



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

Employee Orientation August 4, 2026

Training on the following:

Epi Pin & Drug Administration, Bloodborne Pathogens Exposure Prevention, Opioid, CPR & Suicide Prevention online Training with Vector- check your email.

Student/Staff Injury & Workman's Comp (3-401.B, 3-404)

Sick Leave Policy and Procedure (4-302. A-F)

Credit Card Training – Acknowledgement (3-103.D)

Purchase Order & Requisition Training -Procurement(3-109.A-D)

Travel Training – State of AZ Accounting Manual 50 Travel (<https://gao.az.gov/state-arizona-accounting-manual-saam>)

Substitute Procedures

IT- Internet Use Agreement, Cyber Security, Data Privacy, FERPA

Child Find (www.azed.gov/specialeducation/az-find) 15-761

McKinney-Vento (Homeless) (www.azed.gov/homeless) (5-102.A, 5-105, 5-202.A, 5-403.A)

Code of Conduct - Staff/Student Sexual Relations (4-201) Ethics & Professional Boundaries

Conflict of Interest (Attached) (1-105.A, 3-109, 3-109.A)

Keys (3-401.D) - Facility Use (3-201, 3.201.A-B, 3-202, 3.202.A-B)

District Vehicle/ Student Transportation Private Vehicle Policy (3-302)

Mandatory Reporting <https://dcs.az.gov/report-child-abuse/mandated-reporter-overview-training> ARS § 15-245

Cell Phone Use A.R.S. §15-120.05

Directory Information & voice mail

I have received training and/or documentation on the above items. I acknowledge it is my responsibility to ask questions if I do not understand. Administration or District personnel may be reached from 8:00am to 4:00pm Monday through Thursday for further explanation. The link to our district POLICY can be reached @ https://www.boardpolicyonline.com/bl/?b=heber_overgaard and the AZ State Legislature <https://www.azleg.gov/arsDetail/?title=15> for the Title 15 education portion of the AZ Revised Statutes.

I also acknowledge my driving record will be checked for district vehicle use for the FY26.27 school year and I will be added to the "District Approved Drivers List".

Printed Name

Signature

Date