

All Employees are expected to review the Employee Handbook and familiarize themselves with the contents.

Where applicable, Board Policies are noted in each section of the Employee Handbook. Employees may access Board Policies by following the process below:

- Employees may view policies from the GESD Home Page at www.gesd40.org and clicking on the “GESD Policy Manual” link under “Governing Board”.
- Click on the arrow icon next to Glendale Elementary School District in the list of districts on the left hand side of the page.
- You may browse through the sections looking for a specific policy or you can use the search engines provided on the website to search for the topics that interest you.

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GLENDALE SUBSTITUTE EMPLOYEE HANDBOOK DISCLAIMER

The Glendale Substitute Employee Handbook is a guide to personnel policies and practices that are most often used by the Glendale Elementary School District staff. Employees who have questions or need more detail should refer to the District's policy manual, their supervisor, and then the Human Resources Department. In conformity with the understandings stated on the employment application and the policies of the District regarding employment status of personnel, this handbook and the items contained, referred to or mentioned herein, are not intended, nor are they to be construed to constitute a contract or part of a contract of employment between the District and any one or all of its personnel. No statement in this handbook is intended nor does it provide a legitimate expectancy for any benefit greater than that provided for in the employee's contract or employment agreement. No statement in this handbook is intended nor does it provide a legitimate basis for an expectation of a term of employment greater than provided by the contract or employment agreement between the District and the individual employee. Nothing in this handbook provides for any process or procedure involving discipline including dismissal of employee different or greater than that provided by contract, employment agreement, or District policy. This handbook and its contents are presented as a matter of information and direction only and the contents may be changed within the discretion of the Administration. Governing Board policies may be changed with or without notice by the Glendale Elementary School District Governing Board at any time. Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board. See policy BGB for an outline of procedures for policy adoption

The provisions of this handbook can be unilaterally changed by the Administration without additional consideration or compensation.

This handbook supersedes any previous handbooks.

A complete copy of the GESD Board Policies can be accessed from the GESD Home Page at www.gesd40.org and clicking on the "GESD Policy Manual" link under "Governing Board".

GENERAL INFORMATION

The mission of the Glendale Elementary School District: To foster an environment of academic excellence through innovative learning and build tomorrow's socially responsible leaders.

The Glendale Elementary School District operates under the statutes of the State of Arizona, federal laws and regulations, and the policies of the Glendale Elementary Governing Board.

Governing Board

Current members of the Board are: Mike Martinez, Board President; Brenda Bartels, Board Clerk; Monica Pimentel, Member; Hector Jaramillo, Member; Mary Ann Wilson, Member.

Governing Board meetings are held at 5:30 p.m. on the second Thursday of each month (with some exceptions). Special meetings may be called as needed for study sessions on the budget and for in-depth review of other areas relating to the business of the school District. The agenda is posted in advance at each school site and the district office. Staff, parents, and community members are encouraged to attend. You can call (623) 237-7136 to obtain a personal copy of the agenda.

District Administration

Mrs. Cynthia Segotta-Jones is the Superintendent. She is interested in effective communication with all members of our organization. She can be contacted at (623) 237-7136 or by district e-mail.

Mrs. Deby Valadez is the Assistant Superintendent for Human Resources. She can be reached at (623) 237-7125. She oversees the recruitment and employment of all district staff, as well as staff salaries and benefits. If you have any questions related to your status as an employee, please contact Human Resources at (623) 237-7125.

Dr. Gerry Petersen-Incorvaia is the Assistant Superintendent for Educational Services. He is responsible for coordinating all aspects of the Educational Services in the District process. He can be reached at (623) 237-7224.

Mr. Mike Barragan is the Assistant Superintendent for Finance and Auxiliary Services. He supervises all support functions (i.e., transportation, food services, technology, payroll, etc.). He can be reached at (623) 237-7110.

Ms. Norma Jauregui is the Assistant Superintendent for Behavioral Health and School Safety. She oversees the daily functioning of student services, school and district safety, discipline, social and emotional learning, and diversity and inclusion. She can be reached at (623) 237-7135.

For information on:

Call:

Change of Home Address, Contact Information, retirement, etc.

Human Resources (623) 237-7143/7125

Frontline Absence Management & Substitute Program

HR Technician (623) 237-7128

Grievances

Deby Valadez (623) 237-7125

Benefits

Jodi Finnesy (623) 237-7149

Payroll

Supervisor – Dave Goins (623) 237-7105

Payroll Technician (623) 237- 7112

Payroll Technician (623)237-7114

See the District Website at www.gesd40.org for information about job postings, district updates and employment applications.

**GLENDALE ELEMENTARY SCHOOL DISTRICT
DIRECTORY OF SCHOOLS
2025-2026**

GLENDALE LANDMARK K-8

Ms. Kerri Munsil, Principal
Ms. Amie Lee, Asst. Prin.
Ms. Crystal Pinon, Admin. Sec
5730 W. Myrtle Avenue
Glendale, AZ 85301
(623) 237-4001

HAROLD W. SMITH K-8

Ms. Tarrah Bernabe, Principal
Mr. Chris Kane, Asst. Prin.
Ms. Cheryl Rodgers, Admin. Sec
6534 N. 63rd Avenue
Glendale, AZ 85301
(623) 237-4003

WILLIAM C. JACK K-8

Ms. Katie Oczykto, Principal
Ms. Keegan Kuhlman, Asst. Prin.
Ms. Brandi Ruiz, Admin. Sec
6600 W. Missouri Avenue
Glendale, AZ 85301
(623) 237-4005

DON MENSENDICK K-8

Ms. Randi Perez, Principal
Ms. Sarah Begoun, Asst. Prin.
Ms. Angela Ramirez, Admin. Sec
5535 N. 67th Avenue
Glendale, AZ 85301
(623) 237-4006

GLENN F. BURTON K-8

Ms. Catherine Laser, Principal
Mr. Bryan Estes, Asst. Prin.
VACANT, Admin. Sec
4801 W. Maryland Avenue
Glendale, AZ 85301
(623) 237-4007

GLENDALE AMERICAN K-8

Ms. Jennise Conley, Principal
Ms. Sandra Quintana, Asst. Prin.
Ms. Jasmine Chambers Rose,
Admin. Sec 8530 N. 55th Avenue
Glendale, AZ 85302
(623) 237-4008

HORIZON K-8

Ms. Emma Lancaster, Principal
Ms. Ashley Bernal, Asst. Prin.
Ms. Amy Peltz Admin. Sec
8520 N. 47th Avenue
Glendale, AZ 85302
(623) 237-4010

CHALLENGER K-8

Mr. Brad Horstman, Principal
Ms. Megan McCave, Asst. Prin.
Ms. Nohemi Perez, Admin. Sec
6905 W. Maryland Avenue
Glendale, AZ 85303
(623) 237-4011

BICENTENNIAL SOUTH K-8

Ms. Tamie Nicol, Principal
Ms. Heather Morrison, Asst. Prin.
Ms. Araceli Benavides Castaneda, Admin. Sec
7240 W. Colter Street
Glendale, AZ 85303
(623) 237-4012

DISCOVERY K-8

Ms. Marisol Molina, Principal
Ms. Tamarro Washington, Asst. Prin.
Ms. Anne Frystak, Admin. Sec
7910 W. Maryland Avenue
Glendale, AZ 85303
(623) 237-4013

DESERT SPIRIT K-8

Ms. Santana Carrillo, Principal
Ms. Lisa Fryer, Asst. Prin.
Ms. Marlene Fuentes Cabral, Admin. Sec
7355 W. Orangewood Avenue
Glendale, AZ 85303
(623) 237-4016

SUNSET VISTA K-8

Ms. Sarah Akeley, Principal
Ms. Carly Hernandez, Asst. Prin.
Ms. Stephanie Hoepelman, Admin. Sec
7775 W. Orangewood Avenue
Glendale, AZ 85303
(623) 237-4017

**GLENDALE SUCCESS ACADEMY
(GSA) K-8**

Ms. Deanna Driver, Coordinator
Ms. Josie Vasquez, Admin. Sec
7301 N. 58th Avenue
Glendale, AZ 85301
623-237-7240

**GLENDALE ELEMENTARY ONLINE
(GEO) K-8**

Ms. Norma Jauregui, Asst. Supt.
Nicole Maciel Munoz, Admin. Asst.
7301 N. 58th Avenue
Glendale, AZ 85301
623-237-6300

**DESERT GARDEN
PRESCHOOL**

Dr. John Hecht, Director
Ms. Christy Discello, Coordinator
Ms. Zuri Perez, Admin. Sec
Ms. Verenise Aguayo, Secretary
7020 W. Ocotillo Road Glendale,
AZ 85303
623-237-4014

**GLENDALE SYSTEM
OF CARE CENTER**

Mr. Denis Parcels, Director
Ms. Maria Parra, Admin. Sec
7677 W. Bethany Home Rd
Glendale, AZ 85303
623-237-4015

Glendale Elementary School District

2025-2026 SCHOOL YEAR AT-A-GLANCE



JULY 2025

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		

AUGUST 2025

Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
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31						

SEPTEMBER 2025

Su	Mo	Tu	We	Th	Fr	Sa
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OCTOBER 2025

Su	Mo	Tu	We	Th	Fr	Sa
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NOVEMBER 2025

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DECEMBER 2025

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JANUARY 2026

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FEBRUARY 2026

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MARCH 2026

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APRIL 2026

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MAY 2026

Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

JUNE 2026

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30				

July

- July 4: Independence Day
- July 21-25: New Teachers Report
- July 28-31: Staff Preparation Days
- July 31: Meet the Teacher Night

August

- Aug. 1: Staff Preparation Day
- Aug. 4: First Day of School
- Aug. 29: Professional Growth Day - No School For Students

September

- Sept. 1: Labor Day

October

- Oct. 1-3: Parent/Teacher Conferences + Early Release Days
- Oct. 6-10: Fall Break

November

- Nov. 11: Veterans Day
- Nov. 26-28: Thanksgiving Break

December

- Dec. 19: Early Release
- Dec. 22-Jan. 2: Winter Break

January

- Jan. 5: Professional Growth Day
- Jan. 6: Students Return to School
- Jan. 19: Martin Luther King, Jr. Day

February

- February 16: Presidents' Day/Holiday

March

- March 11-13: Parent/Teacher Conferences + Early Release Days
- March 16-20: Spring Break

April

- April 17: Testing Break/Early Release

May

- May 21: Last Day of School/Early Release
- May 22: Teacher's Last Day
- May 25: Memorial Day

June

- June 30: Fiscal Year Ends

- First Day of School
- Professional Growth Day - No School for Students
- Holiday/Breaks - No School
- Early Release Day
- Staff Preparation Days
- Last Day of School
- Parent Teacher Conferences

Instructional Grading Periods

- Quarter 1: Aug. 4 - Oct. 3
- Quarter 2: Oct. 13 - Dec. 19
- Quarter 3: Jan. 6 - March 13
- Quarter 4: March 23 - May 21

Instructional Days

- Quarter 1: 43 days
- Quarter 2: 46 days
- Quarter 3: 47 days
- Quarter 4: 44 days
- TOTAL: 180 days

Adopted by the GESD Governing Board on September 26, 2024



**GLENDALE
ELEMENTARY
SCHOOL DISTRICT**

7301 N. 58th Ave.
Glendale, AZ 85301
(623) 237-7100
gesd40.org

2025-2026 SCHOOL AND OFFICE HOURS

DISTRICT OFFICE HOURS: 7:00 a.m. – 4:30 p.m.

GLENDALE AMERICAN, GLENN F. BURTON, DISCOVERY AND HORIZON:

Monday – Friday:	7:30 a.m. – 2:30 p.m.
Early Release:	7:30 a.m. – 11:30 a.m.
School Office Hours:	7:00 a.m. – 3:00 p.m.

BICENTENNIAL SOUTH, WILLIAM C. JACK, DON MENSENDICK, HAROLD W. SMITH AND SUNSET VISTA:

Monday – Friday:	8:15 a.m. – 3:15 p.m.
Early Release:	8:15 a.m. – 12:15 p.m.
School Office Hours:	7:45 a.m. – 3:45 p.m.

CHALLENGER, DESERT SPIRIT, GLENDALE SUCCESS ACADEMY AND GLENDALE LANDMARK:

Monday – Friday:	9:00 a.m. – 4:00 p.m.
Early Release:	9:00 a.m. – 1:00 p.m.
School Office Hours:	8:30 a.m. – 4:30 p.m.

Early Release

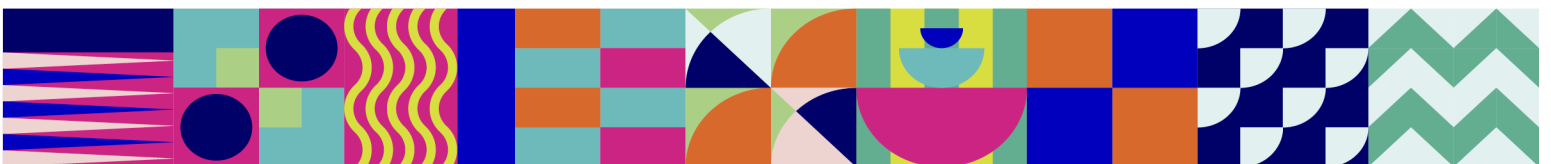
Every Wednesday is Early Release with the exception of December 17, 2025, April 15, 2026 and May 20, 2026.

Additional Early Release Dates:

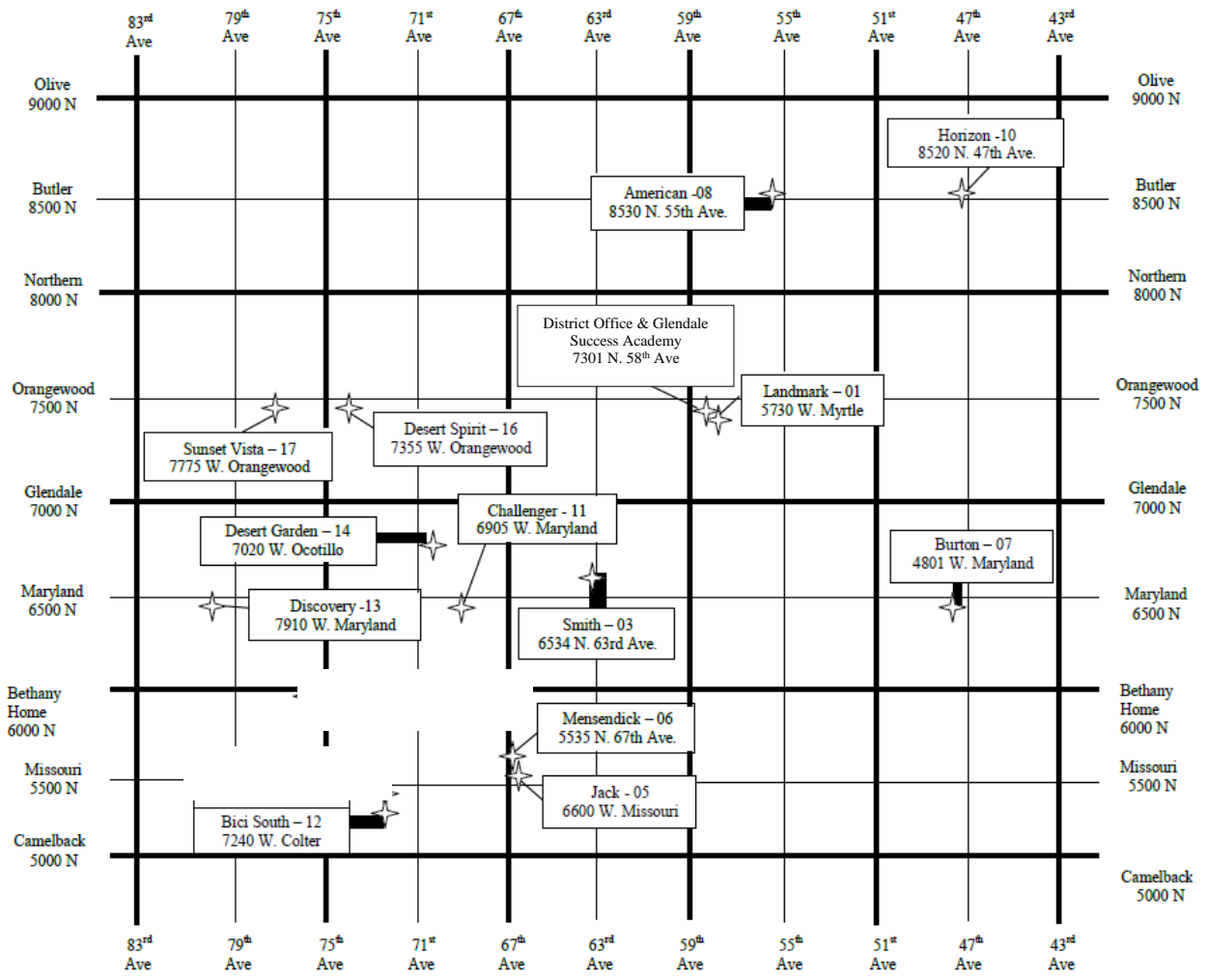
October 2-3:	Parent/Teacher Conferences
December 19:	Winter Break Early Release
March 12-13:	Parent/Teacher Conferences
April 17:	Testing Break
May 21:	Last Day of School

Full-Day Release for Professional Growth

August 29, 2025
January 5, 2026



Map of G.E.S.D. School Locations



GESD POLICIES

CONDUCT

(see policies GBEB and GBEB-R. Also refer to GCQF and GDQD.)

GBEB

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 appropriate school administrator, 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.

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- A. Physical or verbal abuse of, or threat of harm to, anyone.
- B. Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- C. Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- D. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- E. Use of profane or abusive language, symbols, or conduct.
- F. Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- G. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- H. A violation of District policies and regulations.
- I. Any conduct violating federal, state, or applicable municipal law or regulation.
- J. Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.
- K. The use of District resources, as defined in A.R.S. 15-511 and District Policy GBI, Staff Participation in Political Activities, to influence the outcome of an election.

In addition to the foregoing, all staff members are expected to:

- A. Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- B. Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- C. Maintain order in a manner consistent with District policies and regulations.
- D. Comply promptly with all orders of the Superintendent and the administrator who is

their immediate supervisor.

- E. Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- F. Comply with the requirement of A.R.S. 15-153 and 15-515 by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:
 - 1. A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].
 - 2. A violation of A.R.S. 13-3111 [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].
 - 3. A violation of A.R.S. 13-3411 [possession, use, or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].

Any administrator receiving a report of a violation of A.R.S. 13-3102, 13-3111, or 13-3411 shall immediately report such violation to a peace officer in compliance with A.R.S. 15-153 and 15-515.

Employees of the District who violate these rules are subject to disciplinary action.

REPORTING SUSPECTED CRIMES OR INCIDENTS

Staff members are to report any suspected crime against a person, property that is a serious offense, involves a deadly weapon, or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. All such reports shall be communicated to the Superintendent who shall be responsible for reporting to local law enforcement in compliance with A.R.S. 13-3620.

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.

ETHICS

(see policy GBEA)

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, 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 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 partisan politics, sectarian religious views, or selfish propaganda 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.

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.

STAFF CONDUCT WITH STUDENTS

(see policy GBEBB)

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom but also before and after school and during recess. 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, and interference with those rights will not be tolerated.

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/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 policy shall be considered insubordination and may result in severe disciplinary action.

STUDENT SAFETY

(see policy JLI)

Teachers are 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. In case of any emergency, the teacher will seek help from the principal.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

(see policy EEAG)

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

Students may be transported only in school approved vehicles operated by District authorized personnel during school or school sponsored functions.

The Superintendent may develop regulations to govern the use of private vehicles for transporting students. Any exception must be specifically approved by the Superintendent.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

(see policy GBI)

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

TRANSPORTATION SERVICES

(see policy EEB)

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside or outside the District, and it is the responsibility of such administrative personnel to assure that all travel has final approval from the District administration office. Use of private vehicles for school purposes must be approved by the Superintendent.

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only Governing Board members or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent.

CASH IN SCHOOL BUILDINGS

(see policy DM)

Monies collected by school employees and/or by student treasurers shall be handled in accordance with prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit. In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.

STAFF PERSONAL SECURITY AND SAFETY

(see policy GBGB-R)

Employees who are threatened with harm by an individual or group while carrying out assigned duties shall immediately notify the building principal or supervisor, who should then notify the Superintendent. Immediate steps will be taken in cooperation with the employee to provide every

reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

HEALTH AND SAFETY

(see policy GBGCB)

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.

DRESS CODE

(see policy GBEBA-R)

All District employees who are in the position of meeting students, parents and the general public are expected to dress as professionals and model appropriate attire for students and the educational community. It is recognized employees enjoy the freedom to express their individuality; however, it is expected that certain standards for appearance be met while fulfilling their job responsibilities as a Glendale Elementary School District (GESD) employee.

It is necessary that dress and personal appearance be appropriate for a school setting and not disrupt the classroom atmosphere or educational process. Minimally, professional standards of dress shall include the following expectations:

- A. It is necessary for clothing to be neat, clean and free of frays, holes or tears.
- B. Clothing should be modest and should not expose undergarments, breasts, midriffs, or buttocks.
- C. The length of skirts and dresses should be modest, between mid-thigh and knees or longer.
- D. Tops should be appropriate, avoiding those which are sheer, too loose or low cut, causing inappropriate exposure.
- E. Graphic representations on clothing, accessories or the body (including tattoos) shall not display profanity or obscene gestures, nor shall it support alcohol, cigarettes, drugs or sexual activity.
- F. Warm up suits, sweat pants, exercise clothing, shorts between mid-thigh and knees or longer and skorts are only acceptable for physical education teachers or coaches.
- G. Overalls and denim blue jeans are not appropriate attire for professional staff. Color jeans are acceptable.
- H. Rubber flip flops (i.e., beach-wear) are not appropriate footwear.
- I. Caps or hats may be worn only outside the building. Exceptions will be made for head coverings needed due to chemotherapy, religious purposes, and other related matters.
- J. Body piercings and tattoos should not detract from professional responsibilities or pose a safety risk.

It is recognized that on certain occasions there may be exceptions to this dress code. For example, when a theme for the school or community calls for clothing outside the dress code. Similarly, certain field trips may require clothing outside the normal dress code. The school principal may approve "spirit days" or other occasions throughout the year in which the staff may be encouraged to wear clothing outside the normal dress code.

The principal/department supervisor may place additional restrictions or requirements on clothing and appearance if he/she feels attire or appearance is inappropriate or disruptive to the educational process,

or if certain attire is necessary to the workplace. Certain job positions may require apparel specific to the job assignment.

It is recognized that all employees shall enjoy full rights of citizenship and liberty as guaranteed by the Constitutions of the United States and Arizona. However, individual freedom of expression must be balanced with the impressionability of students, particularly since they are a "captive audience." Therefore, it is necessary to observe the following:

- A. Religious dress, marks, emblems or insignias are permissible provided they do not proselytize or disparage religion.
- B. It is necessary for clothing to be free of political messages. Political messages are defined as those that are intended to influence the outcome of elections or to support and/or oppose a particular political candidate, issue, party, or point of view.

The Governing Board recognizes that implementation of this guideline calls for mature, sensible, rational action on the part of the school staff so that professionalism and individuality are reasonably balanced. This guideline is not intended to unduly restrict personal expression, but rather ensure an appropriate learning environment.

ELECTRONIC INFORMATION SERVICES (EIS) USER AGREEMENT **ACCEPTABLE USES**

I understand and agree as follows:

1. The Electronic Information Services (EIS) System has been established for a limited educational purpose and may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. I may not use the system for entertainment purposes (unless specific permission is given for this purpose), commercial purposes or political lobbying. I am expected to follow the rules set forth in the District's disciplinary code and the law. In addition to this Agreement, use of the EIS System is governed by Governing Board Policy IJNDB and Administrative Regulation IJNDB-R, copies of which are available at each school office
2. The EIS System has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District's Policies and Administrative Regulations and the law. I realize that all E-mail, phone messages/calls, and other forms of electronic communication, accessed through district devices, can be recorded and stored along with the source and destination of the communication, and that messages are not necessarily deleted when I delete them.
3. EIS provides for personal devices to be connected to Guest wireless accounts. This is the only acceptable method of connecting a personally owned device (such as a laptop, smartphone, iPad, or tablet) to the District network. No other method of connecting to the District network, through local area connections or other wireless networks, is permitted. As these devices are not managed by the District, heavier restrictions may apply which cannot be altered or removed. Guest networks are provided for educational or business purposes only. Bandwidth resources are limited. Connecting a personal device is a privilege and may be revoked or limited at any time for any reason, especially for safety and security concerns.
4. Students and employees may use certain personally owned technology devices for educational activities at school, but the District must protect its own hardware, software, and other resources from abuse or damage. The District does not assume liability for damage or loss of personal equipment or data found thereon. Personally owned computer devices such as a tablet, netbook, small laptop, smartphone, or equivalent (e.g. iPod, iPad, Kindle, Android Tablet, Chromebook, Nook, etc.) may be used in the classroom if the device is approved by the Information Technology department and if there is explicit permission from the school principal and (for students) individual teachers and a legal guardian. On a case-by-case basis, this privilege may be taken away for individuals at any time and for any reason. Because of safety concerns and power

constraints, personal devices must be battery operated and must never be plugged into a power outlet at the District, with the exception of teacher printers and scanners.

The District, through designated personnel, retains the right to inspect personal devices, USB thumbdrives, computer equipment and any data or software within at any time to ensure compliance with the Children's Internet Protection Act and district rules and policies. Some inspections may be done automatically, remotely, silently, and without regard to personal files. If viruses, spyware, hacking tools, or inappropriate material is found, your personal files may be permanently deleted, altered or copied. If Illegal or objectionable material is found that violates this agreement or any local, state or federal law, the device may be confiscated.

If you bring an approved personal device to the District, you agree to the following:

- a. I am using my personal device with the permission of the District, District representatives, and (for students) a legal guardian.
- b. I will use this equipment for educational or approved District business purposes only.
- c. I will follow all district rules regarding the use of technology
- d. I will not connect this equipment directly to the district network, which includes all network cables, jacks, and switches. Instead, I will connect to the guest wireless network if I want Internet access.
- e. I will not supplement my personal devices with District resources such as paper and toner.
- f. I understand that the school and District are not responsible if my equipment is lost, stolen, or damaged.
- g. I understand that the district information technology department, a principal, or a teacher (for students) may inspect my equipment (including software and files) in order to verify that I am following the rules.
- h. I will only bring the following personal devices to the District: USB thumbdrives, tablets, netbooks, small laptops, iPods/smartphones or equivalent, printers/scanners/cameras (employees only) so long as they connect directly to a computer/laptop and not to the network.
- i. I will use help documents on the District website or instruction manuals for my device instead of asking District employees to support my personal equipment.

5. Publicly available web services on the EIS System may be used outside of the EIS System. Examples include the website, webmail, Email on smartphones, and student/employee management systems like Synergy and Visions. Upon termination or at the discretion of the District, your email may be locally or remotely wiped from your personal device.

UNACCEPTABLE USES

To prevent against unacceptable use of the EIS System, I understand and agree as follows:

1. Illegal Activities

- a. I will not attempt to gain unauthorized access to the EIS System or any other computer system through the EIS System or go beyond my authorized access.
- b. I will not attempt to disrupt the EIS System or destroy data by spreading viruses or by any other means.
- c. I will not use the EIS System to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).

2. Plagiarism and Copyright Infringement

- a. I will not plagiarize works I find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.
- b. I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work or software program that is protected by a copyright. If a work or software program contains language that specifies appropriate uses of that work or program, I will follow those requirements. If I am unsure of whether I may use a work or program, I will request permission from the copyright owner. I will ask a teacher or EIS System administrator if I have questions.

3. System Security

- a. I am responsible for my individual account. I will not provide my password to another person or use another person's password unless I have obtained prior written permission to do so from my teacher (for a student) or an EIS System administrator (for an employee).
- b. I will not permit another person to use my account or use another person's account.
- c. I will immediately notify my teacher or the EIS System administrator if I have identified a possible security problem, including, but not limited to, the unauthorized use or alteration of a password, file or attempts to access information, files or system areas beyond those for which a user has been granted access.

- d. I will not download any software unless I have obtained prior, written permission to do so from my teacher (for a student) and an EIS System administrator (for an employee).
- e. I will follow the District virus protection procedures when downloading software I have been given prior written permission to download, to protect against the inadvertent spread of computer viruses.
- f. I will not act to or attempt to harm, destroy data or otherwise deny or interfere with service to other users of the EIS System. This includes, but is not limited to, uploading or creating computer viruses.
- g. I will not act to or attempt to repair, modify or destroy District owned computer or communications equipment without prior approval. All requests for repair or service will be channeled through the District user support system.
- h. I will not move or remove any District-owned or administered computer equipment from the District's premises without prior approval.
- i. I will not physically or electronically attach any other device (e.g. personal routers/switches, network-attached storage, blu-ray players, video game systems, network printers, personal computers, etc.) to the District's equipment without prior written approval by the Information Technology Director. I understand I will be responsible for reimbursing the District for any expense incurred by the District for remedying problems I create by violating this provision. The District is not responsible for any loss or damage to personal equipment or data that has been connected to the EIS System.
- j. I understand that the District may remove any unauthorized or unlicensed software from any District computer upon detection of the same.
- k. I recognize that the District cannot guarantee the privacy of electronic information relative to other users or third parties and that the level of privacy and integrity of the system depends largely on the security measures each user takes.

4. Language

- a. I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b. I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop.
- d. I will not knowingly or recklessly post false or defamatory information about a person or organization.
- e. I will not post chain letters or engage in "spamming" (sending unnecessary messages to a large number of people).

5. Inappropriate Transmission Of And Access To Material.

- a. I will not transmit or access material that is profane or obscene (i.e. pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature).
- b. If I mistakenly access inappropriate information, I will immediately tell a teacher (for a student) or my supervisor (for an employee) so they know I did not intentionally access the information.
- c. I will transmit communications using only District approved and District managed communication systems. I will not use free, web-based mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District's authorized supervisory personnel.
- d. The development and posting of all web pages must be pre-approved in a manner specified by the school. Material placed on web pages must relate to school and career preparation activities.

6. General Network Etiquette.

- a. I will be brief. Few people will bother to read a long message.
- b. I will minimize spelling errors and make sure my message is easy to understand and read.
- c. I will use accurate and descriptive titles in my communications, so people will know what it is about before they read it.
- d. I will get the most appropriate audience for my message, not the widest.
- e. I will remember that humor and satire is very often misinterpreted.
- f. I will remember that if I post to multiple groups, I will specify all groups in a single message.
- g. I will site references for any facts I present.
- h. I will not attack correspondents; I will persuade them with facts.
- i. I will exercise good judgment and care to ensure that I do not report messages or otherwise use the EIS system in a manner that will embarrass, hurt or harm others.

Internet Safety in Policy IJNBD

I have read the District Internet Safety Policy and agree to follow its guidelines and the guidelines of the Children's Internet Protection Act (CIPA), which lists the appropriate use of the network and Internet at the District, including but not limited to the following:

1. Network and Internet Guidelines.
 - a. Filtering of inappropriate material.
 - b. The District's responsibility to supervise, monitor and educate the usage of the online computer network and access to the Internet.
 - c. Safety and security of minors when using electronic communications.
 - d. Unauthorized access, including "hacking" and other unlawful activities.
 - e. Unauthorized disclosure, use and dissemination of personal information.
 - f. Cyberbullying and inappropriate online behavior.

MY RIGHTS

I understand that the District may restrict my speech for valid educational or business reasons. The District will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:

1. I have no right of privacy with respect to the EIS System, including software, E-mail or Internet access. My parents can request to see the contents of my E-mail files at any time (applies to students under 18 years).
2. Routine maintenance and monitoring of the EIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement or the law.
3. An individual search will be conducted if there is a reasonable suspicion I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
4. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the EIS System.
5. If I am alleged to have violated this Agreement, District Policy IJNDB or Administrative Regulation IJNDB-R or the law in my use of the EIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code.
6. The District reserves the right to restrict or revoke my use of the EIS System at any time, if deemed within the District's best interest.

Replacement of Broken or Stolen Equipment

I understand that the District may assign laptops and/or other mobile devices and that I am responsible for the total replacement cost of any such devices and/or accessories that are lost, stolen, or damaged while not on District property or a District-approved offsite location such as a conference or similar event. If the device is stolen from my vehicle, even while parked on District property, I will use every means possible to reimburse the District, including filing a claim with my personal insurance company.

DISCLAIMER OF LIABILITY

1. The District makes no warranties of any kind, expressed or implied, for the services provided. The District shall not be liable for damages I suffer caused by my inappropriate use of the EIS system, copyright violations, mistakes or negligence.
2. The District shall not be responsible for any costs I incur without the District's prior written permission.
3. The District shall be not responsible for ensuring the accuracy or usability of any information found on the Internet.
4. The District shall not be responsible for any damages I suffer while using its EIS system, such as loss of data, malfunctions, delays, non-deliveries, miss deliveries or service interruptions caused by the service or by my errors or omissions.
5. Use of any information obtained via the information service is at my own risk.
6. Parents, adult students and employees can be held financially responsible for any harm to the system as a result of intentional misuse.

The Electronic Information Services User Agreement was last updated on May 4, 2012. Note that the District may update this agreement at any time, with or without notice.

GLENDALE ELEMENTARY SCHOOL DISTRICT EIS USER AGREEMENT ADDENDUM FOR DISTRICT EMPLOYEES AND SIGNATURE PAGE

1. Uses of the EIS System need not always be formal, but they must be professional. Your E-mail signature will include your name and position with the District.
2. The District reserves the sole discretion to decide what information is a public record. The District may disclose any public record without permission or knowledge of an EIS System user.
3. Sending an E-mail from a school or other District facility is analogous to using school letterhead. Employees must be careful not to have their own statements mistakenly attributed to the District
4. District employees must take special care to protect against inappropriate or negligent disclosure of confidential information concerning students.
5. All communications (including E-mail message) are property of the District and may be viewed by the Superintendent and/or the EIS System administrator when it is in the District's best interest to do so.
6. Personal use of the EIS System is restricted. The following rules apply to personal use of the EIS System:
 - a. The use must be at virtually no cost to the District.
 - b. The degree or extent of personal use must always be petty or insignificant compared to use for assigned work.
 - c. No publishing is allowed if the content or purpose is personal. No personal web pages, postings to Internet groups, chat rooms, web pages or list services are permitted.
 - d. No privately owned device may be connected to District systems without the prior, written permission of the EIS System administrator.
 - e. Personal E-mail should be read and deleted. Personal e-mail should not be stored on the system.
 - f. Internet games and personal games may not be used. Games that come with software may be used only with prior written District permission. They may be permitted only during normal lunch breaks.
7. Teachers may be held responsible for what their students do when using the computer system. Teachers should lock the door or log out when leaving the computer unattended.
8. Do not use the EIS System in any way for the purpose of practical jokes.
9. Do not subscribe to mailing lists/List services that do not relate directly to your job.
10. Do not send E-mail messages to all EIS System E-mail users. E-mail messages, which need to be distributed to all users, must be submitted to the Director for Educational Technology or designee for distribution.
11. The EIS system may not be used to lobby, solicit, recruit, sell, or persuade for or against religious or political causes, outside organizations, etc.
12. Employees must return all district property (i.e. technology items, instructional tools, etc.), in good and acceptable condition; otherwise, the employee may be charged according to the value of the item in question.



COMMUNICATION WITH STUDENTS & FAMILIES

PROFESSIONAL PRACTICE FOR TEXTING, EMAIL AND APPROVED SOCIAL MEDIA

Any type of digital communication should be treated as though you are communicating in a public forum, as you would in the workplace or classroom setting. Personal texts of any sort should not be sent to students. Only district-approved email and communication apps (e.g. Bloomz, Class Dojo, ClassTag, Parentvue, Finalsite Mass Notifications) should be used by all staff to contact parents. Seek approval from your principal or supervisor if you choose to use crowdsourcing donation supports such as DonorsChoose or TeacherLists.

Social media is a great way to connect with our community however, it's important to remember that it should be used in a manner that preserves professional boundaries between staff, students, parents, and community members and portrays our students, staff, schools, and the district in an appropriate manner. Please refrain from "friending" students on your social media.

NEWS MEDIA

If you are contacted by a member of the news media about any story related to GESD or your school, refer them to the communications office and notify your principal or supervisor.

EFFECTIVE COMMUNICATION

- In everyday or difficult situations, lead with compassion. Speak, write and act in ways that value, recognize and respect the person with whom you are communicating, whether that's a student, coworker, parent, or community member.
- Over-communicate. Everyone is busy and people may miss your first message. Communicate with parents early and often so that if there is an issue with their child, you have positive interactions with them first. Let them know the best ways to contact you if needed and that you're available to help. Operate by a "no surprises" mentality. If there is a potential problem or concern, make sure the appropriate people know (i.e., your principal, supervisor, and/or your coworker) so they aren't surprised with unexpected or problematic news.
- Be careful what you put in writing (email, social media, letters, etc.). Information, photos, and videos are easy to upload to the internet and never really go away. Refrain from recording any video of inappropriate behavior in your schools/classrooms.
- Embrace your role as an ambassador for your school and for GESD. What you say to friends, neighbors, parents, and people in the community where you live and work has an impact on how the district is perceived. As an employee of the district, you are considered by people you know as an expert on what is happening in GESD, so it's critical you know all the facts and speak accurately. If you don't know, don't speculate. Get the facts and share what you can.
- Make sure to follow up and be prompt in communications. Return email and telephone messages within 24 hours. If you cannot provide immediate answers to a question, return the call to let that person know that you will have to get back to them.
- Keep confidential matters confidential. Student and employee matters are confidential by law, so our job is to safeguard the privacy of our students and coworkers.
- Use your manners, please. Acknowledging people with whom you come in contact and saying please and thank you goes a long way to fostering goodwill. What's more, take every opportunity to congratulate others on their accomplishments and milestones. Help others feel appreciated every chance you get.

THANK YOU FOR YOUR PARTNERSHIP IN CREATING SAFE AND EFFECTIVE COMMUNICATION IN GESD.



SUBSTITUTE EMPLOYMENT

The information within the Substitute Employment section of this handbook includes personnel policies, procedures, staffing agreements, responsibilities, separations, etc. In the event that the topic addressed pertains to both categories of employees, such will be noted on the header.

SUBSTITUTE PROFESSIONAL AND SUBSTITUTE CLASSIFIED STAFF RECORDS AND FILES

(see policy GBJ, GCF and GDF)

Substitute Professional employees are required to supply Human Resources 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.

Employees may review their own files by making written requests to the Human Resources Department. Materials obtained prior to an employee's employment, such as confidential recommendations or interview notes, will not be available for review by the employee. Additionally, they may be advised of and append in writing, any derogatory information.

All documents in the personnel file are confidential. Access to personnel files is limited to authorized District officials and employees, unless legally subpoenaed. Confidential information obtained prior to employment is not available for review.

It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salaries within the financial capabilities of the District, adequate facilities, and good working conditions.

WORK SCHEDULES AND CALENDARS

(see policy GCL)

Schedules

All substitute staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there 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.

Substitute 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.

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

Substitute Teachers will perform duties other than classroom teaching. Duty assignments will be made by the Superintendent through the principal.

SUBSTITUTE TEACHER RESPONSIBILITIES: CERTIFICATION

IT IS THE DUTY AND RESPONSIBILITY OF EACH SUBSTITUTE TEACHER TO BE CERTIFICATED AND TO KEEP SUCH CERTIFICATION CURRENT.

All certified and classified employees will possess a fingerprint clearance card and keep it current.

Fingerprint Clearance Card
Arizona Department of Public Safety
(602) 223-2279

<https://psp.azdps.gov/services/fccFormTriage>

Teaching Certification
Arizona Department of Education
(602) 542-4367

<http://www.azed.gov/educator-certification>

A Substitute Teacher agrees to fulfill certain responsibilities and to perform certain duties that are specified by law (see A.R.S. 15-521). Among the duties are these provisions:

- Make student learning the primary focus of the teacher’s professional time.
- Holds pupils to strict account for disorderly conduct.
- Take and maintain daily classroom attendance.
- Comply with all rules and policies of the Governing Board that relate to the duties described in this section.

The school principal may assign other duties or responsibilities related to the educational program which are to be considered part of teaching duties. Some of these activities may include service on a school or District committee, attendance at parent conferences, certain after-school activities, etc.

It is recognized that instructional staff members have the flexibility to utilize different teaching methodologies and strategies which are considered effective practices and consistent with the District's teacher evaluation process, enabling them to achieve District-determined education outcomes and objectives.

EVALUATIONS

All Certified staff (**including MOUs**) will be evaluated in accordance with Arizona Revised Statutes and Governing Board Policy. Certified and Classified staff are expected to be familiar with the steps in the Evaluation System. The Teacher Observation and all Evaluation Handbooks outline procedures for the evaluation process. The Teacher Observation and all Evaluation Handbooks are available electronically at www.gesd40.org.

HIGHLY QUALIFIED FOR EDUCATIONAL ASSISTANTS

As applicants or employees are recommended for Educational Assistant positions with the District, they are required to fulfill the highly qualified requirements for Instructional Paraprofessionals. Such requirements must be met before the check-in or transfer process begins. Such requirements are identified on the Arizona Highly Qualified Paraprofessional Attestation form and include:

- A secondary school diploma or GED
AND
- One of the following:
 - An associate’s (or higher) degree; **OR**
 - Completed two years of study (equaling 60 or more credit hours) at an accredited institution of higher education (100 level coursework and above); **OR**
 - A passing score on an ADE-approved assessment: ParaPro, ACT WorkKeys (requires Applied Math, Graphic Literacy, & Workplace Documents test results), or Master Teacher’s Para Educator Learning Network.

RESIGNATIONS

(see policy GDQB)

Employees voluntarily terminating their service with the District are expected to give advance notice of not less than ten (10) working days. This notice should be submitted to the supervisor in writing and should specify both the last day of work and the reason for terminating. Authorized unused vacation credit will be paid to employees with the last paycheck.

SUBSTITUTE TEACHER APPLICATION PROCESS

Substitute Teachers should apply online at Educational Services, Inc. (ESI). Right click to open the link. The application process includes:

1. Complete Online Application Part 1
2. Complete Online Application Part 2
3. Reference Check
4. Submit Required Documents – IVP Fingerprint Clearance Card, E-Verify Docs, Certificate, MMR Records, and other documents related to your position
5. Complete Background Check
6. Complete New Hire Onboarding Forms

The last page of this handbook has additional information regarding ESI’s application process.

Substitute Teachers can access the following information at the [Educational Services, Inc](#) website:

- Time Off
- Time Sheets
- Payday Calendars
- Paid Sick Time
- Fingerprint Clearance Card Policy
- Employee Portal Login Instructions
- Workers' Compensation
- Mandatory Reporter Instructions
- Tax Forms

COMPENSATION

PAYROLL PROCEDURES – GESD EMPLOYED SUBSTITUTES

(see policy DKA)

Paychecks are issued biweekly on Tuesday for GESD employed substitutes

PROCEDURE:

Employees can access their bi-weekly payroll information online using the GESD Employee Access Web Portal under the Employee Resources tab. To view information, the employee must log on to the secure District employee portal using their network username and password.

Within the Employee Resources tab, employees can access the following:

- Compensation:
 - Pay Period: View and/or print bi-weekly pay stubs
 - Calendar Year: View total compensation for present and past calendar years
 - W-2's: View and/or print past issued W-2's
- Benefits: Enroll in benefits, participate in Open Enrollment, and/or view current benefits election (**Teacher of Record MOU only**)
- Profile:
 - Contact Information: View and/or update mailing address and phone number
 - Emergency Contact: View and/or update person(s) designated to be contacted in case of emergency with employee
 - Personal Information: View certificates, endorsements, education, coursework, etc.
 - Documents: View documents attached to your profile (if applicable).
- Tax Withholding Forms: Update and electronically submit tax withholding forms for both Federal and State

SALARY DEDUCTIONS

(see policy DKB)

An employee may authorize the Payroll Department to deduct the following:

- A. Insurance premiums for staff members or dependents who are being covered under Board- approved Section 125 cafeteria programs.
- B. Direct deposits of net payroll with financial institutions.
- C. Tax-sheltered annuities for companies approved by the District.
- D. Credit union deposits.
- E. Professional dues.
- F. Contributions to qualified charitable organizations.
- G. Contributions to a public school for the support of extracurricular activities or character education programs of the public school.

EDUCATIONAL SERVICES, INC. SUBSTITUTE TEACHERS:

Substitute teachers contracted through Educational Services, Inc (ESI) will be paid on a bi-weekly pay cycle. The pay schedule can be found at <https://www.educationalservicesinc.com/>. All others should check with their employer.

WORKERS COMPENSATION

(see policy GBGD)

All employees shall be covered by worker's compensation insurance for work-related injuries/illnesses that arise out of their job duties in accordance with Arizona Workers' Compensation laws. An employee must immediately report all injuries/incidents to their supervisor or administrator and Risk Management. An employee injury/incident report and other reports as required by law will need to be completed at the time of the injury/incident.

Any questions may be directed to the Risk Manager, Valerie Caraveo at (623) 237-7108.
ESI employed Substitutes must contact ESI at (480) 719-3271. /. All others should check with their employer.

PROBLEM RESOLUTION

DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

(see policy GCQF)

Categories of misconduct that substitute staff members might be disciplined for includes, but are not limited to:

- Engaging in unprofessional conduct.
- Committing fraud in securing appointment.
- Exhibiting incompetence in their work.
- Exhibiting inefficiency in their work.
- Exhibiting improper attitudes.
- Neglecting their duties.
- Engaging in acts of insubordination.
- Engaging in acts of child abuse or child molestation.
- Engaging in acts of dishonesty.
- Being under the influence of alcohol while on duty.
- Engaging in the use of narcotics or habit-forming drugs.
- Being absent without leave.
- Engaging in discourteous treatment of the public.
- Engaging in improper political activity.
- Engaging in willful disobedience.
- Being involved in misuse or unauthorized use of school property.
- Having excessive absenteeism.
- Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

MINOR DISCIPLINE

Minor disciplinary action includes, without limitation, verbal or written reprimands. Minor disciplinary action shall be imposed by the supervisor or Jacque Horine, Director of Human Resources (623)237-7151.

DISMISSAL

At-will employees:

At-will employees may be suspended or may be terminated by the Governing Board for any reason, with advance notice, as the Governing Board desires. If termination is recommended by the Superintendent, the recommendation shall be delivered to the employee. All recommendations for dismissal must be approved by the Governing Board.

MANDATED POLICIES

CHILD ABUSE

(see policy JLF)

Glendale Elementary School District employees and Board members are required by state law (A.R.S. 13-3620) and District policy to report any case of suspected child abuse or neglect. The school principal will schedule in service training for staff members on matters relating to child abuse/neglect.

Any employee who reasonably believes that a minor is or has been the victim of physical injury, or neglect shall immediately report or cause a report to be made to a peace officer or to Department of Child Safety. Such report shall be made immediately by telephone or in person and shall be followed by a written report within twenty-four (24) hours.

DRUG-FREE WORKPLACE

(see policy GBEC)

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, 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 days thereof that such conviction has occurred.

SMOKE AND TOBACCO FREE ENVIRONMENT

(see policy KFAA)

The Glendale Elementary School District is entirely smoke and tobacco free.

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

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events

This policy applies to all employees, students, lessees and visitors. Signs will be posted in all District buildings and vehicles and prospective employees will be advised of this policy.

SEXUAL HARASSMENT/WORKPLACE HARASSMENT

(see policy ACA)

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. **The Superintendent or designee shall be the compliance officer and may be contacted at (623) 237-7136.**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of 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.

An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under Section 23-1502, Arizona Revised Statutes (ARS), an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable.

The District representative to whom you are to report intolerable working conditions is the Human Resources Department, at (623) 237-7125.

SUPPLEMENTAL INFORMATION

SECURITY

(see policy ECA)

Plans and procedures will be developed for:

- Enhancing the security of District property.
- Minimizing fire hazards.
- Providing for keeping records and funds in a safe place.
- Protecting against vandalism and burglary.
- Providing for prosecution of vandals.
- Providing for and encouraging employee responsibility for furniture, text books, reference material, and other District materials, equipment, and supplies assigned to the employee's care.

SCHOOL & PERSONAL PROPERTY REPLACEMENT/RESTITUTION

(see policy ECAD)

It should be noted that the District is not liable for loss and/or damage to personal property of an employee.

IDENTIFICATION OF STAFF

For the safety of all staff and students, employees shall wear District issued I.D. badges and should notify the supervisor immediately if anyone without appropriate identification is on District property.

BADGE REPLACEMENT

A badge replacement is required when an employee loses or damages his/her District badge. If the employee's badge is lost or the employee requires an updated photo, the fee is **\$10.00**.

Badge replacement fees are deducted through Payroll Deduction Process. A new picture is not taken when a badge is replaced unless the employee has drastically changed his/her appearance.

HOURLY EMPLOYEE MEAL PERIOD

Substitutes who work more than six hours per day are entitled and required to take a thirty (30) meal period (duty-free lunch/meal period). The 30-minute lunch/meal period should not be regularly scheduled at the beginning or the end of the employee's shift.

Most GESD employees do not receive rest period work breaks, defined as a short duration break between (5) five and (20) minutes. If unauthorized work breaks are taken, the employee is subject to disciplinary action.

The substitute's supervisor determines a break time schedule when safety is a concern for employees.

TIME CLOCK PLUS

Time Clock Plus is the time keeping system is used to track and verify the GESD employed substitutes' attendance at each assignment. Upon your arrival at school, please check in with the School Secretary/Office Assistant and present your GESD Guest Teacher badge. The school office staff will direct you to the nearest Time Clock Plus machine so that you may log in.

If you should forget to log in or out, please obtain a Time Clock Adjustment form the School Secretary/Office Assistant and indicate the date and time to be corrected. This form will need to be provided to the Human Resources Technician via fax or mail prior to the end of a Pay Period.

If you are subbing as a Teacher then you are required to clock in and out. Substitute Educational Assistants and Clerical Subs are required to clock out for a 30 minute lunch.

Frontline –Absence Management System

Frontline Absence Management System is the program that Glendale Elementary School District No. 40 uses for our employees to report their absences and for active substitutes to search for jobs.

Substitute Teachers and Educational Assistants

ESI Substitute Teachers and ESI Educational Assistants will use the substitute module in Absence Management to search for jobs. All Substitute Teachers will need to register a new login and password for the web-based System. To access Absence management via phone, substitutes will use their ID number and PIN. Substitute Teachers may update any personal information in their profile. They may also change their PINS at any time. To log into Absence Management, type <http://www.aesonline.com> in your web browser's address bar. Enter your User ID and password.

To access the Substitute Quickstart Guide which provides information about how to choose jobs and set preferences, please right-click this [link](#).

Long Term Substitutes On Special Assignment (MOU)

Long Term Substitutes will be assigned to an absence profile in Absence Management for the duration of the assignment. Substitutes who are ill or otherwise absent should notify the site administrator and the HR Technician at **623-237-7128** no later than 2 hours prior to their start time.

If a Substitute should have questions or challenges during this process, they should contact the **HR Technician at: (623) 237-7128.**

6 Steps to Start Substituting with ESI

We are delighted you want to join ESI! Schools can't wait to have your help and we will do our absolute best to get you hired quickly. Most substitutes are cleared to begin working in 1-3 weeks. Why so long? ESI must make sure every person we hire is safe and completely qualified. The biggest delay is usually missing credentials or misplaced emails. **Pro tip: Keep an eye on your email. We'll keep in touch this way.**



Complete Part I of ESI Application Online

Go to educationalservicesinc.com » Click on the **Apply Now** button.



Complete Part II of ESI Application

Sent via email with the subject line, "Part II of your Application" - without this, your application is incomplete.



Reference Check

Your references are emailed a short form to fill out. Be sure to provide the correct email addresses so there's no delay.



Submit Required Employment Documents

These can be **uploaded** or **presented in-person**:

- Valid IVP Fingerprint Clearance Card (required for all substitutes – must be IVP) [More info»](#)
- Valid AZ Teacher or Substitute Certificate (required for Certified Substitute positions) [More info»](#)

Federal requirement to present these documents in-person to ESI:

- [E-Verify/I-9 Acceptable Documents](#)
- Required to verify U.S. employment eligibility
- We'll let you know if you can provide these to your district instead.



Complete Background Check Online

Sent via email from Crimcheck with the subject line, "Background Authorization Request from Educational Services, LLC (ESI)". We're screening for criminal history, not a credit check. This is independent of the IVP Card. Our concern is the safety of the students we serve.



Complete Employment Forms Online

If you've been approved for hire, you'll receive an email with the subject line, "ACTION REQUIRED: Online Employment Forms for ESI".

- **New employees register as a new user.** If you're a previous ESI employee, use existing login.
- **Fill out tax withholding, direct deposit, emergency contact info, and other important employment forms.**



Welcome Aboard!

The ESI hiring team will review all your forms and documents, and if complete, you will receive a Welcome Letter from ESI with important information on how to begin working as a substitute!

Questions? Contact onboarding@esiaz.us or call 480-719-3271 or 844-614-7784.



educationalservicesinc.com • (480) 719-3271 • (844) 614-7784

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