during transportation and at the destination. Make sure all school rules are being followed during the trip just as if on school grounds. This includes keeping students properly seated and wearing seatbelts in the vehicles with them (mandatory).

- Teachers & Staff are not to transport students in their personal vehicles.
- No open drink containers only screw on lids.
- If you are the driver, make sure to follow all traffic laws, including the speed limit.
- If you are on a bus with a driver, make sure you are in control of the students and the trip in general. You (not the driver) should decide where to make stops and what the route will be for the trip.
- You are responsible for making sure trash and items left behind are picked up and removed from vehicle.
- Vehicles should be returned promptly. Keys should be deposited in the door slot at the Bus Barn along with the form stating beginning & end odometer and any problems with the vehicle.
- Chaperones of extra-curricular activities should have copies of all release forms for students. Chaperones of field trips should have permission slips for all students.
- Students are not allowed to be transported in a chaperone's personal vehicle. A chaperone who is going to "meet up" with a group in their personal vehicle needs to get that cleared with administration beforehand.
- Students on school trips are not allowed to ride home with anyone other than their parents unless they have written permission to ride home with another adult.

Bus Drivers must comply with all CDL and Arizona State requirements including physical requirements drug testing & medical requirements. In addition will clean the interior and exterior of bus when necessary. Will also fuel bus trying to keep fuel above half a tank when possible.

MAINTENANCE, CUSTODIAL & INFORMATION TECHNOLOGY/WORK ORDERS

Staff may only request work orders on School Dude- this program has been upgraded to Asset Essentials follow the link: https://assetessentials.dudesolutions.com/HOUSD. Every employee has a login for this system. Any request sent by another employee for you - will not be completed. You must submit your own ticket for your own work to be completed. Do not ask another employee to submit your request. If you have any questions, please contact Andrea Despain @ the District Office ext 5003.

REQUISITIONS/PURCHASE ORDERS

When a staff member wants to order something, he/she must fill out a Requisition and give it to the site Secretary/Principal/Athletic Director. The Requisition must include 3 quotes if the purchase is over $1,000.00. If the Vendor is not in our system, we will need to add them to the approved vendor list, which requires a New Vendor form and W9. This will extend the time to make the purchase. If the Principal/AD approves it, he/she will pass it on to be made into a Purchase Order. The office staff will discuss with the requester the process to order the items. Any items ordered without going through this process will not be reimbursed by the District. Any item that is received without a purchase order matching it will be returned to the sender. Never pay for any item yourself and expect to be reimbursed without prior approval- via PAPERWORK. A copy of this form can be found in the forms section. **ALL** highlighted sections must be completed. The only after the fact PO that will be processed is an emergency purchase and is required to be board approved in a public board meeting.

MOVING/DISPOSAL OF EQUIPMENT

Any item that is tagged (inventoried) cannot change rooms without the proper form being filled out. Any broken or damaged items must have a form filled out and approved to move to storage. A copy of this form can be found in the forms section. We are not permitted to dispose of any items unless we go through the approved process.

STUDENT INJURIES

Whenever a student is injured on school grounds or during a school event, be sure to fill out an injury report. Ask your secretary for an Injury Report Form. Send the form and an email to the School Nurse.

VISITOR INJURIES

If a parent or family member is visiting our campuses and gets seriously injured- please call 911. The individual can deny assistance from the ambulance if they choose. Our school nurse or other staff should not attempt to evaluate, assist or treat the individual.

STUDENT COMPUTER USE

While our District encourages student computer use and the use of technology in the interactions between students and staff, we also recognize the dangers in letting students have unsupervised use of computers. No student should have access to a computer on any campus where there is no staff supervision.

ENFORCING SCHOOL RULES

By signing their Notice of Indefinite Term Appointment, Contract, and/or Wage Agreements, staff are agreeing to district policy. Staff enforcing of the school rules is part of district policy. Staff are expected to enforce school rules in their classroom, on the bus, on school grounds, and during school events. These rules include, but are not limited to, dress code, language, bullying/harassment, use of cell phones, and the sweep policy. All policies may be found online at https://www.boardpolicyonline.com/bl/?b=heber_overgaard

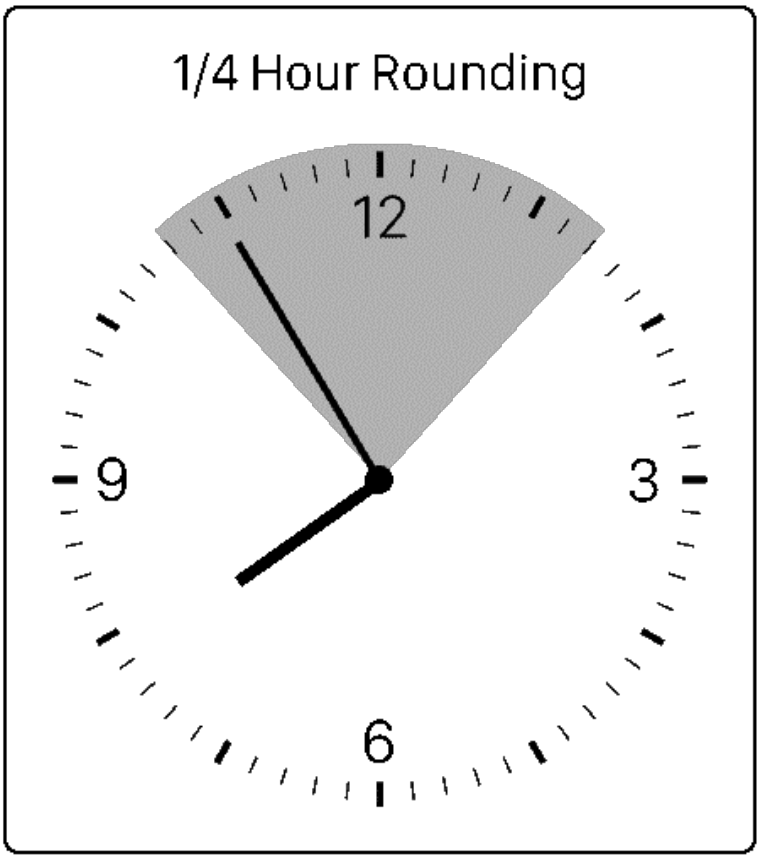
SENDING STUDENTS TO THE OFFICE

Report student disruption or rule infraction to the appropriate teacher or principal. A write-up should always follow when a student is sent to the office. Contact site administration for details and procedures.

VISITORS

Any visitor must visit the office first and receive a pass to wear on campus. It is every staff member's responsibility to question any visitor without a pass and direct him/her to the office. Any guest in a classroom must either be a parent or a guest speaker that relates to curriculum. Both of these cases will need to wear a pass from the office while on campus. For procedure on students from other schools and ex-students please check with site administration.

Actual Start Time	Rounded Start Time (Quarter Hour)
7:53-8:07	8:00
8:08-8:22	8:15
8:23-8:37	8:30
8:38-8:52	8:45
8:53-9:07	9:00



EMPLOYEE LEAVE REQUEST / COMP-TIME APPROVAL AUTHORIZATION SHEET

_____ / _____

Employee Name (Please Print) Department or Location

*__ANY__ leave including/adjoining first two weeks of school, last two weeks of school, Professional Development days, a Holiday or Testing **MUST** be approved by your Administrator **AND** the Superintendent 5 days prior to leave.*

EMPLOYEE LEAVE REQUEST					
Date	Leave Type	All Day Y/N	Hours Used	Reason	Periods to be covered

Leave Types: Personal Time Off (PTO)

Personal Sick (PS)
Family Sick (FS)
Bereavement(USES SL)
Personal Leave (PL)
Comp
Annual Leave (AL) *(12mth only)*
Jury Duty (JD)
District Business (DB)
Coaching (C)
Prep Hour Coverage Comp

COMP TIME **ACCRUAL** APPROVAL (***Prior approval required***)				
Date	Hours	Justification	Supervisor Approval	Date

By signing below, I understand that if I do not have sufficient leave, my pay check will be docked.

☐ **REQUESTING LEAVE WITH OUT PAY DUE TO INSUFFICENT LEAVE ACCRUED**

_____ _____ _____ _____

Employee Signature Date Approval Signature Date

District Leave Policies may be found on https://www.boardpolicyonline.com/bl/?b=heber_overgaard under Chapter 4 – Employment

Revised 7/2024

PURCHASE REQUISTION FORM

HEBER-OVERGAARD UNIFIED SCHOOL DISTRICT #6

Complete the information and obtain approvals below. Forward the completed and approved form to amanda.crandell@h-oschools.org.

Forms that are not approved or incomplete will be returned to the requisitioner.

VENDOR INFO:		**REQUISITIONER INFO:**	
Name:		Date:	
Address:		Name:	
		Phone Extension:	
		Delivery Location:	
Phone:		Date Required:	
Email/Fax:		Funding Code(s):	
Attn:			

ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
TOTAL				
			TAX-	
			FREIGHT-	
			GRAND TOTAL-	

SPECIAL INSTRUCTIONS:

Supervisor Signature

Budget Approval Signature

For ALL requistitions from $1,000 to $9,999 oral document below - IF $10,000 & over NEED written quotes attached

PLEASE ATTACH A MINIMUM OF 3 QUOTES

Quote 1 Date -	Vendor -
Quote 2 Date -	Vendor -
Quote 3 Date -	Vendor -

Justification for choosing the Vendor you did:

Heber-Overgaard Schools

"Home of the Mustangs"

P.O. Box 547 Heber, Arizona 85928

Phone 928-535-4622 Fax 928-535-5146

www.heberovergaardschools.org

District Travel Checklist

☐ **Requisition for Conference / Event Registration**
Include dates, times, location, conference agenda / any event information.
Get approved/signed by Supervisor.
Submit to DO for approval.

☐ **Requisition for Hotel Reservation**
Include dates needed, location of preferred choice.
(Please stay within state guidelines for cost. Ask DO for information if needed.)
Include a copy of conference agenda / event information.
Submit to DO for approval.
Mark N/A if not needed.

☐ **Requisition for Meal Reimbursement**
Include the name & location of conference / event you are attending.
List the specific dates especially if leaving the night before.
Include a copy of conference agenda / event information.
*Important to note if any meals will be covered by the conference / event.
Submit to DO for approval.
Mark N/A if not needed.

☐ **Submit Employee Leave Form**
Identify leave type as DB and include name of conference / event.
Include Sub request if needed.
Get approved/signed by Supervisor.
Submit to DO for approval.
Mark N/A if not needed.

☐ **Request Vehicle with Transportation**
Submit request to Jason Fitzsimmons five (5) working days ***PROIR*** to date of travel.
REQUEST a fuel card with DO if leaving the mountain. (Include the Vehicle # once assigned)
Mark N/A if not needed.

☐ **Requisition for Mileage Reimbursement**
*IF district transportation is unavailable reimbursement will be based on current state rate.
Include a map with mileage calculations.
Submit to DO for approval.
Mark N/A if not needed.

CREDIT CARDS

DISTRICT-ASSIGNED CREDIT/PROCUREMENT CARD HOLDER AGREEMENT

By my signature I hereby acknowledge that I have read and understand the Heber-Overgaard Unified School District's credit/procurement card policy and regulations, and that I have been provided sufficient opportunity to ask questions related to the District's credit/procurement card policy and regulation. Furthermore, I affirm that I will not use the credit/ procurement card for personal reasons and that I have been advised of the purchase limitations associated with the use of the card. I will not process any cash back or use for cash out services. I understand that a violation of this agreement may result in disciplinary action up to and including termination, and possible legal action.

_____ _____

Signature Position

_____ _____

Printed name Date signed

Heber-Overgaard U.S.D. #6

REQUEST FOR AUTHORIZATION TO DISPOSE/TRANSFER OF EQUIPMENT

School _____

Department _____

Check One: Trade-In _____ Sale ____ Loss ____ Transfer ____ Other ____

From: _____ To: _____

_____ _____

_____ _____

Tag No.	Description (Include Model Number)	Serial No.	Date Required	Recorded Cost/Value	Sale/Trade-in Amount

Reason for disposition: _____

_____

_____

_____

Signature _____ Date _____

Department Head / Principal

Signature _____ Date _____

Board Authorized Agent

Deleted from GFA listing by _____ Date _____

HEBER-OVERGAARD USD#6 PHONE DIRECTORY

Revised 7/22/2025

MOUNTAIN MEADOWS

PO Box 40, 2181 W Country Club Drive
Overgaard, AZ 85933

Phone:928-535-4622 option 4 Fax: 928-535-5146

4000	Secretary	115	E Reidhead
4040	Nurse	119	D Bigler
4124	Library	124	D Bullmore
4010	Principal	116	N Stoelk
4123	Pre-School	112	P Bennett
4111	Kindergarten	111	S Young
4101	1st Grade	101	K Pinneo
4102	1st Grade	102	J Taylor
4105	2nd Grade	104	M Goodman
4113	2nd Grade	105	M Perguson
4104	3rd Grade	113	S Kennison
4110	3rd Grade	110	C Duncan
4120	Aides	120	E Goodwin
4106	Music	108	C Long
4108	Sped Room	106	S Baker
4107	Reading	107	J Rose
4122	Speech	upstr	
4112	Sped Room	123	
4030	Cafeteria		
4031	Kitchen		SWFS
4020	Staff Lounge		

DISTRICT OFFICE

PO Box 547, 3375 Buckskin Canyon Road
Heber, AZ 85928

Phone:928-535-4622 option 5 Fax: 928-535-5146

5000	Secretary	Amanda Crandell
5001	Payroll	Katrina Parrish
5003	Business Mgr	Andrea Despain
5002	Superintendent	Ron Tenney
3080	Grants Manager	Duane Tomlinson

CAPPS MIDDLE SCHOOL

PO Box 820, 3375 Buckskin Canyon Road
Heber, AZ 85928

Phone:928-535-4622 option 3 Fax: 928-535-5146

3000	Secretary		L Tomlinson
3033	ISS	212	C Johnson
3040	Nurse	208	D Bigler
3050	Library		S Crandell
3010	Principal	205	N Stoelk
3202	4th Grade	305	H Pearce
3099	4th Grade	306	B VanWinkle
3103	5th Grade	303	J Quinn
3104	5th Grade	304	J Rust
3199	6th Grade	302	M Bove
3305	6th Grade	301	N Woley
3200	Sped Room	7	B Means
3020	Sped Room		S Grumkoski
3302	Orchestra	M2	J Owens
3301	Band	M1	C Long
3030	Café Director		M Christensen
3031	Kitchen		SWFS
3206	Speech	8	J Owens
3002	Office Counter		Office Counter
5004			

All Campus Support

2090	Bus Barn Office		Jason Fitzsimmons
2091	Bus Barn Rm		
3071	Custodial/Maint		Kelly Williams
3097	IT		Bryce Computers
	IT Email - it@h-oschools.org		

#1	Important Messages		
#2	MHS	#6	Transportatin
#3	CMS/MJHS	#7	Info Technology
#4	MMP	#8	Maintenance
#5	DO	#9	Extensions

MOGOLLON JR & HIGH SCHOOL

PO Box 279, 3450 Mustang Ave
Heber, AZ 85928

Phone:928-535-4622 option 2 Fax: 928-535-5146

2000	Secretary		P Hunt
2001	Bookstore		S McLaws
2060	Counseling		T Kelton
2082	ISS		C Johnson
2040	Nurse		D Bigler
2050	Library		J Townsend
2208	Library Office		J Townsend
2010	Principal		R Porter
2080	AD Office		D Gamboa
2103	Social Studies	1E	M Ballesteros
2304	Jr High Math	1C	M Franco
2303	Jr High Science	1B	B Isaacs
2305	Orchestra	1D	J Owens
2106	Band	1G	C Long
2203	Math	2A	D Tomlinson/M Crandell
2105	English	1F	J Kizzar
2206	English/Student Govt	2F	H Curry
2204	Am Govt/Workd Hist	2B	N Hall
2205	Culinary Arts	2E	A Cochran
2200	Science	2D	D Crandell
2104	SPED		B Polley
2100	Yearbook/StudCo	2C	T Martineau
2301	Sports Medicine		L Slade
2300	Spanish/PE	Bldg 3	B Robinson
2202		1A	T Kelton
2081	Weight Room		B Robinson
2030	Kitchen		SWFS
2002	Lobby		Student/Office Cntr
2209	Talon		

Heber-Overgaard School District Calendar 4-Day Week (M-TH)
FY 2025-2026

Subject to change

Teacher Contract Days - 156

Number of Instructional Days · 150

Board Approved: 12/10/24

18 JULY PS1 2

M	T	W	TH	F	
	1	2*	~~3~~	4	
7	8	9	10	**11$**	1
14	15	16*	17	18	
21	22	23	**24**	**25$**	2
28PD	**29EO/PD**	30FD*	**31**		

16 AUGUST PS12 16

M	T	W	TH	F	
				1	
4	5	6	7	**8$**	3
11	12	13*	14	15PD	
18	19	20	21	**22$**	4
25	26	27*	28	29	

18 SEPTEMBER PS14 18

M	T	W	TH	F	
~~1~~	2	3	4PS	**5S/D$**	5
8	9	10*	11	12	
15	16	17	18	**19PD$**	6
22	23	24*	25	26R/E	
29	30				

17 OCTOBER PS10 14

M	T	W	TH	F	
		1	**2QE/PTC**	**3$**	7
~~6~~	~~7~~	~~8*~~	~~9~~	10	
13	14	15	16	**17PD$**	8
20	21	22*	23	24	
27	28	29	30	31$	9

13 NOVEMBER PS9 12

M	T	W	TH	F	
3	4	5*	6	**7**	
10	~~11~~	12	13PS	**14S/D$**	10
17	18	19*	20	21	
~~24~~	~~25~~	~~26$~~	~~27~~	**28**	11

15 DECEMBER PS9 12

M	T	W	TH	F	
1	2	3*	4	5	
8	9	10	11	**12$R/E**	12
15	16	17*	18QE**	19	
~~22~~	~~23~~	~~24~~	~~25~~	**26$**	13
~~29~~	~~30~~	~~31*~~			

16 JANUARY PS12 16

M	T	W	TH	F	
			~~1~~	2	
5	6	7	8	**9$**	14
12	13	14*	15	16	
~~19~~	20	21	22PS	**23S/D$**	15
26	27	28*	29	30	

16 FEBRUARY PS12 16

M	T	W	TH	F	
2	3	4	5	**6$**	16
9	10	11*	12	13	
~~16~~	17	18	19PS	**20S/D$**	17
23	24	25*	26	27	

14 MARCH PS11 14

M	T	W	TH	F	
2	3	4	5	**6$**	18
~~9~~	~~10~~	~~11~~	~~12~~	13	
16	17	18	**19QE/PTC**	**20$R/E**	19
23	24	25*	26	27	
30	31				

18 APRIL PS13 18

M	T	W	TH	F	
		1	2	**3$**	20
6	7	8*	9	10	
13	14	15	16	**17$**	21
20	21	22*	23	24	
27	28	29	30		

15 MAY PS5 12

M	T	W	TH	F	
				1$	22
4	5	6*	7	8	
11	PS12LD	13	14	**15$R/E**	23
18	19	20*	**21LD**	22T$	24
~~25~~	26	27	28	**29$**	24

18 JUNE

M	T	W	TH	F	
1	2	3*	4	5	
8	9	10	11	**12$**	25
15	16	17*	18	19	
22	23	24	25	**26$**	26
29	30				

LEGEND

* END of Pay Period turn in time sheet

EO- Employee Orientation & Work Day

FD- First Day of School

LD- Last Day of School/Early Dismiss

PTC- Parent Teacher Conf. Early Dismiss

QE- Quarter Ends

40th Day is 10/14/2025

100th Day is 2/18/2026

$ - PAY DAYS

** TURN in time sheet due to holiday

PD- Teacher Development (5) 1PER PD

R/E- Reteach/Enrich-Tutoring (4)

PreSch Thursdays 9/4,11/13,1/22,2/19

School Day Fridays 9/5,11/14,1/23,2/20

Snow Days may be online inst IF needed

Quarters (QRT) Totals			Semesters Totals	
First Quarter	38 days	Ends 10/2/2025		
Second Quarter	36 days	Ends 12/18/2025	1st Semester	74 Days
Third Quarter	40 days	Ends 3/19/2026		
Fourth Quarter	36 days	Ends 5/21/2026	2nd Semester	76 Days

Teacher Contracts

150	Days of Instruction
1	Days for PD/Orientation
5	Days for Teacher PD
156	Total Contract Days

Parent Teacher Conference (PTC)

Early Dismissal

1st QRT 10/2/2025

2nd QRT 3/19/2026

Teacher Develeopement will provide assistance for our teachers to help meet ESEA and Recertification Requirements

10 month employees - 150 work days + 7 holidays= 157 total contract days (163 AD SEC, 164 SEC)

Pre-School - First Day 7/30/25 - Last Day 5/12/26 108 Inst Days + 7 PD Holiday =115 +(4 Prep Days Lead Only 119 total)

12 month employees- 194 work days + 16 holidays= 210 total contract days

12 MTH wk days 10/7-9, 11/25, 12/22, 29-30

No school Non paid Holiday

Paid Holidays 10 Month

Same holidays as 10 month

Paid Holidays 12 Month

See attached outline for further explanation of the 2025-2026 Calendar

Heber-Overgaard UNIFIED SCHOOL DISTRICT #6 2025-2026 SCHOOL CALENDAR

July	3	Thursday – Paid Holiday 12M
	23	MJHS Registration 8:00am-12:00pm
	24	MHS Registration 8:00am-12:00pm
	28	Teacher Orientation Day / PD (Contract Day for Teachers-Teachers report back)
	28	Meet the Teacher Night- ALL SCHOOLS **MMP 4:00-5:00, CMS 5:00-6:00, MJHS/MHS 6:00-7:00**
	29	Employee Orientation / PD 7:30 Meet and Greet; 8:00 All District Employees (PAC)
	30	***First Day of School PreK-12***
August	15	Teacher Professional Development Day (Contract Days for Teachers)
September	1	Labor Day – No School – Paid Holiday
	4	PRESCHOOL DAY
	5	FRIDAY SCHOOL DAY K-12
	19	Teacher Professional Development Day (Contract Days for Teachers)
	26	Friday – District Re-teach & Enrich
October	2	End of Quarter
	2	Parent/Teacher Conferences - Early Release
	6-9	Fall Break - No School
	7-9	12M Work Days - NPD's all other Classified Staff
	17	Teacher Professional Development Day (Contract Days for Teachers)
November	11	Veterans Day – No School – Paid Holiday
	13	PRESCHOOL DAY
	14	FRIDAY SCHOOL DAY
	24-27	Thanksgiving Break – No School (24th-NonPaidHldy, 25th-12M Wk Day, 26-27th-PaidHldy for 12M, 27th-PaidHldy for 10M) – NPD's all other Staff
December	12	Friday – District Re-teach & Enrich
	17-18	FINALS Semester 1
	18	End of 2nd Quarter/1st Semester – Early Release
	22-Jan1	Christmas Break – No School (22nd-12M Wk Day, 23rd-NonPaidHldy, 24-25th-PaidHldy for 12M, 25th-PaidHldy for 10M) (29-30th-12M Wk Day, 31st-Paid Hldy for 12M) - NPD's for all other staff
January	1	New Year's Day – No School - Paid Holiday
	19	Civil Rights Day – No School – Paid Holiday
	22	PRESCHOOL DAY
	23	FRIDAY SCHOOL DAY
February	16	President's Day – No School – Paid Holiday
	19	PRESCHOOL DAY
	20	FRIDAY SCHOOL DAY
March	9-12	Spring Break – No School - Paid Holiday 12M- NPD's for all other classified staff
	19	End of 3rd Quarter
	19	Parent/Teacher Conferences - Early Release
	20	Friday – District Re-teach & Enrich
	26	Parent/Teacher Conferences - Early Release
May	12	LAST DAY of PRESCHOOL (No snow days)
	15	Friday – District Re-teach & Enrich
	11	HS Academic Awards Banquet – PAC/Capps
	17	Baccalaureate – PAC/Capps 4:00 pm
	19-20	FINALS Semester 2
	21	JH Awards Assembly – 8:00am MHS GYM
	21	***Last Day of School – Early Release***
	22	MHS Graduation @ 7:00PM
	25	Memorial Day – Paid Holiday 12M

Parent/Teacher Conference Days

October 2, 2025 and March 26, 2026

Junior High School Awards Assembly

May 21, 2026 at Mogollon High School Gymnasium @ 8:00 am

High School Promotion Events

Academic Awards Banquet May 11, 2026 at 6:00pm, PAC Capps Middle School

Baccalaureate Sunday May 17, 2026 at 4:00 pm, PAC Capps Middle School

Graduation Ceremony Friday, May 22, 2026 @ 7:00 p.m. in Mogollon High School Gymnasium

Board Approval: 12/10/24

	A	B	E	F
1	**MOUNTAIN MEADOWS PRIMARY BELL SCHEDULE**			
2	**2025-2026**			
3				
4	**KINDERGARTEN AM**		**KINDERGARTEN PM**	
5	8:05	Warning Bell	11:55	Warning Bell
6	8:10	Tardy Bell	12:00	Tardy Bell
7	8:10-11:10	Class	12:00-3:00	Class
8	11:10	Dismiss	3:00	Dismiss
9			3:00-4:00	Prep Time
10				
11	**FIRST GRADES**		**SECOND GRADES**	
12	8:05	Warning Bell	8:05	Warning Bell
13	8:10	Tardy Bell	8:10	Tardy Bell
14	8:10-10:55	Class	8:10-11:10	Class
15	10:55-11:35	Lunch	11:10-11:50	Lunch
16	11:35-1:30	Class	11:50-1:10	Class
17	1:30-1:45	Recess	1:10-1:25	Recess
18	1:45-3:00	Class	1:25-3:00	Class
19	3:00-4:00	Prep Time	3:00-4:00	Prep Time
20				
21	**THIRD GRADES**		**MOUNTAIN MEADOWS STAFF**	
22	8:05	Warning Bell	Principal	Nathan Stoelk
23	8:10	Tardy Bell	Secretary	Elwanda Reidhead
24	8:10-11:20	Class	Preschool	Patty Bennett
25	11:20-12:00	Lunch	Kindergarten	Shelia Young
26	12:00-1:20	Class	1st Grade	Kathy Pinneo
27	1:20-1:35	Recess	1st Grade	Jennifer Taylor
28	1:35-3:00	Class	2nd Grade	Matt Goodman
29	3:00-4:00	Prep Time	2nd Grade	Melissa Perguson
30			3rd Grade	Christine Duncan
31			3rd Grade	Sylvia Kennison
32			SPED	Sharon Baker
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				

	A	B	E	F
44	**MOUNTAIN MEADOWS PRIMARY BELL SCHEDULE**			
45	2025-2026			
46	**PRESCHOOL MORNING SCHEDULE**			
47	8:05	Warning Bell		
48	8:10	Tardy Bell		
49	8:10-8:30	Circle Time/Focus Board		
50	8:30-9:45	Morning Work Stations		
51	9:45-10:00	Snack		
52	10:00-10:30	Select one or two: Reading Corner/Dramatic Play/Music/Art		
53		Manipulative/Fine Motor		
54	10:30-10:50	Free Play		
55	10:50-11:10	Story Time		
56	11:10	Dismiss		
57				
58	**PRESCHOOL AFTERNOON SCHEDULE**			
59	11:55	Warning Bell		
60	12:00	Tardy Bell		
61	12:00-12:30	Circle Time/Focus Board		
62	12:30-1:45	Morning Work Stations		
63	1:45-2:00	Snack		
64	2:00-2:30	Select one or two: Reading Corner/Dramatic Play/Music/Art		
65		Manipulative/Fine Motor		
66	2:30-2:50	Free Play		
67	2:50-3:00	Story Time		
68	3:00	Dismiss		

	A	B	C	D	E	F	G
1	**MOUNTAIN MEADOWS ALTERNATE BELL SCHEDULE**						
2	**2 HOUR DELAY**						
3	**2025-2026**						
4							
5	**KG MORNING**			**PRESCHOOL MORNING**			
6	10:05	Warning Bell		10:05	Warning Bell		
7	10:10	Tardy Bell		10:10	Tardy Bell		
8	10:10-11:10	Class		10:10-11:10	Class		
9	11:10	Dismiss		11:10	Dismiss		
10							
11	**KG AFTERNOON**			**PRESCHOOL AFTERNOON**			
12	11:55	Warning Bell		11:55 Warning Bell			
13	12:00	Tardy Bell		12:00 Tardy Bell			
14	12:00-3:00	Class		12:00-3:00 Class			
15	KG am/pm take turns			PS am/pm take turns			
16	Work online/teacher lessons			Work online/teacher lessons			
17							
18	**FIRST GRADES**			**SECOND GRADES**			
19	10:05	Warning Bell		10:05	Warning Bell		
20	10:10	Tardy Bell		10:10	Tardy Bell		
21	10:10-10:55	Class		10:10-11:10	Class		
22	10:55-11:40	Lunch/Recess		11:10-11:50	Lunch/Recess		
23	11:40-1:30	Class		11:50-1:25	Class		
24	1:30-1:50	Recess		1:25-1:45	Recess		
25	1:50-3:00	Class		1:45-3:00	Class		
26	3:00	Dismiss		3:00	Dismiss		
27	3:00-4:00	Prep Time		3:00-4:00	Prep Time		
28							
29	**THIRD GRADES**						
30	10:05	Warning Bell					
31	10:10	Tardy Bell					
32	10:10-11:20	Class					
33	11:20-12:00	Lunch/Recess					
34	12:00-1:30	Class					
35	1:30-1:45	Recess					
36	1:45-3:00	Class					
37	3:00	Dismiss					
38	3:00-4:00	Prep Time					

	A	B	C	D	E	F	G
1	**MOUNTAIN MEADOWS ALTERNATE BELL SCHEDULE**						
2	**EARLY RELEASE**						
3	**2025-2026**						
4							
5	**KG MORNING**				**PRESCHOOL MORNING**		
6	8:05	Warning Bell			8:05	Warning Bell	
7	8:10	Tardy Bell			8:10	Tardy Bell	
8	8:10-11:10	Class			8:10-11:10	Class	
9	11:10	Dismiss			11:10	Dismiss	
10							
11	**FIRST GRADES**				**SECOND GRADES**		
12	8:05	Warning Bell			8:05	Warning Bell	
13	8:10	Tardy Bell			8:10	Tardy Bell	
14	8:10-10:55	Class			8:10-11:10	Class	
15	10:50-11:10	Lunch/Recess			11:00-11:20	Lunch/Recess	
16	11:10-11:45	Class			11:20-11:45	Class	
17	11:45	Dismiss			11:45	Dismiss	
18							
19	**THIRD GRADES**						
20	8:05	Warning Bell					
21	8:10	Tardy Bell					
22	8:10-11:15	Class					
23	11:05-11:25	Lunch/Recess					
24	11:25-11:45	Class					
25	11:45	Dismiss					

CAPPS MIDDLE SCHOOL
2025-2026

4th

Regular		Min.
7:55-8:10	Instruction	15
8:10-9:10	Instruction	60
9:15-9:45	Music	30
9:45-10:10	Instruction	25
10:10-10:55	Instruction	45
10:55-11:10	LUNCH	15
11:10-11:25	Lunch Recess	15
11:25-11:50	Instruction	25
11:50-1:15	Instruction	85
1:15-1:30	PE	15
1:30-2:10	Instruction	40
2:10-2:40	Instruction	30
2:40-3:00	AR	20
		420

5th

Regular		Min.
7:55-8:10	Instruction	15
8:10-9:30	Instruction	80
9:30-9:45	Instruction	15
9:50-10:35	Music	45
10:35-11:10	Instruction	35
11:10-11:25	LUNCH	15
11:25-11:40	Lunch Recess	15
11:40-1:30	Instruction	110
1:30-1:45	PE	15
1:45-2:15	Instruction	30
2:15-3:00	Instruction	45
		420

6th

Regular		Min.
7:55-8:10	Instruction	15
8:10-9:30	Instruction	80
9:30-9:45	Instruction	15
9:45-10:35	Instruction	50
10:40-11:25	Music	45
11:25-11:40	LUNCH	15
11:40-11:55	Lunch Recess	15
11:55-1:45	Instruction	110
1:45-2:00	PE	15
2:00-2:15	Instruction	15
2:15-3:00	Instruction	45
		420

7/7/2025

CAPPS MIDDLE SCHOOL
2025-2026

4th

Regular		Min.
7:55-8:10	Instruction	15
8:10-9:10	Instruction	60
9:15-9:45	Music	30
9:45-10:10	Instruction	25
10:10-10:55	Instruction	45
10:55-11:10	LUNCH	15
11:10-11:25	Lunch Recess	15
11:25-11:50	Instruction	25
11:50-1:15	Instruction	85
1:15-1:30	PE	15
1:30-2:10	Instruction	40
2:10-2:40	Instruction	30
2:40-3:00	AR	20
		420

10:00 -Late Start		Min.
9:55-10:10	Instruction	15
10:10-10:55	Instruction	45
10:55-11:55	Instruction	60
11:55-12:10	LUNCH	15
12:10-12:25	Lunch Recess	15
12:25-12:50	Instruction	25
12:50-1:20	Instruction	30
1:20-1:40	Instruction	20
1:40-2:10	Instruction	30
2:10-2:40	Instruction	30
2:40-3:00	AR	20
		305

11:45 - Early Release		Min.
7:55-8:10	Instruction	15
8:10-9:10	Instruction	60
9:15-9:45	Instruction	30
9:45-10:10	Instruction	25
10:10-10:55	Instruction	45
10:55-11:10	LUNCH	15
11:10-11:25	Lunch Recess	15
11:25-11:45	Instruction	20
		225

Assembly		Min.
7:55-8:10	Instruction	15
8:10-9:10	Instruction	60
9:15-9:45	Music	30
9:45-10:10	Instruction	25
10:10-10:55	Instruction	45
10:55-11:10	LUNCH	15
11:10-11:25	Lunch Recess	15
11:25-11:50	Instruction	25
11:50-1:15	Instruction	85
1:15-1:30	PE	15
1:30-2:10	Instruction	40
2:10-2:30	Instruction	20
2:30-3:00	Assembly	30
		420

7/7/2025

CAPPS MIDDLE SCHOOL
2025-2026

5th

Regular		Min.
7:55-8:10	Instruction	15
8:10-9:30	Instruction	80
9:30-9:45	Instruction	15
9:50-10:35	Music	45
10:35-11:10	Instruction	35
11:10-11:25	LUNCH	15
11:25-11:40	Lunch Recess	15
11:40-1:30	Instruction	110
1:30-1:45	PE	15
1:45-2:15	Instruction	30
2:15-3:00	Instruction	45
		0
		420

10:00 -Late Start		Min.
9:55-10:10	Instruction	15
10:10-11:10	Instruction	60
11:10-12:10	Instruction	60
12:10-12:25	LUNCH	15
12:25-12:40	Lunch Recess	15
12:40-1:20	Instruction	40
1:20-1:40	Instruction	20
1:40-2:15	Instruction	35
2:15-3:00	Instruction	45
		305

11:45 - Early Release		Min.
7:55-8:10	Instruction	15
8:10-9:30	Instruction	80
9:30-9:45	Instruction	15
9:50-10:35	Instruction	45
10:35-11:10	Instruction	35
11:10-11:25	LUNCH	15
11:25-11:40	Lunch Recess	15
11:40-11:45	Instruction	5
		225

Assembly		Min.
7:55-8:10	Instruction	15
8:10-9:30	Instruction	80
9:30-9:45	Instruction	15
9:50-10:35	Music	45
10:35-11:10	Instruction	35
11:10-11:25	LUNCH	15
11:25-11:40	Lunch Recess	15
11:40-1:30	Instruction	110
1:30-1:45	PE	15
1:45-2:15	Instruction	30
2:15-2:30	Instruction	15
2:30-3:00	Assembly	30
		0
		420

7/7/2025

CAPPS MIDDLE SCHOOL
2025-2026

6th

Regular		Min.
7:55-8:10	Instruction	15
8:10-9:30	Instruction	80
9:30-9:45	Instruction	15
9:45-10:35	Instruction	50
10:40-11:25	Music	45
11:25-11:40	LUNCH	15
11:40-11:55	Lunch Recess	15
11:55-1:45	Instruction	110
1:45-2:00	PE	15
2:00-2:15	Instruction	15
2:15-3:00	Instruction	45
		420

10:00 -Late Start		Min.
9:55-10:10	Instruction	15
10:10-10:35	Instruction	25
10:35-11:25	Instruction	50
11:25-12:25	Instruction	60
12:25-12:40	LUNCH	15
12:40-12:55	Lunch Recess	15
12:55-1:20	Instruction	25
1:20-1:40	Instruction	20
1:40-2:15	Instruction	35
2:15-3:00	Instruction	45
		305

11:45 - Early Release		Min.
7:55-8:10	Instruction	15
8:10-9:30	Instruction	80
9:30-9:45	Instruction	15
9:45-10:35	Instruction	50
10:40-11:25	Instruction	45
11:25-11:45	LUNCH	20
		225

Assembly		Min.
7:55-8:10	Instruction	15
8:10-9:30	Instruction	80
9:30-9:45	Instruction	15
9:45-10:35	Instruction	50
10:40-11:25	Music	45
11:25-11:40	LUNCH	15
11:40-11:55	Lunch Recess	15
11:55-1:45	Instruction	110
1:45-2:00	PE	15
2:00-2:15	Instruction	15
2:15-2:30	Instruction	15
2:30-3:00	Assembly	30
		420

7/7/2025

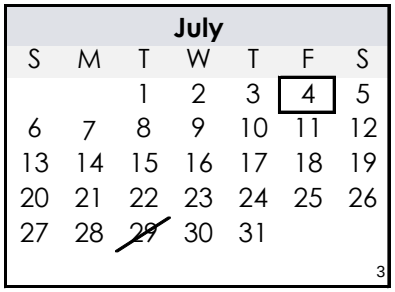
Mogollon Jr. High School
2025-26
Bell Schedules
Monday - Thursday

REGULAR	SNOW/LATE START
1st hour **8:00 - 8:55**	**1st hour** **10:00 - 10:45**
2nd hour **9:00 - 9:55**	**2nd hour** **10:50 - 11:35**
3rd hour **10:00 - 10:55**	**3rd hour** **11:40 - 12:20**
4th hour **11:00 - 11:55**	**Lunch** **12:20 - 12:50**
Lunch **11:55 - 12:30**	**4th hour** **12:55 - 1:35**
5A hour **12:35 - 1:15**	**5th hour** **1:40 - 2:00**
5B hour **1:15 - 1:45**	**6th hour** **2:00 - 2:20**
6th hour **1:50 - 2:45**	**7th hour** **2:25 - 3:05**
7A hour **2:50 - 3:17**	**8th hour** **3:10 - 3:30**
7B hour **3:22 - 3:50**	**9th hour** **3:30 - 3:50**

Mogollon High School
2025-26
Bell Schedules
Monday - Thursday

REGULAR	SNOW/LATE START
0 hour **7:00 - 7:55**	**1st hour** **10:00 - 10:45**
1st hour **8:00 - 8:55**	**2nd hour** **10:50 - 11:35**
2nd hour **9:00 - 9:55**	**Lunch** **11:35 - 12:05**
3rd hour **10:00 - 11:10**	**3rd hour** **12:10 - 12:50**
Lunch **11:10 - 11:45**	**4th hour** **12:55 - 1:35**
4th hour **11:50 - 12:45**	**5th hour** **1:40 - 2:20**
5th hour **12:50 - 1:45**	**6th hour** **2:25 - 3:05**
6th hour **1:50 - 2:45**	**7th hour** **3:10 - 3:50**
7th hour **2:50 - 3:50**	**8th hour** **3:55 - 4:40**
8th hour **3:55 - 4:50**	

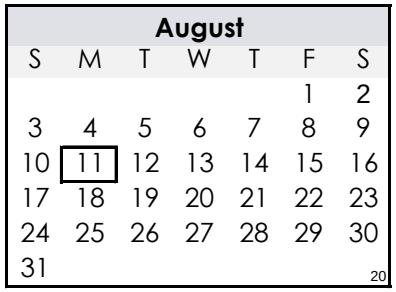
NAVIT
2025-2026 CALENDAR



4 - Independence Day

29 - All NAVIT Programs begin

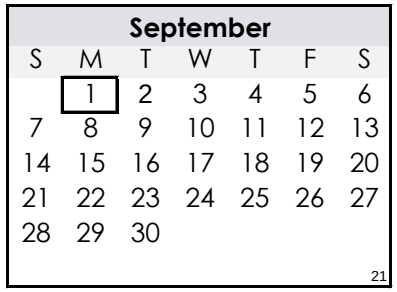
29-31 - NAT & MDA Presession



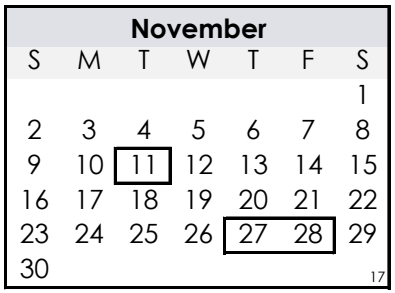
1; 4-8; 12, 14-15 - NAT & MDA Presession

11 - NPC Convocation - No School

13 - Early College Student Advising Day

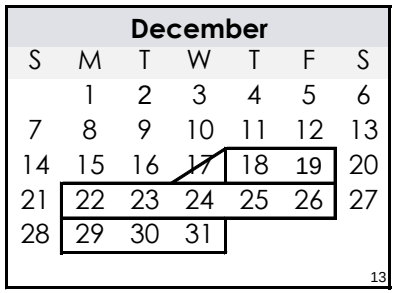


1 - Labor Day - No School



11 - Veteran's Day - No School

27-28 - Thanksgiving Break - No School

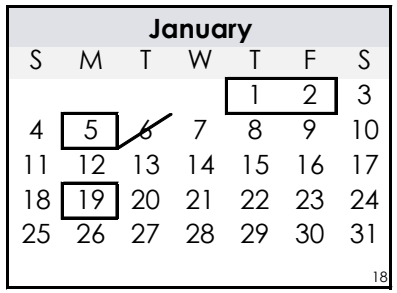


5 - Last Day of Nursing Assistant

8-12, 15-17 - MDA Intersession Days

17 - Last Day of Fall Sem for all except NAT

12/18 - 1/5 - Winter Break - No School



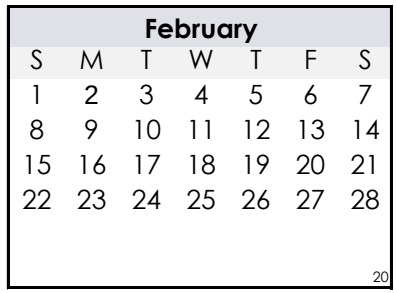
5 - Faculty Convocation - No School

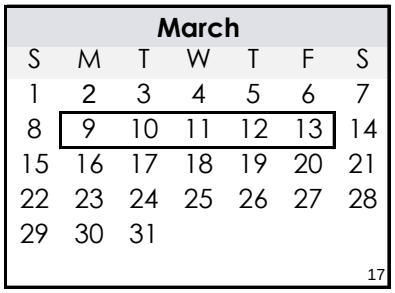
6 - School Resumes

6, 8-9 MDA Intersession Days

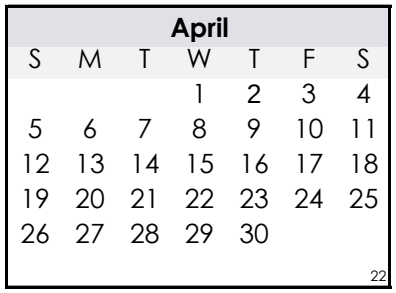
7 - Early College Student Advising Day

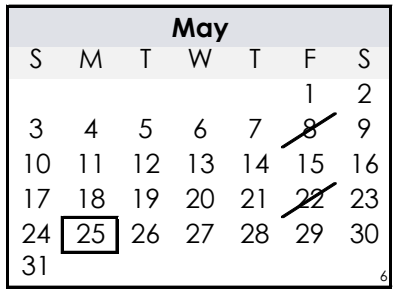
19 - Civil Rights Day - No School





9-13 - Spring Break - No School

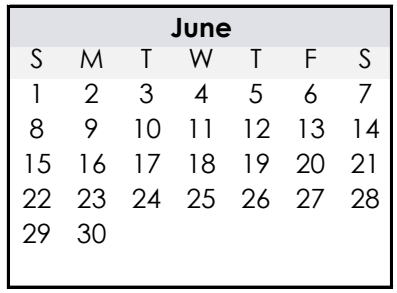




8 - Last Day for all programs except Hair Styling

22 - Last Day of Hair Styling

25 - Memorial Day



Exrta Pay Calendar

2025-2026 School Calendar

HEBER-OVERGAARD USD No.6

3375 Buckskin Canyon Road
P.O. Box 547
928-535-4622 928-535-5146
Heber, AZ 85928

July 25

PP#	Su	M	Tu	W	Th	F	Sa
			1	2	3	4	5
1	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
2	20	21	22	23	24	25	26
	27	28	29	30	31		

August 25

	Su	M	Tu	W	Th	F	Sa
						1	2
3	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

September 25

	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	6
5	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
6	21	22	23	24	25	26	27
	28	29	30				

October 25

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

November 25

	Su	M	Tu	W	Th	F	Sa
							1
	2	3	4	5	6	7	8
10	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
11	23	24	25	26	27	28	29

December 25

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

TYPE:		PP#	PP#	NOTES:	
FTB CAMPS	(if any)	3	27	work June & July	
SMR WGHT		3	27	work June & July	
Results Based Fuding		3		Teachers only	
JH FOOTBALL		5	9		
HS FOOTBALL		5	9	possible playoff pays	
HS VOLLEYBALL		6	10	possible playoff pays	
CHEER COACH -FB		5	9		
JH SOFTBALL		5	9		
JH VOLLEYBALL		9	13		
JH WRESTLING		9	13		
LEADERSHIP	QTRLY	9	14	19	23
FCCLA	QTRLY				
CLASS SPONSOR		12	21		
MUSIC COORDINATORS		10	21		
NHS		12	21		
YEARBOOK ADVISOR		11	20		
Extra 301 $1000		10	11	Teachers only-no PREO	
HS BASKETBALL		11	17	possible playoff pays	
HS WRESTLING		12	17	possible playoff pays	
CHEER COACH -BB		12	17		
STUDENT COUNCIL		12	21		
CHOIR / ACCOMPANIST		13	23		
JH BASKETBALL					
Extra 301 $1000		18		Teachers only-no PREO	
HS BASEBALL		19	22	possible playoff pays	
HS SOFTBALL		19	22	possible playoff pays	
HS TRACK		19	22	possible playoff pays	
JH TRACK		19	22	possible playoff pays	
Instr Improv $350 (est)		21.0		Teachers only-no PREO	
Teacher Final/Lump Pay		24		**Equals 5 checks	
PERF PAY % of $3000		25		Teachers/PREO/Admin	
CTSO ADVISOR		26			
SUMMER SCHOOL		26			

****ONLY FOR TEACHERS THAT HAVE CHOSEN THE DEFERRED PAY METHOD**

ALL FINAL CHECKS FOR HEAD COACHES WILL BE ISSUED AFTER ALL EQUIPMENT, BOOKS, AND UNIFORMS ARE TURNED IN AND RELEASED BY ATHLETIC DIRECTOR.

Any Employee leaving District FINAL PAYS ARE A PHYSICAL CHECK

January 26

	Su	M	Tu	W	Th	F	Sa	PP#
					1	2	3	
	4	5	6	7	8	9	10	14
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	15
	25	26	27	28	29	30		

February 26

	Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	7	16
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	17
	22	23	24	25	26	27	28	

March 26

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

April 26

	Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	20
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	21
	19	20	21	22	23	24	25	
	26	27	28	29	30			

May 26

	Su	M	Tu	W	Th	F	Sa	
						1	2	22
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	23
	17	18	19	20	21	22	23	24T
	24	25	26	27	28	29	30	24.1

June 26

	Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	25
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	26
	28	29	30					

HEBER OVERGAARD UNIFIED SCHOOL DISTRICT INTERNET RESPONSIBLE USE AGREEMENT

STAFF

The District's Responsible Use Policy ("RUP") is to allow all employees, volunteers and currently enrolled students (defined as "user") to use computers and the network for educational purposes, research and communication. This agreement prevents unauthorized disclosure of or access to sensitive information that is the property of the Heber Overgaard Unified School District including, but not limited to, student records and personnel files. This agreement further prevents unlawful online activities including bullying, gambling, and searching for, saving or dispensing pornography.

Every student needs skills and knowledge to succeed as effective citizens, workers and leaders. The 21st century learning environment includes all types of resources and computing devices. Digital resources and web 2.0 tools may include blogs, wikis, other online applications, and communication applications for email, social networking, instant messaging, video conferencing, and other forms of direct electronic communications. Students have access to computing devices including, but not limited to, desktop computers, laptops, ebooks, ipods, cell phones, or other digital devices. The use of computer applications, online resources and devices support the Heber Overgaard Unified School District curriculum and standards.

The District complies with the Children's Internet Protection Act ("CIPA") and uses technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to parents, guardians, teachers, administrators or law enforcement authorities as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email. This agreement complies with all laws associated with blocking content that is dangerous or inappropriate for minors.

Responsible Uses of the HOUSD Computer Network or the Internet

Accessing the HOUSD Computer Network and the Internet is critical for all HOUSD business functions and student success today. All students must have their parents or guardians sign this agreement and the District will keep it on file in the student records. Once signed, that permission/acknowledgement remains in effect until the student loses the privilege of using the District's network due to violation of this agreement or is no longer enrolled as an HOUSD student; Even without signature, all users must abide by this policy. All users (defined in the first paragraph) are required to follow this agreement and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel. **By using the network, users have agreed to this agreement.**

Unacceptable Uses of the Computer Network or Internet

HOUSD reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for students, employees, school, network or computer resources, or (2) that lacks legitimate educational content/purpose, or (3) other activities as determined by the District as inappropriate activity may include but are not limited to:

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property, such as:**
    1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
    2. Spreading untruths or rumors about individuals or groups of people in e-mail messages or social networking sites.
    3. Deleting, copying, modifying, or forging other user's names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
    4. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
    5. Using a District computer to pursue in order to unlawfully access and/or change any information

6. Accessing, transmitting or downloading large files, printing large documents, including "chain letters" or any type of "pyramid schemes".

- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
    1. Using another's account password(s) or identifier(s);
    2. Interfering with other users' ability to access their account(s); or
    3. Disclosing anyone's password to others or allowing them to use another's account(s).
- **Using the network or Internet for Commercial, Political and Religious purposes:**
    1. Personal advertising, promotion or financial gain;
    2. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitations or lobbying for religious or political purposes.

Student Internet Safety

1. The student's parent or guarding is responsible for monitoring the minor's use at home or away from school.
2. Students should not reveal personal information about themselves or other persons on the Internet. For example, students should not reveal their name, home address, telephone number, credit card number, or display photographs of themselves or others.
3. Students should not meet in person anyone they have met only on the Internet.
4. Students must abide by all laws, including this Responsible Use Policy and all District policies.

Penalties for Improper Use

The use of District resources is a privilege, **not a right**, and misuse will result in the restriction or cancellation of District provided accounts and/or use of District equipment. Misuse may also lead to disciplinary and/or legal action for both students and employees, up to or including suspension, expulsion, dismissal from District employment, or criminal prosecution by law enforcement authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

I have read and understand, and I will abide by the guidelines of the Responsible Policy of the Heber Overgaard School District.

Date:_____ School:_____

Employee Name:_____ Employee Signature:_____

*hhtp://ifea.net/cipa.html **http://www.fcc.gov/cgb/consumerfacts/cipa.html

IT training agenda for Orientation and Professional Development Meetings:

1) It Procedures, read and discuss
    a. Acceptable usage policy
2) Cyber Security Requirements
    a. Multifactor access
    b. New Antivirus – Sophos
    c. Rotating passwords, every 90 days
        i. Not just for computer logins but for ALL services containing district information: Student / Personnel / Vendor / Accounting
        ii. Notifications / Reminders via email
    d. Training / Development and simulations
3) Email safety, risks, action steps (Phishing, Scams, attachments)
    a. https://staysafeonline.org/resources/online-safety-basics/
4) Protocols for communication, IW: Ticketing, call for support, requests
    a. Same methods as last year is still effective, still need to track items in ticket form
    b. Showstoppers take priority
5) HIPPA / CIPA / FERPA awareness and compliance
    a. HIPPA: https://www.hhs.gov/hipaa/index.html
    b. CIPA: https://www.fcc.gov/consumers/guides/childrens-internet-protection-act
    c. FERPA: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
6) Raptor ALERT- Test RUN
   Each employee needs to download this app and signed in.
7) Q/A

ALLIANCE

View in Browser

ALLIANCE CLAIMS

Reporting a workers' compensation claim — July 28, 2025

How to Report Alliance Claims

Do you know how to report a claim when you have an injured worker? Here are the steps you can follow:

- Non-Life-Threatening Injuries: If the injury is not life-threatening and does not require immediate medical attention, the injured worker should call the Nurse Triage Hotline at 1.888.252.4689. They will receive triage advice and information on the nearest medical facility.

- Immediate Attention Required or Post-Treatment: If the injury required immediate attention or if the employee has already sought medical treatment, they should call the Nurse Triage Hotline at 1.888.252.4689 and select option 3 to report their claim. If the employee is unable to make the call, a supervisor or site nurse should report the claim as soon as possible using the same number.

- Incidents Without Medical Treatment: If an employee experiences an incident but does not wish to seek medical treatment, they can either call the Nurse Triage Hotline or report the incident directly in Origami, click **here** and select the link found in the third bullet point. If the employee decides to seek medical treatment after reporting an incident, they must call the Nurse Triage Hotline to initiate the claims process.

The Nurse Triage Hotline is available 24/7 for all Alliance member districts.

THE TRUST
ALLIANCE | SCIP

azschoolalliance.org | azschoolalliance@azschoolalliance.org | 602.266.4911

ARIZONA STATE RETIREMENT SYSTEM

Your investment.
Your future.
Secure for your lifetime.

Welcome

Welcome to the Arizona State Retirement System! We are a top performing pension system amongst our peers with the goal of providing members a lifetime monthly benefit in retirement. Please explore the following pages to learn more about who we are, what it means to be a member of the ASRS, and answers to some commonly asked questions.

Additionally, it's important to take a moment and complete your registration with the ASRS, if you haven't already. This keeps your account secure, and allows online access to your account where you can estimate retirement benefits, keep your contact information up-to-date, and register for educational webinars.

Note: if you are already an ASRS member but are now working for a new ASRS employer, you still need to complete the registration process again, using you new employer's enrollment code.

Registering is quick and easy:

Step 1: Scan the QR code or visit **Secure.AzASRS.gov**, and click on the "**First Time Registering?**" link near the bottom of the page.

Step 2: Follow the registration process using the information below, provided by your employer.

Employer Name:

Enrollment Code:

Mountain Public EBT Employee Assistance Program

12 free face-to-face, or telehealth, counseling sessions per individual, per issue, per year with licensed therapists

For confidential assistance with problems involving:

• Marriage & Family • Adolescent Behavior • Stress & Anxiety •Grief • Legal & Financial
• Substance Abuse • Depression • Job-related Issues • Emotional Difficulties

Our EAP also includes...

- **Toll-Free Crisis Line:** nationwide 800 number with licensed therapists to help you 24/7/365.
- **Legal & Financial Consultation:** 30-minute phone call with a licensed attorney or financial expert per matter. 25% discount on legal or mediation services if attorney is hired.
- **Legal & Financial Resource Center:** legal and financial services portal with helpful information on thousands of legal issues, financial calculators to help with planning, and access to state specific forms.
- **Community Referrals**: for child care, elder care, support groups, chemical dependency groups and more
- **Community Referrals Resource Center**: online social care network for locating community based resources
- **Active Daily Living Resource Center**: help and education surrounding eldercare and family caregiving needs
- **Weekly Webinars**: on wellness related topics such as nutrition, stress management and reaching your goals
- **Free Kits:** wills, end-of-life planning and retirement kits, plus an estate-planning checklist
- **Consumer Discounts:** on hotels, car rental, entertainment, gym memberships, prescription medications and more
- **HolmanGroup.com**: review EAP plan information, resource centers, consumer discounts, webinars, newsletters
- **EXTRA BENEFIT**: **Holman LifeSolutions®** enhanced referral program to help with work/life balance.

www.Holmangroup.com **User Name: MPEBT (case sensitive)** **Password: MP2018 (case sensitive)**

All employees become eligible on the first of the month following the date of hire. All plan benefits extend to dependents, including employee's lawful spouse and dependent children up to age 26 no matter where they live. All household members are covered, regardless of age or dependent status. Each issue must be preauthorized for counseling and is initiated by calling The Holman Group at (800) 321-2843. *Benefit renews annually on 1/1*

The Holman Group of Arizona
Managed Behavioral Health Care Services

TO ARRANGE A CONFIDENTIAL APPOINTMENT CALL:
800-321-2843 or visit www.HolmanGroup.com

An EAP counselor is available 24 hours a day, 7 days a week for emergency and urgent assistance. To schedule an appointment, receive a community referral, or other inquiries, you may call M-F, 7:30 am to 5:00 pm PST.

IMPORTANT: You can get an interpreter at no cost to talk to your doctor or Health Insurance Company. To get an interpreter or to ask about written information in (your language), first call your insurance company's phone number at 1-800-321-2843. Someone who speaks (your language) can help you. Someone who speaks Spanish can help you. If you need additional help, call the HMO Help Center at 1-888-466-2219.

IMPORTANTE: Puede obtener la ayuda de un intérprete sin costo alguno para hablar con su médico o con su plan de salud. Para obtener la ayuda de un intérprete o preguntar sobre información escrita en español, primero llame al número de teléfono de su plan de salud al 1-800-321-2843. Alguien que habla español puede ayudarle. Si necesita ayuda adicional, llame al Centro de ayuda de HMO al 1-888-466-2219.

REMEMBER: THE HOLMAN GROUP IS A CLOSED SYSTEM WHEREBY ALL TREATMENT MUST BE PRE-APPROVED AND AUTHORIZED BY THE HOLMAN GROUP. ALL TREATMENT MUST BE PROVIDED BY A HOLMAN CONTRACTED PROVIDER.