

# AVONDALE

Elementary School District

## Staff Information Guide SY 2023 - 2024

295 West Western Avenue, Avondale, Arizona 85323  
Phone (623) 772-5000 Fax (623) 772-5001 | [chooseAESD.org](http://chooseAESD.org)

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# Staff Guide Disclaimer

The Avondale Staff Information Guide is a guide to personnel policies, regulations, and practices that are most often referenced by the Avondale Elementary School District staff. Employees who have questions or need more detail should refer to the Governing Board Policy Manual, their supervisor, and/or the Human Resources Department. All Employees are expected to review the Staff Information Guide and familiarize themselves with the contents.

In conformity with the understandings stated on the employment application and the policies of the District regarding employment status of personnel, this guide 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 guide 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 guide provides for any process or procedure involving discipline including dismissal of an employee different or greater than that provided by contract, employment agreement, or District policy. This guide 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. The provisions of this guide can be unilaterally changed by the Administration without additional consideration or compensation. This guide supersedes any previous guides.

Governing Board policies may be changed with or without notice by the Avondale 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 BFC for an outline of procedures for policy adoption. Where applicable, Board Policies are noted in each section of the Staff Information Guide. Employees may access Board Policies by following the process below:

- Connect to the Avondale Elementary School District webpage at [ChooseAESD.org](http://ChooseAESD.org)
- Click the Governing Board tab on the header menu
- Click on the Governing Board Policy Manual
- From the Documents navigation bar on the left side of the page, click on the folder icon next to the Avondale Elementary School District #44
- You may browse through the sections for any specific policy

# District Mission and Belief Statement

The Avondale Elementary School District Vision is ...

***Passion and Commitment for Educational Excellence***

Our Mission:

***In Avondale, every student will grow as a thinker, problem solver, and communicator to pursue a future without limits.***

Our Beliefs:

- ❑ ***We Believe*** – We believe all children are capable of success – No exceptions.
- ❑ ***We Connect*** – We connect all children to caring adults to reveal and grow the possibilities
- ❑ ***We Time Travel*** – We prepare students for their future by time traveling to allow children to see their potential in four destinations and to plan for it today.

Our Goals:

1. ***Focus on Student and Teacher Success*** – Create a passion for learning where each school is meeting the needs of our diverse student population. All students will achieve high standards and demonstrate continued growth as measured by district and state assessments.
2. ***Culture*** – Create a collaborative, trusting, and joyful culture for students, parents and staff that permeates the entire AESD school community to ensure success for all.
3. ***Communication*** - Engage all community stakeholders in actions to help realize the district's vision and mission.



# Meet the AESD Governing Board

## **Mr. Mark Gonzales, Governing Board President**



Born and raised in Avondale, Mr. Gonzales is a Warehouse Manager for Golden State Foods. He attended college in Merced, CA, and Glendale Community College, working on a BA in Elementary Education. He is married and has two children, both graduates of the District. He believes the District's main priority is dealing with the budget and cutbacks. Mark enjoys helping the children of the community, by serving on the Governing Board. He has been a member since January 1993, serving as President from 1997 to January 2017 and again in January 2019 to present.

## **Mr. Robert Vernier, Governing Board Vice President**



Mr. Vernier has served in public education since 2007. He was born and raised in public schools in a suburb just west of Detroit, MI. Mr. Vernier received his bachelor's degree in Communications Education from Eastern Michigan University in 2007, and his masters degree in School Counseling from Ottawa University in 2016. He spent nine years in the classroom before his current position as a school counselor in the Agua Fria Union District.

Mr. Vernier is passionate about public schools and is dedicated to ensuring all students succeed. He has served on the board for Arizona Thespians since 2014, and is also a current Fellow with the Association for Career and Technical Education in Arizona. Mr. Vernier is a member of the Arizona and National School Counselor Association, as well as Arizona and National member of the Career Technical Education Association.

“I want to make sure that our students succeed. Every student has a different set of needs and they are often complex. We must do our best to be sure that we are preparing our community for its future needs in the best possible way.”

## **Mrs. Amy Lowe, Governing Board Member**



Ms. Lowe and her family moved from the western suburbs of Chicago to Goodyear in 2013. She obtained a performance certificate from Berklee College of Music in Boston, both her Bachelor's Degree in Music Education and Master's Degree in Music from Northern Illinois University, and completed her Masters Degree in Educational Leadership from Aurora University. Ms. Lowe has been teaching music to children of all ages in the public schools for the past 17 years. She strongly supports public education and advocates for arts education for all students. Ms. Lowe is a member of AMEA, NAfME and Broadcast Music, Inc. She currently directs 6 choirs at Desert Edge High School in Goodyear and assists as vocal/pit director for the spring musicals. Her experience with AESD was as a general music teacher/choir director for the

2013-2014 school year at Desert Thunder, Copper Trails, Wildflower, Lattie Coor and Avondale Middle School. Ms. Lowe is a proud parent of her son, Dan Marino, who is studying vocal performance at the University of Arizona. Ms. Lowe was appointed to the governing board in January 2017.

**Mrs. Elizabeth Canchola, Governing Board Member**



Born and raised in the valley, Mrs. Canchola grew up in the Goodyear/Buckeye areas. She and her husband Joel have four children: Julio, an AESD graduate and currently a student at EMCC, Laylah who is student at Copper Trails, and Maximilian and Vanellope who are not of school age. Mrs. Canchola is past President of the Avondale-Goodyear Education Foundation, served as Continue the Quality Political Action Committee Co-Chair to successfully pass the 2016 Maintenance and Operations Override and served twice as the parent representative for the district at the Speak Up, Stand Up, Save a Life Youth Conference. She is also past president of the Copper Trails PTSA, served as the parent member for the Copper Trails School for the Arts Design Team, and is a Chief Science Officers' SciTech Jedi Mentor. Mrs. Canchola was instrumental in the creation of the AESD puzzle room "The Grade Escape" and the Desert Edge High School STEM Flex Room. She frequently volunteers with Comfort Food for the

Homeless Youth and is a staff volunteer with Arizona Service Project. Prior to becoming a stay-at-home mom, Mrs. Canchola worked for five years in the banking industry as a banker and a financial crimes specialist. She then turned her love for photography into creating her own small business, LizMoon Photography. A graduate of Leadership West Class 24, Mrs. Canchola serves on the Leadership West Alumni Association Council. Mrs. Canchola took business management courses at University of Phoenix, photography courses at EMCC and has a Spanish Medical Interpreter Certificate. Mrs. Canchola has a passion for serving her family and community.

# Executive Administration Team

## **Dr. Betsy Hargrove, Superintendent**



Dr. Betsy Hargrove has been the Superintendent of the Avondale Elementary School District since 2012 and was previously the Assistant Superintendent since March 2009. She provides on-going leadership in creating a positive climate of high expectations for all involved with the educational programs of the district. She also works to engage in the continuous improvement of the Avondale educational community by implementing and monitoring the achievement of district goals and mission for every student to grow as a thinker, problem solver and communicator to pursue a future without limits. Dr. Hargrove holds a bachelor's degree in elementary education from the University of Southern Maine, master's degree in educational administration and supervision from Fordham University, and a doctorate in educational administration and supervision from Arizona State University. Dr. Hargrove has presented at the American Educational Research

Association, Character Education Forum, National Staff Development Council Mega Conference, TAP National Conference. In addition, she was awarded the 2015 Administrators Impact Award by the Computer Science Teacher Association for her advocacy of their K-8 coding classes for all students during the school day. Dr. Hargrove participates in the national STEM EcoSystem Convening and this past year presented sessions on coding in the classroom at the 21st Century STEM Conference, National School Board Association 2016 and U.S. News STEM Solutions National Leadership Conference 2016.

## **Mrs. Kellie Duguid, Assistant Superintendent**



Mrs. Duguid has served for twenty-two years in multiple culturally diverse, urban communities as a teacher, instructional coach, assistant principal, principal, and director of curriculum and instruction. She obtained a Masters in Elementary Education from Arizona State University. Mrs. Duguid joined the Avondale Elementary School District, first serving as the director of curriculum and innovation. She was named assistant superintendent for the district in 2019. Mrs. Duguid holds a Bachelor of Science in Business Administration degree from the University of Phoenix and a Masters degree in Elementary Education with an advanced certification in Educational Leadership from Chapman University. Most recently, Mrs. Duguid completed an additional leadership certification with the National Institute of School Leaders, where she is

now a facilitator for the state of Arizona Beat the Odds/National Institute of School Leaders initiative.

## **Shannon Kavanagh, Executive Director of Business Services**

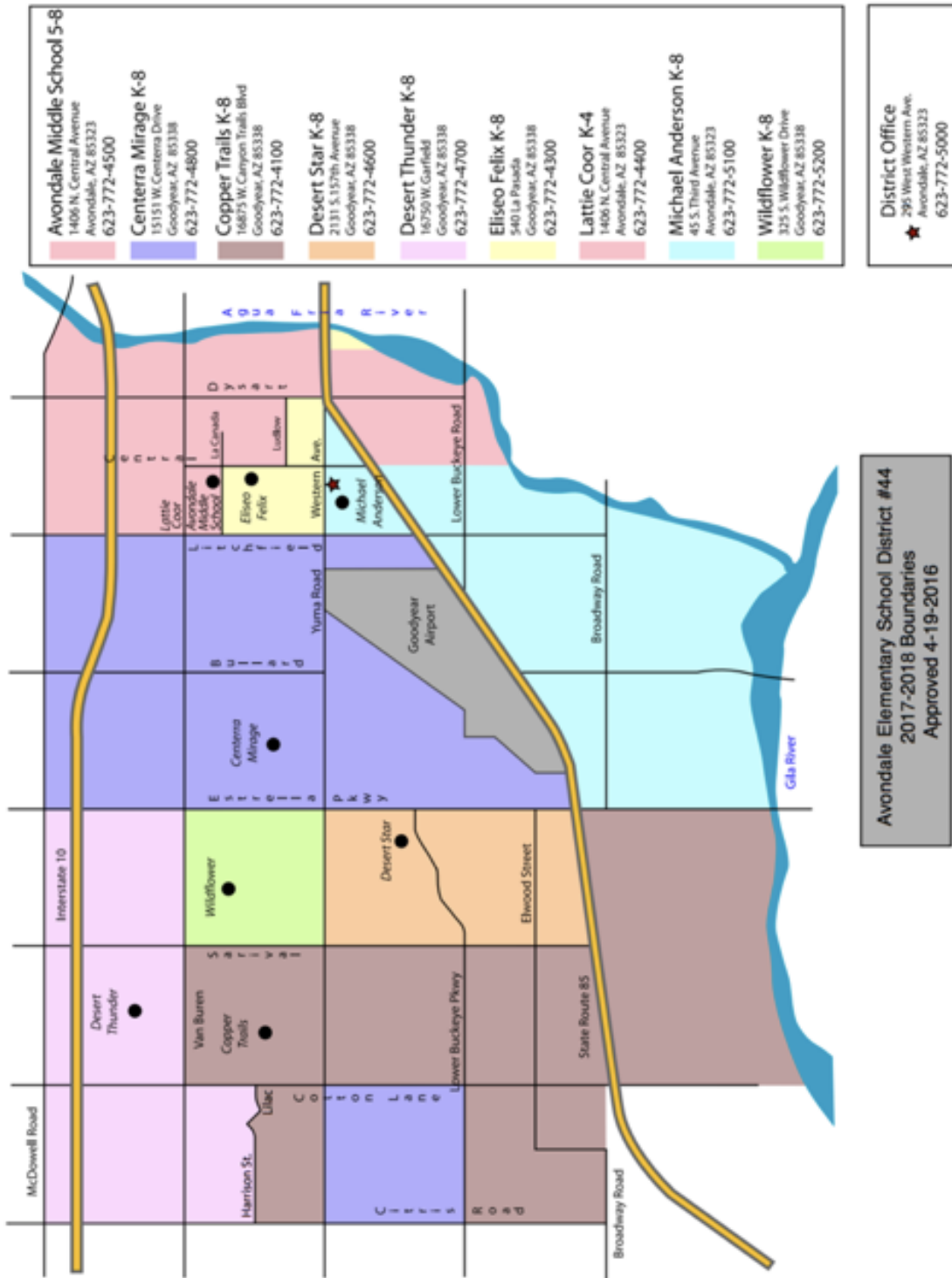
Shannon Kavanagh leads the Avondale Elementary School District Business Services teams to deliver high quality support to our district in the areas of Finance, Accounting & Purchasing, Technology Services, Maintenance & Operations, Transportation, and Nutrition Services. She strives to foster collaboration, innovation and problem solving to achieve the best possible outcomes for those we serve.

Shannon has worked in finance and business administration in the public sector for 15 years at the Department of Economic Security leading multiple finance and business operations teams before joining the Avondale team in August of 2022. She holds a Bachelors of Science in Economics from Northern Arizona University.

## **Dr. Melissa Gonzalez, Executive Director of Human Resources**

Dr. Melissa Gonzalez completed her student practicum in 2014 – 2015 at Desert Thunder School and Wildflower School in the Avondale Elementary School District. A second practicum was completed in 2015 - 2016 at Saguaro High School in the Scottsdale Unified School District. She joined the Avondale Elementary School District team in 2016 at Wildflower Accelerated Academy. Dr. Gonzalez was named the Executive Director of Human Resources in May 2022. She has 7 years of experience in Human Resources in the not-for-profit sectors and over 10 years cumulatively. Dr. Gonzalez holds a Bachelor's degree in Psychology with a concentration in Industrial and Organizational Psychology, a Masters in Educational Psychology, and a Doctoral of Psychology in School Psychology from Argosy University. She is a member of the Society for Human Resource Management (SHRM), the Arizona School Personnel Administrators Association (ASPAA), American Psychological Association – Division 14: Society for Industrial and Organizational Psychology (SIOP), and Division 16: School Psychology. Dr. Gonzalez presented on *interview questions* at the 2017 American Psychological Association Conference in San Francisco, CA.

# District Boundaries



295 West Western Avenue, Avondale, Arizona 85323  
Phone (623) 772-5000 | Fax (623) 772-5001  
chooseAESD.org



# Schools Directory

<b><u>Community of Schools:</u></b>		
<p><b>Lattie Coor (LC)</b>  <b>Grades: Pre K - 1st</b>                      Principal: Mr. Geovanni Orozco                      School Hours (M, T, Th, F): 8:15 AM - 3:40 PM                      Early Release Hours (W): 8:15 AM - 12:25 PM                      220 W. La Canada Blvd. Avondale, AZ 85323                      Office: (623) 772 - 4000; Fax: (623) 772 - 4420</p>	<p><b>Eliseo C. Felix (ECF)</b>  <b>Grades: 2nd - 5th</b>                      Principal: Ms. Lillian Linn                      Asst. Principal: Ms. Sarah Rose                      School Hours (M, T, Th, F): 8:15 AM - 3:40 PM                      Early Release Hours (W): 8:15 AM - 12:25 PM                      540 E. La Pasada Goodyear, AZ 85338                      Office: (623) 772 - 4300; Fax: (623) 772 - 4320</p>	<p><b>Avondale Middle (AMS) Grades: 6th - 8th</b>                      Principal: Ms. Susana Gonzales                      Asst. Principal: Ms. Megan Jardim                      School Hours (M, T, Th, F): 8:15 AM - 3:40 PM                      Early Release Hours (W): 8:15 AM - 12:25 PM                      1406 N. Central Ave. Avondale, AZ 85323                      Office: (623) 772 - 4500; Fax: (623) 772 - 4520</p>
<p><b>Centerra Mirage STEM Academy (CMSA)</b>  <b>Grades: Pre K - 8th</b>                      Principal: Ms. Jessica Worthington                      Asst. Principal: Ms. Cynthia Soe Myint                      School Hours (M, T, Th, F): 7:35 AM - 3:00 PM                      Early Release Hours (W): 7:35 AM - 11:45 AM                      15151 W. Centerra Dr. South Goodyear, AZ 85338                      Office: (623) 772 - 4800; Fax: (623) 772 - 4891</p>	<p><b>Copper Trails (CT)</b>  <b>Grades: Pre K - 8th</b>                      Principal: Ms. Stacy Ellis                      Asst. Principal: Ms. Ilana Dawson                      School Hours (M, T, Th, F): 8:15 AM - 3:40 PM                      Early Release Hours (W): 8:15 AM - 12:25 PM                      16875 W. Canyon Trails Blvd. Goodyear, AZ 85338                      Office: (623) 772 - 4100; Fax: (623) 772 - 4120</p>	<p><b>Desert Star (DS)</b>  <b>Grades: Pre K - 8th</b>                      Principal: Mr. Ryan Vaughn                      Asst. Principal: Ms. Brittany Scheer                      School Hours (M, T, Th, F): 7:35 AM - 3:00 PM                      Early Release Hours (W): 7:35 AM - 11:45 AM                      2131 S. 157th Ave. Goodyear, AZ 85338                      Office: (623) 772 - 4600; Fax: (623) 772 - 4620</p>
<p><b>Desert Thunder (DT)</b>  <b>Grades: Pre K - 8th</b>                      Principal: Dr. Ryan LoMonaco                      Asst. Principal: Ms. Laura Wilson                      School Hours (M, T, Th, F): 7:35 AM - 3:00 PM                      Early Release Hours (W): 7:35 AM - 11:45 AM                      16750 W. Garfield Dr. Goodyear, AZ 85338                      Office: (623) 772 - 4700; Fax: (623) 772 - 4720</p>	<p><b>Michael Anderson (MAS) Grades: Pre K - 8th</b>                      Principal: Ms. Lori Goslar                      Asst. Principal: Mr. Darryl Williford                      School Hours (M, T, Th, F): 7:35 AM - 3:00 PM                      Early Release Hours (W): 7:35 AM - 11:45 AM                      45 S. 3rd Ave. Avondale, AZ 85323                      Office: (623) 772 - 5100; Fax: (623) 772 - 5120</p>	<p><b>Wildflower Accelerated Academy (WFAA)</b>  <b>Grades: Pre K - 8th</b>                      Principal: Ms. Kaitlyn Orloski                      Asst. Principal: Ms. Tracey Debuff                      School Hours (M, T, Th, F): 7:35 AM - 3:00 PM                      Early Release Hours (W): 7:35 AM - 11:45 AM                      325 S. Wildflower Dr. Goodyear, AZ 85338                      Office: (623) 772 - 5200; Fax: (623) 772 - 5220</p>
<p><b>Star Academy</b>                      Director: Ms. Hailee Nanchy                      School Hours (M, T, Th, F): 7:35 AM - 2:45 PM                      Early Release Hours (W): 7:35 AM - 11:45 AM                      44 S. 3rd Ave. Avondale, AZ 85323                      Office: (623) 772 - 5195 Fax: (623) 772 - 5177</p>	<p><b>Avondale Virtual Innovation Academy (AVIA)</b>  <b>Grades 5th - 8th</b>                      Principal: Ms. Susana Gonzalez                      School Hours (M, T, Th, F): 8:00 AM - 3:25 PM                      Early Release Hours (W): 8:00 AM - 12:00 PM                      44 S. 3rd Ave. Avondale, AZ 85323                      Office: (623) 772 - 5195 Fax: (623) 772 - 5177</p>	<p><b>District Office</b>                      Hours of Operation:                      M - F 7:30 AM - 4:30 PM                      295 W. Western Ave. Avondale, AZ 85323                      Office: (623) 772 - 5000 Fax: (623) 772 - 5001</p>

# District Calendar



AVONDALE ELEMENTARY SCHOOL DISTRICT #44

SCHOOL YEAR CALENDAR 2023-2024

Passion and Commitment for Educational Success All children are capable of success- NO EXCEPTIONS!



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

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

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

<p>Jul. 4 Independence Day</p> <p>Aug. 1 All Staff-First Day</p> <p>Aug. 3 Meet the Teacher Night (5:00-7:00 PM)</p> <p>Aug. 7 First Day of School- All Students</p> <p>Sept. 4 Labor Day</p> <p>Sept. 7 Curriculum Night (5:00-7:00 PM)</p> <p>Oct. 5-6 Parent/Teacher Conferences</p> <p>Oct. 6 First Quarter Ends</p> <p>Oct. 9-13 Fall Break</p> <p>Nov. 10 Veteran's Day</p> <p>Nov. 20-24 Thanksgiving Break</p> <p>Dec. 22 Second Quarter Ends/Early Dismissal</p> <p>Dec. 25 - Jan. 5 Winter Break</p>	<p>Jan. 15 Martin Luther King Day</p> <p>Feb. 19 President's Day</p> <p>Mar. 7-8 Parent/Teacher Conferences</p> <p>Mar. 8 Third Quarter Ends</p> <p>Mar. 11-15 Spring Break</p> <p>Mar. 29 March Break</p> <p>May 22-24 Early Dismissal</p> <p>May 23 8th Grade Promotion</p> <p>May 24 Last Day of School</p> <p>May 24 Fourth Quarter Ends</p> <p>May 27 Memorial Day</p>	<p> First Day All Staff Return</p> <p> First Day of School-Students</p> <p> Early Dismissal/Staff Training</p> <p> Holiday/Break-No School</p> <p> Parent/Teacher Conferences</p> <p> Parent/Teacher Conf. &amp; Last Day of Quarter</p> <p> Last Day of Quarter</p> <p> 8th Grade Promotion &amp; Early Dismissal</p> <p> Last Day of School &amp; Last Day of Quarter</p>
<p><i>State testing dates to be determined - approximately April 2024</i></p>		

Adopted March 28, 2023

295 West Western Avenue, Avondale, Arizona 85323  
 Phone (623) 772-5000 | Fax (623) 772-5001  
 chooseAESD.org





# Governing Board Meeting Schedule

**ALL MEETINGS WILL BEGIN AT 5:30 p.m. IN THE DR. FRANCES YBARRA AMABISCA GOVERNING BOARD ROOM (295 W. Western Avenue, Avondale, AZ 85323), UNLESS OTHERWISE POSTED.**

All public notices of meetings will be posted electronically on the district website and physically at the District Office.

<u>DATE</u>	<u>TYPE OF MEETING</u>	<u>LOCATION</u>
July 11, 2023	Regular Board Meeting	District Office
July 25, 2023	Regular Board Meeting	District Office
August 22, 2023	Regular Board Meeting	District Office
September 19, 2023	Regular Board Meeting	District Office
October 3, 2023	Regular Board Meeting	District Office
November 14, 2023	Regular Board Meeting	District Office
December 12, 2023	Regular Board Meeting	District Office
January 23, 2024	Regular Board Meeting	District Office
February 13, 2024	Regular Board Meeting	District Office
February 22 2024	Regular Board Meeting	District Office
March 26, 2024	Regular Board Meeting	District Office
April 23, 2024	Regular Board Meeting	District Office
May 14, 2024	Regular Board Meeting	District Office
June 4, 2024	Regular Board Meeting	District Office
June 18, 2024	Regular Board Meeting	District Office

# District Office Roster

COMMUNITY RELATIONS DEPARTMENT		EXCEPTIONAL STUDENT SERVICES DEPARTMENT	
Dr. Betsy Hargrove, Superintendent	5006	Dr. William Butler, Director of ESS	5104; 623-238-2280
Kellie Duguid, Assistant Superintendent	5181	Tyler Morton, Assistant Director of ESS	5135
Casey Frank, Deputy Principal	5017	Shaunna Haley, Lead Psychologist/Training Director	602-763-1452
Jeanette Burgos, Executive Secretary to Superintendent	5009	Audriana Gates, Compliance Coordinator	5034
Linda Jeffries, Director of Communications & Public Relations	5029	Sonya Striggles-Jackson, ESS District Secretary	5026
Wayne Deffenbaugh, Safety & Wellness Admin	5125	Maria Madrigal, Medicaid District Secretary	5091
HUMAN RESOURCES DEPARTMENT		TECHNOLOGY DEPARTMENT	
Dr. Melissa Gonzalez, Executive Director of HR	5008	Mark Gresko, Director	5063
Kendyl Johnson, District Secretary (HR)	5000	Gladis Payan, Info Systems Specialist	5052
Rita Lupian, HR Certified/Classified Generalist: Community of Schools and District Office	4181	Michelle Flores, Applications Analyst	5197
Bianca Perdomo, HR Benefits Administrator	5010	Brad Kemp, Network Administrator (Blackboard)	5180
Ariel Segobia, HR Certified Generalist	5033	Daniel Ketchum, Asst. Dir. of Technology	5122
Christopher Lugo, HR Classified Generalist	5035	Arturo Nunez, Mobile Device Coordinator	5015
, HR Specialist	5044	Brandon Yazzie, Security Coordinator	5087
Ana Gonzales, Sub. Coordinator	602-618-0331	Tyler Dix, Network Specialist	5096
BUSINESS SERVICES DEPARTMENT		Mahlon Hall, System Support Technician (MA, DO)	5198
Shannon Kavanagh, Executive Director of Business Svc.	5013	Catherine Conlan, Graphic Designer	5098
Barbara DeWall, Asst. Director of Bus. Svc.	5045	Gavin Oliver, Support Technician I (DT, WF)	5190
Catherine Rheinschmidt, Accounts Payable	5003	Candice Jaime, Support Technician I (ECF, AMS)	5185
Norma Navarro, Purchasing Accountant	5005	Sheila White-Jaime, Support Technician I (CM)	5189
Jackiee Servin, Student Activities/AR/Tax Credit	5012	Sundi Adamson, Support Technician I (CT)	5183
Noemi McWilliams, Assistant Business Manager	5011	MISCELLANEOUS	
Christine Fowler, Payroll Clerk	5182	Conference Room 108	5084
Jennifer Blendowski, Payroll Clerk	5059	Conference Room 109	4177
ACADEMIC SERVICES DEPARTMENT		COMMUNITY EDUCATION DEPARTMENT (ACE)	
Angie Schultz, Director of Curriculum & Innovation	5088	Jill Schoettes, Director	5086
Michele Anderson, Assessment Coordinator	5053	Michelle Arsiniega, Assistant Director	5196
Dr. Misti Savage-Shepherd, PD Coordinator	5073	Cathy Ortega, ACE Secretary	5004
Amy Miles, PD Coordinator	5184	FOOD & NUTRITION SERVICES DEPARTMENT	
Gloria Garino-Spencer, Acad. Svc. Coordinator	5021	Vanessa Bonfim, District Liaison	5076
Heather Panerio, District Secretary/McKinney Vento Liaison	5022	Claudia Reyes, District Secretary	5023
Colleen Dormer, District Secretary	5018	Keila Mincey, District Secretary	5024
Grants and Federal Programs		Patty Vasquez, Food Service Supervisor	5027
Jessica Bartels, Director of Grants	5036	OPERATIONS DEPARTMENT (Maintenance & Transportation)	
Leah Wotherspoon, Grants Coordinator	5043	<i>100 S. 3rd Avenue, Avondale, AZ 85323</i>	
Shirley Feaser, Lead Grants Technician	5047	Linda Sharrett, Director of Operations	5071
Angelica Meza, Migrant Regional Recruiter	623-243-2271	Desera Lewis, District Secretary (Maintenance)	5070
Sarah Colby, Migrant Supervisor	623-349-3847	Ralph Smith, Asst. Dir. of Maint.	5067
Emma Balderas, Migrant Education Data Clerk	5019	Robert Rodriguez, DO Maintenance Support	623-225-9226
		Darci Trautman, Asst. Director of Transportation	5069
		Cindy Harvey, District Secretary (Transportation)	5065
		24-Hr Ops Emergency Line	623-523-2348

295 West Western Avenue, Avondale, Arizona 85323  
 Phone (623) 772-5000 | Fax (623) 772-5001  
 chooseAESD.org





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[chooseAESD.org](http://chooseAESD.org)



# Avondale Elementary School District Framework for Classroom Site Fund and M & O Performance Pay

## *2023-24 Integrated Action Plan (IAP)* *2023-24 Avondale Department Improvement Plan (ADIP)*

The Framework for Classroom Site Fund and M & O Performance Pay will be included in the [2023-24 Student Information Guide upon Board approval](#).

### Signing and Retention Compensation 2023-2024 Contract Signing and Retention Compensation

Employee Group: Returning Employees	2023-2024 Amount
Classified & Exempt Support	\$1,000 [plus an additional one-time payment of \$1,000]
Certified, Certified Support, Administrators, & Executive	\$2,000 [plus an additional one-time payment of \$2,000]

**Signing and Retention Stipend for Returning Employees:** *Classified and Exempt Support* staff will receive a one-time signing and retention payment of \$1,000 [plus an additional one-time payment of \$1,000]; *Certified & Certified Support* staff; *Administrators*; and *Executive Team* members will receive a one-time signing and retention payment of \$2,000 [plus an additional one-time payment of \$2,000] as determined by the Governing Board, to be paid on or before May 15, 2024, if the Staff member was employed by the District during the 2022-2023 school year and if the Staff member returns the signed contract or intent/notice of appointment for the 2023-2024 school year within five business days of issuance. This payment is conditioned on Staff members remaining employed for the entire 2023-2024 contract year. **District will withhold the entire payment from any compensation due to Staff member upon Staff member’s cessation of employment prior to the end of the 2023-2024 school year.** For purposes of this payment, a staff member remains “employed for the entire 2023-2024 school year” and eligible for the payment if they retire/return to work during the 2023-2024 school year and with no change in continuity of service at the District for the entirety of the school year, through a District-contracted staffing vendor.

Employee Group: New/Rehire Employees	2023-2024 Amount
Classified & Exempt Support	\$500
Certified, Certified Support, Administrators, & Executive	\$750

**Early Signing Stipend for New/Rehire Employees:** If *Classified and Exempt Support staff; Certified & Certified Support staff; Administrators;* and *Executive Team* members sign and return the 2023-2024 contract or intent/notice of appointment within five business days of its issuance, they will receive a one-time early signing stipend paid on or before June 30, 2024. The amount of the stipend will be based on how quickly the contract or intent/notice of appointment is returned to the District Office and the date of hire. The maximum stipend amount of \$750 for Certified & Certified Support, Administrators, and Executive Team and \$500 for Classified & Exempt Support staff is available for an individual hired in the first quarter of FY24 that accepts and returns a signed contract or intent/notice of appointment to the District Office within five business days of when it was issued. The stipend amount will decrease proportionally by the hiring quarter. To be eligible, they must remain employed with the District for at least 90 days without a break in employment.

## Staff Stabilization Compensation Payment

### 2023-2024 Staff Stabilization Compensation Payment

Employee Group	2023-2024 Amount
All Staff	\$1,500 [plus an additional one-time payment of \$500]

Any employee who worked in the 2022-2023 school year, signed their 2023-2024 contract or intent within five days of issuance and continues with the district at the time of disbursement is eligible to receive the Staff Stabilization Compensation. **The rate will be prorated based on the employee’s hire date.**

*Classified and Exempt Support staff; Certified & Certified Support staff; Administrators;* and *Executive Team* members will receive a one-time “Staff Stabilization Compensation” payment of \$1,500 [plus an additional one-time payment of \$500] as determined by the Governing Board, to be paid on or before May 15, 2024, if the Staff member was employed by the District during the 2022-2023 school year and if the Staff member returns the signed contract or intent/notice of appointment for 2023-2024 within five business days of issuance. This payment is conditioned on the Staff member remaining employed with no break in service from the District during the 2023-2024 school year when the compensation is issued. Otherwise, the Staff member is not eligible. The payment shall be prorated based on the hire date if Staff member was hired after the start of the applicable 2022-2023 work calendar. For purposes of this payment, Staff member remains “employed for the entire 2023-2024 school year” and eligible for the payment if they retire/return to work during the 2023-2024 school year and with no change in continuity of service at the District for the entirety of the school year, through a District-contracted staffing vendor.

# Energy Conservation Plan

The Governing Board of Avondale Elementary School District (AESD) #44 believes that all reasonable measures should be taken to conserve energy use throughout the District. The Governing Board directs the administration, supported by the staff at each location, to implement procedures that, when followed, will reduce the total energy consumption at each site in the District. The Governing Board further directs the administration and the staff to continually monitor the consumption of energy, and make recommendations for further improving total energy consumption at their sites.

## **Procedures and Guidelines for Energy Usage**

### **GOALS:**

The Goals of the District's Energy Management Program are:

- Ensure safety for students and staff at all times. A request for an exception to this policy based on a legitimate safety need may be submitted to the Superintendent or her designee in writing to qualify to be exempt from this policy.
- Ensure necessary comfort during occupied hours.
- Maximize savings through: a. Monitoring usage b. Continuation of preventative maintenance programs for facilities and systems. This includes HVAC, building exterior envelope, plumbing, electrical, and roofing.
- Educating all staff members and students on appropriate energy saving practices.
- Sharing of spreadsheets of energy costs and savings per site with site staff.

### **RESPONSIBILITY:**

- Responsibility for developing an "Energy Conservation Ethic" rests with all employees, students, and patrons of this district.
- Each site Principal or Supervisor is responsible for the total energy usage of his/her site.
- The primary occupant of a given space has responsibility within that space to implement energy conservation measures.
- The HVAC Technician is responsible for control of areas with E.M.S. or programmable T-Stats and to verify to the Director of Operations and site Principal/Supervisor that non-occupied shutdown procedures are followed.
- The Director of Operations performs routine audits of all facilities and communicates the audit results and recommendations to the Site Principal/Supervisor.

### **GENERAL ENERGY CONSERVATION BEST PRACTICES:**

- Classroom doors are to remain closed when HVAC systems are operating.
- Ensure doors between either heated or air-conditioned spaces and non-heated/non-air-conditioned spaces are closed at all times.
- Passive energy users such as televisions, DVD or other video players, power strips, etc. should be unplugged when not in use, as these devices may draw energy even when in the off position.
- Refrigerators, microwave ovens, or any other personal appliance should be removed from classrooms and utilized only in staff lounge or designated areas. Special education classrooms would be the only classrooms exempt from this policy.
- All office machines with the exception of FAX machines should be switched off during non-working hours and during non-use times when applicable.
- All computers, monitors, printers and speakers should be turned off during non-working hours. This procedure would include computer labs. Only network equipment would be excluded.
- All computers should be programmed for the "energy saver mode" using the power management feature. Monitors should be set to "sleep" after ten minutes of inactivity.
- Where possible, individual comfort levels should be managed by wearing appropriate warm or cool clothing.
- All kitchen equipment should be powered up only when needed.

- Data Logs will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the district to ensure compliance with district guidelines.

### **HEATING AND COOLING:**

- Heating season set points include the following: a) Occupied set points- 68 to 72 degrees. b) Unoccupied winter set point- 60 degrees c) Unoccupied spring and fall- turned off if weather permits
- Cooling season set points include the following: a) Occupied set points- 74 to 78 degrees b) Unoccupied- System shut down, set point 88 degrees
- Additional Heating and Cooling Notes: a) Air conditioning and heating should be turned off during spring, summer, and fall days when the natural occurring temperatures are within the comfort ranges noted above. In addition, during periods of mild weather or where cross ventilation is available, shut down HVAC equipment where applicable, and adjust the temperature with windows or doors. b) When possible, close outside air dampers during unoccupied hours. c) Relative humidity in rooms should not exceed 60% during any 24 hour period. d) Air conditioning should not be utilized in building during the summer unless the facilities are being used for summer school or team cleaning. Air conditioning set point should be set at 88 degrees for summer in unoccupied areas. Individual space cooling is allowed for employees during occupied times and activities should be scheduled to allow for cooling of a single space or building area on a multi-building campus whenever possible. e) Hot water heating systems should be set no higher than 120 degrees in restrooms and 140 degrees in food service areas where the dishwasher has a heating booster. f) All hot water recirculating pumps will be switched off during unoccupied hours. g) A 6 degree dead-band between heating and cooling will be maintained on heat pumps.

### **LIGHTING:**

- All unnecessary lighting in unoccupied areas will be turned off. Teachers and staff will make certain that lights are turned off when the classroom, office or area is unoccupied.
- All outside lighting will be turned off during daylight hours.
- Gym lights (where applicable) should only be on when the gym is being utilized.
- All switched lighting will be turned off when students and teachers leave school.
- Custodians will turn on lights only in areas they are working in.
- Lights should be used only as needed. If daylight is adequate to lightroom, lights should be turned off, as they only add to air conditioning costs because of the heat they generate.

### **SUMMARY:**

These procedures are meant to be AESD guidelines relating to energy conservation and building management. They are not intended to be all-inclusive and may be modified as needed by the Superintendent or her designee as needed. Such modifications will be reported to the Governing Board.

# Governing Board Policies

The Governing Board policies within this section of the Staff Information Guide are policies that are most frequently referenced. This section of the Staff Information Guide is not intended to be inclusive of all Governing Board Policies. It is the employee's responsibility to familiarize themselves with this guide and all Governing Board Policies.

## **Nondiscrimination / Equal Opportunity**

*(See Policy AC)*

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

## **Nondiscrimination / Equal Opportunity Regulation- A**

*(see policy AC-RA)*

### **(Complaints Concerning Racial and Other Harassment or Discrimination)**

It shall be a violation of District policy for any individual including students, teachers, administrators, or other school personnel to harass or otherwise discriminate against a student or staff member on the basis of race, color, sex, national origin, ethnicity, disability and sexual orientation, as defined by this policy. For purposes of this procedure, harassment means unwelcome conduct that is sufficiently severe, persistent or pervasive that it creates an intimidating, hostile, or offensive educational or work environment.

### **Complaint Procedure**

Any individual who believes that they have been the victim of discrimination or harassment can file a complaint with the Superintendent's office. In the event that the Superintendent's office is implicated in the discrimination or harassment complaint, the District will designate an alternative individual to receive and to investigate the complaint. Complaints of discrimination or harassment against students may also be filed by parents or guardians. A complaint should be in writing but the District will accept oral complaints under certain circumstances such as the age of the reporting party, ability to effectively communicate or write a complaint or other applicable factors. At a minimum, it must identify the nature of the alleged discrimination or harassment, the facts upon which the complaint is based, the names of the participants and the identities of all known witnesses. Complaints should be filed as soon as possible, and no later than thirty (30) school days after the conduct in question occurs.

School personnel who become aware of facts that indicate that discrimination or harassment is occurring must report it to any District supervisory staff.

Title VI of the Civil Rights Act of 1964 requires recipients of Federal financial aid from the Department to ensure discrimination does not occur and to or take appropriate action to stop such discrimination, if it does. Office for Civil Rights (OCR) interprets Title VI's protections to include any individuals present

on a recipient's property including those applying for employment with a recipient and members of the public.

While the standards of severe, persistent and pervasive do apply to a hostile environment analysis, some claims of discrimination, such as an allegation of disparate treatment or disparate impact, do not utilize this standard. Discrimination may include such acts as excluding from or limiting a person's enjoyment of any benefits, services or provided by a recipient. With respect to harassment specifically, OCR routinely advises districts that they may not want to create the expectation that harassing incidents should not be reported unless it rises to the level of a hostile environment. To that end, OCR would like to see the definition of discrimination and harassment expanded pursuant to OCR Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, 59 Fed. Reg. 11,448 (Mar. 10, 1994).

Title VI of the Civil Rights Act of 1964 states that recipients of Federal financial aid from the Department are required to ensure that discrimination does not occur and to take action to stop such discrimination if a recipient knows or should have know of such acts. OCR interprets this to mean if an individual acting in good faith tells a school staff member that they belief discrimination is occurring then the District will be held to the standard of should have reasonable known such acts were occurring.

There shall be no retaliation against any individual employees or students who makes a good-faith complaint or report of discrimination or harassment.

### **Investigation**

The Superintendent or a designee of the Superintendent shall investigate all such complaints and reports promptly. In the course of the investigation, the investigator shall afford all parties to the complaint an opportunity to present written and oral evidence.

### **Findings**

The investigator shall provide written findings concerning the complaint within forty-five (45) days of receiving the complaint. This deadline may be extended for good cause. The findings should include:

- A statement of the complaining party's allegations.
- A description of the scope of the investigation, including witnesses who were questioned (subject to the requirements of the Federal Education Records and Privacy Act) and, if applicable, documents that were reviewed.
- The investigator's conclusions with regard to the relevant facts.
- The investigator's conclusions with regard to the accuracy of the allegations.
- If the allegations are found to be accurate, and subject to the privacy rights and interests of the individuals involved, a description of corrective actions that would be appropriate.

The complaining party and anyone who has been accused of discrimination or harassment shall be given a copy of the findings.

### **Appeal Procedure**



If an investigation has been conducted and findings made by a designee of the Superintendent, either party to the complaint may appeal all or any portion of the findings to the Superintendent within ten (10) days after receiving the findings. The appeal shall be in writing and shall state why the complaining party disagrees with the findings. The Superintendent shall rule on the appeal in writing within thirty (30) school days. The complaining party and anyone who has been accused of discrimination or harassment shall be given a copy of the Superintendent's decision regarding the appeal.

### **Corrective Action**

Employees or students who engage in harassment shall be disciplined in accordance with the appropriate disciplinary policies and procedures, including the due process procedures afforded by those policies and procedures.

If a complaint of harassment is found to be accurate, the Superintendent shall take such additional remedial action as may be appropriate. That may include, but is not limited to, counseling for the victim and/or the perpetrator; steps to protect the victim from further harassment; and/or steps to protect a complaining party against retaliation.

### **Nondiscrimination / Equal Opportunity Regulation- B**

*(see policy AC-RB)*

### **Compliance Officer**

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

### **Complaint Procedure**

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 et seq. may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent



also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with Policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

### **Timelines**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

### **Nondiscrimination / Equal Opportunity - Exhibit**

*(see policy AC-E)*

#### [Complaint Form](#)

(To be filed with the compliance officer as provided in AC-R)

### **Sexual Harassment**

*(see policy ACA)*

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

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

The Equal Employment Opportunity Commission defines “sexual harassment” as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.
- E. Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

### **Sexual Harassment - Regulation**

*(see policy ACA-R)*

#### **Compliance Officer**

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

#### **Complaint Procedure**

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The

Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 et seq. may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

#### **Timelines**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.  
(Pending approval)

#### **Sexual Harassment - Exhibit**

*(see policy ACA)*

#### **[Complaint Form](#)**

(To be filed with the compliance officer as provided in ACA-R)

#### **Title IX Sexual Harassment**

*(see policy ACAA)*

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The District also accepts and shall employ the definition of a complainant as an individual who is alleged to be the victim of conduct that could constitute sexual harassment, and a respondent as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The District will respond promptly when any school employee has notice of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is

committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

The District shall, to the extent reasonably feasible, keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Title IX sexual harassment complaints may include violations covered by Arizona’s mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as “reportable offenses” must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

### **Retaliation Prohibited**

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

(Pending Approval)

### **Title IX Sexual Harassment - Regulation**

*(see policy ACAA-R)*

### **Title IX Coordinator**

The Superintendent shall appoint an employee as the “Title IX Coordinator.” If the Title IX Coordinator is the respondent, the complaint shall be filed with the Superintendent.

### **Title IX Coordinator:**

Name/Title: Dr. Melissa Gonzalez, Executive Director of Human Resources

Address: 295 W. Western Avenue Avondale, AZ 85323

E-Mail: [mgonzal2@chooseAESD.org](mailto:mgonzal2@chooseAESD.org)

Telephone: 623-772-5000

### **Response to Sexual Harassment**

When the District has actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to a District’s Title IX Coordinator or to any employee.

- B. An “education program or activity” includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.
- C. A District is “deliberately indifferent” only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The District’s initial response to any report of sexual harassment must treat complainants and respondents equally by offering supportive measures to both and must follow the established grievance process before disciplining a respondent.

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

- A. Contact the complainant to discuss the availability of supportive measures;
- B. Consider the complainant’s wishes with respect to supportive measures;
- C. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- D. Explain to the complainant the process for filing a formal complaint.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course related adjustments, modifications of work or class schedules, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The District may remove a respondent from the District’s education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

### **Response to a Formal Complaint**

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in



person, by mail, or by electronic mail, by using the contact information listed above, and by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint.

The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process in response to a formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

For the purpose of addressing formal complaints of sexual harassment, this grievance process shall comply with the following basic elements:

- A. Provide written notice to all parties upon receipt of complaint, which must include:
  - 1. Notice of the District’s formal grievance process, including any informal resolution process;
  - 2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);
  - 3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
  - 4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
  - 5. Notice of any provision in the District’s code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.
- B. Treat complainants and respondents equitably;
- C. Require an objective evaluation of all relevant evidence;
- D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;
- E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;
- F. Include reasonably prompt timeframes for the conclusion of the grievance process;
- G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;
- H. State that the District uses a preponderance of evidence standard to determine responsibility;
- I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;
- J. Describe the range of supportive measures available to complainants and respondents; and
- K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

If the conduct alleged in a formal complaint does not meet the Title IX definition of sexual harassment as established in Governing Board policy, did not occur in the District’s education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for

purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.

The District may dismiss a formal complaint or any allegations therein, if at any time:

- A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- B. The respondent is no longer enrolled or employed by the District; or
- C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.

When investigating a formal complaint and throughout the grievance process, the District shall:

- A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;
- B. Provide an equal opportunity for the parties to present witnesses and evidence;
- C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;
- D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;
- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;
- F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and
- G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence are offered to prove consent.

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:

- A. Identification of the allegations potentially constituting sexual harassment;



- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District’s code of conduct to the facts;
- E. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District’s education program or activity shall be provided by the District to the complainant; and
- F. The District’s procedures and permissible bases for the complainant and respondent to appeal.

The District shall provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

The District shall offer both parties the right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-makers(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

As to all appeals, the District shall:

- A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- C. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- E. Issue a written decision describing the result of the appeal and the rationale for the result; and
- F. Provide the written decision simultaneously to both parties.

The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the District may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility during a formal complaint process, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

- A. Provides to the parties a written notice disclosing:

1. The allegations;
  2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;
- B. Obtains the parties' voluntary, written consent to the informal resolution process; and
- C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

The District shall maintain for a period of seven (7) years records of:

- A. Each sexual harassment investigation including:
  1. Any determination regarding responsibility;
  2. Any disciplinary sanctions imposed on the respondent; and
  3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

The District shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If a District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

(Pending Approval)

## **Personnel Goals / Priority Objectives**

*(see policy GA)*

The Board recognizes that dynamic and efficient staff members dedicated to education are necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff members.

Duties of these staff members shall be outlined and assigned by the Superintendent.

Additionally, the Board establishes, as personnel service goals, the following:

- Recruiting, selecting, and employing the best-qualified personnel to staff the school system.
- An employee appraisal program that will contribute to the continuous improvement of staff performance.
- Professional development and in-service training programs for employees that will improve their rates of performance and retention.
- Deployment of the available personnel to ensure that they are utilized as effectively as possible within budgetary constraints.
- Human relationships necessary to obtain maximum staff performance and satisfaction.
- A staff compensation program sufficient to attract and retain qualified employees within the fiscal limitations of the District.

## **General Personnel Policies**

*(see policy GB)*

Personnel policies adopted by the Governing Board are to serve as guidelines for the efficient and successful functioning of the District.

The policies are framed and intended to be interpreted within the context of applicable laws and regulations. Changes in the laws and agency rules, as well as in the needs, conditions, purposes, and objectives of the District may result in revisions, deletions, and additions to the policies. Therefore, to the extent permitted or required by law, District personnel policies may be modified, amended, or repealed at any time as the Board determines to be in the best interest of the District. No person shall be deemed to have a vested right to continuing employment or benefits associated with District employment except as may be required by law and provided in the respective employee's written contract or employment agreement. The policies, regulations, exhibits, and other documents in this Policy Manual do not form any part of any employment contract or employment agreement between the School District and any individual employee.

Wherever inconsistencies of interpretation arise, the law and regulations prevail.

## **Equal Employment Opportunity**

*(see policy GBA)*

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

## **Equal Employment Opportunity - Regulation**

*(see policy GBA-R)*

### **Compliance Officer**

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

### **Complaint Procedure**

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 et seq. may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

### **Timelines**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

## **Equal Employment Opportunity - Exhibit**

*(see policy GBA-E)*

[Complaint Form](#)

## **Staff 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 Conflict of Interest**

*(see policy GBEAA)*

#### **Employment of Close Relatives**

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

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

#### **Business Relations**

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

Refrain from participating in any manner means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

#### **Vendor Relations**

No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing (Purchasing Ethics Policy).

## **District Purchases from Employees**

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. 38-503; A.G.O. I06-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements.

## **Employee Training and Acknowledgement of Understanding**

The Governing Board may require annual employee training to ensure District conflict of interest policies are communicated to employees and acknowledged as received and understood. Each employee shall complete and sign the conflict of interest form, GBEEA-E, as determined by the District.

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

## **Staff Conflict of Interest - Exhibit**

*(see policy GBEEA-E)*

[Conflict of Interest Disclosure Form](#)

## **Staff Conduct**

*(see policy 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.

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

- A. Removal from school grounds
- B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- C. Warning



- D. Reprimand
- E. Suspension
- F. Dismissal
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

**Reporting suspected crimes or incidents**

Staff members are to report any suspected crime against a person or 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.

**Use of physical force by supervisory personnel**

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

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

**Staff Conduct Regulation - A**

*(see policy GBEB-RA)*

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 conduct that violates the District’s expectations for staff conduct, examples of which include but are not necessarily limited to the following:

- Physical or verbal abuse of, or threat of harm to, anyone.
- 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.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol, drugs or illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- 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.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of District policies and regulations.



- Any conduct violating federal, state, or applicable municipal law or regulation.
- 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.

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

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- Comply with the requirement of A.R.S. 15-515 [Duty to report violations occurring on school premises] by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:
  - A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].
  - 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 ordinances.)]
  - A violation of A.R.S. 13-3411 [possession, use, or intent to sell marijuana, peyote, or dangerous narcotic drugs, or intent to sell prescription-only drugs in a drug-free 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. 15-515.

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

### **Staff Conduct Regulation - B**

*(see policy GBEB-RB)*

#### **Dressing the part of a professional**

All District employees who are in the position of meeting the students and the public on a daily basis are expected to dress like professionals. The following expectations apply particularly to teachers, nurses, paraprofessionals, administrators, and office staff.

Avondale staff members are expected to dress professionally. Dresses, skirts, and slacks are permitted. Play clothing is not acceptable. Examples of the type of clothing that is not acceptable (without limitation to those listed) are short (mini) skirts, shorts or short-like attire such as skorts or culottes, spandex clothing, leather or leather-like skirts or pants, casual T-shirts, sweatsuits, jogging apparel,

overall-like attire and blue jeans. Low-cut or revealing attire is not acceptable. Tennis shoes may be worn as an exception. If tennis shoes need to be worn due to a medical condition, physician documentation will be required. Torn, worn, or tattered clothing or shoes is not acceptable. Should there be any question as to whether certain clothing items may or may not be worn, the building principal or District supervisor should be contacted and the questionable item of clothing approved prior to wearing.

There may be exceptions to this dress code. There may be times during the year when a theme for the school or community calls for clothing outside the dress code, such as Billy Moore Days, when blue jeans could be part of one's attire. Similarly, certain field trips to local farms or places predominant with desert landscape may make it convenient or much safer for the staff member to wear a more rugged form of dress, such as blue jeans. These exceptions to the dress code must be coordinated with and through the building principal. The building principal may approve a "spirit day" (or days) throughout the year, in which the staff will be encouraged to wear clothing outside the normal dress code.

Shorts and tennis shoes will be an acceptable uniform for physical education instructors; however, a physical education instructor who is meeting with parents is expected to follow the professional dress code.

This code of dress will be in effect any time school is in session or whenever students and/or parents are expected to visit school.

## **Staff Conduct Exhibit**

*(see policy GBEB-E)*

### [Notification Concerning Non-appealable Offenses Form](#)

#### **Notification concerning non appealable offenses**

Notice is herein provided, in accordance with A.R.S. 15-550, that any employee of a public school district or charter school in this state who is arrested for or charged with one (1) or more of the offenses listed below as non appealable offenses precluding that person from receiving a fingerprint clearance card shall immediately report the arrest or charge to the person's supervisor or the person shall be immediately dismissed from employment with the public school district or charter school. A person dismissed from employment for failure to report being arrested for or charged with a non appealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection G.

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.

8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section 13-705.
16. Exploitation of minors involving drug offenses.
17. Taking a child for the purposes of prostitution as prescribed in section 13-3206.
18. Neglect or abuse of a vulnerable adult.
19. Sex trafficking.
20. Sexual abuse.
21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.
22. Furnishing harmful items to minors as prescribed in section 13-3506.
23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.
24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.
25. Luring a minor for sexual exploitation.
26. Enticement of persons for purposes of prostitution.
27. Procurement by false pretenses of person for purposes of prostitution.
28. Procuring or placing persons in a house of prostitution.
29. Receiving earnings of a prostitute.
30. Causing one's spouse to become a prostitute.
31. Detention of persons in a house of prostitution for debt.
32. Keeping or residing in a house of prostitution or employment in prostitution.
33. Pandering.
34. Transporting persons for the purpose of prostitution, polygamy and concubinage.
35. Portraying adult as a minor as prescribed in section 13-3555.
36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.
37. Unlawful sale or purchase of children.
38. Child bigamy.

Further, an employee who is convicted of one (1) or more of the above listed offenses shall immediately:

- Surrender any certificates issued by the department of education.
- Notify the person's employer or potential employer of the conviction.
- Notify the department of public safety of the conviction.
- Surrender the person's fingerprint clearance card.

### **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 above shall be considered serious 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.

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

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

The Superintendent will establish procedures covering the duty hours of crossing guards, the use of bicycles to and from school and while they are at school, and the conduct of students going to and from school. In addition, school buildings, playgrounds, and equipment will be regularly inspected for health, fire, and safety hazards.

## **Student Transportation In Private Vehicles**

*(see policy EEAG)*

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

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

Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.

The Superintendent may develop regulations to govern the use of private vehicles for transporting students.

## **Student Violence / Harassment / Intimidation / Bullying**

*(see policy JICK)*

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

### **Definitions**

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or

D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

### **Prohibitions and Discipline**

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

### **Reporting Incidents of Bullying/Harassment/Intimidation**

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied,

harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate all reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- A. occur during the first (1st) week of each school year,
- B. be provided to each incoming student during the school year at the time of the student's registration,
- C. be posted in each classroom and in common areas of the school, and
- D. be summarized in the student handbook and on the District website, and



the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- A. Governing Board policy,
- B. preventive measures,
- C. incident reporting procedures,
- D. available support services for students (both proactive and reactive), and
- E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

### **Student Violence / Harassment / Intimidation / Bullying - Regulation**

*(see policy JICK-R)*

The District does not tolerate bullying, harassment, or intimidation in any form. Further, the District shall investigate each complaint of bullying, harassment, or intimidation and will take appropriate, timely, and responsive action.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Any student who feels he or she has been the victim of bullying, harassment, or intimidation or suspects other students of being bullied, harassed, or intimidated should file a complaint with the principal or the

principal's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of or suspects that a student is experiencing bullying, harassment, or intimidation shall immediately notify the principal or the principal's designee. Employees may initially give verbal notice to the principal or the principal's designee but shall submit a written report to the principal or the principal's designee within one (1) school day of the verbal report.

Reprisal directed toward a student or employee for the reporting of a case of bullying, harassment, or intimidation or a suspected case of bullying, harassment, or intimidation will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined pursuant to Board Policies JK, JKD, and JKE. Any suspected violation of the law will be reported to law enforcement authorities.

Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. In investigating the complaint, the principal or the principal's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

Each investigation will be documented by the principal or the principal's designee. Documentation will be maintained by the District for at least six (6) years. In the event the District must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Should the principal or the principal's designee determine that bullying, harassment, or intimidation has occurred discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal or the principal's designee will meet with the student who reported or was reported as being bullied, harassed, or intimidated to review the findings of the investigation. Additionally, the parent(s) or guardian(s) of the involved students will be informed of the findings of the investigation.

The Superintendent is responsible for determining the methods of information delivery to employees and students. The Superintendent shall provide to the school principals, supervisors and all other District employees the information necessary to comply with Governing Board Policy JICK. The information related to bullying, harassment, or intimidation is to include but not be limited to preventive measures, incident reporting, related support services available (proactive and reactive), student rights, employee responsibilities, and the ramifications of not reporting a bullying incident or suspicion of bullying, harassment, or intimidation. The information shall be disseminated to District personnel at the beginning of each year and as the Superintendent otherwise determines to be appropriate.

The principal or the principal's designee is responsible to ensure information related to bullying, harassment, or intimidation is disseminated to students, and parents and guardians. The information shall include but not be limited to Governing Board policy, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information will

- A. occur during the first (1st) week of each school year,
- B. be posted in each classroom and in common areas of the school,
- C. be summarized in the student handbook and on the District website, and
- D. be provided to each incoming student during the school year at the time of registration.

The principal or the principal's designee is also responsible to ensure information is disseminated to all students who report bullying, harassment, or intimidation, including, at the time the incident is reported, a written copy of student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s).

The principal or the principal's designee is responsible for the maintenance of documentation related to bullying, harassment, or intimidation.

## **Hazing**

*(see policy JICFA)*

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

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member.

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

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

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

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

### **Hazing - Regulation**

*(see policy JICFA-R)*

A person who reports or complaints regarding hazing may report or complain directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for

business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.

- The investigator shall meet with the person who reported/complained at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

Where disciplinary action is necessary, District policies shall be followed.

## **Promotion and Retention of Students**

*(see policy IKE)*

### **Regular Education**

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

Year to year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study. The District may conduct a ceremony to honor pupils who have been promoted from the eighth (8th) grade.

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

The promotion of a student from grade three (3) shall be conditioned on the satisfaction of the applicable competency requirements prescribed by A.R.S. 15-701 and depicted in Administrative Regulation IKE-RB.

In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

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

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

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

### **Special Education**

Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. The programs for such students may include adaptations.

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized educational program (IEP) team on an individual basis. Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

### **Promotion and Retention of Students – Regulation A**

*(see policy IKE-RA)*

### **Procedure for Retention of Elementary School Students**

At the end of the first grading period, each teacher in a common school should send to the principal a list of the students who are experiencing difficulty in their classes. At the earliest parent conference this must be shared with the parents and recorded in the student's cumulative folder. The teacher and the parent will discuss ways to assist the student in attaining expected achievement levels.

At the end of the second and subsequent grading periods, students - including new students - who achieve below expected grade level standards will be reviewed by the principal and staff members to consider retention. Parent conferences will be held to inform parents of the concern and to involve them in this process.

No decision for retention shall be made without parent involvement and student counseling. Late entries should receive special consideration.

The final recommendation to retain should be made by the teacher. Consultation with the principal and other staff members, and involvement of parents in all steps of the retention process are vital.

### **Appeal of Teacher Decision to Promote, Retain, Pass or Fail a Pupil**

Pursuant to Arizona Revised Statutes, a parent or student of majority may appeal to the Board for reconsideration on any placement decision. The parent or student of majority has the burden of proof to overturn the decision of a teacher to promote, retain, pass or fail the pupil. It must be demonstrated to the Board that the student has or has not mastered the State Board adopted standards required for the placement recommended by the teacher. If the Governing Board overturns the decision of the teacher, a

written finding of mastery or non-mastery of the State Board adopted standards must be adopted by the Governing Board.

**Promotion and Retention of Students – Regulation B**

*(see policy IKE-RB)*

**Competency Requirements for Promotion of Students from Third Grade**

The District shall identify each student who is at risk of reading below grade level in kindergarten and grades one (1), two (2), and three (3). The District shall provide an annual specific written notification to parents or guardians of students in kindergarten programs and first (1st), second (2nd) and third (3rd) grades that a student who obtains a score on the reading portion of the state-wide assessment that does not demonstrate sufficient reading skills as established by the Board will not be promoted from the third (3rd) grade.

If the student's school has determined that the student is substantially deficient in reading before the end of grade three (3), the District shall provide to the parent or guardian of that student a specific written notification of the reading deficiency that includes the following information:

- A. Description of the student’s specific individual needs.
- B. A description of the current reading services provided to the student.
- C. A description of the available supplemental instructional services and supporting programs that are designed to remediate reading deficiencies. The District shall offer more than one (1) evidence-based intervention strategy and more than one (1) remedial strategy developed by the State Board of Education for pupils with reading deficiencies. The notification shall list the intervention and remedial strategies offered and shall instruct the parent or guardian to choose, in consultation with the student’s teacher, the most appropriate strategies that will be implemented for the student.
- D. Parental/guardian strategies to assist the student to attain reading proficiency.
- E. A statement that the pupil will not be promoted from the third grade if the pupil obtains a score on the reading portion of the state-wide assessment that demonstrates the pupil is reading far below the third-grade level does not demonstrate sufficient reading skills, unless the pupil is exempt from mandatory retention in grade three or the pupil qualifies for an exemption.
- F. A description of the District policies on midyear promotion to a higher grade.

Competency requirements for the promotion of a student from the third (3rd) grade shall include the following:

- A. The student shall not be promoted from the third (3rd) grade if the pupil obtains a score on the reading portion of the state-wide assessment required test that does not demonstrate sufficient reading skills as established by the Board, unless the student is exempt from mandated retention or the pupil qualifies for an exemption as determined by the Governing Board.
- B. The Governing Board may promote from the third (3rd) grade a pupil who does not demonstrate sufficient reading skills if the pupil:



1. is an English learner or a limited proficient student as defined in section 15-751 and has had fewer than two (2) years of English language instruction.
  2. is in the process of a special education referral or evaluation for placement in special education or a pupil who has been diagnosed as having a significant reading impairment, including dyslexia or is a child with a disability as defined in section 15-761 if the pupil's individualized education program team and the pupil's parent or guardian agree that promotion is appropriate based on the pupil's individualized education program. "Dyslexia" as defined in section 15-701 means a brain-based learning difference that impairs a person's ability to read and spell, that is independent of intelligence and that typically causes a person to read at levels lower than expected.
  3. has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the third-grade reading standards as evidenced through a collection of reading assessments approved by the State Board of education, which includes an alternative standardized reading assessment approved by the State Board
  4. receives intervention and remedial services during the summer or subsequent school year pursuant to those indicated below under "Intervention and Remedial Strategies Developed by the State Board of Education" and demonstrates sufficient progress based on guidelines issued pursuant to the description of the school district or charter school policies on midyear promotion to a higher grade.
- C. The student has demonstrated reading proficiency on an alternate assessment approved by the State Board of Education (SBE).

A pupil may not be retained if data regarding the pupil's performance on the state-wide assessment is not available before the end of the current academic year. A pupil who is not retained due to the unavailability of test data must receive evidence-based intervention and remedial strategies as in the section immediately below if the third-grade assessment data subsequently does not demonstrate sufficient reading skills.

**Intervention and Remedial Strategies Developed by the State Board of Education (SBE) for Students Who Are Not Promoted from the Third Grade**

The Governing Board shall offer more than one (1) of the intervention and remedial strategies developed by the SBE. The parent or guardian of a student not promoted from the third (3rd) grade and the student's teacher(s) and principal may choose the most appropriate intervention and remedial strategies that will be provided to that student. The intervention and remedial strategies developed by the SBE shall include:

- A. A requirement the student be assigned for evidence-based reading instruction by a different teacher who was designated in that teacher's most recent performance evaluation in one (1) of the top two (2) performance classifications pursuant to section 15-203.
- B. Summer school reading instruction.
- C. Intensive reading instruction in the next academic year that occurs before, during, or after the regular school day, or any combination of before, during and after the regular school day.
- D. Small group and teacher-led evidence-based reading instruction, which may include computer-based or online reading instruction.

- E. A requirement that a school district governing board or charter school governing body that promotes a pupil pursuant to the above provide annual reporting to the Department of Education on or before October 1 that includes information on the total number of pupils subject to the retention provisions of this policy, the total number of students promoted pursuant to this policy, the total number of pupils retained in grade three and the interventions administered

The intervention and remedial strategies developed by the SBE shall also:

- A. Provide for universal screening of pupils in preschool programs, kindergarten programs and grades one (1) through three (3) that is designed to identify students who have reading deficiencies in accordance with A.R.S. 15-704.
- B. Develop interventions and remedial strategies for pupils in kindergarten programs and grades one (1) through three (3) who are identified as having reading deficiencies pursuant to section 15-704.

## Academic Honor Roll

### **Academic Honor Roll**

Grades 4-5

“Meets” in 5 core areas

(Reading, Writing, Math, Science, and Social Studies)

Grades 6-8

A’s or B’s in 5 core areas

(Reading, Writing, Math, Science, and Social Studies)

### **Principal Academic Honor Roll**

Grades 4-5

“Exceeds” in at least 3 of 5 core areas

(Reading, Writing, Math, Science, and Social Studies)

Grades 6-8

Straight A’s in 5 core areas

(Reading, Writing, Math, Science, and Social Studies)

### **Superintendent Academic Honor Roll**

Honoring Students in Grades 4-8 who:

- ✓ Achieved Principal Academic Honor Roll all 4 Quarters
- ✓ Honored at the End of the School Year

## **Gifts to and Solicitation by Staff Members**

*(see policy GBEC)*

### **Gifts**

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

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

### **Solicitations**

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

No other solicitations shall be made by or of employees during official duty time.

## **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 of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

### **Drug-free Workplace – Exhibit B**

*(see policy GBEC-EB)*

In order to comply with federal funding requirements, the District shall:

- Gather information relative to availability of local community drug and alcohol counseling, rehabilitation, and reentry programs that are available to employees and make such information available to employees.
- Provide each employee a copy of standards of conduct and the statement of disciplinary sanctions that apply to alcohol and drug violations. Use Exhibit GBEC-EA to notify employees that compliance with such standards is mandatory.

The District should perform a biennial review of the programs to:

- Ensure that disciplinary sanctions for employees are consistently enforced.
- Determine program effectiveness and implement change to the program if needed.

### **Nonmedical Use or Abuse of Drugs or Alcohol**

*(see policy GBECA)*

The District's posture in dealing with employees who engage in the nonmedical use of drugs and/or the abuse of alcohol is to be one of constructive confrontation in a supportive environment and supportive relationship. This approach is based on the following premises:

- Each employee is responsible for the employee's own actions.
- Each employee is a role model for students.
- Each employee who seeks help is to be given the opportunity to do so in a supportive environment.
- The District shall not ignore employee problems.
- Constructive confrontation will be utilized to make employees aware of opportunities and choices for help.
- Efforts to maintain confidentiality will be made by the District.
- Outside referrals to non school personnel will be provided, at employee expense, to employees who indicate an interest.
- Employees will be required to provide information on progress in dealing with problems.
- Supervisory staff members will receive orientation on methods of constructive confrontation.
- Opportunities for self-referral will be provided.
- As recommended by outside professional sources, the District will consider support to an employee during reentry into the workplace.

- The District's right to intervene is based on 1) a basic concern for the health and welfare of the persons whom it employs and 2) the right to expect quality job performance.
- School employees are human and should not be considered any less vulnerable or immune to human stress than any other person.
- In spite of the above, school employees whose nonmedical use of drugs or use of alcohol endangers the health and safety of students or other employees may of necessity be dealt with summarily.

### **Employee Drug Use or Abuse**

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

The Superintendent will conduct an investigation in consultation with legal counsel as necessary. If the investigation shows sufficient evidence to suggest that the employee was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified. If the results of the investigation show that the employee's actions endangered the health and/or safety of students or other employees, the Superintendent shall take disciplinary action or recommend disciplinary action to the Board in accordance with existing policies and statutes. If the results of the investigation suggest that the employee be provided options under the provisions of this policy, the Superintendent shall so direct the immediate supervisor of the employee.

### **Medical Marijuana**

The District may not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of:

- the person's status as an eligible medical marijuana cardholder, or
- as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on District premises or during the person's hours of employment with the District,

unless a failure to do so would cause the District to lose a monetary or licensing related benefit under federal law or regulations.

The Arizona Medical Marijuana Act does not authorize any person to engage in the following conduct:

- Undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice.
- Possessing or engaging in the medical use of marijuana:
  - On a school bus.
  - On the grounds of any preschool or primary or secondary school.
- Smoking marijuana:
  - On any form of public transportation.
  - In any public place.

- Operating, navigating or being in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana, except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment
- Using marijuana in any manner other than as authorized by the Arizona Medical Marijuana Act.



## **Alcohol Use by Staff Members**

*(see policy GBECB)*

### **(Illegal Drugs)**

The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited.

Any person in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.

## **Smoking by Staff Members**

*(see policy GBED)*

The possession or use of tobacco 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.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

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

## **Administration of Naloxone (Narcan) in Schools**

*(see policy JLCD ©)*

Any AESD employee acting in their official capacity and in good faith may administer an opioid antagonist (naloxone hydrochloride - brand name Narcan) to a person who is experiencing an opioid-related overdose. Per A.R.S. § 36-2267, any person who acts in good faith to administer an opioid antagonist to a person who is experiencing an opioid-related overdose is immune from civil

liability for the consequences of their good faith efforts. AESD Governing Board Policy JLCD © Medicines/Administering Medicines to Students, also references the emergency administration of naloxone hydrochloride or any other opioid antagonist approved by the United States Food and Drug Administration.

**AESD employees should immediately call 9-1-1 at the first sign of a suspected opioid-related overdose.**

Signs of an overdose may include:

- Unresponsiveness or unconsciousness;
- Slow or stopped breathing;
- Snoring or gurgling sounds;
- Cold or clammy skin;
- Discolored lips or fingernails;
- Vomiting; and
- Slow, erratic, or undetectable pulse.

Any AESD employee administering naloxone (Narcan) should make every effort to administer it following the instructions provided with the naloxone (Narcan) (copy provided and in the box).

If the individual suspected of overdosing is a minor student, the AESD employee must attempt to contact the student’s parent or legal guardian. The effort may be made after the emergency administration of naloxone.

**Storage**

The school nurse will store and maintain the naloxone (Narcan) in their health offices. It will be stored under lock and key and will be clearly marked and stored in an accessible place at the discretion of the school nurse. The school nurse will ensure that all staff trained to administer the naloxone (Narcan) are aware of the storage location.

**Replacement**

Procurement of naloxone must occur prior to the expiration date on the product label and/or before all product on hand is used. Contact AESD’s Safety & Wellness Administrator.

**Staff Use of Digital Communication and Electronic Devices**

*(see policy GBEF)*

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies include but are not limited, to blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, voice over IP (VoIP), Facebook, LinkedIn, My Space, Twitter, You Tube, and any successor protocol to transmit information. Mobile technologies are any devices that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet, or private

communication or information networks. Current examples are Smartphones such as BlackBerry, Android, iPhone, and other such mobile technologies and subsequent generations of these and related devices.

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

The Board establishes the following parameters:

#### District employees

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

The Superintendent shall communicate the above to all employees of the District at the beginning of each school year and to newly hired employees as part of the hiring process.

The Superintendent shall establish which technologies are approved for use by employees to communicate with parents and students. Approved technologies shall be communicated to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and to newly hired employees as part of the hiring process.

The Superintendent shall determine which records retention and management guidelines as established by the Arizona State Library, Archives and Public Records are applicable to this Board policy and communicate these guidelines to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and newly hired employees as part of the hiring process.

Violations of this policy may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. The Superintendent shall report violations of this policy to the Board and shall make reports to the appropriate law enforcement agency when determined necessary.

### **Staff Use of Digital Communication and Electronic Devices - Regulation**

*(see policy GBEF-R)*

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

Avondale Elementary School District No. 44 (the "District") recognizes that digital forms of communication are widely used for daily interactions with friends, family, and larger social networks. Educational organizations, too, can use e-mail, websites, text messaging, and social media websites such as Facebook and others to communicate with similar groups. These forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of online life. However, in many circumstances they may not meet the public and professional standards for communicating with parents/guardians, staff and the community that the District expects of its staff members.

The expectations outlined in this document are designed to:

- Protect the District, its students and staff.
- Raise awareness of socially and ethically acceptable ways to use digital communication tools.
- Raise awareness of the consequences that may result in using these digital tools.
- Define acceptable use of electronic communication.

The following is a set of expectations that all staff members and representatives of the District are expected to follow when communicating electronically.

Does the communication pass the Transparent, Accessible, and Professional (TAP) Test?

Digital communication must be transparent, accessible and professional as defined below:

- **Transparent:** All digital communication from District staff must be transparent. As a public school district, the District is expected to maintain openness, visibility, and accountability regarding all communications.
- **Accessible:** All digital communication to and from District staff are a public record and become part of the District archives. It is accessible by others and outlined in Policy IJNDB.
- **Professional:** All digital communication from District staff should be written as a professional representing the District. This includes word choices, tone, grammar, and subject matter that

model social and ethical standards and preserve the integrity of staff. Choice of words should be courteous, thoughtful, and mirror professional communication standards.

If the communication meets all three (3) of the criteria above, then it is likely that the chosen methods of communication are appropriate.

#### Guidelines for Using Social Media Communication for Official School Business:

- Only approved site administrators are authorized to update and revise postings on the District Facebook page.
- It is the responsibility of the site administrator to regularly monitor site activity and comments and to remove, report or ban users when necessary. Comments that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity are not approved.
- All postings must be accurate, respectful and transparent, and contain correct grammar and a professional voice. Remember that anything posted on the Internet lives virtually forever.
- When possible, the posting guidelines below should be included in the account information (i.e., "About" section on Facebook). This defines the rules for people interacting on the site.
  - While this is an open forum, it's also a family friendly one, so please keep your comments and posts appropriate.
  - You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.
  - Posts will be removed and users may be banned permanently if they violate any of the guidelines listed below.
  - Do not post graphic, obscene, explicit or racial comments. We also do not allow comments that are abusive, hateful, vindictive or intended to defame anyone or any organization.
  - Do not post any comments that are solicitations (ex: asking users to "like" your Facebook page, visit your website, sign a petition) advertisements, prize contests or giveaways. This includes promotion or endorsement of any financial, commercial or non-governmental agency. Similarly, we do not allow attempts to defame or defraud any financial, commercial or non-governmental agency.
  - Apparent spamming or trolling will be removed and may cause the author(s) to be blocked from the page without notice.
  - Do not post comments that suggest or encourage illegal activity.
  - Do not post political propaganda.
- Only official school or District logos/mascots and approved District partners are authorized for use on the site.
- All postings must adhere to Policy GBEF. This includes the prohibition of political statements on any official social media site.
- All sites and postings must adhere to Family Educational Rights and Privacy Act (FERPA) guidelines.

The Board establishes the following parameters:

District employees:

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

**Important Reminders and Guidelines for Staff Members who use Facebook or other Social Media Sites for Personal Purposes:**

- Personal social network accounts shall remain separate from work related accounts.
- A staff member should never "friend" students or accept such a student's "friend request."

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

**Staff Use of Digital Wireless Communication or Electronic Devices While Operating a Vehicle**

*(see policy GBEFA)*

Arizona law (A.R.S. 28-914, effective January 1, 2021), states that a person may not operate a motor vehicle on a street or highway if the person does either of the following:

- A. physically holds or supports with any part of the person's body either of the following:

1. portable wireless communication device, except that a person may use a portable wireless communication device with an earpiece, headphone device or device worn on a wrist to conduct a voice-based communication.
  2. a stand-alone electronic device.
- B. writes, sends or reads any text-based communication, including a text message, instant message, e-mail or Internet data, on a portable wireless communication device or stand-alone electronic device.

This does not apply to either of the following:

- A. A. the use of voice-based communications, including through the use of a portable wireless communication device or stand-alone electronic device, to direct the writing, sending, reading or other communicating of any text-based communication.
- B. the use of a portable wireless communication device or stand-alone device when used in a hands-free manner for:
1. navigation of the motor vehicle.
  2. use of a global positioning system.
  3. obtaining motor vehicle information or information related to driving a motor vehicle.

This also does not prohibit the operation of a motor vehicle while using a device, including a device that is accessible through an interface that is embedded in a motor vehicle, that allows communication without the use of either of the driver's hands, except to activate or deactivate a function of the device.

An operator may use a portable wireless communication device:

- A. to report illegal activity or summon emergency help.
- B. that was permanently or temporarily affixed to the motor vehicle to relay information in the course of the operator's occupational duties between the operator and either: i) a dispatcher, ii) a digital network or software application service.

"Portable wireless communication device:"



- A. means a cellular telephone, a portable telephone, a text-messaging device, a personal digital assistant, a stand-alone computer, a global positioning system receiver or a substantially similar portable wireless device that is used to initiate or receive communication, information or data.
- B. does not include a radio, citizens band radio, citizens band radio hybrid, commercial two-way radio communication device or its functional equivalent, subscription-based emergency communication device, prescribed medical device, amateur or ham radio device or in-vehicle security, navigation or remote diagnostics system.

"Stand-alone electronic device" means a portable device other than a portable wireless communication device that stores audio or video data files to be retrieved on demand by a user.

The Superintendent will develop training to implement this policy prior to the effective date.

### **Staff Personal Security and Safety**

*(see policy GBGB)*

#### **Threats**

The Superintendent shall establish procedures that provide for the protection of any employee who is threatened with harm by an individual or a group while carrying out assigned duties.

#### **Eye Protective Devices**

The Superintendent shall establish procedures for every student, teacher, and visitor in public schools that shall require the wearing of appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

### **Staff Personal Security and Safety - Regulation**

*(see policy GBGB-R)*

#### **Threats**

Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps 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.

#### **Eye Protective Devices**

Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical,

industrial arts, art, or laboratory science activities involving exposure to:

- A. Molten metals or other molten materials.
- B. Cutting, shaping, and grinding of materials.
- C. Heat treatment, tempering, or kiln firing of any metal or other materials.
- D. Welding fabrication processes.
- E. Explosive materials.
- F. Caustic solutions.
- G. Radiation materials.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

For purposes of this procedure, eye protective ware means devices meeting the standards of the U.S.A. Standard Safety Code for head, eye, and respiratory protection, Z21-1959, and subsequent revisions thereof, approved by the United States of America Standards Institute, Inc.

## **Staff Health and Safety**

*(see policy GBGCB)*

### **(Communicable Diseases)**

It is the policy of the School District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases. The Superintendent is authorized to adopt such procedures as are necessary to implement this policy in a manner consistent with state and federal laws.

### **Exclusion from School**

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

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation. The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

The school nurse or other person designated by the Superintendent must reassess a staff member who is excluded from school because of a communicable disease before the staff member returns to work. The

District may require a physician's written medical release as a condition for the staff member's return to work.

### **Reporting and Notification**

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

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

### **Confidentiality**

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

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

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

### **Universal Precautions**

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

### **Food Service Workers**

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

### **HIV/AIDS**

Current medical information indicates that HIV can be transmitted by sexual intercourse with an infected partner, by injection of infected blood products, and by transmission from an infected mother to her child in utero or during the birth process. None of the identified cases of HIV infection in the United States are known to have been transmitted in a school setting or through any other casual person-to-person contact. There is no evidence that HIV is spread by sneezing, coughing, shaking hands, hugging, or sharing toilets, food, water, or utensils. According to best medical knowledge and

judgments, the use of the "universal precautions" and other procedures that implement this policy are sufficient to protect staff members and students from transmission of HIV at school.

## **Staff Health and Safety - Exhibit**

*(see policy GBGCB-E)*

### COMMUNICABLE DISEASES

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

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

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

- Whenever possible, avoid direct skin contact with body fluids. Disposable gloves are recommended when direct hand contact with body fluids is anticipated. If extensive contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily.
- If direct skin contact does occur, hands and other affected skin areas of all exposed people shall be routinely washed with soap and water.
- Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten (10) seconds.
- Clothing and other nondisposable items that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, rinse or soak the item in cold water prior to bagging. Clothing should be sent home with the student for washing, with appropriate directions to parents and teachers (see laundry instructions below). Always wear gloves when handling items that have come in contact with body fluids.
- Contaminated disposable items shall be handled with disposable gloves, put in a plastic bag, secured, and disposed of daily.
- Body fluid spills on hard surfaces (i.e., floors, countertops, books, et cetera) shall be disinfected with bleach (diluted to ten [10] parts water and one [1] part bleach). Gloves shall always be worn during cleanup.
- Cleaning equipment:
  - Non-disposable cleaning equipment (such as dust pans, brooms, and buckets) shall be disinfected by thoroughly rinsing in diluted bleach (ten [10] parts water and one [1] part bleach). Mops shall be soaked in the disinfectant after use and then rinsed with hot water. The disinfectant solution shall be promptly disposed of down a drain pipe.
  - Disposable cleaning equipment (such as paper towels, the vacuum bag, or sweepings) shall be placed in plastic bags, secured, and disposed of daily. No special handling is required for vacuuming equipment. Gloves shall always be used during cleanup.

- Laundry instructions:
  - Clothing soaked with body fluids shall be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material can be bleached, add one-half (1/2) cup of household bleach to the wash cycle. If the material is not colorfast, add one-half (1/2) cup of all-fabric bleach to the wash cycle.

## **Worker’s Compensation**

*(see policy GBGD)*

All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required.

### **Worker’s Compensation - Regulation**

*(see policy GBGD-R)*

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.

The Executive Director of Human Resources and/or Benefits Administrator, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier.

### **Compensation Claims**

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

- The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.
- During the first seven (7) days of absence due to a job-related injury/accident, the employee will be placed on sick leave, provided the employee has accumulated sufficient sick leave.
- If a job-related injury/accident results in more than seven (7) days absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:
  - Endorse over to the District the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the District, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays one-half [1/2] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or

- Draw compensation from the insurance carrier, provide the District with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.
- In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.
- An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the District's insurance carrier.

### **Worker's Compensation - Exhibit**

*(see policy GBGD-E)*

#### **Early return to work**

Determining if a job offer can be made for early return from an illness or injury

The District need only consider an early return when a job that can be performed by the early return employee is available. Creation of a position is not required.

When considering an early return assignment the District should:

- Analyze the job and determine its purpose and essential functions.
- Consult with the employee to determine the precise job limitations imposed by the attending physician.
- Determine if the employee can perform the duties of the job.
- Analyze the risk of re-injury or deterioration of the employee's condition.

Adjustments in the job description for personal accommodations such as an amenity or convenience that is not job related shall not be the responsibility of the District. The District shall require that all aspects of the job description be performed adequately.

### **Staff Grievances**

*(see policy GBK)*

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

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the

Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

### **Staff Grievances - Regulation**

*(see policy GBK-R)*

#### **Definitions**

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

A grievant shall be any employee of the District filing a grievance.

Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the District. A day is any day during which the District conducts business. The immediate supervisor is the lowest-level administrator having line supervisory authority over the grievant.

#### **Informal Level**

Before filing a formal written grievance, the grievant must attempt to resolve the matter by one (1) or more informal conferences with the immediate supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference, or any subsequent conference.

#### **Formal Level**

**Level I.** Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor.

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

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance.



Within the above time limits either party may request a personal conference to attempt to resolve the matter.

**Level II.** In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Superintendent within five (5) days after receipt of the decision.

The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Superintendent shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits.

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

### **General Provisions**

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

**Section 2.** The filing or pendency of any grievance under the provisions of this policy shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the Superintendent.

### **Staff Grievances – Exhibits**

*(see policy GBK-EA, GBK-EB, GBK-EC, GBK-ED, GBK-EE)*

[Level I Staff Grievance Form A](#)

[Level I Staff Grievance Form B](#)

[Level II Staff Grievance Form C](#)

[Level II Grievance Form D](#)

[Level III Grievance Form E](#)

### **Professional Staff Development**

*(see policy GCI)*

The Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its certificated staff. Such opportunities include, within budgetary limitation, special in-service training courses, workshops, school or District visitations, conferences, professional library, and assistance from supervisors and consultants.

In line with such opportunities, the Board encourages educational research by staff members when the conduct of the project does not conflict with the major functions of the schools.

If the District compensates the staff member for attending training courses, no credit shall be allowed for advancement on the salary schedule.

### **Professional Staff Development - Regulation**

*(see policy GCI-R)*

Professional growth credit for which advancement in salary is requested must be completed prior to December 31 of the current contract year for consideration in the next contract year.

An official transcript verifying this work must be submitted to the Human Resources Department prior to February 1 for consideration in the next contract year.

Work that is completed to satisfy Arizona certification requirements for an original certificate cannot be counted toward growth credit.

Undergraduate hours earned at the post-baccalaureate level and prior to the attainment of the master's degree may be applied toward professional growth credit as long as they do not exceed a conglomerate of nine (9) hours of university credit. Additionally, these undergraduate hours must have some application to promoting that individual as a better professional. (Such examples might include the learning of a second language or the learning of new instructional strategies.)

Similarly, an undergraduate class taken beyond the master's degree will be considered on an individual basis following review of a program of study that calls for such undergraduate class in order to complete a designated program of study.

The District will consider compensating employees annually based upon approved credit(s) completed. The total maximum credits will be forty-five (45) credits beyond the bachelor's degree and seventy-five (75) beyond the master's degree. Once the cap of the salary range is reached, there is no additional advancement beyond that amount.

### **Application Procedure Professional Growth Compensation**

All coursework must have prior approval by the Human Resources Department. Employees are required to submit a request for preapproval by February each year.

### **Professional / Support Staff Conferences / Visitations / Workshops**

*(see policy GCCE)*

To attend meetings or conferences, employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible).

The following guides will be used in granting released time and/or travel expense:

- Value of the meeting or conference.
- Funds available in the appropriate budgets.
- Availability of a substitute, if one is necessary.

With prior approval, expenses associated with authorized employee attendance at meetings and conferences may be eligible for compensation in accordance with District Policy DKC. Staff member travel and expenses for participation in student field trips and excursions shall be in accordance with District Policy IJOA.

Employee absences for attendance at or participation in professional association activities are not eligible for compensation under the employee's contract or work agreement. The District may authorize an employee to take other eligible unused accumulated compensated leave for a personal, professional, or other lawful purpose.

For the purpose of this policy, professional association activities for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.

## **Professional Staff Vacations and Holidays**

*(see policy GCD)*

### **Vacations**

Twelve (12)-month certificated administrators earn annual leave in accord with the provisions of their respective employment agreements, which should be taken when school is not in session. No more than a maximum of twenty-five (25) vacation days may be carried over into the next fiscal year. If workloads disallow vacations as established, the Superintendent may approve vacation days during the school year.

### **Payment for Unused Vacation Days**

School administrators. For school administrators who are entitled to, and possess, unused vacation days when they leave the District, compensation for unused vacation days, to the allowed maximum, shall be made by the District at a rate equal to the current daily rate of pay for the respective administrator.

### **Holidays**

When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess.

Other holidays will be established by the school calendar.

## **Support Staff Vacations and Holidays**

*(see policy GDD)*

All regular twelve (12) month eight (8) hour per day support staff employees shall earn paid vacation time which will accrue at the following rates:

<u>Years of continuous District employment</u>	<u>Annual vacation days</u>
One (1) through five (5)	Ten (10)
Six (6) through ten (10)	Fifteen (15)
Eleven (11)	Sixteen (16)
Twelve (12)	Seventeen (17)
Thirteen (13)	Eighteen (18)
Fourteen (14)	Nineteen (19)
Fifteen (15)	Twenty (20)

All regular twelve (12) month exempt support staff employees shall earn paid vacation time which will accrue at the following rates:

<u>Years of continuous District employment</u>	<u>Annual vacation days</u>
One (1) through five (5)	Fifteen (15)
Six (6)	Sixteen (16)
Seven (7)	Seventeen (17)
Eight (8)	Eighteen (18)
Nine (9)	Nineteen (19)
Ten (10)	Twenty (20)

No more than a maximum of twenty-five (25) days vacation may be carried over into the next fiscal year.

**Payment for Unused Vacation Days**

For support staff employees who are entitled to, and possess, unused accrued vacation days when they terminate their employment with the District, vacation days are compensated by the District at a rate equal to the current daily rate of pay for the respective employee.

**Holidays**

Contingent on the annual school calendar, eligible support staff employees are granted paid holidays as follows:

<u>Annual employment period of position</u>	<u>Allocated Holidays</u>
Ten (10) months	Eight (8)
Twelve (12) months	Nine (9)

Employees may not take undesignated leave on the day preceding or the day following a holiday.

Holidays observed by the District are:

- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Presidents' Day
- Martin Luther King Day
- Memorial Day
- Independence Day

When a holiday occurs on Saturday, the District shall observe the holiday the preceding Friday. When a holiday occurs on Sunday, the District shall observe the holiday the following Monday.

### **Professional / Support Staff Bereavement Leave**

*(see policy GCCH)*

All full-time staff, regularly scheduled to work point six (.6) position equivalency or thirty (30) hours or more are eligible for up to three (3) working days of bereavement leave per year for an in-state death or up to five (5) working days of bereavement leave per year for an out-of-state death, with pay, for immediate family.

All part-time staff, regularly scheduled to work less than point six (.6) equivalency position or less than thirty (30) hours are eligible to use earned paid sick leave. In the absence of any accrued sick leave, and upon personal request, the Superintendent may approve an unpaid leave of absence for each work day of bereavement leave requested.

For the purpose of this policy, immediate family is defined as follows:

- A. Spouse/domestic partner
- B. Children
- C. Parents
- D. Siblings
- E. Grandparents
- F. Grandchildren
- G. Aunt or uncle
- H. Parents of spouse/domestic partner
- I. Brother or sister of spouse/domestic partner
- J. Sons-in law or daughters-in-law

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's earned sick leave, undesignated leave and/or vacation leave. In the absence of any accrued leave, and upon request, the Superintendent may approve an unpaid leave of absence for each work day of extended bereavement leave used requested.

Employees are required to provide verification for bereavement leave (e.g., obituary, funeral card, death certificate, etc.). Verification must be provided to the personnel office within three (3) working days of their return. Approved bereavement leave will not count against an employee's attendance.

### **Professional / Support Staff Sick Leave**

*(see policy GCCA)*

Earned paid sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. A staff member must wait until the ninetieth (90th) calendar day after commencement of employment before using accrued earned paid sick leave.

Each staff member shall accrue earned paid sick leave at the rate of one (1) hour for every thirty (30) hours worked. Employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick leave per year. No more than a maximum of forty (40) hours may be carried over into the next fiscal year.

When a staff member exhausts all days of accumulated earned paid sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

If an employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

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

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

### **Use of Earned Paid Sick Time**

Earned paid sick time shall be provided to an employee by an employer for:

- A. A staff member's mental or physical illness, injury or health condition; a staff member's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; a staff member's need for preventive medical care;

- B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

Earned paid sick time shall be provided upon the request of a staff member. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

When the use of earned paid sick time leave is foreseeable, the staff member shall make a good faith effort to provide notice of the need for such time to their supervisor in advance of the use of the earned paid sick time leave and shall make a reasonable effort to schedule the use of earned paid sick time leave in a manner that does not unduly disrupt the operations of the District.

An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on noncompliance with such a policy.

An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

For earned paid sick time of three (3) or more consecutive work days, an employer the District may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section

As defined in statute (A.R.S. 23-371), "family member" means:

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the staff member stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of a staff member or a staff member's spouse or domestic partner or a person who stood in loco parentis when the staff member or staff member's spouse or domestic partner was a minor child;



- C. A person to whom the staff member is legally married under the laws of any state, or a domestic partner of a staff member as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the staff member or the staff member's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the staff member is the equivalent of a family relationship.

**Notice:**

- A. The District shall give staff members written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: staff members are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against staff members who request or use earned paid sick time is prohibited, that each staff member has the right to file a complaint if earned paid sick time as required by statute is denied by the District or the staff member is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities under can be answered.
- B. The required notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.
- C. The amount of earned paid sick time available to the staff member, the amount of earned paid sick time taken by the staff member to date in the year and the amount of pay the staff member has received as earned paid sick time shall be recorded in, or on an attachment to, the staff member's regular paycheck.
- D. The Industrial Commission of Arizona shall create and make available to employers, in English, Spanish, and any language deemed appropriate by the commission; model notices that contain the information for employers' use in complying with the statute.
- E. Employer violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. 23-364.

**Accrual:**

- A. Staff members shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but staff members shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year.
- B. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later.

- C. Staff members may use earned paid sick time as it is accrued, except that staff members hired after July 1, 2017 must wait until the ninetieth (90th) calendar day after commencement of employment before using accrued earned paid sick leave.
- D. Staff members who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.
- E. Earned paid sick time shall be carried over to the following year, subject to the limitations on usage indicated above.
- F. If a staff member is transferred, but remains employed with the District, the staff member is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.
- G. When there is a separation from employment and the District rehires the staff member within nine (9) months of separation, previously accrued earned paid time that had not been used shall be reinstated. Further, the staff member shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the recommencement of employment.
- H. When a different employer succeeds or takes the place of an existing employer, all staff members of the original District who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original District, and are entitled to use earned paid sick time previously accrued.

Any employer with a paid leave policy, such as a paid time off policy, who makes available an amount of paid leave sufficient to meet the accrual requirements of this section that may be used for the same purposes and under the same conditions as earned paid sick time under this article is not required to provide additional paid sick time.

Nothing in statute or in this policy shall be construed as requiring financial or other reimbursement to a staff member from the District upon the staff member's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.

### **Retaliation Prohibited**

The District shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

The District shall not engage in retaliation or discriminate against a staff member or former staff member because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about any alleged violation by the District; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

The District's absence control policy shall not count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes shall be protected under the statutes.

## **Professional / Support Staff Personal / Emergency / Religious Leave**

*(see policy GCCB)*

### **(Undesignated Leave)**

Full time and active status professional and support staff are granted undesignated leave beyond the accrued sick leave. Undesignated leave is an amount of compensated leave granted to eligible staff members to be used when the employee is unable to work due, for example, to illness, personal business, religious holidays, or other reasons.

For purposes of this policy, a day equals the number of hours the employee is allocated per their position full time equivalency (FTE). Staff members who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week. Employees shall earn a minimum of seven (7) days of leave per year. The unused portion may accumulate yearly up to a maximum of one hundred twenty (120) days. Employees shall earn a minimum of seven (7) days of leave per year. The unused portion may accumulate yearly up to a maximum of one hundred twenty (120) days.

Eligible employees shall be credited up to two (2) days (a max of 16 hours), depending on commencement of employment, of undesignated leave upon completion of the first assigned day of work. The granted days will be prorated for employees hired after the start of the calendar for that position. In addition, employees will earn undesignated leave in accordance to their position work calendar and allocated FTE. Employees who work ten (10) or fewer months per year shall earn a maximum of five (5) additional undesignated leave days per year. Employees who are paid for two hundred and ten (210) days or more shall earn a maximum of six (6) additional undesignated leave days per year. Employees who are paid for two hundred and thirty-one (231) days or more shall earn a maximum of eight (8) additional undesignated leave days per year. Employees who are paid for two hundred and fifty-five (255) days or more shall earn a maximum of nine (9) additional undesignated leave days per year.

An employee who does not complete the employment responsibilities to be granted leave shall have deducted the amount of leave that was credited, but for which the employee failed to fulfill the responsibilities from the final their salary payment.

The following guidelines apply to the use of undesignated leave:

- A. Any absence of three (3) or more consecutive days requires approval by the Superintendent or the Superintendent's designee.
- B. In case of an absence of three (3) or more days due to illness, a physician's statement may be required.
- C. An employee who has used all available leave under this policy must request an unpaid leave of absence.
- D. Undesignated leave with pay may not be taken before or after a school calendar holiday, a vacation, or an extended break exclusively for the purpose of extending the holiday, vacation, or extended break period.
- E. If for reasons other than illness and/or family emergencies leave is desired on the day before or the day after a holiday, vacation, or extended break period an employee may show unusual circumstances to request the use of such leave but must submit a request in writing to the Superintendent at least ten (10) working days before the initial date of the leave requested.
- F. Undesignated leave may not be used or taken for absences outside of the days assigned by the employee's position work calendar or for additional shifts, stipend work, or extra duty pay assignments.

Undesignated leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

### **Buyback of Undesignated Leave**

Upon voluntary separation after ten (10) years of continuous service, a certificated employee may be reimbursed for all undesignated leave days carried forward, up to the allowable accumulation, at the daily rate paid to a substitute teacher. For support staff members, such reimbursement, after ten (10) years of continuous service, will be equal to the entry level daily rate of pay for the category of that support staff employee.

School administrators. Buyback for unused undesignated leave days. Undesignated leave days are assigned to school administrators just as they are assigned to other certificated and certain support staff members. The buyback program for the school administrators is as follows:

School administrators who leave their positions will be reimbursed for unused leave days according to the following procedure:

1. One (1) to five (5) years of service to the District in an administrative capacity will entitle the individual to receive buyback credit for unused leave days at a rate equal to that of a substitute teacher for the District.
2. Six (6) or more years of service to the District in an administrative capacity will entitle the individual to receive buyback credit for unused leave days at a rate equal to that of a long-term substitute teacher for the District.

**Buyback of Undesignated Leave for Those 55 and Over**

Employees who have reached or will reach their fifty-fifth (55th) birthday in the same year that they separate from service and will receive more than two thousand dollars (\$2,000) in a leave pay-out will receive their payment through an employer non-elective contribution into a specified 403(b) Plan or Post Retirement Incurred Medical Expenses Plan.

**Buyback for Unused Vacation Days**

School administrators. For school administrators who are entitled to, and possess, unused vacation days when they leave the District, the buyback procedure is as follows:

Unused vacation days are repurchased by the District at a rate equal to the current daily rate of pay for that individual.

Support staff employees. For support staff employees who are entitled to, and possess, unused vacation days when they leave the District, the buyback procedure is as follows:

Unused vacation days are repurchased by the District at a rate equal to the current daily rate of pay for that individual.

**Attendance Incentive**

A full time and active status professional and support staff member that is granted undesignated leave, who minimally used sick leave, is eligible to convert the unused portion of the sick leave into undesignated leave for the next year up to a total maximum of one hundred and twenty (120) days. No more than a maximum of one hundred and twenty (120) days may be carried over into the next fiscal year.

A full time and active status professional and support staff member that is granted undesignated leave, who has minimally used undesignated leave yearly will be rewarded with additional accumulated leave for the next year up to a total maximum of one hundred twenty (120) days. No more than a maximum of one hundred twenty (120) days may be carried over into the next fiscal year. Bonus days are "earned" in accordance with the following formula, and are available to all staff members.

**Leave Use**

Zero (0) to one (1) day  
More than one (1) day but less than two

**Bonus Days**

Two (2) days  
One (1) day

A full time and active status professional and support staff member that has reached the maximum accrual of one hundred and twenty (120) days and has earned the attendance incentive bonus day(s) is eligible to get those days paid out by the District at a rate equal to the current daily rate of pay for that individual.

Any employee who can be shown to have willfully violated or misused the District's undesignated leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

## **Professional / Support Staff Leave of Absence Without Pay**

*(see policy GCCC)*

The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted to a member of the certificated or support staff for not longer than one (1) year.

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

- For additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented.
- To provide for an unpaid leave in a situation where the employee will be absent from work because of 1) a reason that conforms to a policy currently in effect but the maximum number of days provided for in that policy will be exceeded, or 2) failure to report to work without prior notification to the Superintendent.
- For a leave of absence that benefits or is in the best interest of the District, as determined by the Board upon review of the application.
- For leave under the Family and Medical Leave Act.

A leave of absence requested pursuant to this policy may be:

- Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or
- Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.

A request for leave of absence shall not be denied by the District if the employee is entitled to the leave under the Family and Medical Leave Act. All other applications for leave of absence may be granted or denied by the District, in its sole discretion.

Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request.

The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District. If an employee is hired in a kindergarten (K) through grade twelve (12) public education position during approved leave of absence, the leave of absence will be considered null and void.

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

An employee returning to employment with the District will not be guaranteed restoration to a former assignment.

### **Family and Medical Leave Act (FMLA)**

The District shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. Accordingly, all portions of this policy that pertain to the FMLA shall be interpreted in a manner consistent with the FMLA and its regulations. Subject to the conditions set forth herein, any eligible employee of the District may take up to twelve (12) weeks of leave (FMLA leave) measured backward for each employee from the first time such employee uses leave under FMLA without pay, for any one (1) or more of the following reasons:

- Because of the birth of a child of the employee and in order to care for such child.
- Because of the placement of a child with the employee for adoption or foster care.
- In order to care for the spouse or a son, daughter, or parent of the employee, if such person has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

An eligible employee is one who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the FMLA leave is to commence.

Serious health condition means an illness, injury, impairment, or physical condition that involves inpatient care in a hospital, hospice, or residential medical facility, or outpatient care with continuing medical treatment by a licensed physician. Any employee who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the leave is to commence shall be eligible for FMLA leave.

***Special conditions applicable to FMLA.*** Entitlement to leave for the birth of a child or the placement of a child for adoption or foster care ends at the expiration of a twelve (12)-month period, beginning on the date of the event. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12)-month period to care for the service member. The leave described to care for a covered service member shall only be available during one (1) single twelve (12)-month period.

A husband and wife working for the District may be limited to a total of twelve (12) weeks of leave during each applicable twelve (12)-month period for leave for the birth of a child or the placement of a child for adoption or foster care and to care for an employee's parent with a serious health condition. The aggregate number of workweeks of leave to which both the husband and wife may be entitled under covered service member family leave combined with leave as described in the previous sentence shall be limited to twenty-six (26) workweeks during one (1) single twelve (12)-month period.



The District shall not require an employee to substitute accrued sick leave for FMLA leave used by reason of a birth, adoption, or foster placement. An employee shall substitute accrued vacation or personal leave for FMLA leave used by reason of a birth, adoption, or foster placement, to the extent available by policy, unless otherwise agreed to by the District. In any other circumstance, an employee's accrued sick, vacation, personal, or other applicable leave shall be substituted for FMLA leave, to the extent available by policy, unless otherwise agreed to by the District.

**Notice.** An employee must provide at least thirty (30) days notice before the FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption, or foster care, planned medical treatment for a serious health condition, or military service leave of the employee or family member. If thirty (30) days notice is not practicable, notice must be given as soon as practicable. The notice shall be in the form of a request for leave of absence as specified in this policy. The District may deny FMLA leave to any eligible employee until such time as the employee has provided the required notice.

**Certification.** All FMLA leave shall be supported by a medical certificate provided by the employee's health provider in the form of the exhibit accompanying this policy. In any instance where the FMLA leave must be preceded by thirty (30) days notice, the medical certificate should accompany the request for leave of absence. In any other instance, the medical certificate should be provided within fifteen (15) days after the FMLA leave commences.

Certification of active military duty or call to active duty in support of a contingency operation for the purpose of receiving family leave shall be required under the same conditions as FMLA certification for leave indicated above.

The employee may be requested (at the District's expense) to provide recertification of medical conditions in support of leave if the District feels that the circumstances warrant and notice is given. Recertification shall not be required for intervals shorter than thirty (30) days.

Whenever a medical certification or recertification is required of an employee, notice describing such requirement and providing the form of such certification shall be provided to the employee. An employee shall not be denied FMLA leave or other rights under the FMLA unless a notice required by FMLA in such a situation has first been provided to the employee.

In the case of continuation, recurrence, or onset of a serious health condition to the employee, covered family of the employee (including a service member being cared for by an employee) and the employee is unable to return to work, certification issued by the health care provider of the entity with the serious health condition shall be required to support the inability of the employee to return to work.

**Intermittent or reduced time (IRT) leave.** FMLA leave may be taken intermittently or on a reduced leave schedule under the following circumstances:

- If medically necessary to care for a family member or for the employee's own serious health condition;

- Because of any qualifying exigency the spouse, or a son, daughter, or parent, of the employee is on active duty, or notified of an impending call or order to active duty in support of a contingency operation; or
- If approved by the District.

The District may, for the term of the leave, transfer the employee to an alternative position with equivalent pay and benefits.

If the IRT leave is for an instructional employee (one whose principal function is to instruct students in a class, small group, or as individuals), the District can require the employee either to take leave for a period or periods of a particular duration not greater than the duration of the planned treatment or to transfer temporarily to an available alternative position with equivalent pay and benefits that provides better accommodation of recurring periods of leave, provided the leave is:

- Requested to care for a qualifying family member or as a result of the employee's serious health condition preventing job performance;
- Foreseeable, based upon planned medical treatment; and
- For more than twenty percent (20%) of the working days in the leave period.

The employee may be granted leave under these circumstances, subject to reasonable efforts to schedule treatment so as not to unduly disrupt the educational program.

***Special end-of-semester circumstances for instructional employees.*** Under each of the following conditions, leave for an instructional employee may be required to continue to the end of the academic semester:

- Leave begins more than five (5) weeks before the end of the semester, leave is for at least three (3) weeks, and return to employment would occur during the last three (3) weeks of the semester.
- Leave other than for the employee's serious health condition begins within the last five (5) weeks of the semester, leave is for greater than two (2) weeks duration, and return to employment would occur during the last two (2) weeks of the semester.
- Leave other than for the employee's serious health condition begins within the last three (3) weeks of the semester and leave exceeds five (5) working days.

***Employee notification.*** With each request for FMLA leave, the employee shall be notified:

- About FMLA by provision of the FMLA fact sheet (Exhibit EE).
- As appropriate concerning the expectations, obligations, and consequences of taking FMLA leave per 29 C.F.R. 825.301 of FMLA.
- That FMLA leave may be withheld until a requested notice is provided or the time frame is met.
- That if leave is granted to an employee who is unable to perform the work required, restoration may be denied until the employee has complied with the request to provide medical certification of ability to return to work.

The District will post notices in conspicuous places on the District premises that provide a summary of FMLA and information on how to file a charge for an FMLA violation.

**Health care continuation.** An employee taking FMLA leave shall be entitled to have the health care plan in which the employee is participating continue under the same terms and conditions applicable to actively working employees. The District shall require the repayment of any health care premiums paid by the District for continuing coverage during the period of the FMLA leave if the employee fails to return to work after the FMLA leave expires and the failure to return is not due to circumstances beyond the employee's control.

**Position restoration.** Upon return from FMLA leave, an employee shall be restored to the same position held before the FMLA leave commenced or to an equivalent position with equivalent pay, benefits, and working conditions. The District requires an employee to provide a medical certificate from a health care provider that the employee is able to resume work before returning from FMLA leave for a serious personal health condition. The District may delay the return of an instructional employee from FMLA leave at the end of a semester, in accordance with Section 825.602 of FMLA rules. The District may deny restoration of position to any key employee (i.e., one who is among the highest-paid ten percent [10%] of all employees of the District), in accordance with Section 825.218 of FMLA rules.

## **Professional / Support Staff Leave of Absence Without Pay Exhibits**

*(see policy GCCC-EA, GCCC-EB, GCCC-EC, GCCC-ED, GCCC-EE)*

[Exhibit A - Certificate of Health Care Provider](#)

[Exhibit B - Employer Response to Employee Request](#)

## **Exhibit C - Your Rights Under The Family and Medical Leave Act of 1993**

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there are at least fifty (50) employees within seventy-five (75) miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

### **Reasons for Taking Leave**

Unpaid leave must be granted for any of the following reasons:

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

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

### **Advance Notice and Medical Certification**

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

### **Job Benefits and Protection:**

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA.
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement:**

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **For Additional Information**

If you have access to the Internet visit the FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone the Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm in your time zone; or log onto the following at <http://www.wagehour.dol.gov>.

A Spanish translation of this form may be downloaded at <http://www.dol.gov/whd/fmla/index.htm>

### **Exhibit D - Military Family Leave**

The National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, Section 585(a), amended the Family and Medical Leave Act of 1993 (FMLA) to provide eligible employees working for covered employers two (2) important new leave rights related to military service:

(1) New Qualifying Reason for Leave. Eligible employees are entitled to up to twelve (12) weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

(2) New Leave Entitlement. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12)-month period to care for the servicemember. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single twelve (12)-month period" during which an eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA leave. Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments Web site at [http://www.dol.gov/esa/whd/fmla/NDAA\\_fmla.htm](http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm). A Spanish translation of this form may be downloaded at <http://www.dol.gov/whd/fmla/index.htm>

[Exhibit E - Fact Sheet No. 28](#)

## **Professional / Support Staff Military / Legal Leave**

*(see policy GCCD)*

The Board recognizes the fact that its employees have citizenship responsibilities, and, in order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to jury duty, when an employee is called to attend field training services for the Military Reserve or National Guard and when an employee is a victim of a juvenile or adult crime exercising a right to be present at a proceeding as defined in statute.

Such leave will not count as experience to advance on the salary schedule.

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

### Jury Duty

It is recognized by the Board that no employee is exempt from jury duty and that leaves of absence for such duty must be granted.

- Only the regular salary may be received by an employee on jury duty.

- It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed.
- An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed [A.R.S. 21-236].

### Victim Leave

Statute provides that an employer who has fifty (50) or more employees shall permit an employee leave if the employee is the victim of juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S. 8-420 or 13-4439. Compensation may be provided if the employee has available vacation or to the extent other leave may be available by policy.

- An employee's accrued vacation, personal, sick or other applicable leave shall be used to the extent available by policy.
- If paid leave is unavailable, the employee must request an unpaid leave of absence in accord with policy.
- Before an employee may leave work for this purpose, the employee shall provide the employer with a copy of the form provided by law enforcement and if applicable a copy of the information the law enforcement agency provides the employee pursuant to either A.R.S. 8-386 or 13-4405.
- Leave for this purpose may be limited if the leave creates an undue hardship to the employer's business.

### Military Leave

- An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training [A.R.S. 26-168 and 38-610].
- An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence.
- The District must reemploy uniformed service members, as defined in 38 U.S.C. 4303, returning from a period of service, if the service member:
  - Was employed by the District.
  - Gave the District notice that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable.
  - Has a cumulative period of service in the uniformed services not exceeding five (5) years.
  - Was not released from service under dishonorable or other punitive conditions.
  - Has reported back to the District in a timely manner or has submitted a timely application for reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act.

### [Professional / Support Staff Military / Legal Leave - Regulation Under USERRA](#)

*(see policy GCCD-E)*



## **Professional / Support Staff Leaves and Absences**

*(see policy GCCE)*

### **(Absent without leave)**

An employee shall be deemed "absent without leave" when absent from work because of:

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

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

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

## **Professional / Support Staff Voluntary Transfer of Accrued Sick Leave**

*(see policy GCCG)*

### **(Medical Leave Assistance Program)**

A "benefited employee" (one who earns leave days from the District as part of that employee's work compensation package) who has depleted earned leave days and continues to be absent from work may request access to the medical leave assistance program by submitting a Medical Leave Assistance Program Request for Assistance form [GCCG-E] to the Superintendent.

A benefited employee may be eligible to apply for medical leave assistance if it is for a serious illness or extraordinary circumstance associated with a non-work-related incident. (Ordinarily, childbirth is not considered a serious illness.)

Only benefited employees who have thirty (30) or more days of accumulated leave may donate leave days. A donor may donate no more than five (5) days of leave in any one (1) contract year.

The donor employee will designate the donation to a benefited recipient by singling out that recipient on the donor form. Donated leave days will be applied to the recipient in the time-stamped order in which the donations are received by the Superintendent. If multiple-day donations are received from more than one donor, the Superintendent will take a single day from each donor and continue this cyclical process until the recipient returns to work or the donated days expire. Unused donated leave time will be returned to the appropriate donors by continuing the process of days distribution, this time, back to the original donors. (The District office will not disclose to anyone the name[s] of employees who have donated leave days to an individual.)



No benefited employee shall be eligible for the medical leave assistance program after having qualified for long-term disability coverage or for Worker's Compensation benefits.

For purposes of this program, a day equals the number of hours scheduled in the normal working day of the donor.

Persons donating leave days will have those days deducted from their cumulative totals that do not reflect on the current year's days of use.

### **Professional / Support Staff Voluntary Transfer of Accrued Sick Leave - Regulation**

*(see policy GCCG-R)*

The application must be in writing.

The application must be supported by a physician's letter confirming the conditions required for receipt of sick-leave bank assistance.

Data in the application shall include the nature of the illness, diagnosis, and prognosis for return to duty.

The application shall be received by the District office within ten (10) days following the applicant beginning unpaid leave status.

### **Professional / Support Staff Voluntary Transfer of Accrued Sick Leave - Exhibit**

*(see policy GCCG-E)*

[Medical Leave Assistance Program - Request For Assistance Form](#)

### **Professional / Support Staff Attendance Improvement Program**

*(see policy GCDA)*

The Governing Board recognizes the importance of improving employee attendance on a continuous basis in the School District. In an effort to perform this task, the Board directs the Superintendent to establish, maintain, and evaluate an attendance improvement program. The Superintendent shall have complete authority to articulate and conduct all activities necessary for a viable attendance improvement program.

The primary purposes of the attendance improvement program, as set forth herein, are to:

- Foster consistent and excellent educational program for all students.
- Provide a sound model for students to emulate.
- Reduce the interruption of the continuity of learning.
- Reduce the cost for substitutes.

The Board directs the Superintendent to maintain minimal individual attendance standards. The minimal attendance requirement is met when:

- The absentee rate is three percent (3%) or less.
- Incidental absences of one (1) or two (2) days in duration do not total to more than five (5) days per school year.

The Superintendent shall establish a comprehensive attendance information data system for accurate record keeping, including individual, department/school, and District profiles.

The Superintendent shall review the attendance information data system for monitoring and improving the attendance record of the District.

### **Professional / Support Staff Attendance Improvement Program - Regulation**

*(see policy GCDA-R)*

**Expectation.** Every employee is expected to be in attendance and on time every day. All employees are expected to strive for perfect attendance by:

- Maintaining accrued leave days as an insurance plan in the event of an actual illness.
- Maintaining reasonable health standards and taking precautions against illness.
- Not permitting minor indispositions or inconveniences to keep them from their District responsibilities.
- Not permitting social projects to keep them away from their duties and by attending to personal business and obligations after work hours.

**Absence Notification.** All employees who, for any reason, find that they will be unable to report for work as scheduled, are required to log into the AESOP system to report absence and/or call the designated administrator.

**Reporting back after an absence.** When reporting back after an absence, documentation may be needed, depending upon the reason for the absence(s), such as FMLA, or the length of absence.

**Attendance Recognition.** The primary purposes for attendance recognition, as set forth herein, are:

- To provide each employee with an incentive to accrue unused leave days.
- To provide an incentive for employees to maintain the attendance standards for the District.
- To recognize employees for exemplary attendance.

**Attendance Standards.** All employees are expected to base their attendance on the following standards:

- The attendance rate for the District shall be ninety-seven percent (97%) or higher.
- The District absentee rate for incidental and personal business shall be three percent (3%) or lower.

- Approved professional leave, FMLA, jury duty, and bereavement do not count in an employee's absence rate.

**Monitoring Attendance.** The following activities will be initiated to monitor the attendance efforts of each employee in order to maintain the attendance standards of the District:

- Use of undesignated leave is indicated on each employee's paycheck. Employees are responsible to review this data for accuracy.
- If an employee's incidental absences exceed three percent (3%) of the work year, the supervisor is required to confer with that employee and establish an attendance improvement plan.
  - Employees who work under one hundred eighty-three (183) days per year can be absent seven (7) days and meet the ninety-seven percent (97%) attendance rate;
  - Employees who work one hundred eighty-nine to two hundred twelve (189-212) days per year can be absent eight (8) days and meet the ninety-seven percent (97%) attendance rate;
  - Employees who work two hundred twenty-two (222) or more days per year can be absent nine (9) days and meet the ninety-seven percent (97%) attendance rate.
  - Each supervisor shall include attendance as one (1) of the indicators in the performance evaluation process of all employees.
- Exemplary attendance will be rewarded through special recognition and awarding of "bonus days."

**Employee orientation regarding attendance standards.** During each supervisor's employee orientation at the beginning of the work year, the attendance standards and program needs to be reviewed.

**Administration of leave policy.** Each full-time employee is provided with twelve (12) days of undesignated leave per year. The unused portion may accumulate yearly up to a maximum of one hundred twenty (120) days.

Each supervisor shall meet and counsel with employees who have exceeded the three percent (3%) absence rate. Bereavement, jury duty, FMLA, and professional leave shall not be taken into consideration in determining an employee's absence rate. Employees who continue to be absent after the meeting with their supervisor, may be subject to, if appropriate, further discipline.

## **Staff Participation in Political Activity**

*(see policy GBI)*

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

A staff member, a person acting on behalf of the District or a person who aids another person acting on behalf of the District shall be guided by the following:

- A. No employee while on duty shall engage in political activities upon property under the jurisdiction of the Board.

- B. The prohibition on the use of public resources to influence the outcome of bond, budget override and other tax-related elections includes the use of School District-focused promotional expenditures that occur after an election is called and through election day. This prohibition does not include routine School District communications which are messages or advertisements that are germane to the functions of the School District and that maintain frequency, scope and distribution consistent with past practices or are necessary for public safety.
- C. Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity or representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- D. Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be permitted only when such invitations are to all candidates for the office. The rental use of District property by a private person or entity that may lawfully attempt to influence the outcome of an election is permitted if it does not occur at the same time and place as a related District-sponsored forum or debate.
- E. Political circulars or petitions may not be posted or distributed in school.
- F. The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
- G. Students may not be given written materials to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.
- H. Students may not be involved in writing, addressing or distribution of material intended to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy.

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

The District may distribute informational reports on a proposed budget override election as provided in A.R.S. 15-481 and on a proposed bond election as provided in A.R.S. 15-491 if those informational reports present factual information in a neutral manner, except for those arguments allowed under A.R.S. 15-481.

Nothing in this policy shall preclude the District from producing and distributing impartial information on elections other than District budget override elections or reporting on official actions of the Governing Board.

The District shall not make expenditures for literature associated with a campaign conducted by or for a District official.

## **Professional Staff Assignments and Transfers**

*(see policy GCK)*

The Superintendent shall have the responsibility for the assignment of all personnel throughout the District. The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program. In addition, no right to school, grade, or subject assignment shall be inferred from the teacher's contract.

A teacher who has been employed by the District for the major portion of three (3) or more consecutive school years and who is currently designated in the lowest performance classification for two (2) consecutive school years shall not be transferred as a teacher to another school in the District unless the District has issued a preliminary notice of inadequacy of classroom performance and approved a performance improvement plan for the teacher and the Governing Board has approved the new placement as in the best interests of the pupils in the school. Following a transfer under this provision, a teacher who continues to be designated in one (1) of the two (2) lowest performance classifications shall not be permitted to transfer to another school. A teacher shall not be transferred more than once under the provisions of this paragraph.

The transfer of teachers from one school to another school within the District shall take into consideration the needs of the pupils in the District and the current distribution of teachers across all of the four (4) performance classifications adopted by the State Board of Education.

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

In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees.

The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

## **Professional Staff Assignments and Transfers - Regulation**

*(see policy GCK-R)*

### **Assignments and Transfers**

In order to best facilitate the selection of new staff members and the placement and/or transfer of veteran staff members, the District will utilize the following practices established for each school in the District.

Any staff desiring a different position for the next school year will make a written request to the Director of Human Resources. The written request will specify the grade, position, or building desired, the reason for transfer, and any extenuating circumstances.

### **Notice and Posting**

When it is determined that a professional position is open within the District, the Director of Human Resources will post the vacancies on the District Website. Staff members must apply to the Director of Human Resources and the site administrator within three (3) days of posting of the job notice.

### **Site-Based Interview Advisory Team**

Prior to the beginning of the second semester, each school within the District will identify a site-based interview advisory team that will serve as the interviewing team for all teachers new to the District, and for veteran teachers who would like to change teaching assignments between schools, for the coming year. The goal (for team membership) is to establish a team composed of one (1) building administrator, a minimum of four (4) certificated staff members (one [1] of whom is in the first year of continuing-service status to the District), and a minimum of two (2) other adults chosen from parents or support staff personnel who are affiliated with that campus.

It is optional as to whether the site-based interview advisory team will invite the assistant superintendent to be part of the committee.

The site-based interview advisory team shall reach consensus, by a majority vote, on the candidate(s) to recommend to the building administrator, who recommends the candidate(s) to the Superintendent for final Board approval.

### **Internal Candidate**

***Voluntary transfers within sites.*** A current staff member qualified for a posted vacancy who desires to transfer to another position at the site where currently teaching need interview only with the site administrator.

***Voluntary transfers between sites.*** A current staff member qualified for a posted vacancy who desires to transfer to another position at a different site within the District needs to apply to the administrator at that site as well as to the Superintendent. When an opening occurs, this candidate will be granted an interview with the site-based interview advisory team.

***Involuntary transfers.*** It is recognized that in certain instances it may be in the best interest of the school system to effect transfers that have not been requested by the teacher(s) involved. These involuntary transfers will occur without the necessity of a team interview only after the Superintendent has reviewed the files of potential reassignment candidates, and other pertinent information, to assist in making the transfer decision. A review of the decision made will be shared with the transferred teacher.

### **External Candidate**

All external candidates must be paper screened and have their references called (and cleared) by the site administrator before any external candidates are invited to appear before, and interview with, the site-based interview advisory team.

## **Opening New School Transfers / Internal Candidates**

The building administrator who has been selected for the new school will hold information meetings. At these meetings, the administrator will share the vision, goals, and focus of the instructional and professional development programs for the new school.

Any professional staff member who is interested in transferring to the new school needs to submit a letter of interest and current resume to the Superintendent's office. All staff members who submit a letter of interest will be scheduled for an interview with the new school's initial Interview Advisory Team.

The new school's initial Interview Advisory Team will be professional staff members not associated with the new school. The team will include the building administrator, assistant superintendent, a grades kindergarten (K) through three (3) certificated teacher, grades four (4) through six (6) certificated teacher, collaborative peer teacher, and at-large grades seven (7) through eight (8) certificated teacher.

Internal, and if appropriate, external candidates will be interviewed by the initial Interview Advisory Team. Internal candidates will be observed by the new school's building administrator. All candidates will have complete reference checks done. The initial Interview Advisory Team shall reach consensus, by a majority vote, on the candidate(s) to recommend to the new school's building administrator. The building administrator will recommend candidate(s) to the Superintendent for final Board approval.

## **Tutoring for Pay**

*(see policy GCRD)*

Except by prior written authorization from the Superintendent:

- School buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the District.
- A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member's own classes.

Any person contracted by the state or District to provide tutoring services directly to pupils shall be required to obtain a fingerprint clearance card prior to such services being provided.

## **Professional Staff Certification and Credentialing Requirements**

*(see policy GCFC)*

### **New Hires**

All certificated personnel to be hired by the District shall be fingerprinted as a condition of employment, except for personnel who, as a condition of certification are required to have a valid fingerprint clearance card.



The candidate's fingerprints shall be submitted, along with the form presented as an exhibit to this policy, immediately upon being notified of possible employment. The form shall be considered a part of the application for employment.

An expired fingerprint clearance card may be used to satisfy the fingerprint requirements of section 15-183, 15-503, 15-512, 15-534, 15-782.02, 15-1330 or 15-1881 if the person signs an affidavit stating both of the following:

- A. The person submitted a completed application to the Finger Printing Division of the Department of Public Safety for a new fingerprint clearance card within ninety (90) days before the expiration date on the person's current fingerprint clearance card.
- B. The person is not awaiting trial on and has not been convicted of a criminal offense that would make the person ineligible for a fingerprint clearance card.

This does not apply to a fingerprint clearance card that has been denied, suspended or revoked or to a person who has requested a good cause exception hearing.

Candidates shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.
- G. Sexual exploitation of a minor.
- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- M. Burglary in the first degree.
- N. Burglary in the second or third degree.
- O. Aggravated or armed robbery.
- P. Robbery.
- Q. A dangerous crime against children as defined in A.R.S. 13-705.
- R. Child abuse.
- S. Sexual conduct with a minor.
- T. Molestation of a child.
- U. Manslaughter.

- V. Aggravated assault.
- W. Assault.
- X. Exploitation of minors involving drug offenses.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

The Superintendent shall develop and implement procedures that include the following in the employment process:

- A. Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.
- B. Provide for fingerprint checks pursuant to A.R.S. 41-1750.

## **Evaluation of Professional Staff Members**

*(see policy GCO)*

[Teacher TAP Evaluation Form](#)

[Teacher TAP Professional Responsibilities Form](#)

The process and purpose of evaluation for certificated professional staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of the professional staff.

### **Definition of Terms in this policy:**

- A. A. Certificated teacher means a person who holds a certificate from the State Board of Education to work in the schools of this state and who is employed under contract in a position that requires certification, except a psychologist or an administrator devoting at least fifty percent (50%) of the person's time to classroom teaching.
- B. Inadequacy of classroom performance means the definition of inadequacy of classroom performance adopted by the Governing Board.
- C. Performance classifications means the four (4) performance classifications for teachers and principals adopted by the Governing Board.
- D. Qualified evaluator means a school principal or other person who is trained to evaluate teachers and who is designated by the Governing Board to evaluate certificated teachers.

## Evaluation of Classroom Teachers and Other Certificated Non-administrative Staff Members

The District teacher performance evaluation system shall do the following:

- A. Be designed to improve teacher performance and improve student achievement;
- B. Include quantitative data on the academic progress for all students, which shall account for between twenty percent (20%) and thirty-three percent (33%) of the evaluation outcomes;
- C. Include four (4) performance classifications, designated as highly effective, effective, developing, and ineffective;

Performance classifications for teachers shall be the same four (4) performance classifications adopted by the State Board of Education. The performance classifications are to be applied to the evaluation instruments in a manner designed to improve principal and teacher performance. At least annually, the Governing Board will discuss at a public meeting its aggregate performance classifications of principals and teachers.

The District will involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. The following elements will be a part of the evaluation system:

- A. It will meet the requirements prescribed in statute and provide at least one (1) evaluation of each certificated teacher by a qualified evaluator each school year or as provided in Section I.
- B. A copy of the evaluation system shall be given to each teacher in the District.
- C. Specific training requirements for qualified evaluators, approved by the Board, will be included which may involve local or national educator training resources recommended by the Superintendent.
- D. The Superintendent will recommend qualified evaluators to the Board prior to naming evaluators.
- E. The Board will designate qualified evaluators.
- F. Best practices for professional development and evaluator training adopted by the State Board of Education will be considered.
- G. The system will include incentives for teachers in the highest performance classification.
- H. The system will include a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete school years.
- I. The District may use an alternative performance evaluation cycle subject to the following:
  1. The Governing Board shall adopt policies for an expedited performance review during the years in which a teacher is not undergoing a formal performance evaluation. The expedited performance review policies may classify teacher performance in categories that include teamwork and support for lower-performing teachers.
  2. The Governing Board shall allow only teachers who have been evaluated and designated in the highest performance classification for at least three (3) consecutive years by the same school to participate in the alternative performance evaluation cycle.

3. If an expedited performance review under this subsection determines that the teacher is not in the highest performance classification, the teacher shall be removed from the alternative performance evaluation cycle and be reviewed on the established evaluation system.

The Governing Board may waive the requirement of a second classroom observation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.

Either the qualified evaluator or another Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.

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The District teacher evaluation will address the following items:

Item 1

The Board shall describe performance improvement plans for teachers designated in the lowest performance classification and dismissal or nonrenewal procedures pursuant to section 15-536 or 15-539 for teachers who continue to be designated in the lowest performance classification.

Item 2

The Board's dismissal or nonrenewal procedures shall require that the District issue the preliminary notice of inadequacy of classroom performance no later than the second consecutive year that the teacher is designated in one (1) of the two (2) lowest performance classifications unless the teacher is in the first or second year of employment with the District or has been reassigned to teach a new subject or grade level for the preceding or current school year.

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**Inadequacy of Classroom Performance**

A teacher's classroom performance is inadequate when the teacher receives an average score below two (2) on a five (5)-point scale on the District evaluation rubric in the Instruction domain. If a teacher earns a score below two (2), the teacher will take part in the School District's improvement plan. If a teacher earns a score below two (2) in any other domain of the District evaluation rubric, the instructional administrator may recommend the teacher take part in the School District's improvement plan.

Earning a score of below two (2) is equivalent to being designated in the lowest performance classification rating as ineffective pursuant to A.R.S. 15-203 in one (1) or more of the

components/indicator statements set forth in the District's teacher evaluation system. A teacher's classroom performance is also inadequate if the teacher is designated in the second lowest performance classification rating of developing pursuant to A.R.S. 15-203 as the developing classification is not intended to be assigned to a continuing teacher for more than two (2) consecutive years. This classification may be assigned to probationary or newly reassigned teachers for more than two (2) consecutive years.

The Superintendent is authorized to issue preliminary notices of inadequacy of classroom performance prior to Governing Board approval. The Superintendent, in consultation with the principal or supervisor of the classroom teacher, will consider any mitigating circumstances before issuing such notices to a classroom teacher who is new to the profession or who was recently reassigned to a new grade level or content area. The Board will be notified within ten (10) school days of such issuance.

A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal. The teacher shall have the burden of proof in the appeal. The appeal shall go to the Superintendent.

### **Evaluation of Principals, other Administrators and Psychologists**

The Board authorizes the Superintendent to establish a system for the evaluation of principals, other administrators, and certificated school psychologists. Advice will be sought from those to be evaluated in the development of the performance evaluation system for each of these employee classifications.

### **Evaluation of Principals**

The Governing Board shall adopt policies that:

- A. are designed to improve principal performance and improve student achievement.
- B. include the use of quantitative data on the academic progress for all students, which shall account for between twenty percent (20%) and thirty-three percent (33%) of the evaluation outcomes.
- C. include four (4) performance classifications, designated as highly effective, effective, developing and ineffective.
- D. describe both of the following:
  1. the methods used to evaluate the performance of principals, including the data used to measure student performance and job effectiveness.
  2. the formula used to determine evaluation outcomes.

The evaluation system for the evaluation of the performance of principals may include the overall instructional program, student progress, personnel, curriculum, and facilities. Principals will be given a review of evaluation procedures prior to beginning the process.

Subject to statutory limitations, the Board shall make available the evaluation and performance classification pursuant to A.R.S. 15-203 of each principal in the District to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes.

### **Evaluation of Other Administrators**

The format for the evaluation system for other administrators (other than the Superintendent) will be developed under the leadership of the Superintendent, focusing on the responsibilities and outcomes which support the over-all instructional program and needs of the District. Evaluation procedures, timelines, and methods to be used for the communication of evaluation results will be reviewed with each employee prior to beginning the process.

### **Evaluation of Certificated School Psychologists**

The evaluation system for certificated school psychologists shall include the following:

- A. Recommendations as to areas of improvement in the performance of the certificated school psychologist if the performance warrants improvement.
- B. After transmittal of an assessment, a Board designee shall confer with the certificated school psychologist to make specific recommendations as to areas of improvement in performance.
- C. The Board designee shall provide assistance and opportunities for the certificated school psychologist to improve his performance and shall follow up after a reasonable period of time for the purpose of ascertaining that adequate performance is being demonstrated.
- D. Appeal procedures for certificated school psychologists who disagree with the evaluation of their performance, if the evaluation is for use as criteria for establishing compensation or dismissal.

### **Contracts of Certificated Employees**

The Governing Board may transmit and receive contracts of certificated employees in an electronic format and may accept electronic signatures on those contracts. The Superintendent will develop procedures for the implementation of this discretionary process.

The Governing Board may adopt requirements that require electronic signatures to be followed by original signatures within a specified time period.

### **Evaluation of Professional Staff Members - Regulation A**

*(see policy GCO-RA)*

### **Evaluators**

The Superintendent will compile an updated listing of those who have successfully completed the District required evaluator training and submit this list of newly trained evaluators prior to the first scheduled staff observation by an evaluator to the Governing Board for designation as qualified evaluators. The evaluator shall be responsible for the final written and official statement of evaluation, which shall be in writing, and a copy shall be transmitted to the certificated teacher within five (5) days after completion of the evaluation. [A.R.S. 15-537]

The Superintendent shall implement the specific training requirements for qualified evaluators prescribed by the Governing Board.

Best practices for professional development and evaluator training adopted by the State Board of Education should be referenced by the Superintendent periodically as the State Board has the authority



to periodically make adjustments to align with the model framework for teacher and principal evaluations with assessment data changes at the state level.

### **Classroom Observations by Evaluator:**

- The teacher performance evaluation system shall include at least two (2) actual classroom observations of the certificated teacher demonstrating teaching skills in a complete and uninterrupted lesson by the qualified evaluator. However, the Governing Board may waive the requirement of a second classroom observation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.
- There shall be at least sixty (60) calendar days between the first and last observations.
- Preliminary notice of inadequacy may follow the first observation.
- The last observation may follow the issuance of a preliminary notice of inadequacy of classroom performance, the completion of any performance improvement plan and be used to determine whether the teacher has corrected inadequacies and has demonstrated adequate classroom performance.
- An observation shall not be conducted within two (2) instructional days of any scheduled period in which school is not in session for one (1) week or more.
- Informal or additional formal observations may be made at the discretion of the administrator. Observations that do not constitute a complete and uninterrupted lesson shall not be considered in determining performance ratings and may only be used to provide feedback to improve instructional performance.

### **Procedural Steps in the Process of Evaluation:**

- The evaluation procedures shall be reviewed at each school. At the beginning of the school year, the principal shall meet with the school's faculty for the purpose of orienting the teachers to the total evaluation plan. Any teacher that is hired after the school year begins must also be given a review of evaluation procedures prior to the teacher's evaluation.
- Within ten (10) business days after each observation, the qualified evaluator observing the teacher shall provide written feedback to the teacher and a copy shall be retained for the principal's file. A third copy shall be placed in the teacher's personnel file and made available to authorized District officers and employees and as otherwise provided by law.
- The results of an annual evaluation shall be in writing, or provided in electronic format to the certificated teacher and a copy shall be transmitted or provided in an electronic format to the certificated teacher within five (5) business days after completion of the evaluation.
- Either the qualified evaluator or another Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.
- The certificated teacher may initiate a written reaction or response to the evaluation. The official evaluation shall be reduced to writing and signed by both the teacher and the evaluator. The teacher's signature shall not mean concurrence. The teacher shall be allowed ten (10) calendar days to write and submit any comments, which shall be attached to the evaluation.



- Copies of the evaluation report and performance classification of a certificated teacher retained by the Governing Board and the Department of Education are confidential, do not constitute a public record and shall not be released to any person except to those stipulated in A.R.S. 15-537 which allows release to certain prescribed parties, including school districts and charter schools that inquire about the performance of the teacher for prospective employment purposes.
- A school district or charter school that receives information about a certificated teacher from the evaluation report and performance classification shall use this information solely for employment purposes and shall not release to or allow access to this information by any other person, entity, school district or charter school for employment purposes.

**Preliminary Notice of Inadequacy of Classroom Performance:**

- A teacher whose classroom performance has been evaluated as being inadequate shall be given a preliminary notice of inadequacy of classroom performance if the teacher may be dismissed or non renewed because of this notice. The notice will provide the teacher at least forty-five (45) instructional days in which to overcome the inadequacies and shall specify the nature of the inadequacy with such particularity as to furnish the teacher an opportunity to correct the inadequacies and maintain adequate classroom performance as defined by the Governing Board.
- The Superintendent is authorized to issue preliminary notice of inadequacy of classroom performance without prior Board approval. The Superintendent will notify the Board of such issuance within ten (10) days of such issuance.
- The preliminary notice of inadequacy of classroom performance shall be accompanied by a performance improvement plan designed to help the teacher correct inadequacies and demonstrate adequate classroom performance.

**Nonrenewal/Dismissal of Certificated Employees:**

- The Board shall authorize, as necessary, and send notice to teachers who will not be reemployed for the ensuing school year.
- The written notice of intention to dismiss or not to reemploy shall include a copy of any valid evaluation pertinent to the charges made.
- Notice of the Board's intention not to reemploy the teacher shall be made by delivering it personally to the teacher or by sending it by registered or certified mail to the teacher at the teacher's place of residence, as recorded in the District's records. The notice shall incorporate a statement of reasons for not reemploying the teacher.
- If a teacher does not correct inadequacies and demonstrate adequate classroom performance following the preliminary notice of inadequacy of classroom performance accompanied by a performance plan and the statutory time allocated for such improvement has elapsed, a written notice of intention to dismiss or not to reemploy may be issued.
- The Governing Board shall give any certificated teacher notice of intention to dismiss or not to reemploy if such intention is based on charges of inadequacy of classroom performance. The Governing Board or its authorized representative at least forty-five (45) instructional days before such notice, shall give the teacher written preliminary notice of inadequacy of classroom performance, specifying the nature thereof with such particularity as to furnish the teacher an opportunity to correct inadequacies and maintain adequate classroom performance. A notice of the Governing Board's intention to dismiss or not to reemploy for inadequacy of classroom

performance shall not be issued until the District has completed an observation at the conclusion of a performance improvement plan.

- In the case of a continuing teacher, if the teacher does not demonstrate adequate classroom performance within the allotted time the Board shall dismiss the teacher as provided by statute.

### **Contracts of Certificated Employees**

The Governing Board shall offer a teaching contract for the next ensuing school year to each certificated probationary teacher who is under a contract of employment with the District for the current school year, unless the Governing Board, a member of the Board acting on behalf of the Board or the Superintendent gives notice to the teacher of the Board's intention not to offer a teaching contract or unless such teacher has been dismissed.

The Governing Board shall offer to each certificated continuing teacher who has been employed more than the major portion of three (3) consecutive years and who is under contract of employment with the District for the current year a contract renewal for the next ensuing school year unless the teacher has been given notice of the Board's intent not to offer a contract and to dismiss the teacher as provided by statute.

The Governing Board shall offer a contract to each certificated teacher who is not designated in the lowest performance classification and was offered a contract in the prior year unless the teacher has been given notice of the Board's intent not to offer a contract and to dismiss the teacher.

The teacher's acceptance of the contract must be indicated within fifteen (15) business days from the date of the teacher's receipt of the written contract or the offer of a contract is revoked.

Receipt is considered to have occurred when the written contract is:

- personally delivered,
- placed in the teacher's school-provided mailbox, including electronic mail, or
- two (2) days after being placed in a United States Postal Service mail box.

The teacher accepts the contract by signing the contract and returning it to the Governing Board or by making a written instrument which accepts the terms of the contract and delivering it to the Governing Board. If the written instrument includes terms in addition to the terms of the contract offered by the Board, the teacher fails to accept the contract.

The Governing Board may transmit and receive contracts of certificated employees in an electronic format and may accept electronic signatures on those contracts. Additional provisions are as follows:

- If a contract has not been transmitted to the certificated employee by the end of the current school year, an electronic contract to that certificated employee, if provided in that format by the District, shall be transmitted prior to the start of the next school year and shall be submitted to both the certificated employee's District e-mail as well as the certificated employee's personal e-mail in order to notify the certificated employee of the offer of contract.

- Each certificated employee shall be responsible for submitting his or her personal e-mail to human resources personnel at the District for this purpose.
- Documents transmitted in an electronic format pursuant to this subsection shall be considered written documents for the purposes of sections 15-536 and 15-538.01.
- If the Governing Board has so adopted, electronic signatures are to be followed by original signatures within a specified time period.
- The Governing Board that accepts an electronic signature for a certificated employee's contract shall provide validation to the certificated employee that the contract has been transmitted.

**Principals, Other Administrators and Certificated School Psychologists:**

- Evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria and process.
- The results of an annual evaluation shall be in writing, or be provided in electronic format, to the evaluatee and a copy shall be transmitted or provided in an electronic format within five (5) business days after completion of the evaluation.
- Evaluation documents and procedures shall be developed based on the unique responsibilities and expectations inherent in the assignment.
- The evaluation and performance classification of each principal in the District will be made available to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes.

**Principal, Other Administrator, and Certificated School Psychologist Contract Renewal**

If the administrator's contract with the District is for more than one (1) year, but not exceeding three (3) years, on or before May 15 of the last year of the contract, the Board shall offer a contract for the next school year to the administrator unless on or before April 15 the Board gives notice to the administrator of the Board's intention not to offer a new administrative contract.

If the administrator's or psychologist's contract with the District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the administrator or psychologist unless on or before April 15 the Board gives notice to the administrator or psychologist of the Board's intention not to offer a new administrative contract or psychologist's contract.

**Evaluation of Professional Staff Members - Regulation B**

*(see policy GCO-RB)*

**(Procedures for Appeal of Evaluation)**

When an evaluation is used as the criterion for establishing a teacher's compensation, the teacher will be so informed at the conference where the evaluation is discussed.

A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal no later than ten (10) days after the conference where the disputed evaluation is discussed.

In the event an evaluatee disagrees with the evaluation scores for individual performance on the District evaluation rubric, the evaluatee may appeal if there is a discrepancy of three (3) or more points between any of the evaluator's scores for any of the indicators on the rubric.

The site-based appeal process will follow the outlined procedures:

- Completion of an Appeal Request letter stating the specific nature of the discrepancy, full disclosure of evidence of performance, and a statement of expected performance evaluation.
- The qualified evaluators at the site, the evaluator and evaluatee will meet to review and provide information related to the performance to achieve a mutual agreement.
- If a mutual agreement is not reached, the principal makes the final determination in writing regarding the evaluatee score.

The appeal to the Superintendent shall be limited to the sole issue of how the evaluation procedure used is at variance from the Board-adopted procedure. The burden of proof is on the teacher and the appeal may consist of a paper review. The decision of the Superintendent shall be final and not subject to further appeal or review.

## **Professional Staff Promotions**

*(see policy GCP)*

The Superintendent will fill positions of increased responsibility with the best available candidates. Candidates will be considered both from within and from outside the District.

### **Professional Staff Promotions - Regulation**

*(see policy GCP-R)*

The purpose of this regulation is to establish appropriate placement procedure and honor the years of service for current employees who are seeking promotional opportunities.

Eligible and qualified professional staff may apply to a position of a higher salary structure when a vacancy exists and/or a new position is posted. The promotion of a professional staff member will be based on the District's selection process for the position, or by appointment of the Superintendent.

Salary placement for promotion of professional staff members will be determined by one of the three options below. The option that places the professional staff member at the highest salary placement will be selected.

#### **Option 1:**

The employee will be appropriately placed on the new hire placement schedule in accordance with their previous employment experience equivalent to the position they are being recommended for. Compensation beyond base placement may be granted for professional growth credits obtained beyond the minimum educational requirements for the position the employee is being recommended. (Note: Any employee being recommended for promotion will be capped at the current salary of an employee in that position with the same number of years

of experience.)

**Option 2:**

The employee will be appropriately placed on the new hire placement schedule in accordance with their previous employment experience equivalent to the position they are being recommended for and, if eligible, may apply the district approved salary increase to the new position starting rate. Compensation beyond base placement may be granted for professional growth credits obtained beyond the minimum educational requirements for the position the employee is being recommended. (Note: Any employee being recommended for promotion will be capped at the current salary of an employee in that position with the same number of years of experience.)

**Option 3:**

The employee’s current salary will be considered and the salary placement will be calculated by the number of professional staff salary rank advancements times the percent increase based on years of service. Compensation beyond base placement may be granted for professional growth credits obtained beyond the minimum educational requirements for the position the employee is being recommended. (Note: Any employee being recommended for promotion will be capped at the current salary of an employee in that position with the same number of years of experience.)

The following are the professional staff salary Grade:

<b>Classification</b>	<b>Positions</b>	<b>Grade</b>
Certified	Teacher and Certified Support	1
Admin	Coordinator / Assistant Principal	2
Admin	Principal / Director	3
Admin	Assistant Superintendent / Executive Director	4

The following are the percentages that will be applied based on the employee’s years of service with the District.

- 0 - 2 years of service: 2% increase
- >2 - 5 years of service: 3% increase
- >5 years of service: 4% increase

Due to the increase in compensation for the professional staff member, promotions require Board approval.

**Resignation of Professional Staff Members**

*(see policy GCQC)*

All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement.

A teacher who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.

## **Discipline, Suspension, and Dismissal of Professional Staff Members**

*(see policy GCQF)*

### **Categories of Misconduct**

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

- A. Engaging in unprofessional conduct.
- B. Committing fraud in securing appointment.
- C. Exhibiting incompetency in their work.
- D. Exhibiting inefficiency in their work.
- E. Exhibiting improper attitudes.
- F. Neglecting their duties.
- G. Engaging in acts of insubordination.
- H. Engaging in acts of child abuse or child molestation.
- I. Engaging in acts of dishonesty.
- J. Being under the influence of alcohol while on duty.
- K. Engaging in the illicit use of narcotics or habit-forming drugs.
- L. Being absent without authorized leave.
- M. Engaging in discourteous treatment of the public.
- N. Engaging in improper political activity.
- O. Engaging in willful disobedience.
- P. Being involved in misuse or unauthorized use of school property.
- Q. Being involved in excessive absenteeism.
- R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

### **Statutory Requirements**

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

- A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.
- B. May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.
- C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. 15-341 or A.R.S. 15-539, whichever is appropriate.

- D. Shall, if disciplined under A.R.S. 15-539 or other applicable statutes, excluding A.R.S. 15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.
- E. Shall have the right to a hearing in accordance with the following:
  - 1. Suspension under A.R.S. 15-341. The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.
  - 2. Dismissal or dismissal with suspension included under A.R.S. 15-539. A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

### **General Provisions for Discipline Under A.R.S. 15-341**

General provisions for discipline are as follows:

- A. Informal consultation. Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. 15-341, the procedures outlined herein shall be followed.
- B. Persons authorized to impose discipline. Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.
- C. Notice. Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.
- D. Administrative discretion. In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.
- E. Right not to impose discipline. The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.
- F. Definition of work days. For the purposes of this policy, a work day is any day that the District's central administrative office is open for business.
- G. Additional reasons for discipline. A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.



## **Procedure for Discipline Under A.R.S. 15-341**

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. 15-341:

### **Step 1 - Notice:**

- A. Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:
  1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.
  2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.
  3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
  4. Copies of any available relevant documentation, at the discretion of the supervising administrator.

### **Step 2 - Discipline Hearing:**

- A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.
- B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

### **Step 3 - Decision (in writing):**

At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

### **Step 4 - Appeal:**

Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

- A. Determination was founded upon error of construction or application of any pertinent regulations or policies.
- B. Determination was unsupported by any evidence as disclosed by the entire record.
- C. Determination was materially affected by unlawful procedure.
- D. Determination was based on violation of any statutory or constitutional right.
- E. Determination was arbitrary and capricious.
- F. The penalty was excessive.

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

This policy, under A.R.S. 15-341, does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:

- A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- C. Counseling of a certificated staff member concerning expectations of future conduct.
- D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (non-continuing certificated staff member).

### **General Provisions for Suspension Without Pay or Dismissal Under A.R.S. 15-539**

#### **Step 1 - Notice:**

- A. The Governing Board, except as otherwise provided by A.R.S. 15-539, shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.
  - 1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.
  - 2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by

the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. 15-540.

3. As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.
- B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.
- C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

### **Step 2 – Hearing for Suspension Without Pay or Dismissal:**

- A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. 15-541.

The Governing Board may provide, vote at its annual organizational meeting, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.
- B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:
  1. hold the hearing,
  2. hear the evidence,
  3. prepare a record of the hearing, and
  4. issue a recommendation to the Board for action.
- C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.
- D. A hearing held pursuant to A.R.S. 15-541 may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.
- E. The hearing shall be held
  1. not less than fifteen (15) days, nor
  2. not more than thirty (30) days
  3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.
- F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.
- G. The teacher may request that the hearing be conducted in public or private.
- H. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.
- I. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.
- J. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.
- K. Within ten (10) days after a hearing conducted by the Governing Board the Board shall

1. determine whether there existed good and just cause for the notice of dismissal or suspension, and
  2. affirm or withdraw the notice of dismissal or suspension.
- L. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall
1. deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.
- M. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.
- N. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.
1. Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

### **Additional Provisions and Conditions**

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. 15-551.

*Amendments.* The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.

*Severability.* If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.

### **Teachers Working Under a Short-Term Certification**

A teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate, that is valid for one (1) year or less, may be dismissed by the Board effective ten (10) days after delivery of the notice of dismissal to the teacher without complying with the requirements of A.R.S. conditions found in 15-537, 15-538, or 15-541. Notice of the Board's authority to dismiss pursuant to this shall be included in each teacher's contract.

### **Support Staff Positions**

*(see policy GDA)*

Support staff positions are created only with the approval of the Board. The District will attempt to activate a sufficient number of positions to accomplish the District's goals and objectives.

Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.

The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

### **Evaluations of Support Staff Members**

*(see policy GDO)*

All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during the first year of employment and not later than ninety (90) days after the first day of work. A second first-year evaluation will be not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.

### **Support Staff Contracts and Compensation**

*(see policy GDB)*

Support staff members are all employees of the District who are not required by state law or by a District policy, regulation, or job description to possess teaching certificates from the Arizona Department of Education for the purpose of performing their jobs, unless they are expressly designated as professional staff members in notices of employment or contracts executed by the Governing Board.

### **Employment Status**

All support personnel are either term employees or at-will employees of the District.

**Term employee.** A term employee is a support staff member who is employed by the District pursuant to a written contract that specifies the duration of the employment contract, which shall not exceed one (1) year. All support staff members who are not term employees are at-will employees.

**At-will employee.** An at-will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment. The employment of an at-will employee may be terminated by action of the Governing Board without advance notice. No employee or Governing Board member shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No District policy or regulation or item within the District's handbook is intended to - and shall not operate to - create any property or contract rights inconsistent with the at-will employment status of support staff members.

## **Compensation**

The Board will determine salaries and benefits of support staff employees, differentiated on the basis of duties and responsibilities.

## **Support Staff Salary**

*(see policy GDBA)*

### **Initial Placement**

Wages for all new support staff personnel and for all currently employed personnel selected for another position in the District will be recommended by the Superintendent and approved by the Board at the time of employment. The Superintendent's recommendation will be based on consideration of the candidate's qualifications, educational background to include official transcript verification, relevant job experience and years of District employment within or outside of the District, if applicable, and follow the District's Employee Compensation system.

Credit for experience or education preparation not claimed at the time the initial letter of intent to employ is signed may not be claimed or granted at a later date.

### **Advancement**

Advancement will be in accordance with the Employee Compensation system as approved by the Board, subject to the availability of funds.

Annual increases may be withheld if it is determined the employee does not perform at the expected level or does not meet standards for the job.

## **Support Staff Salary - Regulation**

*(see policy GDBA-R)*

### **Purpose**

The support staff professional growth compensation has been designed to allow employees the opportunity to acquire additional training to improve competence and performance on the job.

### **Eligibility**

All support staff employees who work thirty (30) or more hours a week and who desire to improve professionally and earn financial benefits for themselves are eligible to participate in the professional growth compensation.

If the District compensates the staff member for attending training courses, no credit shall be allowed for professional growth advancement.

The District will consider compensating employees annually based upon approved credit(s) completed. Employees may earn no more than fifteen (15) credits per year. Fifteen (15) workshop hours, not compensated by the District in any way, is equivalent to one (1) credit.

The total maximum credits will be forty-five (45) credits with no degree and/or beyond the bachelor's degree and sixty (60) beyond the master's degree. Once the cap of the salary range is reached, there is no additional advancement beyond that amount.

### **Application Procedure Professional Growth Compensation**

All workshop and/or coursework must have prior approval by the employee's supervisor and the Human Resources Department. Employees are required to submit a request for preapproval by October 1 each year.

### **Subject to Change**

The provisions of this regulation are subject to change and do not give employees any vested rights.

### **Support Staff Promotions**

*(see policy GDP)*

The Superintendent will fill positions of increased responsibility with the best available candidates. Candidates will be considered from both within and outside the District.

A change in assignment shall be considered a promotion to which the job classification or pay grade is greater and shall require Board approval.

### **Support Staff Promotions - Regulation**

*(see policy GDP-R)*

The purpose of this regulation is to establish appropriate placement procedure and honor the years of service for current employees who are seeking promotional opportunities.

Eligible and qualified support staff may apply to a position of a higher salary structure when a vacancy exists and/or a new position is posted. The promotion of a support staff member will be based on the District's selection process for the position, or by appointment of the Superintendent.

Salary placement for promotion of support staff members will be determined by one of the three options below. The option that places the support staff member at the highest salary placement will be selected.

#### **Option 1:**

The employee will be appropriately placed on the placement schedule in accordance with their previous employment experience equivalent to the position they are being recommended. Compensation beyond base placement may be granted for professional growth credits obtained beyond the minimum educational requirements for the position the employee is being recommended. (Note: Any employee being recommended for promotion will be capped at the current salary of an employee in that position with the same number of years of experience.)

#### **Option 2:**

The employee will be appropriately placed on the new hire placement schedule in accordance



with their previous employment experience equivalent to the position they are being recommended for and, if eligible, may apply the district approved salary increase to the new position starting rate. Compensation beyond base placement may be granted for professional growth credits obtained beyond the minimum educational requirements for the position the employee is being recommended. (Note: Any employee being recommended for promotion will be capped at the current salary of an employee in that position with the same number of years of experience.)

**Option 3:**

The employee’s current salary will be considered and the salary placement will be calculated by the number of support staff salary grade advancements times the percent increase based on years of service. Compensation beyond base placement may be granted for professional growth credits obtained beyond the minimum educational requirements for the position the employee is being recommended. (Note: Any employee being recommended for promotion will be capped at the current salary of an employee in that position with the same number of years of experience.)

The following are the professional staff salary Grade:

<b>Classification</b>	<b>Positions</b>	<b>Grade</b>
Hourly	Hourly Custodian, Lunch Duty Aide, Distribution Center Worker, Bus Driver Trainee, Crossing Guard, Spec. Ed Transp Aide, Cook/Clerk/FSW, Community Education Instructional Assistant, Paraprofessional I and II	1
Hourly	Hourly Assistant Manager, Transporter/Warehouse Worker, Groundskeeper, Secretary/School, Paraprofessional III	2
Hourly	Hourly Accounting Clerk, Secretary - District Services, Maintenance Worker I, Manager, Behavior Intervention Specialist (BIS), Paraprofessional/ Emergency Substitute Teacher	3
Hourly	Hourly Site Manager, HR Specialists, Food and Nutrition Specialist, Accountant, Purchasing Accountant, Maintenance Worker II, Distribution Center Supervisor	4
Hourly	Hourly Grants Technician, System Support Technician, Bus Driver, Maintenance HVAC Technician	5
Hourly	Hourly Mechanic, Groundskeeper Lead	6
Exempt	Exempt Classified Exempt A	7
Exempt	Exempt Classified Exempt B	8

Exempt	Exempt Classified Exempt C	9
Admin	Director	10
Admin	Executive Director	11

The following are the percentages that will be applied based on the employee’s years of service with the District.

- 0 - 2 years of service: 1% increase
- >2 - 5 years of service: 2% increase
- >5 years of service: 3% increase

Due to the increase in compensation for the support staff member, promotions require Board approval.

### **Resignation of Support Staff Members**

*(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.

# General Payroll Information

## **Payroll Calendar**

Employees can find the Payroll Calendar [HERE](#).

## **Paycheck Information**

All staff are paid bi-weekly on Tuesdays. US Focus Bank Card will be issued to the employee by payroll if Direct Deposit information is not available or if the employee does not provide one before their first paycheck. For more information on the US Focus Bank Card, contact the payroll office at (623) 772-5011. US Focus Bank Card will be mailed to the address on file for the employee receiving it. Employees will not receive a paper copy of their pay stub; they must login to **Employee Access** <https://tyler-avondalesdt44az.okta.com/> to view.

## **First Paycheck**

The school district payroll follows the payroll schedule issued by Maricopa County Superintendent of Schools office. Your first paycheck will be issued to you depending on the date you return to work and the amount will be determined by the number of days worked in the pay period.

## **Direct Deposit**

This is available at any time of the school year and is highly recommended. To sign up for direct deposit, you will need to visit [Employee Access](#) to enter your bank information. Contact Payroll if additional information is needed.

## **Lost US Focus Bank Card**

If you lose your US Focus Bank Card, report it immediately to the Payroll office at (623) 772-5011.

**Check your pay stub! Be sure it is correct according to your contract or letter of intent!**

## **Timecards**

Due to audit requirements, hourly employees must follow the established time clock procedures:

- Clock in when you arrive for work each day and clock out when you leave for the day.
- An employee shall never be clocked in when not performing authorized work functions.
- Employees shall clock in and out on the district premises using the district approved timekeeping device. Employees are not authorized to clock in or out using a device outside of the district network. Only under special circumstances is this allowed and prior approval is required.
- If the employee leaves during their normal work hours on non-school related business, the employee must clock out when they leave and clock in when they return and resume work functions.
- Hourly staff must clock in and out for a thirty (30) minute uninterrupted meal period. If the employee is unable to or forgets to punch the time clock, the employee must correct their time

immediately via their supervisor, the school secretary, or by contacting the payroll department directly.

- The employee is responsible for their own time. Under no circumstances should any employee clock the time in or out for another employee or ask another employee to clock their time in or out. This is a time theft and grounds for a recommendation for dismissal.
- Overtime requires prior approval by the employee’s supervisor unless it is determined to be an emergency situation.
- The following calculation is used when calculating in and out times:

<u>Minutes Clocked</u>	<u>Calculation Factor</u>	<u>Time Equivalent</u>
01-07	0	0
08-22	0.25	15 minutes
23-37	0.50	30 minutes
38-52	0.75	45 minutes
53-60	Next hour	

## **Absences**

To report an absence, you must log in to Frontline Absence Management by clicking [HERE](#).

## **Earned Paid Sick Leave Days**

In accordance with Policy GCCA, all employees earn 1 hour of earned paid sick leave for every thirty (30) hours worked. For more information regarding this benefit, reference the Professional / Support Staff Sick Leave, policy GCCA.

## **Undesignated Leave Days**

In accordance with Policy GCCB, upon completing the first day of work in the new school year, full-time benefited employees will be credited with up to two (2) leave days based on hire date. The remaining leave days will be accrued on a monthly basis at the rate set according to the number of months the employee works. Employee leave days balances are shown on the bottom portion of your pay stub under Absence / Leave Summary.

Leave days can be taken in increments of quarter hours. Combining hours in order to charge a half or whole day within a two week period is not allowed. A dock in pay will result if you do not work your full contract hours. For more information regarding this benefit, reference the Professional / Support Staff Personal / Emergency / Religious Leave policy GCCB.

## **Resignations**

Classified employees voluntarily terminating their service with the District are expected to give advance notice of not less than two (2) working weeks notice. Any notice less than this expectation may deem an employee not eligible for rehire in the District. This notice should be submitted in writing to the site’s Human Resources Generalist with a copy to the employee’s direct supervisor. The resignation notice should specify both the last day of work and the reason for resignation.

Certified employees are under contractual agreements and must abide by their contract language. If a certified employee has extenuating circumstances that prevent them from fulfilling the contract, a

request to be released needs to be submitted in writing to the Superintendent, with a copy to their direct supervisor. It should specify the reason for the request and the last day of work. A liquidated damages fee may be assessed in accordance with the language on the contract. Any extenuating circumstances with pertinent supporting documentation related to the request to be released from the contract must be included in the letter requesting the release.

## **Payroll Forms**

[Avondale-Goodyear Education Foundation Deduction Form](#)

[Extra Duty Pay Form](#)

# General Procurement Information

## **Purchasing Information**

\*\*\*\*\* ALL PURCHASES MUST HAVE AN APPROVED PURCHASE ORDER **PRIOR TO PURCHASING**. DO NOT PURCHASE ANY ITEMS BEFORE THE PURCHASE ORDER IS ISSUED. IF THIS OCCURS, IT IS YOUR RESPONSIBILITY – YOU WILL NOT BE REIMBURSED. \*\*\*\*\*

For the entire purchasing manual, click on the link below.

[AESD Purchasing Manual](#)

### **Steps to obtain a Purchase Order:**

1. Please give a list of the items you would like to purchase to your secretary. The secretary will then create a requisition in our iVisions program. Be aware that the requisition will pass through several approval levels before the final purchase order is printed, so please allow sufficient time to complete the process.
2. Information needed for each requisition:
  - a. Vendor name, employee requesting the purchase and project name.
  - b. Account code, quantity, description and unit process
  - c. Applicable tax and freight charges for all items to be purchased. Even if the vendor says no tax charged, we will most likely be paying a use tax of (6.6%) on the items. NOTE: If the tax or freight amount is not on your requisition, your purchase may be delayed.
3. Please remember to forward all necessary documentation (i.e. order forms, registrations forms and renewal notices) to the Purchasing Department - fax number 5002.
4. All purchase orders will be sent to the vendors by the Purchasing Department. Do not place a phone or online order. This may cause duplication.

Please allow a minimum of two (2) working days for the requisition / purchase order cycle to be completed. Remember to plan ahead so the requisition has ample time to complete the cycle.

### **Hand Carry Purchase Orders:**

1. The signed, original entity copy of the purchase order is to be hand carried to the store for purchase.
  - a. REMEMBER: A hand carry purchase order is to be used one time only. The purchase order will be closed after used, even if all funds are not expended.
2. Once the purchase is made, please return the original receipt to your secretary as soon as you return with the items purchased. The principal / director must sign the receipt. The secretary will indicate the purchase order number on the receipt and then forward the receipt to the Accounts Receivable Accountant in the Accounts Payable department.
3. A hand carry purchase order is only valid for 14 days from the purchase order issue date. After 14 days, the purchase order will be voided.

### **Purchasing Good and Services from School Employees:**

Arizona Revised Statutes (A.R.S.) 38-503 (c) prohibits public employees from providing their employers with any equipment, material, supplies, or services, unless provided under an award or contract let after public competitive bidding.

The Attorney General Opinion I06-002 clarifies that school districts must follow procurement rules, regardless of the expenditure amount, when purchasing goods or services from district employees. This statute applies to any purchase using district monies, including extracurricular activities, tax credit monies, and student activities monies.

### **REMINDERS:**

1. ALL PURCHASE ORDERS WILL BE FAXED BY THE PURCHASING DEPARTMENT.
2. ALL PURCHASE ORDERS (EXCEPT HAND CARRY) WILL BE RECEIVED AT THE WAREHOUSE ONLY. ONCE THE PURCHASED ITEMS ARE RECEIVED AND VERIFIED, THEY WILL B E DELIVERED TO YOUR SITE.
3. PURCHASE ORDERS CANNOT BE USED TO PURCHASE GIFT CARDS!!

### **Personal Orders**

Please notify the warehouse by email if you are expecting a personal delivery or free items. All deliveries go to the warehouse. This will help expedite delivery of those items to your school site. NOTE: Preview items from vendors are not allowed.

### **Travel**

For the entire travel manual and the travel reimbursement form, click on the respective link below.

[AESD Travel Manual](#)

[AESD Fillable Travel Claim Form](#)

All out-of-state travel requires approval from the Governing Board before any arrangements are made for lodging and registration.

When on travel status to any / all trainings and conferences, a school vehicle is to be used when available.

Please contact Transportation Department for vehicle availability.

### **Conflict of Interest**

Pursuant to A.R.S. § 38-503, any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, service, or decision of the District are required to file a conflict-of-interest statement and refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, or purchase. Employees may obtain a conflict-of-interest form from the Purchasing office.



# **Staff Guide Signature of Acknowledgement**

SY 2023-24

By signing this form, I acknowledge that I have receive and understand how to access the Avondale Elementary School District #44 Staff Information Guide. I understand that the Staff Information Guide includes frequently visited policies, however is not all inclusive of Governing Board Policies. I further acknowledge that I have received and understand how to access the comprehensive Governing Board Policies.

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Employee Name (please print)

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Employee Signature

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Date