

# LIBERTY ELEMENTARY SCHOOL DISTRICT NO.25

19871 West Fremont Road, Buckeye AZ 85326

## Certified Staff Handbook 2024-2025

The Mission of  
Liberty Elementary School District  
is to  
Provide an Environment That Guarantees  
All Students Learn at a High Level





Dear Staff:

Welcome to the 2024-2025 school year in the Liberty Elementary School District.

The Governing Board and I are excited for the many exciting things that will happen in Liberty this school year. Together we have recently worked to revitalize the Strategic Plan of success for the Liberty Elementary School District.

The Mission of the Liberty Elementary School District is to provide an environment that guarantees all students learn at a high level.

The Vision of the Liberty Elementary School District is to inspire students to be lifelong learners and empower all students to reach their highest potential.

Core Values: Respect, Integrity, Accountability, High Standards, Student-Centered.

Priorities: Academic Success, Employee Excellence, Effective Systems, Safety & Resources, Family/Community Engagement & Communication

We are committed to serving you and ensuring your employee experience is both satisfying and fulfilling. We strive to live by our LESD Customer Service Standards and would invite you to do the same with the students, staff, and parents that you serve in Liberty. Whether this is on the phone, a first impression, email or face-to-face, being kind and respectful goes a long way to ensuring the workplace is safe and comfortable.

Please feel free to contact your immediate supervisor and/or the Human Resources Department if and/or when you have any questions regarding the contents of this handbook. Thank you for your dedication to our district, our community, and the students and families that we serve.

We look forward to an outstanding school year and thank you in advance for all your efforts on behalf of our students.

All the best,

A handwritten signature in blue ink, appearing to read "Cort Monroe".

Cort Monroe, Ed.D.  
Superintendent

## MISSION STATEMENT

*The Mission of the Liberty Elementary School District is to provide an environment that guarantees all students learn at a high level.*

## GOVERNING BOARD

**Michael Todd, President - Bryan Parks, Vice President - Paul Bixler, Member  
Bryan Cirrincione, Member - Kris Kenyon, Member**

## ADMINISTRATION

Dr. Cort Monroe	Superintendent
Ms. Natasha Camp	Assistant Superintendent for Educational Services
Dr. Stephanie Mohorne	Assistant Superintendent of Human Resources and Student Services
Mr. Robert Young	Executive Director of Operations
Mr. Dane Bolden	Executive Director of Finance
Ms. Kay Hamrick	Executive Director of Special Services
Mr. John Moreno	Information Systems and Technology
Ms. Ericka Daniel	Executive Director of School Effectiveness
Ms. Dondi Gates	Transportation Supervisor
Mr. Kevin Gates	Maintenance Supervisor
Ms. Cindy Cabanilla	Food Services Director
Mr. Bruce Nieminski Ms. Cathy Gentry	Principal, Blue Horizons Elementary Assistant Principal, Blue Horizons Elementary
Ms. Lynzee Booras Mr. Tim Dickey	Principal, Estrella Mountain Elementary School Assistant Principal, Estrella Mountain Elementary School
Mr. Carlos Ardon Ms. Danielle Grandinetti	Principal, Freedom Elementary School Assistant Principal, Freedom Elementary
Ms. Sara Schaefer Ms. Megan Mally	Principal, Las Brisas Academy Assistant Principal, Las Brisas Academy
Ms. Holly Murray Ms. Kendra Goodere	Principal, Liberty Elementary School Assistant Principal, Liberty Elementary School
Ms. Ryann Cagle Ms. Amanda Loveless	Principal, Rainbow Valley Elementary School Assistant Principal, Rainbow Valley Elementary
Ms. Megan Hamburg Mr. John Toscano	Principal, Westar Elementary School Assistant Principal, Westar Elementary School



LIBERTY ELEMENTARY SCHOOL DISTRICT #25

Certified Staff Work Calendar  
2024-2025

New Teachers: 167 Days July 22, 2024 - May 23, 2025

Returning Teachers: 163 Days July 29, 2024- May 23, 2025

July						
4 NTO/3 Work Days						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
19 work days						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
18 work days						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
16 work days						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
14 work days						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
13 work days						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
17 work days						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
16 work days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
14 work days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
19 work days						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
14 work days						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
0 work days						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

No Work/Unpaid

July 22-25 New Teacher Orientation July 29 All Teachers Report August 5 First Day of School September 2 Labor Day September 26-27 Parent/Teacher Conference October 14-17 Fall Break November 11 Veterans Day November 27-28 Thanksgiving Break	December 23-January 3 Winter Break January 16-17 Parent/Teacher Conferences January 20 Martin Luther King, Jr. Day February 17 President's Day March 17-20 Spring Break May 22 Last Day of School May 23 Last Day of Work
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Governing Board Approved 1-8-2024

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## **ABSENCES**

Requests for personal leave must be received at least two (2) working days prior to the first day of leave and be approved by the principal. Employees should utilize the Frontline Absence Management system on the district website. For unforeseen absences, employees should provide notice as soon as possible by logging their absence on iVisions **and** by calling or utilizing the Frontline Absence Management system on the district website. The District uses iVisions to track staff attendance and *Frontline Absence Management Solution* for attaining and securing guest teachers. Frontline Absence Management is an additional method to track employee absences. Employees are required to state the reason for the absence. In order to allow sufficient time to obtain a guest teacher, **requests for guest teachers should be made well in advance and no later than 6:00 am** on the day of the absence. Personal leave will not be granted on the day immediately preceding or following a holiday or vacation, during the first two weeks or last two weeks of school, or while an employee is on an unpaid suspension. Blackout days are referenced on the Certified Staff Calendar. (Ref Policy GCCG)

### **Frontline Absence Management**

#### **Absence Line:**

**1-800-942-3767 or**

**<https://app.frontlineeducation.com>**

**(Please call prior to 6:00 a.m.)**

Clear and precise lesson plans are vital to the success of the classroom during the teacher's absence. Coordination between teachers and front office staff should occur with the guest teacher to ensure lesson plans are accessible and carried out effectively. Lesson plans can also be uploaded to the Frontline Absence Management system.

Teachers returning to school from an absence should confirm with the principal's office that the absence request was received and approved.

## **ADVERTISING IN SCHOOLS**

No materials from outside of the school system used for propaganda purposes (ideas, facts, or allegations spread deliberately to further a cause or to damage an opposing cause) shall be permitted to be posted in school buildings or on school grounds or properties while students are present for instructional or recreational purposes.

Requests for advertising to promote the merit of any product by brand name or trademark shall be submitted to the Board. Approval must be received prior to posting or disbursement of any advertising. (Ref Policy KHB)

## **ANIMALS IN SCHOOLS**

Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for, and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the principal. The following guidelines shall apply to animals in the schools:

- A. Prior to granting permission, teachers should check with the school nurse/health aide regarding any known allergies among students in the classroom. If allergies exist, parents must be contacted for further direction.
- B. Animals shall not be transported on school buses.
- C. Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom.
- D. Only the teacher or students designated by the teacher are to handle the animals.

- E. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
- F. Staff members or students who have been bitten by an animal shall report such an incident to the principal and the nurse/health aide immediately. The principal should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities.

Service animals are permitted on school buses and in classrooms to perform the functions for which they are trained. *Service animal* means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals do not include other species of animals, whether wild or domestic or trained or untrained.

Any person or entity that operates a public place shall not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability.

(Ref Policy IMG and Regulation IMG-R)

## **BASIC INSTRUCTIONAL PROGRAM**

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program will include planned sequences in language arts, mathematics, social studies, science experiences, fine and practical arts experiences, technology, health and safety, physical education, and foreign or native american language.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program.

The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. [15-704](#) and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The planned program for all students shall also include library instruction, individual study, guidance, other appropriate instructional activities, and all instruction required under state law and State Board of Education regulations. (Ref Policy IHA)

## **CAMERAS/SURVEILLANCE**

Surveillance cameras may be used in all areas under the supervision of the District, including school buildings, buses, grounds, and other authorized areas of the District. This is to ensure the health, welfare, and safety of all students, employees, and visitors, and to safeguard District facilities, vehicles, and equipment.

The use of surveillance cameras are intended to serve as a deterrence for and prevention of unlawful activities, as well as to document those activities. Surveillance cameras may be used in locations as deemed appropriate by the District administration, but shall not be used in locations where there is a reasonable expectation of privacy.

Surveillance under this section that provides evidence of a violation of Board policies, administrative directives, school rules, or law by students or staff may be used for appropriate disciplinary action. Evidence of illegal



activities of employees, students, or others from surveillance will be referred to appropriate law enforcement authorities. Surveillance records used in disciplinary proceedings may become part of a student's educational record or an employee's personnel file.

The Superintendent shall be charged with the responsibility to oversee the use and implementation of surveillance cameras in the District and shall restrict the access of cameras and recordings to limited personnel. The Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention, viewing, and listening to, when applicable, the recordings in accordance with this policy.

The District shall notify employees, parents, and students through handbooks, information guides, and/or other means of communication that surveillance may occur on school buses and on District property. Employees 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. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

### **CASH IN SCHOOL BUILDINGS**

All cash, including money collected from students, must be submitted to the School Office with properly completed deposit forms. All cash will be held in the Principal's office safe and forwarded to the Business Office daily or at least weekly for deposit. Please contact the Business Office immediately if any cash is lost or stolen from a teacher's possession. (Ref Policy DM)

### **CERTIFICATION**

All certified employees are responsible for maintaining valid Arizona certification, endorsements and licenses appropriate to their assignment. All certified employees are also required to maintain a valid fingerprint clearance card issued by the Arizona Department of Public Safety. Failure to maintain valid certification and fingerprint clearance card may affect employment and/or pay status. (Ref Policy GCF)

### **CHILD ABUSE/CHILD PROTECTION**

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. [36-2281](#) shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone. (Please see Exhibit JLF-E in the Board policy manual for the forms to assist you in reporting child abuse).

**Any concerns for the safety of a child due to abuse, neglect or abandonment, *must be reported*, by:  
Calling 1-888-SOS-CHILD (1-888-767-2445), TDD: 602-530-1831 (1-800-530-1831), or**

**Submitting *non-emergency* concerns via the Online Reporting Service for Mandated Reporters at [https://www.azdes.gov/dcyf/cps/mandated\\_reporters/](https://www.azdes.gov/dcyf/cps/mandated_reporters/)**

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

A report is not required under A.R.S. [13-3620](#) for conduct prescribed by A.R.S. [13-1404](#) and [13-1405](#) if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A person who fails to report abuse as provided in A.R.S. [13-3620](#) is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. [13-3620](#) shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to DCS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report immediately and not later than the next workday following the making of the report.

**Please see district regulation JLF-R for definitions of terms and a list of reportable offenses. Also see exhibit JLF-E for the forms to assist you in reporting child abuse.** (Ref Policy JLF)

## **COMMUNICABLE DISEASES**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return, in accordance with A. R. S. § 36-621. Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the School District. A student suffering from a communicable disease shall be excluded from school to protect his or her own welfare and also to protect other children from illnesses. Early recognition of a communicable disease is of prime importance. The Administrator or County Health Director shall make the decision for exclusion and re-admission.

### **Pediculosis (Lice Infestation)**

Students with Pediculosis shall be excluded from school until treatment specific for Pediculosis has been initiated. The school nurse may want to properly examine students to reassess and determine that appropriate treatment has been initiated. School nurses may want to ask the parents for a box top from the product as proof of treatment. (Communicable Disease Rule R9-6-355) (Ref Policy JLCC)

### **Acquired Immune Deficiency Syndrome (AIDS)**

#### **Human Immunodeficiency Virus Infections (HIV)**

Students ill with human immunodeficiency virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) have a right to receive a public education. The Governing Board also recognizes that it has a responsibility to assure that the school provides a safe environment for all of its students and employees. (Ref Policy JLCCA)

## **CONFLICT OF INTEREST**

No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy will apply for summer or part-time work as well as for full-time employment.

**Business Relations** - Any employee who has, or whose relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision.

**Vendor Relations** - No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.

This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Acceptance of business meals and holiday gifts for general consumption are acceptable under this policy.

District Purchases from Employees - The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. [38-503](#); A.G.O. 106-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements. (Ref Policy GBAA) [Staff Conflict of Interest Disclosure Form](#)

## **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. (Ref Policy IMB)

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:

- A. 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.
- B. Teachers should seek to develop in students the ideals of truth and honesty.
- C. All personnel should seek to create an atmosphere in which differences of opinion can be voiced without fear and hostility and with mutual respect for all viewpoints.
- D. 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.
- E. Teachers should encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy.
- F. Teachers should seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes, and actions.
- G. Teachers should place major emphasis upon “why” and “how” to think rather than “what” to think.

## **DISCIPLINE OF PROFESSIONAL STAFF MEMBERS**

### **Categories of Misconduct**

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- A. Engaging in unprofessional conduct
- B. Committing fraud in securing appointment
- C. Exhibiting incompetency in their work
- D. Exhibiting inefficiency in their work
- E. Exhibiting improper attitudes
- F. Neglecting their duties
- G. Engaging in acts of insubordination
- H. Engaging in acts of child abuse or child molestation
- I. Engaging in acts of dishonesty
- J. Being under the influence of alcohol while on duty.
- K. Engaging in the use of narcotics or habit-forming drugs.
- L. Being absent without leave
- M. Engaging in discourteous treatment of the public
- N. Engaging in improper political activity
- O. Engaging in willful disobedience

- P. Being involved in misuse or unauthorized use of school property
- Q. Being involved in excessive absenteeism
- R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator

For Procedures, Statutory Requirements, and General Provisions for Discipline please refer to Policy GCQF or see the Human Resources Department.

### **DRESS CODE**

As indicated in the Staff Conduct Regulation, all staff members will dress and maintain a general appearance so as to reflect their position and not detract from the educational program of the school. In order to be a good role model for students, staff members should follow the same rules and regulations as the students as far as items that are not acceptable to be worn to school. For example: No hats may be worn in a classroom unless they are being worn in conjunction with a special activity or field trip or for properly approved occupational safety headwear required for special classes. (Ref Regulations GBEB-R and JICA-R)

### **ELECTRONIC MAIL (EMAIL)**

Electronic communications (including records made with other software and sent in email) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications. Board members, officers, and employees may create electronic records through the use of email on their private computers or borrowed computers when communicating about school business-related issues. All business-related electronic communications by Board members, officers and employees are to be turned over to the school records office to be sorted and have their value as a record determined. Please see the Employee Acceptable Use Agreement. (Ref Policy EGAEA)

### **EMERGENCY ACCIDENTS/ILLNESS OF STUDENTS**

Please report any serious illnesses, especially those that are thought to be communicable, to the School Health Aide/Nurse. Students who become ill during the day are to report to the School Office with a pass from the teacher. STUDENTS ARE NOT TO LEAVE THE SCHOOL GROUNDS WITHOUT PARENTAL AND SCHOOL OFFICE PERMISSION. **All accidents must be reported to the Health Office and an Incident Report shall be completed.**

### **EMERGENCY DATA**

Each employee is required to inform Human Resources and the School Office of the name, telephone number, and address of the person to be notified in the event of an emergency.

*It is the responsibility of each employee to keep emergency and residential information up-to-date with Human Resources and the School Office. Employees may utilize the TalentED Records Management System or iVisions to update all personal information.*

### **EMPLOYEE ASSISTANCE PROGRAM**

The District Employee Assistance Program (EAP) is available to **all employees** including part-time employees and those not enrolled in the district provided health insurance. The EAP provides numerous benefits to all employees and their dependents **at no cost**. EAP services are provided by Alliance Work Partners (AWP) and include counseling, interactive webinars for personal and professional development, legal and wellness resources and best practices on a variety of topics.

AWP offers employees and their dependents valuable, **confidential** services at **no cost to them**. The program is designed to help employees manage daily responsibilities, life events, work stresses, or issues affecting their quality of life. Counselors are available 24 hours a day, 7 days a week.

**Visit your EAP website**

www.alliancewp.com

**Registration Code: AWP-ASBAIT-2811**

**Benefits can be accessed by calling 1-800-343-3822**

## **EQUAL OPPORTUNITY/NON-DISCRIMINATION**

Discrimination against any individual for reasons of race, color, religion, gender, age, national origin, sexual orientation, disability or any other legally protected characteristics is prohibited. This pertains to all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business. For complaint procedures and forms, please see the Adopted Board Policy Manual. (Ref Policy AC)

## **EVALUATION OF PROFESSIONAL STAFF**

The purpose of evaluation shall be the improvement of the quality of instruction. Such a process, to achieve the greater measure of success, shall be predicated on the assumption that the evaluation will be a cooperative procedure, with the evaluator and the evaluator having full knowledge of the criteria, process, and results.

Evaluations shall be made at least two (2) times per year for non-continuing teachers and at least once (1) per year for continuing teachers. (Ref Policy GCO)

## **EXPENSE REIMBURSEMENT**

District Authorized Travel: School employees who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of support receipts **(provided that prior authorization has been granted by the Superintendent or the Superintendent's designee.)**

Reimbursement amounts shall not exceed the maximums established pursuant to A.R.S. 38-624. (Ref Policy DKC)

## **EXTRACURRICULAR PROGRAMS**

Interscholastic activities are:

1. competitive and involve more than one school where a championship, winner, or rating is determined.
2. endeavors for which no credit is earned.
3. sponsored by the District and follow the provisions of all District policy.
4. designed to offer students opportunities beyond the traditional school day, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order to prevent enthusiastic students from placing social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- A. Students who, upon having work checked on a cumulative basis at the end of each two-week period, show that they are not working to capacity and have one or more failing grade(s), will be removed from an athletic team or extracurricular activity for a period of two weeks. Students that are declared ineligible by virtue of the periodic check and students who have earned a grade of "D" shall participate in academic tutoring to assist in remediating the identified deficiencies. After improving their respective grade(s) such that they are passing each class on a cumulative basis, they shall be reinstated to the team or extracurricular activity for the subsequent eligibility period unless ineligible for some reason other than academic performance.

- B. The eligibility criterion for extracurricular participation shall be a passing grade in all courses for which a credit is earned. Those with a “D” in their core class must participate in tutorial classes to remain eligible.
- C. The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the superintendent.
- D. The student and the parents or guardian shall be notified in a confidential manner when:
  - 1. Ineligibility is pending.
  - 2. Ineligibility is determined to be necessary.
- E. Support services shall be made available to students who become ineligible for extracurricular programs, as well as, to students notified of pending ineligibility.

Any student whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as the student’s behavior warrants reinstatement by School Administration. (Ref Policy JJJ)

## **FIELD TRIPS**

For field trip procedures, please see the school building principal.

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles or by approved charter transportation and driven by authorized personnel.

Overnight Trips: Prior Board approval is required from the District for all overnight trips and trips that exceed the maximum distance from the school set by the Board. (Ref Policy IJOA)

## **FOSTER CARE STUDENTS**

This policy is intended to direct compliance with Arizona State Laws, Arizona Administrative Code, and the Every Student Succeeds Act (ESSA) Foster Care provisions.

The implementation of this policy shall assure that:

- A. children in foster care are not stigmatized or segregated on the basis of their status as foster children;
- B. children in foster care are immediately enrolled in their school of origin, unless a determination is made that it is not in such child’s best interest to attend the school of origin, which decision shall be based on all factors relating to the child’s best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- C. when a determination is made that it is not in such child’s best interest to remain in the school of origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment;
- D. the enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records;
- E. transportation is provided to and from the school of origin or school of placement for the foster child as applicable and found in the law and Policy JFAA; and
- F. the school/District (LEA) will work with the Department of Child Safety (or tribal agency) to ensure that the provisions of ESSA relating to foster children are implemented

The school selected by the child in foster care shall immediately admit the child, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the Child Welfare Agency Point of Contact to the District Liaison/Point of Contact (POC) for children in foster care, who shall assist in obtaining necessary immunizations, or immunization or medical records.

## ***Enrollment Decision***

The decision regarding enrollment shall be made regardless of whether the student lives with the foster parents or has been temporarily placed elsewhere.

## **GRADING/ASSESSMENT SYSTEMS**

A district-developed grading system will be utilized. Teachers will keep a careful record of the grades assigned to students.

Written reports to the parents concerning student achievement will be made every six (6) weeks by the teacher (one in the middle of each trimester, one at the end of each trimester), and additional written reports will be made when necessary.

Teachers will confer with parents when necessary concerning academic progress and discipline of students.

Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness.

Special Education - Grades reporting achievement of special education students who are enrolled in a self-contained classroom shall be given on a basis commensurate with the student's abilities and based on their individual progress. Pass/Fail grades may be given in lieu of a letter grade. The student's report card will reflect that the grade was based on a "modified curriculum."

Parents of special education students shall be counseled regarding the significance of the grading system in order to avoid misinterpretation of the achievement grade. (Ref Policy IKA)

### ***District Grading/Assessment System***

#### ***Standards-Based Report Cards – Elementary***

Elementary students shall be evaluated on the Arizona Content Standards in conjunction with the report card. Kindergarten (K) through second (2nd) grade students are evaluated on the teacher-rated achievement scale below:

**4 = Distinguished**- Student demonstrates/applies skills beyond the grade-level standard independent of teacher support.

**3 = Proficient** - Student demonstrates/applies skills consistently without support

**2 = Developing** - Student demonstrates/applies skills partially and/or with some support

**1 = Emerging** - Student requires significant support to demonstrate/apply skills and/or student is beginning to progress toward grade-level concepts.

**NA = Not Assessed at this time.**

#### ***Subject Grade – Grades Three through Eight***

The subject grade should be based upon pupil mastery of the content of the course. The teacher will establish a reasonable standard for average achievement in each of the subjects. If at any time the teacher is in doubt that this standard is either too high or too low, the teacher should discuss the matter with the principal.

The teacher will establish a uniform system of grading. This system is based upon attainment of mastery of standards. Content of the course shall be set up to be measured by numerical percentages which are then transferred to letter equivalents. The following scale will serve as a guide for the assignment of grades but reasonable alternative letter grades may be approved at the District level:

90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
Below 60%	= F

The following should be observed in implementing a grading system:

- A. The grading system should be consistent within the class for the entire year.
- B. The student should understand the system thoroughly, such as, the content on which the grade for the course depends, the weight attached to various phases of the material, the manner in which the letter grade is devised, and the meaning of the final letter grade which is sent home as a report to the parent.
- C. If a teacher from year to year consistently promotes classes with predominantly high or low scores for the majority of the pupils in each class, then such practice causes parental and pupil difficulties for the succeeding teacher. If a teacher consistently finds the grades high or low for a large percent of the class, then the teacher should evaluate their established standards of average achievement on grading.
- D. Work habits and conduct are two (2) areas that will be marked individually. Grades on basic subjects must not be awarded or upheld based upon disciplinary problems, work habits, or conduct.

### ***Report Cards and Records***

Grade reports to the parents are made on a trimester basis. An average of two (2) grades per week should be kept in numerical values in the teacher's grade book for each subject. Average numerical values for the trimester will also be recorded in the grade book.

Report cards include an explanation of the system of marks used. Before report cards are distributed each trimester period, the teacher should explain the marking system to the students.

Report cards are made available via ParentVue according to a schedule which is developed at the beginning of the school year. Parents can request a paper copy by contacting their school office.(Ref Regulation IKA-R)

## **GUEST TEACHER INFORMATION**

Teachers should submit the Guest Teacher Evaluation Form to the Principal and also become familiar with the Guest Teacher Handbook. Each teacher should keep available in his/her desk at all times the following items for the Guest Teacher:

- Suggestions to the Guest Teacher
- Class roster(s)
- Seating chart
- Schedule of classes
- Special duty assignments
- Chart for fire or emergency drills
- Procedure for handling money
- Copies of needed forms
- Cafeteria procedures and schedules
- Names of student helpers
- Names of students needing special attention such As leaving class to go to library, special education, music, other classes
- Daily attendance procedures
- Daily lunch procedures
- Lesson plans
- Names and schedule of instructional aide or regular volunteer
- **All teachers should provide front office staff with a set of emergency sub plans in case of an unplanned absence**

## **HAZARDOUS CHEMICALS**

District Staff is discouraged from bringing pesticide products or other hazardous chemicals of any kind to school. Anyone needing pesticide products or other potential hazardous chemicals should contact the school Custodian, Principal, or District Maintenance Lead. When purchasing any kind of potential hazardous chemical (i.e. adhesive, cleaner, paint, or stain materials), a Material Safety Data Sheet (MSDS) for the product should be picked up from the vendor at the time of purchase. The MSDS should be given to the Principal. (Ref Policy EBAA)



## **HAZING**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, intending to enroll, or be promoted to District schools within twelve (12) calendar months. For purposes of this policy, a person as specified above, shall be considered a "student" until graduation, transfer, promotion, or withdrawal from the District school.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accordance with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided in District policies related to the conduct and discipline of students, staff, and others. Please refer to Policy JICFA and its corresponding regulations and exhibits for a more comprehensive definition of hazing, complaint procedure, forms, and posting requirements. (Ref Policy JICFA)

## **HEALTH INSURANCE**

The District provides eligible employees a fringe benefit amount to use towards group healthcare insurance including major medical, dental and vision coverage. Premiums for these benefits are determined by the District. Certified employees become eligible for these benefits on the first day of the month following employment. Upon termination of employment, group insurance coverage will cease at the end of the month in which employment is terminated.

In addition, the District provides each eligible employee with Group Term Life and Accidental Death and Dismemberment insurance.

Employees who wish to have their spouse and/or children covered by any of the above referenced insurance plans may apply at the time of the employee's initial enrollment or at the annual Open Enrollment period. **The premium payment for insurance coverage for dependents will be paid by the employee through payroll deductions.**

The District also provides employees the opportunity to participate in a Flexible Spending Account (FSA) if they enroll in a PPO Medical plan or they may participate in a Health Savings Accounts (HSA) if they enroll in the HDHP Medical plan. Employees may purchase supplemental life insurance and additional benefits. For more information regarding healthcare and supplemental benefits available, please contact the Human Resources Department or refer to the Staff page on the District website where detailed information is provided on the Benefits Hub.

### **COBRA**

Participating employees who take a Leave of Absence or terminate employment may continue to participate in the district health care program for a period of 18 months through COBRA. The employee must assume personal responsibility for the payment of all premiums.

## **HOMELESS STUDENTS**

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- A. Homeless students are not stigmatized or segregated on the basis of their status as homeless;
- B. Homeless students are immediately enrolled in school;
- C. Transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

The school selected by the homeless student shall immediately admit the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the liaison for homeless students, who shall assist in obtaining necessary immunizations, or immunization or medical records.

### ***Enrollment Decision***

The decision regarding enrollment shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere. (Ref Policy JFABD and Regulation JFABD-R)

## **HOME VISITS**

The District strongly encourages teachers to involve parents in the child's education through conferences, telephone contacts, classroom volunteers, and written communications. If a home visit is deemed necessary, approval from the school site administrator is required. All home visits and telephone contacts should be documented in writing and kept in the teacher's working files. (Ref Policy ABAA)

## **HOMEWORK**

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom. (Ref Policy IKB)

## **LESSON PLANS**

To facilitate more effective instruction, lesson plans should be prepared sufficiently in advance of the class presentation to allow lesson plans to be inspected and compared to the guidelines established by the Superintendent and the Education Services Department. Teachers shall make thorough preparation for all daily lessons and shall prepare their plans to reflect such preparation. Principals at each site reserve the right to request daily/weekly lesson plans as deemed necessary and appropriate. Clear and precise lesson plans are vital to the success of the classroom during the teacher's absence. Coordination between teachers and front office staff should occur with the guest teacher to ensure lesson plans are accessible and carried out effectively. Lesson plans can also be uploaded to the Frontline Absence Management system. When possible, lesson plans should reflect the ongoing program. When not possible, lesson plans should provide a meaningful education alternative that relates to the subject.

## **LUNCH PASSES**

Any staff member leaving campus for lunch must notify the Principal's office and sign out. Departure during any other time of the work day must have prior administrative approval and sign out.

## **MOVIES AT SCHOOL**

It is the policy of the District that there is educational value in utilizing movies and videos in classrooms only when such movies and videos extend and/or reinforce the concepts being taught and have been planned for in advance.

Movies and videos with ratings other than for "G" general audiences of all ages are not to be shown in classrooms or at any District facility. Exceptions may be made when **all of the following criteria are met**:

- A. The movie or video has been previewed by the teacher or other certificated staff member.

- B. The movie or video has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
- C. The responsible school administrator has approved the use of the movie or video prior to its showing.
- D. Parent(s) and/or guardians of each student have received advanced written notification of the title of the video or movie and the date on which it will be shown to students. Advanced written notification is the responsibility of the teacher.
- E. A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie or video.

Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown. (Ref Policy IJND and Regulation IJND-R)

## **NON-SCHOOL EMPLOYMENT**

A regular, full-time employee's position in the District shall be given precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of District-assigned duties. (Ref Policy GCR)

### ***Tutoring for Pay***

School buildings are not to be used for private tutoring or classes for which students pay a fee to staff members unless a rental contract has been entered into with the District. Staff members are not permitted to assess or evaluate students for pay who attend or are registered for any of their classes or programs or schools for which the staff member provides the assessment services. Exceptions must be approved in writing by the superintendent. (Ref Policy GCRD)

## **PARENTAL INVOLVEMENT**

Parents who wish to learn about the course of study for their children or to review learning materials shall do so under provisions of *Board Policy IJ* and supporting regulations.

Parents who wish to object to any learning activities or learning materials may do so under provisions of *Board Policy IJ* and supporting regulations.

The Administration shall inform parents of the availability of each teaching employee's resume and make that document available for inspection upon request of parents or guardians of pupils enrolled at a school. Such information shall not include teacher address, salary, social security number, and telephone or other personally identifiable information as determined by the District. (Ref Policy KB and Regulation KB-R)

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences may be conducted. The Superintendent will establish procedures for such conferences. In addition to scheduled opportunities, parents shall have opportunities to arrange conferences with teachers at other times during the year. (Ref Policy IKACA)

## **PART-TIME PROFESSIONAL STAFF**

Part-time employment is defined as working less than 30 hours per week. Part-time professional employees are not eligible to receive health benefits.

## **PERSONAL PROPERTY REPLACEMENT/RESTITUTION**

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. (Ref Policy ECAD)

## **PERSONNEL RECORDS**

Professional employees are required to supply the District Office with current and complete official transcripts of all college credits. **It is the duty and responsibility of each certificated employee to keep such certification current.**

The District maintains a complete and current official personnel file for each District employee through the Frontline Records Management System. Employees will be advised of, and will be permitted to review and comment on, all information of a derogatory nature to be placed in their respective personnel files. The employee may prepare a written reply to such information and such reply, if any, will be appended to the information in the file.

Records reasonably necessary or appropriate to maintain an accurate knowledge of disciplinary actions regarding staff members and the staff members' responses will be maintained. Disciplinary action records shall be open to inspection and copying unless such inspection and disclosure of records or information in the records is contrary to law.

The District may create sub-files within a personnel file as necessary to insure confidentiality and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees. Individual Board members shall have access only when specifically authorized by the Board, as evidenced by action of a quorum of the Board in a legal meeting properly noticed. Employees may review their own files by making written requests to the Superintendent.

Materials obtained prior to an employee's employment, such as confidential recommendations or interview notes, will not be available for review by the employee.

Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record. (Ref Policy GBJ)

## **POLITICAL ACTIVITIES**

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used to influence the outcomes of elections.

District employees who hold elected or appointed office positions 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 of the Board.

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

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. (Ref Policy GBI)

## **PROFESSIONAL LEAVES & ABSENCES**

### ***Sick Leave***

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include the following:

Spouse	Grandparents
Children	Grandchildren
Parents	Like relations created by marriage
Siblings	(e.g., stepchild, father-in-law, etcetera)

Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner, with verification required if requested by the Superintendent. The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of sick leave is appropriate or 2) whether return to duty is appropriate.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days.

Each staff member shall be credited with a sick leave allowance at the rate of up to ten (10), eleven (11), or twelve (12) days, determined by the number of months employed:

Employees are credited with sick leave allowance dependent upon the length of contract signed. The sick leave allowance rates are listed below:

- 10 month employees are credited at a rate of .833 per month
- 11 month employees are credited at a rate of .91 per month
- 12 month employees are credited at a rate of 1.0 per month

The unused portion of such allowance shall accumulate to a maximum of 120 days, at which time no more sick leave can be earned. As accumulated sick leave days are used and drop below 120 days, an eligible employee may again accumulate sick leave up to the maximum limit.

### ***Buyback of Sick Leave***

Employees who have accumulated the maximum allowance of days (120) shall be eligible to cash out any days in excess of 120 days at the close of the fiscal year. The payout of the days shall be at 50% the rate of a daily guest teacher.

When an employee exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

Sick leave may be used for any Family Medical Leave Act absence.

A staff member who is or will be the father or the grandparent of a newborn child will be allowed two (2) days of sick leave for the birth. In the event of medical complications, more than two (2) days of sick leave may be allowed.

Upon request, the staff member shall inform the Superintendent of the following:

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

### ***Personal Leave***

Each staff member will be granted personal leave from their current-year accrued sick leave not to exceed:

- 10 month employees accrue a maximum of five (5) days per year
- 11 month employees accrue a maximum of five and a half (5.5) days per year
- 12 month employees accrue a maximum of six (6) days per year

No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least two (2) working days prior to the first day of leave, and must be approved by the principal.

Requests shall be acted upon in order of receipt, and the availability of guest teachers, if necessary, may limit the number of requests granted at any one (1) time.

Personal leave will not be granted during the following periods:

- On the day immediately preceding or following a holiday or vacation.
- During the first two (2) weeks of school or the last two (2) weeks of school.
- While the employee is on an unpaid suspension.

(Ref Policy GCCB)

When requesting an absence, the employee must inform their immediate supervisor(s) and log their absence in iVisions with all the necessary information. On personal days and vacation requests, **a notice of at least two (2) days** will be required so that arrangements may be made for a guest teacher, if one is needed.

If for some reason the supervisor does not approve the leave, the supervisor will notify the employee regarding the decision. In the event that a personal leave request is made on a blackout day, the request must be approved by the Assistant Superintendent of Human Resources and Student Services.

If the request is approved, the supervisor will forward the request to Human Resources for further evaluation. If the request cannot be granted by the Human Resources Department, the employee and supervisor will be informed. If granted, the request will be sent to the payroll department for processing.

### ***Absent Without Leave***

An employee shall be deemed Absent Without Leave when absent from work because of:

- A reason that conforms to a policy currently in effect, but the maximum number of days provided for in that policy will be exceeded.
- A reason that does not conform to any policy currently in effect, or
- Failure to report to work without prior notification to the Superintendent or designee.

In no case shall an employee be compensated for time lost due to being absent without leave.

An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee's return. (Ref Policy GCC)

### ***Legal: Jury Duty, Military, or Other Political Subdivision Duty Leave***

It is recognized by the Board that no employee is exempt from Jury Duty and that leaves of absence for such duty must be granted. In addition, the Board recognizes the fact that its employees have citizenship responsibilities and, in order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to Jury Duty, when an employee is called to attend field training services for the Military Reserve or National Guard and when an employee is a victim of a juvenile or adult crime exercising a right to be present at a proceeding as defined in statute. Such leave will not count as experience to advance on the salary schedule.

When an employee receives notice that requires leave as outlined above, it is the responsibility of the employee to notify the Superintendent or Principal.

Salary payments for the various types of leaves are as noted below:

- An employee on Jury Duty may receive only his or her regular salary.
- It is the responsibility of the employee to reimburse the School District for Jury Duty pay when such payment is made directly to the employee. Exception: employee may keep payment for mileage.
- An employee excused for Jury Duty after being summoned shall report for duty at his assigned school as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed. (A.R.S. §21-236).
- An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training (A.R.S. §26-168(A) and §38-610).

### ***Leave of Absence Without Pay***

The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted to a member of the certificated staff for **no longer than one (1) year**.

A Leave of Absence may be requested for, but not limited to, the following purposes:

Additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented.

- To provide for an unpaid leave in a situation where the employee will be absent from work because of
  - (1) a reason that conforms to a policy currently in effect, but the maximum number of days provided for in the policy will be exceeded, or
  - (2) a reason that does not conform to any policy currently in effect.

For leave under the Family and Medical Leave Act (FMLA):

- A "Leave of Absence" requested pursuant to this policy will need to be approved by the Superintendent, if the leave period does not exceed 12 weeks. If the leave period exceeds 12 weeks, it must be recommended by the Superintendent and approved by the Governing Board.
- A request for "Leave of Absence" shall not be denied by the District if the employee is entitled to the leave under the Family and Medical Leave Act. All other applications for "Leave of Absence" may be granted or denied by the District at its sole discretion.

Each request for such a leave of absence shall be in a written application stating the purpose, starting date, duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request. The "Leave of Absence" shall be only for the purpose and duration approved and may not be extended without written approval by the District.

All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick leave, personal days, and other paid leave shall be applied to the leave period unless otherwise stipulated by the District or prohibited by the Family and Medical Leave Act. (Ref Policy GCCC)

### ***Family and Medical Leave Act***

Any employee who has been ***employed by the District at least 12 months and who has completed at least 1,250 hours of service immediately prior to the time the leave is to commence*** shall be eligible for FMLA leave. The District shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U. S. Department of Labor. Accordingly, all portions of this policy that pertain to the FMLA shall be interpreted in a manner consistent with the FMLA and its regulations. Subject to the conditions set forth herein, any eligible employee of the District may take up to 12 weeks of leave (FMLA leave) measured backward for each employee from the first time such employee uses leave under FMLA without pay, for any one (1) or more of the following reasons.

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave. (Ref Policy GCCC)

### ***Bereavement Leave***

An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death in the employee's family as defined in Policy GCCA.

Extensions of Bereavement Leave may be granted upon personal request to the Superintendent, but all extensions shall be deducted from the employee's accrued Sick Leave. In the absence of any accumulated sick leave, the Superintendent may approve an unpaid leave of absence. (Ref Policy GCCH)

### ***Sabbatical Leave***

A Sabbatical Leave of Absence may be granted to certified and administrative personnel for a maximum of one year when conforming to Arizona Revised Statutes §15-510(D) (E).

Application for Sabbatical Leave must be received by March 15. It will be considered within the framework of all applicable laws, on the basis of improvement of professional preparation and/or the educational program of the district, current assignment of the individual, value of the leave to the District, and funds that are available. An employee granted Sabbatical Leave will be governed by applicable Arizona Revised Statutes. (Ref Policy GCCF)

***\* Accrued Sick/Personal leave is not paid out to staff upon resignation. Sick/Personal is only paid out if the Retirement Incentive Program (page 24,25) is followed per the Certified Staff Handbook.***

## **PROFESSIONAL STAFF ASSIGNMENTS & TRANSFERS**

**Assignments** -- The Superintendent will determine all professional staff assignments. Such assignments shall be based on the needs of the District. In addition, no right to school, grade, or subject assignment shall be inferred from the standard teacher's contract.

**Transfers** -- The [transfer process and timeline](#) for staff assignments and transfers shall be based on the needs of the Instructional Program. Assignments may be changed to serve the interests of the District and students.

Professional staff members may apply for transfer or reassignment, whether or not a vacancy exists. Generally, transfers will not be approved during the school year unless the needs of the District dictate such approval.

It shall be the policy of the Board that professional personnel be assigned on the following:

- basis of the qualifications of personnel,
- the needs of the District,
- expressed employee desires

When it is not possible to meet all three conditions, personnel shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employees.

In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees. **The Superintendent shall have the responsibility for the assignment of all personnel throughout the District.**

The resolution of any conflicts over the need for a transfer shall be based on what is best for the Instructional Program, the needs of the students, and the **overall** needs of the District as defined by the Superintendent. (Ref Policy GCK)

## **PROFESSIONAL STAFF DUTIES & RESPONSIBILITIES**

***Every Teacher shall:***

- A. Make student learning the primary focus of the teacher's professional time.
- B. Hold pupils to the highest standards of student conduct.
- C. Exercise supervision over students on the playgrounds and during recess if assigned to such duty.
- D. Take and maintain daily classroom attendance.
- E. Make the decision to promote or retain a pupil in a common school or to pass or fail a pupil in a course in elementary/middle school. Such decisions may be overturned only as provided in § 15-342.
- F. Comply with all rules, regulations and policies of the Governing Board that relate to the duties as prescribed.

A teacher shall not use sectarian or denominational books or teach any sectarian doctrines or conduct religious exercises.

A teacher who fails to comply with the above is guilty of unprofessional conduct and may be subject to disciplinary action by the Governing Board and by the State Board of Education.

A teacher who is arrested for or charged with any non-appealable offense listed in section [41-1758.03](#), subsection B and who does not immediately report the arrest or charge to the teacher's supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with the School District. (Ref Policy GCMF)

## **PROHIBITED PERSONNEL PRACTICE**

It is prohibited personnel practice for any District employee (Employee A), who has control over personnel actions, to take reprisals against another employee (Employee B) for a disclosure of a matter of public concern to a public body when the employee (Employee B) believes there has been:

- A. A violation of law
- B. Mismanagement, a gross waste of monies, or an abuse of authority



An employee, or former employee, who believes that a personnel action taken against him/her is the result of his/her disclosure of information under A. R. S. § 38-532 shall make a complaint to the Board. The Board shall make a determination pursuant to the rules under A. R. S. § 41-785. (Ref Policy GBP)

## **PROMOTION & RETENTION OF STUDENTS**

### ***Regular Education***

The District is dedicated to the continuous development of each student.

Promotion from year to year will be based upon standards for each basic subject area as identified in the course of study.

The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

The promotion of a student from grade three (3) shall be conditioned on the satisfaction of the applicable competency requirements prescribed by A.R.S. [15-701](#) and depicted in Administrative Regulation IKE-RB. In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time, and motivated by a desire to place students in school programs where they will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with A.A.C. [R7-2-301](#) and [R7-2-401](#).

### ***Special Education***

Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. [R7-2-401](#). The programs for such students may include adaptations. Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized education program (IEP) team on an individual basis. Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion. (Ref Policy IKE)

## **PUBLIC INFORMATION PROGRAM**

All school personnel are responsible for good public relations. Toward that end, all written notices, bulletins, newsletters, and matters pertaining to students are to be submitted to the Principal for approval prior to release. Releases/publications that pertain to the District level are to be submitted for approval to the Superintendent prior to release.

Non-school originated material of a commercial, political, or religious nature shall not be released through the students. (Ref Policy KD)

## **PURCHASING PROCEDURES**

**Purchases** — A Purchase Requisition is to be completed with the following information:

- Name, complete address, and telephone number of the vendor.

- Date of the Purchase Requisition.
- Quantity, item number, article description, unit price, and total cost.
- Indicate whether the original Purchase Order is to be mailed to the vendor or sent to the Requester.
- Requisition shall be typed or written legibly.
- Approval of Supervisor must be attained prior to being submitted for purchase.
- The school secretary oversees all requests for their sites and will input the request electronically for district approval.

**Requester is to plan ahead to allow adequate processing time, approximately seven (7) to ten (10) working days.** No purchase or debt is to be made prior to obtaining an approved Purchase Order.

***A VERBALLY APPROVED REQUEST DOES NOT REPLACE THE PURCHASE REQUISITION PROCEDURES.***

**Preview Material/Free Trial Offers** Preview material is handled the same as “Purchases.” A purchase requisition must be filled out as previously explained with an administrator’s signature. If ordering preview material, the requester must coordinate with the vendor as to the length of time he/she will have to preview the material and obtain a return authorization. If the District has to pay for the return shipping, the Supply Account of the Requester will be debited the expense amount. ***APPROVED REQUISITIONS WILL BE ASSIGNED A PURCHASE ORDER.***

In the body of the requisition, write or type “PREVIEW MATERIAL” in bold letters. This will alert the Business Office to handle this request differently.

**The Approval Process of the Requisition/ The Distribution of the Purchase Order —**

- The original requisition will remain at the school site.
- The requisition will proceed to the district office, electronically, and be verified by the district’s Procurement Specialist. This step is to ensure that the vendor is within appropriate purchasing guidelines.
- Next to approve the requisition is the Director of Finance. Verification of budget will be completed and verified that items/services are being coded correctly.
- The final approver is Accounts Payable. Upon final approval, the purchase order is created and forwarded to the vendor as needed. Purchase orders may be returned to the requester if items are to be picked up by the requester. It is important to communicate how the items/services are to be acquired.
- Please note that at any point during the approval process an approver may hold on to the requisition in the event that additional information or research is needed. ***Please plan accordingly.***

No purchase or debt is to be made prior to obtaining an approved Purchase Order. ***A VERBALLY APPROVED REQUEST DOES NOT REPLACE THE PURCHASE REQUISITION PROCEDURES.***

Please contact the Accounts Payable department at extension 1016 for any questions or concerns.

## **RETIREMENT INCENTIVE PROGRAM**

The employee must notify the Governing Board, in writing, of the employee's application for sick leave payment and retirement at least three hundred sixty-five (365) days prior to the effective date of the employee's retirement. The application for sick leave payment upon retirement may be withdrawn on or before one hundred fifty (150) days prior to the effective date of the employee's retirement. Failure to file said application in the prescribed fashion will constitute forfeiture of any sick leave payment.

Upon proper and timely application for the state retirement program, the District will pay for accumulated sick leave on a graduated scale up to one hundred twenty (120) days. Certificated employees will be paid based upon a daily rate established for payment of a day-to-day substitute teacher in the District. Support staff members will be paid based upon a daily rate calculated by multiplying the minimum hourly wage for the District by eight (8) hours. If the retiring employee works fewer than eight (8) hours per day, the rate shall be adjusted to reflect the number of hours worked per day. The payment will be made on the following scale: (Ref Policy GCQE)

<u>LESD years of service</u>	<u>Percent of daily rate</u>
10 through 15	25%
16 through 20	40%
More than 20	50%

## **SCHOOL CEREMONIES & OBSERVANCES**

The following shall be adhered to regarding required opening exercises and school programs as they pertain to customs and holidays:

- A. Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day.
- B. Each student in grades four (4) through six (6) shall recite the following passage from the Declaration of Independence:

*"We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed..."*

- C. Each teacher in charge of a classroom for the first class of each day shall conduct a period of meditation, not to exceed one (1) minute in duration. No other activities will be allowed in the classroom at that time.
- D. Students whose parents have informed the school that they are not to take part in the meditation period or patriotic observances will be expected to observe the courtesy of not disturbing others.
- E. When special days or significant events are recognized, it is recommended that appropriate classroom and assembly programs be presented in keeping with the traditional and historical significance of the event or season.

(Ref Policy IMD)

## **SCHOOL COMMITTEES & TASK FORCES**

It shall be the policy of the Board to encourage employee participation in the decision making for the District. The Superintendent is authorized to establish such committees as necessary to recommend policies and regulations that will enhance the operation of the District.

Staff is encouraged to participate in school committees or task forces from time-to-time. Additionally, their attendance at school and community events shows support and helps to develop a positive relationship with students, parents, and the community. (Ref Policy GBB)

## **SEXUAL HARASSMENT**

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the Administration, the staff, visitors, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education.
- B. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual.
- C. Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons
- B. Continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment).
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually

withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.

- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- E. Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Superintendent as provided in ACA-R. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action which may include suspension or termination. All matters involving sexual harassment complaints will remain confidential to the extent possible. (Ref Policy ACA)

### **SMOKING ON SCHOOL PREMISES BY A STAFF MEMBER**

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- A. School grounds
- B. School buildings
- C. School parking lots
- D. School playing fields
- E. School buses and other district vehicles
- F. Off campus school sponsored events

Under the provisions of A.R.S. § 36-798.03, a person who violates the prohibition is guilty of committing a petty offense. The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- A. Approved by the school.
- B. Established in accord with Arizona Revised Statute 15-712.

(Ref Policy GBED)

### **SPECIAL INTEREST MATERIALS**

In general, supplementary materials (printed materials, models, films, slides, pictures, charts, exhibits for educational purposes, etc.) from commercial, political, religious, or other nonschool sources should have approval by the principal. Supplementary materials should be timely and up to date as well as promote American democratic ideals and values. Approval may be given to materials that are:

- of obvious educational quality
- supplemental to text or curriculum
- providing enrichment to the text and/or curriculum

Students may not be used as the agents for distributing non-school materials to the homes. The Superintendent shall be the final judge of whether or not such materials shall be utilized with students and will establish necessary procedures for their evaluation, approval, and use. (Ref Policy IJM)

### **STAFF/BOARD COMMUNICATIONS**

Any employee or group of employees, desiring to address the Board on school-related matters shall direct their communication to the Board in accordance with Policy. An employee will first communicate on school or employment related matters at the administrative level. Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate in writing with the Board on the matter. No anonymous communication will be considered by the Board.

Any employee, who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in policy BEDH and BHD.

Official communications, policies, directives, board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent. (Ref Policy BHC)

## **STAFF CONDUCT**

All employees of the district are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and district property. No employee shall, by action or inaction, interfere with or disrupt any district activity or encourage any such disruption. No employee, other than one who has obtained authorization from the superintendent, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the district, and carry out all applicable orders issued by the superintendent.

Potential consequences to employees of the district who violate these rules may include, but are not limited to:

- A. Removal from school grounds
- B. Both Civil and Criminal sanctions which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, of the Arizona Revised Statutes
- C. Warning
- D. Reprimand
- E. Suspension
- F. Dismissal
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any

### ***Reporting Suspected Crimes or Incidents***

Staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to their immediate supervisors. All such reports shall be communicated to the Superintendent who shall be responsible for reporting the suspected crimes or incidents to local law enforcement.

A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any non-appealable offense listed in section [41-1758.03](#), subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct, and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a non-appealable offense has no right to appeal under the provisions of A.R.S. [15-539](#), subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.

### ***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. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk. (Ref Policy GBEB)

## **STAFF CONDUCT WITH STUDENTS**

At all times teachers and other staff members will accord students the dignity and respect that they deserve and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students..

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program.

Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff members are expected to discourage and avoid any relationship with a student(s) that is unacceptably familiar or promotes an emotional dependency of the student upon the staff member.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Violations of the above shall be considered serious and may result in severe disciplinary action. (Ref Policy GBEBB)

## **STAFF ETHICS**

All employees of the District are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards.

*The school employee:*

- A. Makes the well-being of students the fundamental value of all decision making and actions.
- B. Maintains just, courteous, and proper relationships with students, parents, staff members, Board members and others.
- C. Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- D. Fulfills job responsibilities with honesty and integrity.
- E. Directs any complaints/grievances or criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- F. Supports the principle of due process and protects the civil and human rights of all individuals.
- G. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- H. Implements the Governing Board's policies and administrative rules and regulations.
- I. Refrains from using school contacts and privileges to promote political or sectarian religious views or personal agenda of any kind.
- J. Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- K. Avoids using position for personal gain through political, social, religious, economic, or other influence.

L. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

M. Stresses the proper use and protection of all school properties, equipment, and materials.

N. Honors all contracts until fulfillment or release.

O. Does not engage in spreading false or defamatory information about District stakeholders, including but not limited to, students, employees, parents, administration, or Board members of the District

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

Failure to comply with this policy could result in discipline, up to and including termination of employment for unprofessional/inappropriate employee conduct pursuant to Policy GCQF and/or Policy GDQD.

## **STAFF GIFTS & SOLICITATION**

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations. Simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to individual students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

**Solicitations** — No school employee shall use his/her position in the District to influence parents or pupils to purchase books or other merchandise, except for materials approved by the superintendent for use in the classroom. Solicitation of employees and/or pupils by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the superintendent in advance in writing. No other solicitations shall be made by or of employees during official duty time. (Ref Policy GBEC and KHA)

## **STAFF GRIEVANCES**

Effective communication between District employees, the administrative staff, and the Board is essential for an effective operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances, at the earliest date and the lowest possible administrative level.

**Definitions** — A grievance is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. The term *grievance* shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. The suspension or dismissal of employees is covered by statute and, therefore, is not a grievable matter. Assignment, reassignment, or transfer of an employee to another position or duties is not grievable beyond the Superintendent unless there is a reduction in compensation or the Superintendent requests that it goes to the Board. A grievant shall be any employee of the District filing a grievance.

Terms and conditions of employment mean the hours of employment, the compensation including benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the School District. A day is any day in which the schools of the District are operating. The immediate Supervisor is the lowest-level administrator having supervisory authority over the grievant.

**Informal Level** — Before filing a formal written grievance, the grievant must attempt to resolve the problem by one (1) or more informal conferences with the immediate Supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving

rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference or any subsequent conference.

#### **Formal Level**

**Level I:** Within fifteen (15) days after the last informal conference, the grievant must present the grievance in writing to the immediate supervisor.

The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance. Within the above time limits, either party may request a personal conference to attempt to resolve the matter.

**Level II:** In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the superintendent within five (5) days after receipt of the decision. The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

The superintendent or the designee shall conduct an investigation of the grievance and shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the superintendent may request a personal conference within the above time limits.

**Level III:** If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) days, submit an appeal in writing to the president of the Governing Board.

#### **General Provisions**

**Section 1:** Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. Failure to file a grievance within 15 days after the employee knows, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.

**Section 2:** The filing or pendency of any grievance under the provisions of this regulation shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the superintendent. (Ref Policy GBK and Regulation GBK-R)

Forms may be obtained from the Human Resources Department.

## **STAFF HEALTH & SAFETY**

#### ***Communicable Diseases***

It is the policy of the School District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases.

#### ***Exclusion from School***

A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health or safety of others in the school workplace. The outbreak control measures and other directives of the Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at A.A.C. [R9-6-203](#) *et seq.*

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation.

The school nurse or other person designated by the superintendent must reassess a staff member who is excluded from school because of a communicable disease before the staff member returns to work. The District may require a physician's written medical release as a condition for the staff member's return to work.



### ***Reporting and Notification***

The District shall report by telephone to its local health agency each diagnosed and suspected case of a communicable disease as set out in regulation JLCB-R.

If an outbreak of a communicable disease occurs in a school setting, the Superintendent or the school nurse shall promptly inform staff members who are known to have special vulnerability to infection. The District does not assume any duty to notify an employee of health risks caused by the presence of a communicable disease in the school setting unless the at-risk employee has notified the District of the conditions when notification is needed.

### ***COVID-19***

**The health office staff members are not doctors and cannot diagnose or treat illnesses.** It is recommended that an employee stay home if they have tested positive for COVID-19, are presenting with any COVID-19 symptoms.

Isolation is *highly recommended* for an employee who has tested positive or has symptoms consistent with COVID-19 and is waiting to be tested or diagnosed.

Quarantine is *highly recommended* for any unvaccinated employees who have been exposed to someone with COVID-19, but has not yet developed any symptoms of COVID-19.

### ***Confidentiality***

The District shall make reasonable efforts to maintain the confidentiality of staff members' medical conditions. All medical information relating to employees is confidential. The identity of a staff member who has a communicable disease and/or the nature of the communicable disease may be disclosed only to:

- A. Staff members who must have such information to carry out their duties under this policy; *or*
- B. Staff members or students (or their parents/guardians) who must have such information to protect themselves from direct threat to their health or safety.

Inquiries or concerns by staff members or others regarding communicable diseases or a staff member who is known or believed to have a communicable disease shall be directed to the Superintendent or the school nurse.

### ***Universal Precautions***

The District shall follow the "Universal Precautions Standard" set forth in the attached Exhibit GBGCB-E to protect employees who are at risk of being exposed to blood and body fluids in the course of their work.

### ***Food Service Workers***

The District shall follow the guidance of the U.S. Department of Health and Human Services concerning infectious and communicable diseases transmitted through the handling of food, and special precautions required for food services workers.

### ***HIV/AIDS***

Current medical information indicates that HIV can be transmitted by sexual intercourse with an infected partner, by injection of infected blood products, and by transmission from an infected mother to her child *in utero* or during the birth process. None of the identified cases of HIV infection in the United States are known to have been transmitted in a school setting or through any other casual person-to-person contact. There is no evidence that HIV is spread by sneezing, coughing, shaking hands, hugging, or sharing toilets, food, water, or utensils. According to best medical knowledge and judgments, the use of the "Universal Precautions" and other procedures that implement this policy are sufficient to protect staff members and students from transmission of HIV at school. (Ref Policy GBGCB)

### ***Handling Body Fluids in School***

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all people potentially exposed to the blood or body fluids of any person (student and/or school employee). No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The body fluids of all people should be considered to contain potentially infectious agents. The term *body fluids* includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge), and saliva.

- A. Whenever possible, avoid direct skin contact with body fluids. Disposable gloves are recommended when direct hand contact with body fluids is anticipated. If extensive contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily.
- B. If direct skin contact does occur, hands and other affected skin areas of all exposed people shall be routinely washed with soap and water.
- C. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten (10) seconds.
- D. Clothing and other non-disposable items that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, rinse or soak the item in cold water prior to bagging. Clothing should be sent home with the student for washing, with appropriate directions to parents and teachers (see *laundry instructions* below). Always wear gloves when handling items that have come in contact with body fluids.
- E. Contaminated disposable items shall be handled with disposable gloves, put in a plastic bag, secured, and disposed of daily.
- F. Body fluid spills on hard surfaces (i.e., floors, countertops, books, etc.) shall be disinfected with bleach (diluted to ten [10] parts water and one [1] part bleach). Gloves shall always be worn during cleanup.
- G. Cleaning equipment:
  - a. Non-disposable cleaning equipment (such as dust pans, brooms, and buckets) shall be disinfected by thoroughly rinsing in diluted bleach (ten [10] parts water and one [1] part bleach). Mops shall be soaked in the disinfectant after use and then rinsed with hot water. The disinfectant solution shall be promptly disposed of down a drain pipe.
  - b. Disposable cleaning equipment (such as paper towels, the vacuum bag, or sweepings) shall be placed in plastic bags, secured, and disposed of daily. No special handling is required for vacuuming equipment. Gloves shall always be used during cleanup.
- H. Laundry instructions:
  - a. Clothing soaked with body fluids shall be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material can be bleached, add one-half (1/2) cup of household bleach to the wash cycle. If the material is not colorfast, add one-half (1/2) cup of all-fabric bleach to the wash cycle.

(Ref Regulation GBGCB-E)

## **STAFF USE OF DIGITAL COMMUNICATIONS & ELECTRONIC DEVICES**

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies include but are not limited to blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, voice over IP (VoIP), Facebook, Instagram, LinkedIn, Twitter, YouTube, and any successor protocol to transmit information.

Mobile technologies are any devices that:

- transmit sounds, images, texts, messages, videos, or electronic information;
- electronically records, plays, or stores information;
- accesses the Internet, or private communication or information networks.

Current examples are smartphones such as BlackBerry, Android, iPhone, and other such mobile technologies and subsequent generations of these and related devices.

The Governing Board recognizes how web-based and mobile technologies are fundamentally changing opportunities to communicate with individuals or groups and how their use can empower the user and enhance discourse. The Board equally recognizes that the misuse of such technologies can be potentially damaging to the District, employees, students, and the community. Accordingly, the Governing Board requires all employees to adhere to adopted policies and to utilize digital communications and electronic devices in a professional manner at all times.

The Board establishes the following parameters:

*District employees*

- shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations
- are responsible for the content of their posting on any form of technology through any form of communication
- shall only use District controlled and approved technologies when communicating with students or parents
- shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others
- shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate
- in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students
- shall not use District logos or District intellectual property without the written approval of the superintendent
- shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate
- shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the superintendent
- shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records

Liberty Elementary School District No. 25 (the “District”) recognizes that digital forms of communication are widely used for daily interactions with students, friends, family and larger social networks. Districts and staff use e-mail, websites, text messaging, and social media websites such as Facebook and others to communicate with similar parents, guardians and other stakeholders. These forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of online life. The following regulation contains the expectations regarding the District’s public and professional standards for communicating with parents and/or guardians, staff and the community by staff members.

This regulation is designed to:

- A. Protect the District’s students.
- B. Define acceptable use of electronic communication.
- C. Describe the consequences of improper electronic communications by District employees

### ***Expectations for Communicating Electronically***

The Superintendent establishes the following parameters for all District employees communicating electronically with colleagues and students.

- A. Employees shall only use the District-controlled and approved technologies when communicating with students.
- B. Employees shall only use approved technologies with parents to send one-way, multi-parent messages. All responses or correspondence with individual parents or families must be conducted through District e-mail or ParentVue. Nothing in this policy is intended to infringe on an Employee’s right to communicate with and/or maintain existing personal friendships/relationships.
- C. Employees shall adhere to all applicable Governing Board policies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations.
- D. Nothing in this policy is intended to prevent the applicable and designated staff from contacting parents directly by telephone when appropriate and needed.
- E. Employees may be held accountable for off campus social media and internet use if the subject-matter has a connection to the District and its operations, subject to the free speech rights guaranteed by the First Amendment of the United States Constitution. Use of personal technology and/or social media may violate District Governing Board Policy if the District reasonably believes the conduct or speech will cause

actual, material disruption of school activities or a staff member's ability to perform his or her job duties. If an employee believes that information is a matter of public concern, the employee should consult with the employee's supervisor prior to disclosure of potentially confidential information.

- F. Employees should maintain a clear distinction between personal social media use and any District-related social media use.
- G. Employees shall not use District owned or provided technologies to endorse or promote a product, a cause, or political position or candidate.
- H. Employees shall not use District logos or District intellectual property without the written approval of the Superintendent.
- I. Employees shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent.
- J. Employees can determine whether communication satisfies the above rules to ensure the communication is appropriate by using the following:

***Transparent, Accessible, and Professional (TAP) Test?***

- 1. *Transparent*: All digital communication from District staff must be transparent. As a public school district, the District is expected to maintain openness, visibility, and accountability regarding all communications.
- 2. *Accessible*: All digital communication to and from District staff are a record subject to disclosure under state law and become part of the District archives. Digital communications may be audited by the District and otherwise accessed as outlined in Policy IJNDB (Use of Technology Resources in Instruction).
- 3. *Professional*: All digital communication from District staff should be written as a professional employee representing the District. This includes word choices, tone, grammar, and subject matter that model social and ethical standards and the expectations of staff in accordance with Governing Board Policy GBEA. Choice of words should be courteous, thoughtful, and mirror professional communication standards.

If the communication meets all three (3) of the criteria above, then it is likely that the chosen methods of communication are appropriate. Any questions an employee may have about appropriate communication in accordance with these guidelines should be addressed to a supervisor.

***Guidelines for Using Social Media Communication for Official School Business***

District employees have rights of freedom of speech, religion, and assembly under the First Amendment; however, the District may impose certain restraints on job-related speech by an employee and on workplace speech. Employees shall not disclose, through social media, social networking or District electronic communications facilities confidential information of the District or other information obtained as part of their job duties. If an employee believes that information is a matter of public concern, the employee should consult with the employee's supervisor prior to disclosure.

- A. It is the responsibility of the site administrator to regularly monitor site activity and comments and to remove or report users when necessary in a viewpoint-neutral manner. District social media

sites and the District website are limited public forums. As such, the District does not make District social media sites and the District website available for general public discourse, but rather reserves and limits the topics that may be discussed. The District reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law comments that are deemed not suitable for posting standards set forth may be removed in a viewpoint-neutral manner and shall be retained pursuant to the records retention schedule.

- B. The District will not block social media users.
- C. The District reserves the right to remove content that is deemed in violation of this policy or any applicable law and shall do so in viewpoint-neutral manner.
- D. All postings must be accurate, respectful and transparent, and contain correct grammar and a professional voice. *Remember that anything posted on the Internet lives virtually forever.*
- E. When possible, guidelines below should be included in the account information (i.e., "About" section on Facebook). This defines the rules for people interacting on the site. While this is a limited public forum, it's also a family friendly one, so comments and posts must be appropriate and professional.
  - 1. While this is a limited public forum, it's also a family friendly one, so comments and posts must be appropriate and professional.
  - 2. Staff members participate at your own risk, taking personal responsibility for your comments, your username and any information provided.
- F. Only official school or District logos/mascots and approved District partners are authorized for use on the site.
- G. All postings must adhere to Governing Board Policies and District expectations of professionalism.

***Important Reminders and guidelines for Staff Members who use Social Media Sites for Personal Purposes:***

- A. Personal social network accounts *MUST* remain separate from work-related accounts.
- B. A staff member should never "friend" students or accept such a student's "friend request" on a personal account.
- C. A staff member should never "like" student posts or respond individually to a student post or message.
- D. A staff member may not text message students for any reason from a non-District device.

**Note:** Privacy settings may bring a false sense of security. Contrary to what some people think, social media sites are very public places. Remember that *anything posted on the Internet can live virtually forever.*

***Policy/Regulation for Employee Use of Social Media Platforms***

**Note:** These policy provisions address certain standards of behavior and expectations when using social media as it relates to the Liberty School District. They apply organization-wide and globally to all staff, certified teachers, and administration. (the "District"). This Policy should be read in conjunction with Staff Ethics (Policy GBEA), as well as other relevant and applicable policies or Procedures.

1. Overview

The District complies with applicable federal, state, and local laws at all times. Social media is an integral part of our daily lives. It's how we communicate with people near and far, look for events and things to do,

shop for products and services, check the news and much more. Social media is also a powerful tool for reaching community associates, attracting new talent to our District and sharing information about the entire District. We encourage all District staff to use social media in positive ways. For purposes of this Policy, we define “social media” as any form of media that provides the ability to share information, ideas, personal messages or other content (e.g., videos) with one or more people using the Internet. This includes popular social networking sites, including but not limited to, Facebook, Twitter, Instagram, TikTok, Pinterest, YouTube and LinkedIn, as well as private messaging services and platforms, blogs and gaming platforms. As a District employee, you may be viewed by community, associates, students, media and other District personnel as a representative of the District. For this reason, whether you specifically reference your work with the District, your participation on social media platforms can reflect upon the District. These requirements and expectations are intended to help you be transparent, use common sense, and protect the District and yourself when engaging in both district-sponsored social media activities and personal use as it relates to your employment with the District. They also address certain standards of behavior related to the District. These requirements and expectations are not intended to restrict an employee’s right to discuss working conditions and non-confidential work-related information in a professional, respectful manner. Keep in mind, the District reserves the right to monitor social media activities of District personnel, regardless of whether such activities are conducted with District resources, to the extent permitted by and in accordance with applicable law. Failure to comply with this Policy could result in discipline, up to and including termination of employment.

## 2. Be Transparent

While we understand some employees wish to participate in social media in their personal capacity, it’s important that you include proper disclosures when posting about the District or District-related matters as these disclosures are required by government regulations. If you publish content and it has something to do with the work you do at the District or topics associated with the District we ask that you include a disclaimer in your post stating the opinions are your own and don’t represent the opinions of the Liberty School District. This helps eliminate confusion if you are not an officially designated District spokesperson speaking on behalf of the District. For example, you can say “Check out my classroom, or District’s...” or “I work for the Liberty School District and.....” When you join or leave the District, update your employment information in all your social media profiles, as appropriate.

## 3. Use Common Sense

Think before you post. What you share reflects on you and the District, so always be respectful and kind. By identifying yourself as a Liberty School District employee, you are connecting to other employees as well as parents, board members and other stakeholders. For this reason, ensure that your social media profiles and related content are consistent with how you wish to present yourself to others in all applicable settings (including the workplace), and never act in a manner contrary to the Liberty School District Ethics (Policy GBEA) and Conduct (Policy GBEB) policies. Do not engage in spreading false or defamatory information about District stakeholders, including but not limited to, employees, parents, administration, or board members of the District. Nothing in this policy is intended to infringe on an employee’s right to discuss the conditions of their employment with others. Show consideration for topics that may be considered sensitive – such as ethnicity, religion, or politics. When disagreeing with others, avoid posting derogatory, profane or detrimental content/messages. Keep your dialogue respectful. Anything you say or post on a social media site may be made public and viewed by others. These postings can also be subpoenaed and viewed in a legal proceeding. Some social media websites change their privacy policies abruptly and content that was previously private can become visible (non-private).

Violations of this policy may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. (Ref Policy GBEF and GBEF-R).

## **STUDENT CONCERNS, COMPLAINTS, & GRIEVANCES**

A complaint/grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

The accusation must be made within 30 calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than 30 calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed. (Ref Policy JII, JII-R)

## **STUDENT DISMISSAL PRECAUTIONS**

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the child. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the superintendent or designee, evidence of his proper authority to remove the student.

If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

## **STUDENT EXCLUSIONS & EXEMPTIONS FROM SCHOOL ATTENDANCE**

The District will provide appropriate educational opportunities for any student identified by a licensed physician or podiatrist as having a chronic health condition that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits. Staff members responsible for physical education activities programs shall develop and implement such guidelines. (Ref Policy JHD)

## **STUDENT MEETINGS (LIMITED OPEN/CLOSED FORUM)**

Student meetings may be held in the school(s) of the District that offer instruction in grades 7 and 8 or above under a "limited open forum" if requested by a pupil in grade 7 or above. Furthermore, insofar as the District has a procedure defined as a "limited open forum" under the provisions of Title VIII, the Equal Access Act, Section 801 *et seq.*, the District school(s) shall offer to students a fair opportunity to conduct meetings using school facilities whereupon:

- Such meetings are voluntary and student initiated.
- There is no sponsorship of such meetings by the District, District employees or governmental entities, or employees of governmental entities.
- District employees present at religious meetings will be present only in a non-participatory capacity.
- Such meetings shall not materially and substantially interfere with the orderly conduct of the educational activities of the District.
- Nonschool persons shall not be permitted to direct, conduct, control, or regularly attend such student group meetings.
- Neither the District, any employee or agent of the District, nor of any State or federal governmental entity shall be permitted to:
  - Influence the form or content of any prayer or other religious activity connected with student meetings.
  - Require any person to participate in prayer or other religious activity.
  - Expend public funds beyond the incidental cost of providing the space for such student-initiated meetings.
  - Compel any employee of the District to attend a school meeting that is contrary to the beliefs of the employee.
  - Sanction meetings that are otherwise unlawful.
  - Limit the rights of groups of students to avail themselves under the provisions of this policy to a specified numerical size.
  - Abridge either Arizona or U.S. constitutional rights of any employee, official, or student of the District.

Nothing in this policy shall be construed to limit the authority of the school or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and employees, and to assure that attendance of students at such meetings is voluntary. (Ref Policy JJAB)

## **STUDENT PROGRESS REPORTS TO PARENTS**

It is essential that parents be regularly and fully informed of their children's progress in school. Each school will report a student's progress to the student and to their parents or guardians.

The following requirements are established:



- Parents will be informed regularly, and **at least three times a year**, as to the progress their children are making in school.
- Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as possible, distinctions will be made between a student's attitude and academic performance.
- The school system will strive for consistency in grading and reporting. When grades are given, school staff members will take particular care to explain the meaning of marks and symbols as they apply to student achievement.
- When no grades are given, but evaluation is made informally in terms of the student's own progress, such evaluations will be a realistic appraisal of the skills developed by the student.
- Reports of progress for students qualified for services under the Individuals with Disabilities Education Act (I.D.E.A.) shall be based on their progress in the general curriculum and shall address whether the progress is sufficient to enable the student to achieve the goals stated in the student's individualized education program (IEP) by the end of the school year. (Ref Policy IKAB)

## **STUDENT RECORDS/STAFF RESPONSIBILITIES**

Required student records (regular and special education) will be prepared in a manner consistent with State and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR), and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the No Child Left Behind Act of 2001 (NCLB) in the establishment, maintenance, correction, and disposition of student records.

### **Confidentiality**

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

### **Statement of Rights**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613].

- The right to inspect and review the Student's Education Record.
- The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
- The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.
- The right to be informed about FERPA rights including District procedures for exercising their rights.

### **Procedure to Inspect Education Records**

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the Student's Education Records that are collected, maintained or used by the District. In some circumstances, it may be mutually more convenient for the Record Custodian to provide copies of records.

### **Directory Information -**

The District designates the following personally identifiable information contained in a Student's Education Record as "Directory Information" and will disclose that information without prior written consent:

- The student's name.
- The student's address.
- The student's telephone listing.
- The student's date and place of birth.
- The student's electronic mail address.

- The student's photograph.
- The student's grade level.
- The student's major field of study.
- The student's dates of attendance.
- The student's enrollment status (e.g., part time or full time).
- The student's participation in officially recognized activities and sports.
- The student's honors and awards received.
- The student's weight and height, if a member of an athletic team.
- The student's most recently attended educational agency or institution.

Within the first three (3) weeks of each school year the District will publish in a District communication or send home with each student the above list, or a revised list, of the items of directory information designated as directory information. For a student who enrolls after the notice is published, the list will be given to the parent or eligible student at the time and place of enrollment. See Exhibit JR-EB.

After the parents or eligible students have been notified, they will have two (2) weeks to advise the District in writing (a letter to the Superintendent's Office) of any or all of the items they refuse to permit the District to designate as Directory Information about the student.

At the end of the two (2) week period, if the parents or eligible students have not returned the form indicating refusal to allow the use of Directory Information, the District will assume it has their permission to use the above mentioned information.

This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. The Student's Records will be appropriately marked by the Records Custodian to ensure compliance with the parent's or eligible student's request.

All requests for records should be referred to the School Principal or appropriate party for proper disposition.

A District school official may release information from a student's education records, other than directory information, to a third party if the parent or the eligible student gives prior signed and dated written consent for the disclosure and the third party agrees that the information will not be disclosed to any other party without the prior consent of the parent or eligible student. (Ref Policy JR and Regulation JR-R)

## **STUDENT SAFETY**

Teachers will be responsible for their classes at all times. At no time are students to be left unsupervised. Students are not to be sent on errands from the school premises.

Teachers have the authority to prohibit the use of and/or to confiscate any article that is a hazard to a student or that may damage school property. In the case of an emergency, the teacher will seek help from the principal.

Every student, teacher, and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to items as listed in A.R.S. [15-151](#). (Ref Policy JLI)

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent. The use of a private vehicle for transporting students requires written permission from the Superintendent.

Each District employee authorized to use a private vehicle for District purposes is hereby notified in writing that the employee's automobile insurance is the primary coverage and District insurance coverage is secondary. (Ref Policy EEAG and Regulation EEAG-R)

## **SUPERVISION OF STUDENTS**

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are expected to obey all school rules. The District is required to provide reasonable supervision over all students engaged in school-sponsored activities.

Supervision shall include being within a reasonable proximity of the students. Teachers shall exercise supervision as appropriate from the commencement of the school day, before classes begin, during class sessions, during lunch periods, between classes, and at any other time when performing teaching or related duties on behalf of the school.

If a teacher must leave the proximity of the students, then the teacher shall make a good faith effort to obtain a school employee to supervise the students. In no case shall the teacher leave students unsupervised. (Ref Policy JLIA)

## **TELEPHONE/CLASS INTERRUPTIONS**

The Superintendent shall establish regulations limiting class interruptions, with particular emphasis on use of communication devices and interruptions by salespersons or visitors.

Teachers should not be called out of their classrooms for telephone calls, salespersons, or visitors. Exceptions may be made in emergencies. The classroom setting shall not be interrupted by the use of the interschool communication system unless authorized by the principal. (Ref Policy IMH and Regulation IMH-R)

## **TEST/ASSESSMENT ADMINISTRATION**

### ***State-mandated testing***

Employees designated by the Superintendent to administer the test adopted by the Arizona State Board of Education shall ensure the following:

- A. Keep all test materials in locked storage.
- B. Not reproduce any test materials in any manner.
- C. Not disclose any actual test items to pupils prior to testing.
- D. Not provide answers of any test items to any pupils.
- E. Administer only practice tests that are provided by the test publishers. Previous editions of the test series being used in the Statewide Testing Program may not be used as practice tests.
- F. Strictly observe all timed subtests. The test publisher's suggested time limits for non-timed subtests shall be followed as closely as possible in order to maintain uniformity in test administration.
- G. Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.
- H. Not change a pupil's answer(s).
- I. Return all test materials to the Superintendent or designee immediately upon completion of testing.

Failure to comply with these requirements or others as required by Arizona Revised Statutes or by other rules or regulations shall be considered cause for discipline, including but not limited to, suspension or termination. All violations of this policy shall be reported to the State Superintendent of Public Instruction. (Ref Policy ILB)

## **TUTORING FOR PAY**

School buildings are not to be used for non-District paid tutoring or paid classes unless a *Use of Facilities Form* has been executed by the School District. **Staff members are prohibited to tutor for pay any students who attend or are registered in one of their own classes. The only exception is a school sponsored tutoring program that provides compensation.**

Any exception to the above must have the Superintendent's written approval.

Any person contracted by the Arizona Department of Education or District to provide tutoring services directly to pupils shall be required to obtain a fingerprint clearance card prior to such services being provided. (Ref Policy GCRD)

## **VANDALISM**

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion. A conference with the student's parents will be required.

The principal will establish a system through which students and members of the school community can report any instance of vandalism or suspected vandalism. Each employee of the District shall report to the principal or other administrator every perceived incident of vandalism and, if known, the names of those responsible. (Ref Policy ECAC)

## **VISITORS**

Parents are encouraged to visit the school. However, all visitors must receive a visitor's pass from the School Office.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. No person will be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law. (Ref Policy KI and Regulation KI-R)

## **WORK DAY/STAFF MEETINGS**

All professional staff members shall report to their duty stations on time each workday and shall remain available until the designated time(s) they are scheduled to leave. The Superintendent may alter or extend the school day for meetings, special events, and activities.

The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated to the school principals, who may hold such building meetings on a regularly scheduled basis or as they may arise.

All teachers are required to attend any such meetings unless officially excused by the principal or the Superintendent prior to the meeting.

The Board and the administration recognize the value of and encourage grade-level staff meetings or departmental staff meetings. A minimum number of such meetings will be allowed during the regular school day, as long as the minimum number of classroom minutes for the grade level has been met. Arrangements for such meetings shall be made with the Superintendent through the school principals. (Ref Policy GCMC)

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours. (Ref Policy GCL)

## **WORKERS' COMPENSATION**

All employees shall be covered by Workers' Compensation Insurance for any accident while on assignment, including an accident on school property or while on official business off school property.

Any employee who has an accident, **no matter how slight**, while on duty, shall notify his/her supervisor **immediately** since a report on the time of the accident, persons involved, and how it happened is required. (Ref Policy GBGD) Failure to follow this procedure could result in the loss of Worker's Compensation benefits. Should there be circumstances under which the individual would be unable to render such a report, it must be verified by medical authority. Employees may be required by the superintendent or designee, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate.

After being notified of an accident/injury by the employee, the supervisor shall complete the Employer's Report of Industrial Injury form and submit it to the Human Resources department. (Ref Regulation GBGD-R)

*If you sustained an on-the-job injury, and your injury is not life threatening or does not require immediate medical attention, get with your supervisor or site nurse and contact the Alliance on-call triage nurse.*

**1(888)CLAIM-89**

**1(888)252-4689**

*Injured employees requiring immediate medical attention should go for treatment to:*

**Banner Estrella Occupational Health Clinic**

**9305 W. Thomas Rd; Suite 235**

**Phoenix, AZ 85037**

**623-327-4100**

**Open Mon-Fri 7am to 6pm**

Per the Emergency Severity Index certain high acuity injuries may warrant seeking immediate medical treatment without first calling the triage nurse. High acuity injuries include, but are not limited to, active bleeding, severe laceration, amputation of any extremity, head trauma (with or without loss of consciousness) and any decrease in level of consciousness related to an injury.

When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

- A. The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.
- B. If unable to return to work immediately following a job-related injury/accident, the employee will be placed on sick leave for the first seven (7) days of absence, provided the employee has accumulated sufficient sick leave.
- C. If a job-related injury/accident results in more than seven (7) days absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:
  - 1. endorse over to the District the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the District, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays one-half [1/2] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or
  - 2. draw compensation from the insurance carrier, provide the District with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.
- D. In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.
- E. An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the District's insurance carrier.

(Ref Regulation GBGD-R)

## **WORKPLACE (DRUG-FREE)**

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. 1308.11 through 1308.15.

*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 the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose. Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred. As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal. (Ref Policy GBEC, GBECA, AND GBECB)

### **Employee Drug Use**

The nonmedical possession or use or abuse of drugs and/or use of alcohol is forbidden on school property or at school-sponsored activities away from school property. Employees determined to be in possession of, using, or abusing drugs or using alcohol shall be reported immediately to the principal or other person in charge. The Superintendent shall be notified immediately. (Ref Policy GBECA)