

SY26-27

SUBSTITUTE HANDBOOK



SUPERINTENDENT WELCOME



Thank you for choosing to serve the children of the Kyrene School District! Please know that your contributions to the students of the Kyrene School District are greatly valued and appreciated and that we do not take it lightly that you are the ones who make sure the students never miss an opportunity to learn --- even when their regular teacher is not here.

Kyrene is a wonderful place for children to learn and grow, and it is because of all the dedicated and committed people who work and live in this school District that place a high value on education. We attract many students from outside of our boundaries because of the reputation and results Kyrene has for excellence in all areas ranging from the high number of excelling schools to the favorable amount of dollars spent directly in the classroom. In fact, many families who relocate to the valley from other parts of the country choose to live in the District because of the high-quality programs and services Kyrene is known for.

You play a vital role in this most important work! If you ever have suggestions or questions about the District or related topics, please feel free to contact me or anyone on my team. The great staff in Talent Management will do everything they can to see to it that your experiences with us are positive and successful.

Thank you again for choosing Kyrene!

Laura Toenjes
Superintendent
Kyrene School District

[SY26-27](#)

[SUBSTITUTE HANDBOOK](#)

[SUPERINTENDENT WELCOME](#)

[CONTACT INFORMATION](#)

[KYRENE SCHOOL DISTRICT MAPS/SCHOOL INFORMATION](#)

[2026-2027 Substitute Work Day Calendar](#)

[SCHOOL INFORMATION](#)

[CERTIFIED SUBSTITUTE TEACHER ROLES/COMPENSATION](#)

[CERTIFIED SUBSTITUTE](#)

[LONG-TERM/PLANNING SUBSTITUTE](#)

[SUPPORT STAFF SUBSTITUTE](#)

[SPECIAL QUALIFICATIONS](#)

[CERTIFIED TEACHERS FILLING SUPPORT STAFF SUBSTITUTE POSITIONS](#)

[The pay rate increments for Certified Substitute Teachers are as follows:](#)

[SUPPORT STAFF SUBSTITUTE COMPENSATION](#)

[FRONTLINE ABSENT MANAGEMENT SYSTEM](#)

[Web-Connect System](#)

[Automated-Calling System](#)

[Absence Management's default calling hours are:](#)

[Important Note:](#)

[Substitute QuickStart Guide - Frontline Absence Management](#)

[SIGNING IN](#)

[LOGIN SUPPORT](#)

[SEARCHING FOR AVAILABLE JOBS](#)

[Mobile App](#)

[Call Options for Absence Management](#)

[SUBSTITUTE WORKDAY](#)

[FLSA AND TRACKING WORK HOURS](#)

[ARRIVING AT YOUR ASSIGNMENT](#)

[What if you forgot to punch in or out?](#)

[Is it permissible to leave during a planning period?](#)

[Releasing Students](#)

[Authorized Compensatory Absences \(ACA\)](#)

[Need to Verify Use of Authorized Compensatory Absences](#)

[EXPECTATIONS](#)

[Classroom Management](#)

[Student Discipline](#)

[Computer/Digital Access](#)

[Dress Code](#)

[Confidentiality](#)

[Food in the Classroom](#)

[Subbing in Your Child's Classroom](#)

[Substitute Incident/Exclusion Reports](#)

[Ending Your Employment](#)

[ATTENDANCE PROCEDURES](#)

[ELEMENTARY SCHOOL](#)

[Completing the Daily Class Attendance List](#)

[For a tardy student:](#)

[For an absent student:](#)

[Once attendance has been taken:](#)

[After Lunch:](#)

[ATTENDANCE PROCEDURES](#)

[MIDDLE SCHOOL](#)

[Completing the Daily Class Attendance List](#)

[For a tardy student:](#)

[For an absent student:](#)

[Once attendance has been taken:](#)

[FREQUENTLY ASKED QUESTIONS](#)

[GOVERNING BOARD POLICY](#)

[Policy ©1-201 Equal Educational Opportunity and Non-Discrimination \(Students\)](#)

[GOVERNING BOARD POLICY](#)

[Policy © 1-202 Equal Employment Opportunity and Non-Discrimination](#)

[Equal Employment Opportunity & Anti-Discrimination](#)

[Harassment](#)

[Sexual Harassment](#)

[Reporting an Incident of Harassment, Discrimination or Retaliation](#)

[Non-Retaliation](#)

[Violations of this Policy](#)

[Administration of this Policy](#)

[Confidentiality](#)

[GOVERNING BOARD POLICY](#)

[Policy © 4-201 Employee Code of Conduct](#)

[Expectations](#)

[Prohibitions](#)

[Use of Physical Force](#)

[Investigation of Alleged Violations](#)

[GOVERNING BOARD POLICY](#)

[Policy © 4-202 Staff/Student Boundaries](#)

[Any District staff member that violates this Policy is subject to disciplinary action, including suspension without pay and termination of employment.](#)

[GOVERNING BOARD POLICY](#)

[Policy © 4-204 Mandatory Reporting](#)

[Child Abuse Reports](#)

[Reporting of Suspected Crimes or Incidents](#)

[Mandatory Posting](#)

[Reports to Arizona Department of Education](#)

[Reports regarding Bullying, Harassment, or Intimidation](#)

[Retaliation Prohibited](#)

[Immunity](#)

[GOVERNING BOARD POLICY](#)

[Policy © 4-204.A Mandatory Reporting - Child Abuse Reporting](#)

[SUBSTITUTE HANDBOOK ACKNOWLEDGEMENT](#)

CONTACT INFORMATION

Frontline Education:

Absence Management System..... 1-800-942-3767 (Toll Free)

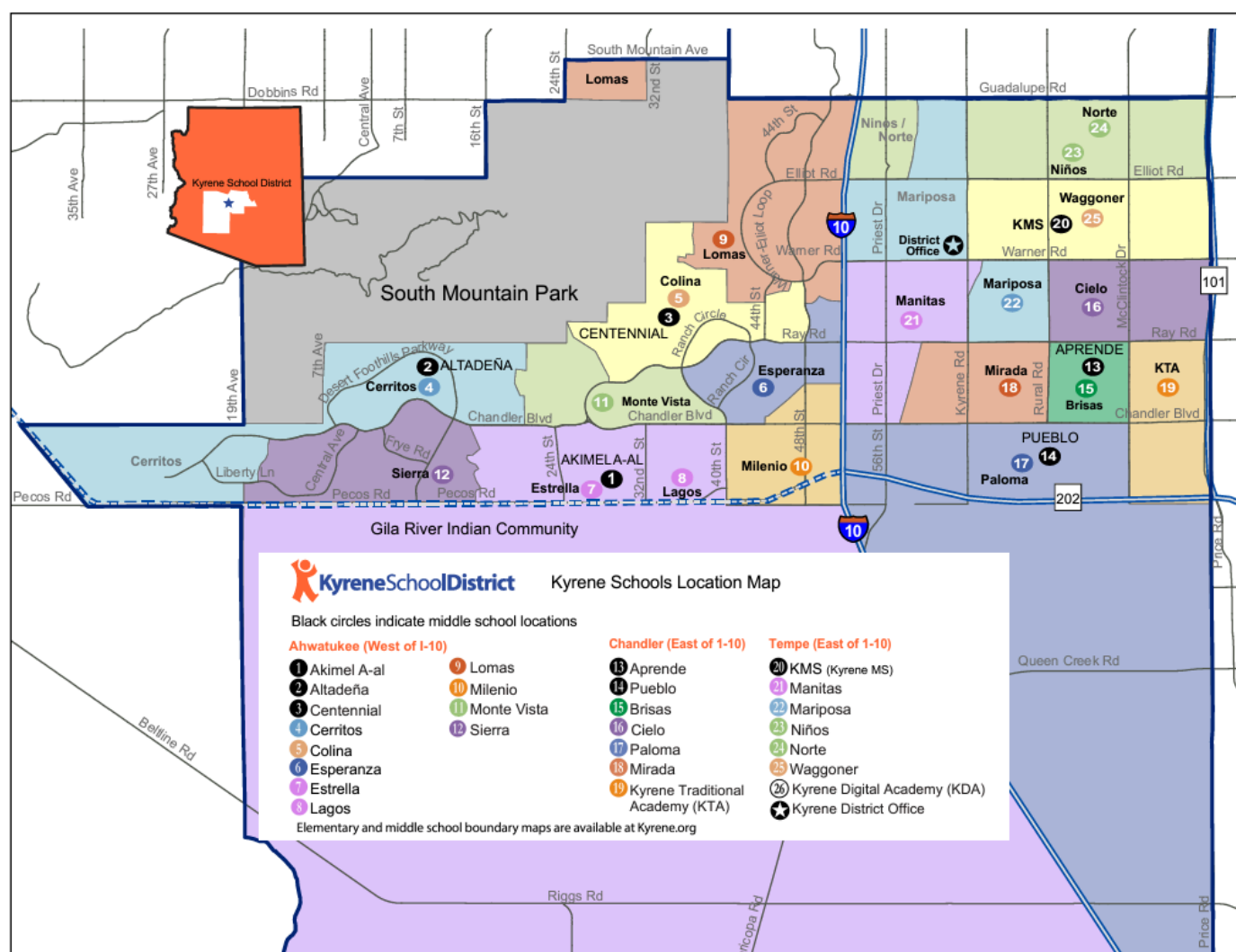
Ben Furlong Center/District: Office Hours

Monday - Friday 7:30AM – 4:30 PM..... (480) 541-1000

Sub Desk: Office Hours

Monday - Friday 6:15AM – 2:45 PM..... (480) 541-1301 (phone/text)

KYRENE SCHOOL DISTRICT MAPS/SCHOOL INFORMATION



2026-2027 Substitute Work Day Calendar

180 Paid Days Calendar
July 22, 2026 - May 26, 2027



July						
S	M	T	W	T	F	S
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	22	23	24	25
26	27	28	29	30	31	

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

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

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

September						
S	M	T	W	T	F	S
			1	2	3	4
5	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	X	X	X			

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	X	X	X	X
12	13	14	X	X	X	X
19	20	21	X	X	X	X
26	27	28	29	30	31	

October						
S	M	T	W	T	F	S
3	X	X	X	X	X	10
11	X	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
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	

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

May						
S	M	T	W	T	F	S
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	X	X	X
X	X					

December						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	X	X	X	X	26
27	X	X	X	X		

June						
S	M	T	W	T	F	S
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X			

TOTAL CONTRACT DAYS	
190	Total Work Days
0	Total Holidays/Breaks
190	Total Contract Days

Key	
X	Non Work / Non Paid Day
	Paid Holidays/Breaks
	Teachers First/Last Day
	Students First/Last Day
	Teacher Plan Day
	Staff Development Day
	Payday

School Calendar Breaks	
Fall Break: September 28 - October 12	
Winter Break: December 21 - January 1	
Spring Break: March 8 - March 19	

Positions	
Crossing Guard	
Lunch Duty (K-5, K-8, 6-8)	
Substitutes	

The calendar dates are those anticipated by position. If, however, an emergency or other circumstance as determined by the District requires a change, the school or work calendar including the start and end dates of the position, may be changed accordingly.

SCHOOL INFORMATION

ELEMENTARY SCHOOLS

Early Start

7:30am - 2:15pm

Early Release: 12:15pm

Kyrene de Las Brisas

777 N. Desert Breeze Blvd E #1
Chandler, AZ 85226
(480) 541-2000

Kyrene del Cielo

1350 N. Lakeshore Drive
Chandler, AZ 85226
(480) 541-2400

Kyrene de los Cerritos –

Leadership Academy

14620 S. Desert Foothills Parkway
Phoenix, AZ 85048
(480) 541-2200

Kyrene de la Esperanza

14841 S. 41st Place
Phoenix, AZ 85044
(480) 541-2800

Kyrene de los Lagos –

Dual Language Academy

17001 S. 34th Way
Phoenix, AZ 85048
(480) 541-3200

Kyrene de la Mariposa –

Computer Science Academy

50 E. Knox Road
Tempe AZ 85284
(480) 541-3800

Kyrene de la Mirada –

Leadership Academy

5500 W. Galveston Street
Chandler, AZ 85226
(480) 541-4200

Kyrene Monte Vista

15221 S. Ray Road
Phoenix, AZ 85048
(480) 541-4400

Kyrene de la Paloma -

Arts Integration Academy

5000 W. Whitten Street
Chandler, AZ 85226
(480) 541-5000

Kyrene de la Sierra

1122 E. Liberty Lane
Phoenix, AZ 85048
(480) 541-5200

C. I. Waggoner

1050 E. Carver Road
Tempe, AZ 85284
(480) 541-5600

ELEMENTARY SCHOOLS

Late Start

9:10am - 3:55pm

Early Release: 1:55pm

Kyrene de las Lomas

11820 W. Warner-Elliott Loop
Phoenix, AZ 85044
(480) 541-3400

Kyrene del Milenio

4630 E. Frye Road
Phoenix, AZ 85048
(480) 541-4000

Kyrene de los Niños

1330 E. Dava Drive
Tempe, AZ 85283
(480) 541-4600

Kyrene del Norte -

Dual Language Academy

1331 E. Redfield Road
Tempe, AZ 85283
(480) 541-4800

MIDDLE SCHOOLS
8:20am - 3:05pm
Early Release: 1:05pm

Kyrene Akimel A-al
2720 E. Liberty Lane
Phoenix, AZ 85048
(480) 541-5800

Kyrene Altadena
14620 S Desert Hills Parkway
Phoenix, AZ 85048
(480) 541-6000

Kyrene Aprende
777 N. Desert Breeze Blvd E #2
Chandler, AZ 85226
(480) 541-6200

Kyrene Centennial
13808 S. 36th Street
Phoenix, AZ 85044
(480) 541-6400

**Kyrene Middle School –
IB Middle Years Program**
1050 E. Carver Road
Tempe, AZ 85284
(480) 541-6600

Kyrene del Pueblo
360 S. Twelve Oaks Boulevard
Chandler, AZ 85226
(480) 541-6800

PRE-K-8 SCHOOLS
7:30am - 2:15pm
Early Release: 12:15pm

Kyrene Traditional Academy
3375 W. Galveston Street
Chandler, AZ 85226
(480) 541-5400

CERTIFIED SUBSTITUTE TEACHER ROLES/COMPENSATION

CERTIFIED SUBSTITUTE

A certified substitute's workday is defined for compensation and benefits as 7.5 hours on Mondays, Tuesdays, Thursdays and/or Fridays, and Wednesdays are a 5.5-hour workday. Certified subs must arrive 30 minutes prior to the start of the school day and should conclude their workday 15 minutes after the end of the school day. If it is a half-day position, subs should arrive no more than 15 minutes before and leave no more than 15 minutes after. Certified Substitutes will be provided with classroom keys and a substitute folder that contains important information. At the end of your assignment, please return all keys and the substitute folder to the office.

LONG-TERM/PLANNING SUBSTITUTE

Long-term/Planning substitutes in a single continuous Certified assignment will be paid at a higher rate of pay to compensate for planning time, staff meetings, parent meetings, and such events as conferences, performances, Curriculum Night, Meet the Teacher Night, and other applicable requirements for the assignment. Determination for designating an assignment as long-term/planning will be made by the school Principal and Talent Management. After completing the planning/long-term assignment, the substitute will return to the standard daily substitute rate of pay for subsequent assignments.

SUPPORT STAFF SUBSTITUTE

Support substitutes work hourly in accordance with the specific position hourly schedule and must arrive at the posted assignment time in Absence Management, will clock out, and leave promptly at the end of their hourly work assignment. *Positions over 6 hours are required to take a 30-minute meal break during their assignment.* Support staff positions are generally posted as Instructional Assistant (IA) or Health Assistant positions.

SPECIAL QUALIFICATIONS

Substitutes interested in an assignment as a Health Assistant must complete additional training provided by the District nurses.

Substitutes interested in an assignment in ESS Preschool classrooms must meet the requirements of the Arizona Department of Health Services and carry a Talent Management approved DHS packet on your person.

Substitutes who are interested in these specialized opportunities should click on the [Long-term survey](#) link in the daily sub-desk email and complete the form.

CERTIFIED TEACHERS FILLING SUPPORT STAFF SUBSTITUTE POSITIONS

Certified substitute teachers may accept support staff positions, but they will be paid at the hourly Support Substitute rate for the assignment.

The pay rate increments for Certified Substitute Teachers are as follows:

Daily Pay Rate = \$175

Up to 4.5 hours (half day) = 0.5 of daily pay rate

Over 4.5 hours (full day) = 1.0 of daily pay rate

Long-Term Sub Rate (includes planning, meetings, school events, etc.) = \$200/day

Retired Kyrene Teacher = \$205/day

SUPPORT STAFF SUBSTITUTE COMPENSATION

\$15.15 per hour or the Arizona minimum wage, whichever is greater.

EXTRA DUTIES

Employees hired as Substitute Teachers may be hired to perform additional duties at the appropriate rate of pay based on the duties outlined in the Temporary Rates of Pay document. Employees hired as Substitute Teachers may not be hired in any position that holds FTE nor may they perform any duties as a direct vendor for the district. Substitutes may not work more than a total of 40 hours between substitute teaching and additional duties combined in any work week without prior approval from Talent Management.

SUBSTITUTE ELIGIBILITY

Substitute teachers must complete all mandatory training modules by the date set forth by the district at the beginning of the school year. If hired after the start of the school year, substitute teachers must complete the mandatory training modules during the first thirty (30) days of employment.

IMPORTANT NOTE: To remain eligible as a substitute in the district, substitutes must fulfill a minimum of eight (8) substitute assignments per semester. This requirement ensures that our substitutes maintain active engagement and familiarity with our schools, enabling them to provide the highest quality of education and support to our students.

FRONTLINE ABSENCE MANAGEMENT SYSTEM

The Kyrene School District uses the Frontline Absence Management automated sub system to manage school-based staff absences and substitute needs. The Absence Management service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone. We encourage you to login to become familiar with the features and options available to you as a user.

If you are new to Absence Management, you will receive a Welcome Letter with your initial ID and PIN information. The Welcome Letter will also have a link to the [Substitute QuickStart Guide](#). The Guide is included in this handbook, or you may access it on the Talent Management /Substitute Information webpage.

Website and Application Information

You may check availability, accept available jobs, change personal settings, update your availability calendar and personalize your available call times by visiting Absence Management on the internet at [Absence Management System](#) or utilizing the app on your mobile device. You will receive a confirmation email from Absence Management once you have been assigned to a job. If you accept a job, please remember that your transaction is not complete until the system supplies you with a confirmation number. If an employee has uploaded lesson plans, you will also be able to view them online once you take a job.

Automated-Calling System

You may also interact with the Absence Management system by way of a toll free, automated voice instruction menu at 1-800-942-3767. If your phone number is not correct in Absence Management, please change it in your personal information. Also, please contact the substitute specialist with the updated phone number. Absence Management will automatically make a recording of your name on the phone system. We recommend calling in to the system to check the computer recording of your name. To review or change the recording of your name, select option 4.

Absence Management's default calling hours are:

Monday - Thursday: 5:30 a.m. through 11:59 a.m. and 5:00 p.m. through 9:30 p.m.

Friday: 5:30 a.m. through 11:59 a.m.

Sunday: 5:00 p.m. through 9:30 p.m.

You may also receive calls throughout the day due to unexpected absences. If the need for a substitute is known in advance, Absence Management actively auto-calls **two days prior** to the absence. You cannot rely on the system to call you with open assignments prior to these two days.

Important Note:

Should you need to **cancel an assignment**, please log-in or call the Absence Management system immediately. If you need to cancel a job within 18 hours of the assignment, you must notify the Substitute Specialist at (480) 541-1301 or subdesk@kyrene.org.

Frontline Absence Management - [Substitute QuickStart Guide](#)

SIGNING IN

Go to app.frontlineeducation.com. Use the organization SSO link and your Kyrene email address.

How to Sign into Frontline (Absence Management)

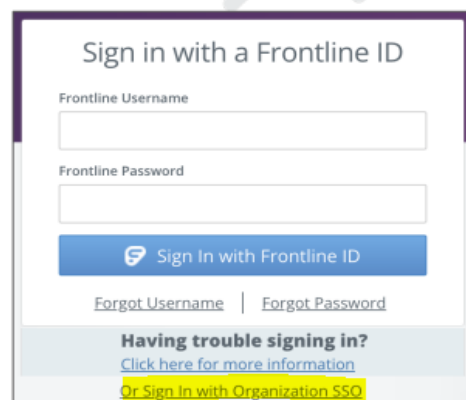
Always use **Google Chrome**

Select the link that says, "Or Sign in with Organization SSO,"

Enter your District email address.

Click on Sign In.

Follow the prompts.

A screenshot of the 'Sign in with a Frontline ID' login page. It features two input fields for 'Frontline Username' and 'Frontline Password'. Below these is a blue button labeled 'Sign In with Frontline ID'. There are links for 'Forgot Username' and 'Forgot Password'. At the bottom, there is a section titled 'Having trouble signing in?' with a link 'Click here for more information' and a highlighted link 'Or Sign In with Organization SSO'.

LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options, or click the "Having trouble signing in?" link for additional troubleshooting details.

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the "Available Jobs" option in your side navigation. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list.)

If you aren't seeing available jobs - add troubleshooting/faqs/images here

Mobile App

You have access to the Frontline Education mobile app. This free app provides increased accessibility to job alerts and other job acceptance tools. Search "Frontline Education" via the app store to download it and use your Kyrene username and password to sign in. You will need to download the Authenticator app for accessing the Kyrene network.

Call Options for Absence Management

To call, dial 1-800-942-3767. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear “Hello” after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of all available jobs.

SUBSTITUTE WORKDAY

FLSA AND TRACKING WORK HOURS

The Fair Labor Standards Act (FLSA) is a federal law that requires accurate record-keeping of exact hours employee’s work. You are responsible to ensure that you are accurately accounting for the time you work as a substitute in the Kyrene School District. Under FLSA, non- exempt employees are not permitted to “donate” their time and work “off the clock.” Therefore, be sure you are keeping track of your work hours so that you will be in compliance with FLSA, and you will be accurately compensated by your employer.

ARRIVING AT YOUR ASSIGNMENT

Upon arrival, all subs will check in with the School Secretary/Office Assistant and present their Kyrene Substitute Badge. Substitutes will not be allowed on campus without this badge. All substitutes will then be required to clock in (and out at the end of the day) on the TCP time clock system.

Certified Substitutes: A certified substitutes workday is defined as 7.5 hours on Mondays, Tuesdays, Thursdays and/or Fridays, and Wednesdays are defined as a 5.5-hour workday. Certified subs must arrive 30 minutes prior to the start of the school day and should conclude their workday 15 minutes after the end of the school day. Certified Substitutes will be provided with classroom keys and a substitute folder that contains important information. At the end of your assignment, please return all keys and the substitute folder to the office.

Support Substitutes: Work hourly in accordance with the specific position hourly schedule and must arrive at the posted assignment time in Absence Management, and will clock out, and leave promptly at the end of their hourly work assignment. Hourly support substitutes are required to clock in and out for lunch for any assignment that is six hours or more.

What if you forgot to punch in or out?

Immediately notify the school office that you forgot. Under FLSA compliance requirements, it is your responsibility to sign in and out accurately and to immediately reconcile any missed punches. Substitutes are required to clock in and out using the TimeClock Plus system at each site. (Substitute Teachers filling Certified positions are not required to clock in and out for lunch breaks.)

The proper protocol if you have missed a punch is to do the following:

Complete the [Missed Punch Form](#) with the accurate information and submit for adjustments. The link can be found in the daily sub-desk email.

Please send an email ASAP to ensure your time gets entered by the necessary deadline. This will alleviate any issues with your time being properly submitted. ALL substitutes should be clocking in and out on the TCP Timeclock whether they are on a daily vacancy or long-term vacancy.

Is it permissible to leave during a planning period?

No. You are compensated for this time and are expected to remain on campus. Even if the planning period is at the beginning or end of the day, you are expected to remain on campus. If there are no duties required in the classroom you have been assigned, please report to the office to inquire if you can assist in another area during the planning period. Planning periods are an appropriate time for subs to complete annual mandatory training modules in Performance Matters.

Releasing Students

Under no circumstances may a child be released by a substitute to an individual or allowed to leave school grounds during the school day without authorization from the school administration. If a student needs to leave early, the school administration will release the student. The teacher's lesson plans will tell you each child's plan for going home at the end of the school day. If there is any question on how a student should go home, please contact the school site front office.

Authorized Compensatory Absences (ACA)

All employees earn authorized Compensatory Absences. Substitutes will accrue ACA at the defined hourly rate of .0333. Substitutes may earn up to 40 hours of Prop 206 ACA time for the year. Pursuant to Prop 206, ACA time does not carry over in excess of 40 hours per year. Authorized Compensatory Absences (ACA) is earned and credited to the employee on a per pay period basis. Accruals will be based on defined work hours as a substitute or actual hours worked as an hourly work-rate duty. ACA may not be used until the employee has worked at least one day of the school year, has enough hours accrued to cover the entire absence (half-day or full-day), and may only be used after a job has been accepted.

Allocated hours per year will be allowed for Authorized Compensatory Absences with the unused portion to be accumulated indefinitely but with limitations as provided in this document. These absences may be used for personal illness or injury, illness of an immediate family member. (Substitutes are temporary employees who do not work a set schedule. Therefore, subs should not accept a job on days when they have personal appointments scheduled.)

When an employee has prior knowledge that there will be an absence for the above reasons, requests should be submitted in advance for supervisor approval. Substitutes may track their ACA time balances through TCP or Employee Access.

Subs in long-term assignments may be authorized to also use ACA for religious observances, or for authorized personal reasons. An authorized reason is defined as personal business that cannot be conducted outside of the normal working hours of the employee or is not under the control of the employee (example – court proceedings, funeral, graduations, medical appointments, emergencies, etc.). Personal business may not be used for continuing commitments such as student teaching, coursework, recreational purposes etc. When a long-term sub has prior knowledge that there will be an absence for any of the above reasons, requests should be submitted to Talent Management in advance for pre-approval. Authorized Compensatory Absences are not to be used for other gainful employment outside the District or for recreational purposes.

Failure to comply with the above ACA standards and procedures may result in disciplinary action as defined in Board Policy.

Need to Verify Use of Authorized Compensatory Absences

The Supervisor may require explanation or verification of ACA use:

- in any absence where there may be evidence of misuse, or when procedures have not been followed.
- in absences of five (5) consecutive school days or longer.
- when a pattern of use is noted.

EXPECTATIONS

Classroom Management

Good classroom management is essential. There are many different classroom management techniques and effective teachers, and substitutes use more than one strategy. Examples of effective techniques are:

Sharing Expectations – Letting students know what is expected in advance. Try sharing expectations in a positive manner (i.e., “It is my expectation that we are all organized and in our seats when the bell rings” vs. “You can’t be out of your seat when the bell rings.”)

Modeling – Showing the same positive, respectful behavior you expect from students.

It is important to respect the regular classroom teacher by staying as consistent as possible with the regular teacher’s structure and written expectations whenever possible.

Student Discipline

The District expects all substitutes to conduct themselves in a manner consistent with effective and orderly education, and to protect students and District property. At no time are substitutes allowed to administer corporal punishment. Substitutes may not touch a student unless the student is in danger of harming himself/herself or others. If a serious discipline problem does occur, please contact school administration immediately for assistance.

Computer/Digital Access

Every site has its own login and password for substitutes to access District computers if required in the lesson plans. When you check in at the beginning of your assignment, the login and password information will be provided to you. Computers are only to be used if the lesson plans require it. Kyrene’s technology policy can be found online at [www.kyrene.org, Departments, Technology Services, Technology User Agreements](http://www.kyrene.org/Departments,TechnologyServices,TechnologyUserAgreements). Computers may not be used for personal reasons or for job searching during the work day, and it is never ok to sign in using someone else’s login and password. Substitutes are not permitted to use cell phones during any instructional time of the workday.

Dress Code

Professional dress is important! Business casual is the preferred dress in Kyrene but also consider the type of position you are substituting for. Clothing should be appropriate to the assignment. Immodest or revealing clothing is not permitted.

Confidentiality

It is essential that you are careful never to divulge any confidential information that has been received from contact with children and other people in the profession. The same rule applies to any person requesting information about a student. Please notify the administration who will address the request.

Food in the Classroom

For safety reasons, subs should not provide food of any kind to students. If a student tells you that they have no snack, lunch, or lunch money, please contact the school office so they can make sure the child's needs are met.

Subbing in Your Child's Classroom

Kyrene policy states that due to the potential for conflict of interest, no District teacher shall have their own child assigned to his/her own classroom. This is applied to substitutes as well.

Substitute Incident/Exclusion Reports

A Substitute Incident/Exclusion Form may be submitted to Talent Management by the school administrator or teacher in cases when it is determined that the substitute's skills were not a match for the school or classroom needs. It may also be used to report a substitute's misconduct during an assignment. Talent Management is notified when a form is submitted or whenever any concern about conduct or performance of a substitute arises. These reports are shared for the purpose of coaching, mentoring, refining, and redirecting substitutes. Multiple exclusions may result in a decision to decline the substitute from working in Kyrene, as may a single substantiated incident involving serious misconduct.

Ending Your Employment

If you desire to end your employment as a substitute teacher in Kyrene School District, you will need to send a [Kyrene Resignation Form](#) to subdesk@kyrene.org indicating that you no longer wish to be employed in the District.

ATTENDANCE PROCEDURES

ELEMENTARY SCHOOL

When you arrive for your assignment and check in with the school secretary, you will be provided a Daily Class Attendance list. This list will give you a roster of the students enrolled in the homeroom for which you are substituting.

Completing the Daily Class Attendance List

For a tardy student:

- Locate the tardy student on the roster
- Across the top of the paper select the correct day the student is tardy
- Mark a "T" inside the gray area (AM)

For an absent student:

- Locate the absent student on the roster
- Across the top of the paper select the correct day the student is absent
- Mark an "A" inside the box (gray area for AM attendance and the white area for PM attendance)

Once attendance has been taken:

- Select a student to walk the completed attendance list to the front office

After Lunch:

- Go to the teacher's mailbox and retrieve the attendance list
- Repeat the above steps

Note: Teachers must fill out the Daily Class Attendance sheet. No other person (students, parents, etc.) may mark the attendance form.

ATTENDANCE PROCEDURES

MIDDLE SCHOOL

When you arrive for your assignment and check in with the school secretary, you will be given a Daily Class Attendance list for each period. These lists will provide you a roster of the students enrolled in the classes. If it is not included in your lesson plans, ask the front office to identify the periods in which attendance needs to be sent to the office. Each middle school has specific periods they choose to take attendance due to class scheduling and the teacher's plan periods. For class periods where attendance is not required to be sent to the office, you should still take attendance for classroom record.

Completing the Daily Class Attendance List

For a tardy student:

- Locate the tardy student on the roster
- Across the top of the paper select the correct day the student is tardy ●
- Mark a "T" inside the gray area (AM)

For an absent student:

- Locate the absent student on the roster
- Across the top of the paper select the correct day the student is absent
- Mark an "A" inside the box (gray area for AM attendance and the white area for PM attendance)

Once attendance has been taken:

- Select a student to walk the completed attendance list to the front office

Note: Teachers must fill out the Daily Class Attendance sheet. No other person (students, parents, etc.) may mark the attendance form.

FREQUENTLY ASKED QUESTIONS

Can I request that the Absence Management system call in the evenings or mornings only?

Yes. You can use the “call times” options for AM and/or PM. This is found under the “Preferences” option in your Absence Management account. You may choose your call time preference for each day of the week.

What if there are days I am not available?

Absence Management allows you to set your availability for each day of the week. This can be done under the “Non-Workdays” tab on the homepage of your Absence Management account. For example, if you will be unavailable every Monday, go to the “Add Non-Workday” tab and adjust your calendar. If it is for individual days, you would follow the same procedure. It is important to keep your non-work days up to date to avoid being called on days you are not available to sub.

What do I do if Absence Management calls me in the morning and does not allow me enough time to be 30 minutes early?

When you receive a call in the morning with an assignment for that day, we ask that you arrive at the school no later than one from the time of the call. Please call the Sub Desk (480) 541-1301 to report that you have accepted the job. The Substitute Specialist will notify the school that you have accepted the job and communicate your anticipated time of arrival.

Can an employee assign me to his/her absence?

YES! The employee must have communicated with you before assigning you to their absence. The position will show up in your scheduled jobs list.

If the system offers me an assignment that is for more than one day and I can only accept a portion of the assignment, what do I do?

If you cannot accept the job as offered, you must turn down the entire assignment. Please call the SubDesk and the Sub Specialist may be able to work with you on dates and times.

How do I cancel a job once I have accepted it?

If you have an emergency and need to cancel an assignment, please do so as soon as possible by signing into your Absence Management account. If you need to cancel an assignment the morning of the assignment, it is mandatory that you call the Substitute Specialist ASAP at 480-451-1301. *If a pattern of accepting and canceling assignments is noticed, it is grounds for deactivation from the substitute list.*

What if the employee of the school cancels the job? How will I know?

When an employee or site cancels a job for which you are scheduled, Absence Management will make several attempts to notify you of the cancellation. To clear the cancellation notice, you must listen to the entire recorded message and then follow the prompts to acknowledge the cancellation. We strongly encourage you to regularly check the assignments you have scheduled to watch for cancellations or time changes.

Can I use Absence Management to “shop” for jobs?

Absolutely! However, once you have accepted a position, please do not cancel it unless absolutely necessary.

When I go online to review available jobs, will I be given a list of jobs from which to choose?

Yes. When you sign in to Absence Management, you will have the option to view available jobs, scheduled jobs and past jobs. To accept or reject a job, click on the green “accept” or red “reject” button to the right of each particular job listed.

If I don’t see a job for today but I would like to work, what can I do?

Call/Text the SubDesk, 480-541-1301, and let them know you are available in case any last minute jobs come available.

What is a job number?

The job number is your confirmation that your acceptance of the job has been confirmed by the system.

If I reject a job for a particular day, will Absence Management quit calling me for that day?

No. The system may still call you for other jobs if you meet the criteria, but it will not call you again for the position you rejected and you will no longer see it online.

Will I ever be offered jobs at schools that I do not have on my preferred school lists?

No. Absence Management gives you the opportunity to accept all jobs that have been put into the system for the school locations you have selected on your preferred schools list. If you would like to expand your preferred schools, you will need to update your preferences in Absence Management. Support substitutes will not have access to substitute teaching positions, but substitute teachers could have access to substitute support positions. If you are a certified substitute and would not like to see support substitute positions, please notify the substitute specialist.

Can the District decide to limit or change my job preferences?

Yes. At the District's sole discretion, we may determine that your skills or experience are not a match with a certain area or grade level. We will notify you, if, and when that determination is made.

What happens if my certification or other required license expires?

It is the substitute teacher's responsibility to have a current certificate and fingerprint clearance card to qualify for the position. Upon renewal, you must furnish a copy to Talent Management and to the Substitute Specialist so we can update our records. Failure to keep certifications current will result in removal from the substitute list.

Why would a school principal ask me to switch positions after I have arrived on campus for a specific job I accepted?

On rare occasions, school administrators may need to adjust a substitute's assignment based on the immediate needs of the school and students. Substitutes are expected to demonstrate flexibility when such changes are requested, as these decisions are made to ensure appropriate coverage and support for students. If you have concerns about your ability to fulfill the new assignment or content area, communicate this with the school administrator. You may ask about available lesson plans, guidance, or other supports to help you be successful. Please note that repeatedly declining necessary assignment changes may impact the district's ability to continue offering you substitute opportunities.

GOVERNING BOARD POLICY

Policy ©1-201 Equal Educational Opportunity and Non-Discrimination (Students)

The District shall abide by all applicable state and federal laws, rules, regulations, and executive orders with respect to the provision of equal educational opportunities and shall not discriminate against any person based upon that person's age, race, color, religion, disability, pregnancy, sex, sexual orientation, gender identity and expression, national origin or ancestry, ethnicity, linguistic or language differences, veterans and military status, genetic information, political affiliation, socioeconomic status, or any other characteristic protected under applicable federal, state, or local law.

The Superintendent shall implement procedures by which students, Parents/Guardians, and employees may file a formal grievance and shall ensure that students, Parents/Guardians, and employees have received notice of such grievance procedures. Procedures shall include the following elements:

1. Designation of an employee of the District as Compliance Officer.
2. A timeline for investigations that provides for prompt resolution of complaints.
3. Appropriate due process standards that provide for equitable resolution of complaints.

The Superintendent may develop separate grievance procedures and designate a separate Compliance Officer for grievances covered by this Policy.

The District shall not retaliate against any person who reports discrimination or harassment as set forth in this Policy or participates in an investigation or proceeding regarding the same.

GOVERNING BOARD POLICY

Policy © 1-202 Equal Employment Opportunity and Non-Discrimination

The District is committed to providing a workplace free from discrimination, harassment, and retaliation.

Equal Employment Opportunity & Anti-Discrimination

The District is an equal opportunity employer and complies with all applicable federal, state, and local laws regarding equal employment opportunity and anti-discrimination. The District strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of age, race, color, religion, disability, pregnancy, sex, sexual orientation, gender identity and expression, national origin or ancestry, ethnicity, linguistic or language differences, veterans and military status, genetic information, political affiliation, or socioeconomic status or any other characteristic protected under applicable federal, state, or local law. All District employees, representatives, and other covered persons are prohibited from engaging in unlawful discrimination. This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

In addition, the District complies with the Americans with Disabilities Act (ADA), and all applicable state or local law. Consistent with those requirements, the District will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. Requests for accommodation should be submitted to Talent Management. The District will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices so long as the accommodation does not impose an undue hardship on the District.

Harassment

Harassment is: (1) unwelcome conduct; (2) based on age, race, color, religion, disability, pregnancy, sex, sexual orientation, gender identity and expression, national origin or ancestry, ethnicity, linguistic or language differences, veterans and military status, genetic information, political affiliation, or socioeconomic status or any other characteristic protected under applicable federal, state, or local law; and (3)(a) that is sufficiently severe or pervasive to alter the terms of employment and create an abusive work environment; or (b) that results in a tangible employment action (such as termination, demotion, or change in compensation).

The District strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons. Harassment is prohibited at the workplace and at employer- sponsored events.

Sexual Harassment

All District employees and representatives are prohibited from harassing employees and other covered persons based on that individual's sex, sexual orientation, gender identity and expression, and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

1. Submission to or rejection of the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment;

2. Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions; or
3. Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.

The District will not tolerate any form of sexual harassment, regardless of whether it is:

1. Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances, or requests for sexual favors);
2. Physical (for example, assault or inappropriate physical contact);
3. Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures); or
4. Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

In addition to the sexual harassment described above, Title IX sexual harassment is a subset of sexual harassment. Generally, Title IX sexual harassment is conduct, based on sex that constitutes one or more of the following:

(a) Unwelcome conduct, occurring in the United States, that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a District-sponsored education program or activity;

(b) An employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct; or

(c) Any of the following specific acts of sexual harassment taking place within the United States and within a District-sponsored program or activity: sexual assault, dating violence, domestic violence, and stalking. Sexual harassment is prohibited both at the workplace and at District-sponsored events. Depending on the circumstances of the complaint, allegations of sexual harassment may be subject to concurrent investigations under this Policy and the District's applicable Title IX Policy and Procedures.

Reporting an Incident of Harassment, Discrimination or Retaliation

The District encourages reporting of all perceived incidents that violate this Policy regardless of the alleged offender's identity or position and including vendors or others with whom the District does business.

Conduct that violates this Policy should be promptly reported to the Superintendent or the Talent Management department. The District encourages those filing a complaint to do so as soon as possible after the offending conduct. As necessary, the District will conduct a prompt investigation, either formal or informal, into the investigation. Individuals are encouraged to use the District's complaint form, which is available on the Talent Management webpage. While the complaint form is not mandatory to file a complaint, it assists the District in collecting the necessary information to move forward.

A complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The District will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate.

Additionally, any supervisor who observes discriminatory conduct must report the conduct to the District's Talent Management Department so that a prompt investigation can be conducted, if necessary, and corrective action taken, if appropriate.

Non-Retaliation

The District strictly prohibits and does not tolerate unlawful retaliation against any applicant, employee, or other covered person by any employee. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation, or other form of retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations.

The District is committed to enforcing this Policy against all forms of discrimination. However, the effectiveness of the District's efforts depends largely on employees informing the District about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this Policy, the District encourages them to report it immediately. If employees do not report discriminatory conduct, the District may not become aware of a possible violation of this Policy and may not be able to take appropriate corrective action.

Violations of this Policy

Any employee, regardless of position or title, who violates this Policy may be subject to discipline, up to and including termination of employment.

Administration of this Policy

The District's Talent Management Department is responsible for the administration of this Policy. Questions regarding this Policy or questions about discrimination, accommodations, or retaliation that are not addressed in this Policy should be directed to the Talent Management Department.

Confidentiality

District employees who receive complaints alleging discrimination, harassment, or retaliation will maintain the confidentiality of the information they receive. However, District employees are permitted to disclose such information as required by law or when disclosure is necessary to facilitate legitimate District business, such as the investigation and resolution process.

GOVERNING BOARD POLICY

Policy © 4-201 Employee Code of Conduct

Each District employee is expected to further the District's mission to educate all students and to support their learning potential. The Governing Board has created this Code of Conduct to set expectations for staff conduct.

The Board expects each employee to adhere to the standards set forth below.

While this Code of Conduct provides guidance and District requirements regarding employee conduct, it does not provide a complete listing.

Expectations

Employees shall:

- Create and maintain appropriate relationships with students, staff, Parents/Guardians and community members that are founded on trust and respect.
- Maintain appropriate professional boundaries with students at all times.
- Act in a professional, respectful, fair and dignified manner when interacting with students, Parents/Guardians, co-workers, supervisors, and community members.
- Act with the goal of furthering the growth and welfare of students as the primary objective.
- Make reasonable efforts to protect students from conditions harmful to learning, health, well-being, or safety.
- Complete job duties with integrity and responsibility.
- Maintain all requisite certifications, endorsements, and a fingerprint clearance card if required for the position.
- Perform only District work during District working-time.
- Comply with all requirements as a mandatory reporter and report all crimes or suspected crimes as required by law or as set forth in Policy 4-204.
- Provide honest, accurate, and timely information to supervisors and administrators.
- Maintain confidentiality with respect to student information and as directed or required by law.
- Avoid conflicts of interest and acceptance of gifts in violation of procurement responsibilities.
- Honor all contractual commitments.
- Protect and secure District property.
- Account for all funds collected from pupils, Parents/Guardians, or school personnel.
- Abide by security or administration procedures and copyright restrictions during the administration of a test or assessment.
- Promote the proper use of all District equipment and materials, including but not limited to, District technology.
- Obtain prior written authorization from the employee's immediate supervisor prior to working any overtime, if the employee is non-exempt.
- Follow all workplace controls to prevent workplace accident, injury, and/or exposure, including following universal precautions when necessary and completing all requisite training.
- Report to work on time and be prepared for duty.
- Direct criticism regarding workplace concerns to the relevant District administrator.
- Use copyrighted materials only for educational purposes and within the generally accepted uses set forth by applicable law.
- Dress according to professionally accepted standards and as directed.
- Comply with applicable District policies, procedures, and lawful directives

- Comply with applicable federal and state laws, regulations, and rules.

Prohibitions

Employees shall not:

- Discriminate against any student, school employee or visitor based upon age, race, color, religion, disability, pregnancy, sex, sexual orientation, gender identity and expression, national origin or ancestry, ethnicity, linguistic or language differences, veterans and military status, genetic information, political affiliation, socioeconomic status, or any other characteristic protected under applicable federal, state, or local law.
- Engage in sexual harassment or harassment on the basis of a protected category. ● Physically or verbally abuse any individual
- Make any sexual advance towards any student or minor, either verbal, written, or physical. ● Engage in sexual activity, a romantic relationship, or dating of a student or minor.
- Unlawfully threaten or intimidate any individual by word or conduct. ● Use profanity or abusive language or gestures.
- Engage in conduct for the purpose or with the intent of embarrassing or disparaging a student, Parent/Guardian or visitor.
- Disrupt or assist with the disruption of any District activity.
- Illegally possess, use, or be under the influence of dangerous drugs or narcotic drugs, or other controlled substances.
- Possess, consume, or be under the influence of alcohol or marijuana on District property or at school-sponsored activities unless permitted by statute or policy.
- Possess a weapon on District property without legal authority.
- Use school equipment to access pornographic, obscene, or illegal materials.
- Deliberately suppress or distort information or facts relevant to a student's academic progress.
- Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment.
- Retaliate or take reprisal against any individual who files a report regarding gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policy, or regarding other matters as protected by state or federal law.
- Use the employee's position for improper purposes, including but not limited to, personal gain through political, social, religious, economic, or other influences.
- Falsify or misrepresent documents, records, or facts related to professional qualifications, educational history, or character.
- Assist in obtaining a professional certification or employment of a person the employee knows to be unqualified to hold a position.
- Accept gratuities or gifts that influence judgment in the exercise of professional duties. ● Submit fraudulent requests for reimbursement of expenses or for pay.
- Be absent without leave or fail to follow District procedures regarding absences.
- Engage in outside employment that interferes with the employee's assigned job duties, creates a conflict of interest, or results in the unauthorized use of any District facilities or materials.
- Provide private services for pay or remuneration to a student or the family of a student who is currently in the employee's class or under the employee's direction or control for a District-sponsored activity, or for whom the employee provides professional services through the school. "Services" include, but are not limited to, private instruction of any type, including private tutoring, private academic, music, art, or athletic instruction, or related services as defined in the Individuals with Disabilities Education Act (IDEA).
- Use District or school facilities for purposes not directly related to the employee's job duties, unless

approved in accordance with Policy 3-202.

- Remove District property from the District without prior authorization of the Superintendent.
- Join or support organizations that advocate for the overthrow of the government.
- Use school resources to influence the outcome of an election.
- Use sectarian or denominational books, teach any sectarian doctrine, or conduct religious exercises in school.
- Apply for a grant or other outside funding (including crowdfunding) or solicit donations without the prior authorization of the Superintendent.
- Engage in unprofessional or immoral conduct or conduct unbecoming to the profession.
- Use any social media services, particularly any that does not maintain a permanent record of interactions, to communicate with any students, without express permission of the Superintendent.

Use of Physical Force

An employee is permitted to use reasonable and proportionate physical force on a student only to the extent necessary to maintain order or to prevent the physical injury of the student or others. Verbal provocation is typically insufficient justification for the use of physical force.

The use of restraint and seclusion is addressed in Policy 5-406.

Investigation of Alleged Violations

When an employee is alleged to have violated District policy, the supervising administrator or other designee shall conduct an investigation appropriate to the situation to determine if the alleged misconduct occurred, and if so, what remedial or other action should be taken.

Discipline, suspension and dismissal of staff shall be handled in accordance with Board policy and/or state law.

GOVERNING BOARD POLICY

Policy © 4-202 Staff/Student Boundaries

District staff are expected to maintain appropriate boundaries with students consistent with professional, ethical, and legal standards. District staff shall not engage in any of the following behaviors with a student:

- Flirtatious communication, including commenting on a student's attractiveness, appearance, or dress.
- Banter, allusions, jokes, or innuendos of a sexual nature.
- Confiding in a student on a personal and private matter.
- Except in the case of counselors and social workers, inviting a student to confide in a staff member on a personal and private matter.
- Socializing with a student outside of school or a school activity.
- Giving or receiving a personal gift.
- Asking a student to keep a secret.
- Peer-like language and behavior.
- Having personal private contact with a student.
- Being alone with a student behind a closed door or in a confined space.
- Physical contact that lacks a legitimate educational purpose.
- Sending a student on a personal errand.
- Providing tobacco, alcohol, or drugs to a student or failing to report a student's use of such substances.
- Transporting a student in a private vehicle without administrative approval. Sharing a room with a student on an overnight trip.
- Visiting a student's home or allowing a student to visit a staff member's home without approval from the student's Parent/Guardian and the staff member's supervisor.
- Sharing intimate or revealing photos or images or asking a student to share intimate or revealing photos or images.
- Favoring a student with special treatment or privileges.
- Addressing a student by a personalized term of endearment or pet name or allowing a student to address a staff member by a personalized term of endearment or pet name.

District staff should only use District approved technologies and programs when communicating electronically with students and/or Parents/Guardians.

Any District staff member that violates this Policy is subject to disciplinary action, including suspension without pay and termination of employment.

GOVERNING BOARD POLICY

Policy © 4-204 Mandatory Reporting

All school employees are mandatory reporters under state law.

Child Abuse Reports

Any employee who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, sexual abuse, sexual conduct with a minor, sexual assault, molestation, sexual exploitation of a minor, incest, child prostitution, or neglect that appears to have been inflicted on the minor by other than accidental means shall immediately report this information to a peace officer or the Department of Child Safety.

Employee obligations as mandatory reporters also extend to conduct between students or minors.

Pursuant to [A.R.S. § 15-514](#), District employees must also file a report with the State Board of Education when the employee reasonably suspects or receives a reasonable allegation that a certificated or non-certificated District employee has engaged in conduct involving minors that would be subject to the reporting requirements set forth above and in state law.

Reporting of Suspected Crimes or Incidents

District employees must report when the employee has been arrested for or charged with a non-appealable offense as listed in [A.R.S. § 41-1758.03](#).

District employees have specific statutory obligations to report criminal activity on District property or using District equipment, including but not limited to as follows:

1. Any suspected crime against a person or property that is a serious offense as defined in [A.R.S. § 13-706](#);
2. Any conduct that involves a deadly weapon, dangerous instrument or serious physical injury, or any conduct that poses a threat of death or serious physical injury to an employee, student or other person on District property.
3. Anyone who possesses, uses, or intends to sell any marijuana, peyote, or dangerous, narcotic, or prescription-only drugs in a drug free school zone. A drug free zone is defined as the area within three hundred feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop, or on any school bus or bus contracted to transport pupils to any school.

Reports of suspected crimes or incidents shall be made to the local law enforcement. Employees shall inform their supervisors when a report has been made.

Mandatory Posting

Each school shall post a sign in a clearly visible location in a public area of the school that is readily accessible to students that contains all of the following:

1. In boldface type, the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children.
2. Instructions to call 911 for emergencies.
3. Directions for accessing the website of the Department of Child Safety for more information on reporting child abuse, child neglect, and the exploitation of children.

Reports to Arizona Department of Education

If the Superintendent reasonably suspects or receives a reasonable allegation that a certificated or non-certificated District employee has committed an immoral or unprofessional act that would constitute grounds for dismissal or criminal charges, the Superintendent is required to report that conduct to the State Board of Education. The District must make this report prior to accepting the individual's resignation.

Reports regarding Bullying, Harassment, or Intimidation

District employees are responsible for reporting conduct that is considered to be bullying, harassing, or intimidating. Reports shall be made in conformance with Policy 5-408.

Reports of Injury

District employees are required to immediately report any exposure, accident, or injury that occurs in the course and scope of the performance of their job duties to their supervisor immediately. Failure to do so may preclude a worker's compensation claim.

Reports of Communicable Diseases

District employees are required under administrative regulation to report suspected or confirmed communicable disease contracted by a student or staff member to the local and state health authorities.

Reports to Parents

The Parent/Guardian of a student has the right be notified promptly if a District employee suspects that a criminal offense has been committed against the child by someone other than a Parent/Guardian, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or Department of Child Safety's investigation.

Retaliation Prohibited

A District employee or public officer who has control over personnel decisions shall not take unlawful reprisal or retaliation against an employee because the employee reports, in good faith, information as required by this Policy or state law.

Immunity

A person who furnishes a report, information, or records required or authorized by law or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information, or records required or authorized by law is immune from any civil or criminal liability, 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.

District employees are expected to report conduct to assist with the orderly operation of District services. This Policy is not all inclusive.

GOVERNING BOARD POLICY

Policy © 4-204.A Mandatory Reporting - Child Abuse Reporting

All District employees who reasonably believe that a minor is or has been the victim of child abuse or neglect will immediately report to Department of Child Safety (DCS) or to the appropriate law enforcement agency.

Filing Reports

The person to whom the disclosure was made should be the person to contact DCS and/or law enforcement. It is insufficient to report abuse to a supervisor; the employee who receives the information is the mandatory reporter.

If the suspected abuse is believed to have occurred within the family unit, the report should be made to DCS, using the state hotline number 1-888-767-2445 or online at <https://dcs.az.gov/services/suspect-abuse-report-it-now>.

If the allegation of suspected abuse is directed at a person who does not have guardianship, custody, or control of the child, the report should be made to law enforcement only.

All emergencies where a child faces an immediate risk of abuse or neglect must be made immediately by calling 911 or 1-888-767-2445.

In the case of visible injury and imminent threat to the safety of a child, staff should contact local law enforcement or 911, and follow up with a call to DCS to file a report.

For non-emergency reports, employees shall electronically submit reports online at <https://dcs.az.gov/services/suspect-abuse-report-it-now>.

Once the report has been made to DCS, employees must submit written notification to the principal or supervisor by the next workday.

A written report must be filed with the Arizona Department of Education within three (3) Business Days if allegation of suspected abuse is directed at a person who is a certificated or non-certificated individual.

Questioning Students

If the child has not spontaneously provided the following information about the alleged abuse, only these exact questions should be asked as needed to complete the information:

1. What happened?
2. Who did it?
3. Where were you when it happened?
4. When did it happen?

Employees should document verbatim the questions and child's statements. Employees should not allow anyone else to question or examine the student. Employees shall not contact a Parent/Guardian or provide information to a Parent/Guardian regarding a DCS report unless otherwise permitted by law. Employees should NOT make any promises to the child about next steps.

If photos are needed, law enforcement must take those photos. DCS does not take photos as they would not be admissible in a legal proceeding.

If DCS and/or law enforcement come to school to investigate, employees shall request their badge number and maintain a copy. If DCS removes a child from school, they will present a "Notice of Removal." Law enforcement may also remove a student to protective custody. District employees should request that law enforcement provide documentation of removal; if law enforcement does not, the District employee should create a record to document the removal.

Content of Reports

Reports made shall contain, if known:

1. The names and addresses of the minor, the Parent(s)/Guardian(s), or the person or persons having custody of such minor, if known.
2. The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries, or neglect, including any evidence of previous abuse, child abuse, physical injury, or neglect.
3. Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury, or neglect.

Copies of emails received following an online report should be provided to the building principal or supervisor. Employees who are reporting by phone shall obtain the confirmation number and the name of the individual who took the report.

Mandated Reporting User Guide and Reporting Options

Online Mandated Reporting Website User Guide:

<https://extranet.azdes.gov/DCYF/CHILDS/communication/DES/UserGuideOnlineReporting.pdf>

Child Abuse Online Reporting: <https://dcs.az.gov/report-child-abuse>

Child Abuse by Phone: 1-888-SOS-CHILD

SUBSTITUTE HANDBOOK ACKNOWLEDGEMENT

We are proud to welcome you as a Substitute in the Kyrene School District. We appreciate your contributions to the students and staff.

I understand that I am responsible for reading and understanding the contents of the Kyrene School District Substitute Handbook. I also acknowledge that the handbook has been delivered electronically, is available on the District website, and is accessible with each substitute position I accept in Frontline. The Kyrene website will be maintained with the most current policies and handbook revisions for future reference needs.

By signing this form, you are verifying that you have received, read and understood the information enclosed in the Kyrene School District Substitute Handbook and am responsible for knowing any updates or revisions to the handbook.

Substitute Name (Printed): _____

Substitute Signature: _____

Date: _____