

Riverside Employee Handbook

2021 - 2022



EST. 1872

Private Education in a Public School Setting

RIVERSIDE ELEMENTARY SCHOOL DISTRICT NO. 2

1414 S. 51st Avenue
Phoenix, Arizona 85043
www.resonline.org



Pending Governing Board Approval 7/15/2021

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A Message from our Superintendent

Dear Colleagues:

It is my pleasure to welcome everyone back to a new school year. As we enter into the 2021-2022 school year, I am excited about the many opportunities that lie ahead. We will continue to build a strong foundation based on great teachers and staff, a supportive Governing Board and District staff and an engaged community. With the strong foundation that we have built over the past years, we continue to shape our District to exemplify excellence in all we do, every day. Our overarching theme, an attitude of excellence, is exhibited daily in the endeavors of our teachers, staff, administration and students. I know that Riverside will continue to build on this excellence in the coming year!

As we look ahead to the 2021-202 school year, we stay committed to preparing our students for the potential challenges they may face in their academic journey. To assist them in meeting these challenges, we depend on our excellent teaching staff to continue to raise the bar in their classrooms and build on our District's strong foundation and state-of-the-art STEM² curricula. I am proud of our many accomplishments, across our district, and I look forward to creating more opportunities for our students to be successful.

This year will continue to expand our Riverside STEM² Online efforts. Our accomplishments have been monumental and we will continue to innovate.

As in the past, our R2's Strategic Plan will continue to focus on our three major goals. Our goals are as follows:

Goal #1

Increase student achievement above the State's achievement level through the effective use of our Riverside STEM² Online curriculum and professional development focused on online instructional delivery;

Goal #2

Increase student enrollment to 1,000 students district-wide through an effective student recruitment marketing campaign and post-COVID-19 recovery efforts;

Goal #3

Increase teacher compensation and accountability through effective use of the Faculty Performance Folio.

Riverside remains guided by the principles of equity, access and innovation. We remain fully committed to our values that celebrate inclusion and promote an educational environment of respect and one where **We All Belong**. In these difficult times, Riverside staff, students and families have put into practice many of the Riverside skills that are essential for our students as they prepare for colleges and careers and to be engaged citizens.

Thank you for your continued support of our students and district. The vision we cast for 2021 through 2022 is a plan of constant forward momentum.

All the best for the coming year,

Jaime A. Rivera

Dr. Jaime A. Rivera
Superintendent of Schools/CEO
Riverside Elementary School District No. 2

RESD Guiding Documents

*O*ur *M*ission

*P*reparing Students for College and Advanced Careers
Through Rigorous STEM² Academic Programs

*O*ur *V*ision

*T*o create a high caliber and rigorous private school
education within a public school setting.

*O*ur *A*reas of *F*ocus

1. *I*ncrease *S*tudent *A*chievement in *S*TEM²
2. *I*ncrease *S*tudent *E*nrollment
3. *I*ncrease *S*taff *C*ompensation & *A*ccountability

Governing Board Members & Meetings

Riverside Elementary School District No. 2 Governing Board members are:

Dr. Joyce Luckie, Board President

Mr. Martin Martinez, Board Vice President

Ms. Leticia Rocha, Member

Governing Board meetings are held on the 3rd Thursday of every month (with some exceptions). Special meetings may be called as needed. The agenda is posted in advance at each school site and the district office. Staff, parents, and community members are encouraged to attend. Meetings are held in the District Board Room at 1414 S. 51st Avenue, Phoenix, AZ, 85043. Board meetings begin promptly at 5:00 p.m.

District Services

RIVERSIDE ELEMENTARY SCHOOL DISTRICT NO. 2

1414 S. 51st Avenue, Phoenix, AZ 85043

Phone: (602) 477-8900

Fax: (602) 272-8378

www.resdonline.org

Superintendent's Office

Dr. Jaime Rivera	Superintendent
Cynthia Gallegos	Executive Administrative Assistant

Teaching & Learning Division

Ruben Gutierrez	Associate Superintendent
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Special Education & Early Childhood Development

Dayna Gilmore	Director
Maria Olazava	Administrative Assistant

Business Services

Jose Moreno	Executive Director of Business Services
Teresa Solares	Finance Specialist/Accounts Payable
Zorina Gray	Payroll Specialist/Purchasing Specialist
Eduardo Romero	Fixed Assets/Inventory/Courier
Flor Ovando	Secretary to the Executive Director of Business Services

Human Resources Department

Elisabeth Minzer	Director
Brittany Auld	HR Specialist

IT Infrastructure & Construction

Stacey Hawkins	Director
Paloma Mungaray	SAIS Coordinator/Technology Secretary/Help Desk

Transportation & Maintenance

Andy Valdivia	Manager
Dana Provencher	RTS Supervisor
Miguel Echeverria	KRPA Supervisor
Flor Ovando	Secretary to the Maintenance and Transportation Manager

Child Nutrition Services

Eva Chalabi	Manager
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Introduction

The purpose of this handbook is to provide information that will provide guidance regarding District policies and clarify employment procedures and processes.

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor or contact the HR Department. District policies and regulations can be accessed online at www.azsba.org.

Not all District policies and procedures are included in this handbook. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to HR Department.

Directory of Schools

RIVERSIDE TRADITIONAL SCHOOL

1414 S. 51st Avenue
Phoenix, AZ 85043
Office: (602) 272-1339
Fax: (602) 477-8921



Principal: Ms. Cindy Sanchez
Academic Coach: Martha Angulo
Adm. Assistant: Karina Johnson
Registrar: Sonia Castaneda
Nurse: Francisca Montiel

School Hours

Kindergarten - 2nd Grade: 8:00 - 2:00
3rd Grade - 4th Grade: 8:00 - 3:00

Early Dismissal

Kindergarten - 2nd Grade: 8:00 - 11:30
3rd Grade - 4th Grade: 8:00 - 12:00

KINGS RIDGE PREPARATORY ACADEMY

3650 S. 64th Lane
Phoenix, AZ 85043
Office: (602) 477-8960
Fax: (602) 936-5531



Principal: Ms. Jessica Herrington
Adm. Assistant: Rosie Sanchez
Registrar: Cecilia Rodriguez
Nurse: Rosa Corona

School Hours

8:15 - 3:30

Early Dismissal

8:15 - 12:30

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MARICOPA INSTITUTE OF TECHNOLOGY

3900 S. 55th Avenue
Phoenix, AZ 85043
Office: (602) 272-0006
Fax: (602) 272-0309

Headmaster: Mr. Rafael Sanchez
Adm. Assistant: Ms. Maria Rico
Attendance Clerk/Receptionist: Karla Aguirre

School Hours

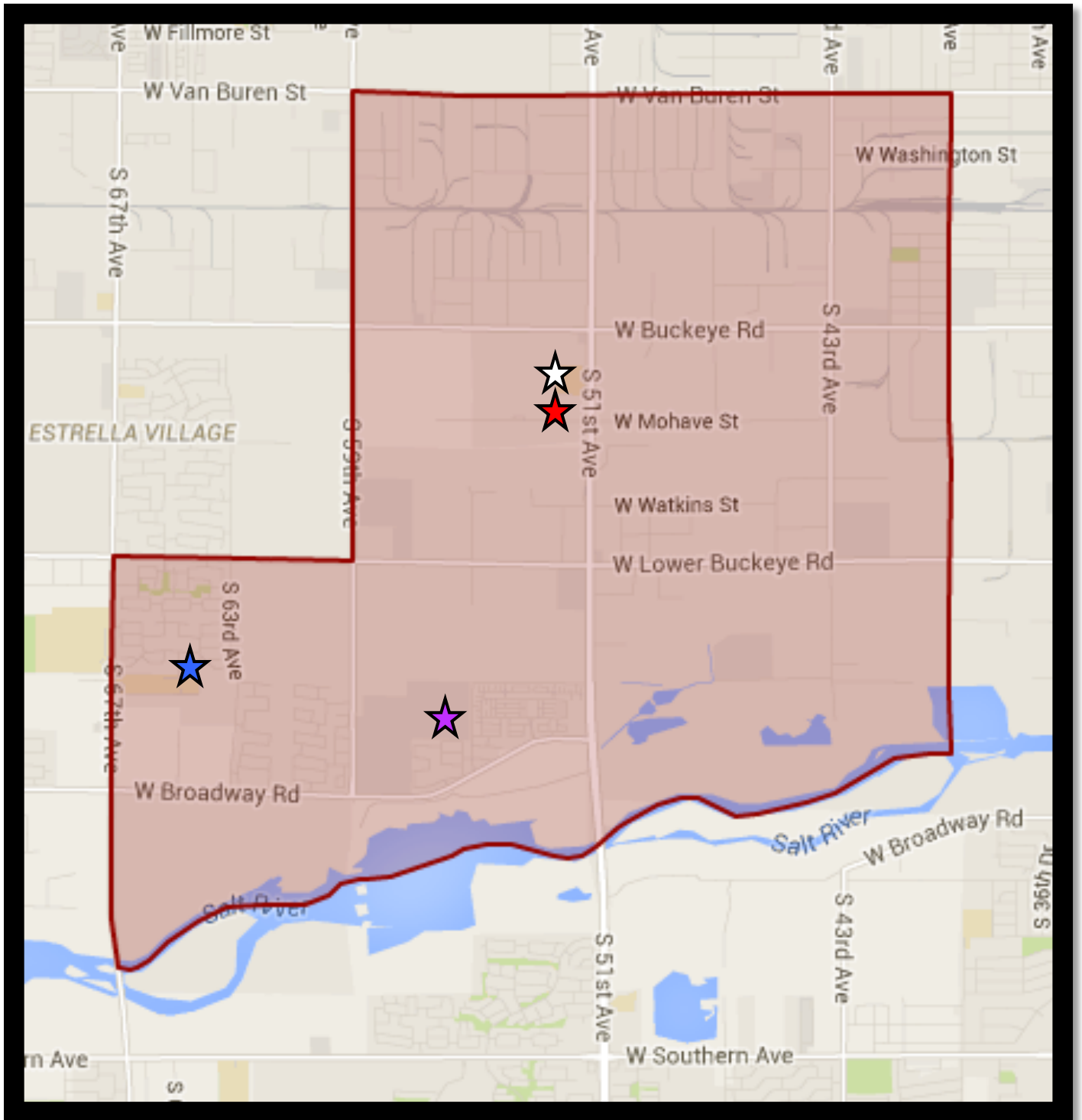
7th Grade - 11th Grade
8:00 - 3:30

Early Dismissal

8:00 - 12:00



Riverside Elementary School District Map



Private Education in a Public School Setting

★ RESD District Office
1414 S. 51st Avenue

★ Kings Ridge Preparatory Academy
3650 S. 64th Lane


★ Riverside Traditional School
1414 S. 51st Avenue

★ MIT STEM Magnet School
3900 S. 55th Avenue

Instructional School Calendar



RIVERSIDE ELEMENTARY SCHOOL DISTRICT NO. 2 INSTRUCTIONAL CALENDAR 2021 - 2022

July 2021					August 2021					September 2021					October 2021				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
			1	2	2	3	4	5	6			1	2	3					1
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
26	27	28	29	30	30	31				27	28	29	30		25	26	27	28	29
5	Fourth of July Observed				2-6	District-Wide Benchmark Testing				6	Labor Day - No School				4-8	Fall Break - No School			
14-16	New Teacher Orientation				6	ADM 10th Day Student Count				7	Mid-Term Reports Issued				22	All Day STEM PD - No School			
19-23	PD - All Teachers Return				27	All Day STEM PD - No School				21	ADM 40th Day Student Count				28	End of 1st Trimester			
22	Meet the Teacher Night					Early Dismissal				24	All Day STEM PD - No School					Early Dismissal			
26	First Day of School										Early Dismissal								
Days of Attendance = 5					Wednesdays= Early Dismissal for Students					Wednesdays= Early Dismissal for Students					Wednesdays= Early Dismissal for Students				
Days of Attendance = 5					Days of Attendance = 5 + 21 = 26					Days of Attendance = 26 + 20 = 46					Days of Attendance = 46 + 15 = 61				
November 2021					December 2021					January 2022					February 2022				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
1	2	3	4	5			1	2	3	3	4	5	6	7		1	2	3	4
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
29	30				27	28	29	30	31	31					28				
1-5	District-Wide Benchmark Testing				17	Mid-Term Reports Issued				14	ADM - 100th Day				15	End of 2nd Trimester			
10-12	Early Dismissal/Conferences/Rept. Cards Issued				20-31	Winter Break - No School				17	MLK Day - No School				21	President's Day - No School			
11	Veterans Day - No School					Early Dismissal				21	All Day STEM PD - No School				18	All Day STEM PD - No School			
22-26	Thanksgiving Recess- No School									24-28	District Benchmark Testing					Early Dismissal			
	Early Dismissal										Early Dismissal								
Wednesdays= Early Dismissal for Students					Wednesdays= Early Dismissal for Students					Wednesdays= Early Dismissal for Students					Wednesdays= Early Dismissal for Students				
Days of Attendance = 61 + 16 = 77					Days of Attendance = 77 + 13 = 90					Days of Attendance = 90 + 19 = 109					Days of Attendance = 109 + 18 = 127				
March 2022					April 2022					May 2022					June 2022				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
	1	2	3	4					1	2	3	4	5	6					
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
28	29	30	31		25	26	27	28	29	30	31				27	28	29	30	
3-4	Early Dismissal/Conferences/Rept. Cards Issued				1	Cesar Chavez - No School				4-5	Kinder Promotion				SUMMER BREAK Begins May 23, 2022 				
7-11	Spring Break - No School				4-15	State Testing (No Early Dismissal)				6	8th Grade Promotion								
	Early Dismissal				8	Mid-Term Reports Issued				9-20	Spring Forward								
					25-29	District Benchmark Testing				19	Meet The Teacher Night (2022-2023)								
						Early Dismissal				20	Last Day of School/Report Cards Issued								
Wednesdays= Early Dismissal for Students					Wednesdays= Early Dismissal for Students					Wednesdays= Early Dismissal for Students									
Days of Attendance = 127 + 18 = 145					Days of Attendance = 145 + 20 = 165					Days of Attendance = 165 + 15 = 180									
Kindergarten		880.4 Total Instructional Hours for the School Year					K Instructional Hours = 5.30 Full Days/ 3.00 Half Day												
First Grade		880.4 Total Instructional Hours for the School Year					1st Instructional Hours = 5.30 Full Days/ 3.00 Half Day												
Second Grade		880.4 Total Instructional Hours for the School Year					2nd Instructional Hours = 5.30 Full Days/ 3.00 Half Day												
Third and Fourth Grade		1,038 Total Instructional Hours for the School Year					3rd/4th Instructional Hours = 6.30 Full Days/ 3.30 Half Day												
Fifth through Eighth Grade		1,065 Total Instructional Hours for the School Year					5th-8th Instructional Hours = 6.45 Full Days/ 3.45 Half Day												
180 Total Instructional Days		190 = Total Teacher Days / 193 = Total New Teacher Days																	

Governing Board Approved 11/19/2020

Riverside's Integrated Action Plan

A. Framework for The Riverside Elementary School District No. 2 Integrated Action Plan (IAP) is based upon these beliefs:

1. All staff should have meaningful input into the decision-making process.
2. Each site has the authority for determining their recommendations for Classroom Improvement menu items.
3. School administrators and staff will collaborate to make decisions about the menu items.
4. Site decisions must support goals and objectives of the Riverside Elementary School District No. 2 School Integrated Action Plan Framework, which is aligned to the Arizona Department of Education's Standards and Rubrics for School Improvement.
5. Open communication and conversation is critical.
6. Site recommendations should have the support of their staff.
7. All staff is responsible for ensuring a collaborative process.

B. Development of Riverside Elementary School District No. 2 Integrated Action Plans (Sample)

Step 1: School Site Councils (i.e., School Principal, Grade-Level Lead Teacher, and Content experts) will work in collaboration with school staff to develop goals based upon the Arizona Department of Education's Standards and Rubrics for School Improvement.

Step 2: For each School-Wide (S.M.A.R.T.) Goal, school administration and staff must identify Barriers, Program Indicators, Implementation Steps, Individuals Responsible, Resources, Timelines, Budgets, and Evaluation Piece which includes, Evidence, Person Responsible, Resources, Timeline and Findings Reported To and When?

Step 3: Integrated Action Plans must use the Classroom/Site Fund "Menu" funds to support the school-wide goals and implementation steps.

Step 4: Integrated Action Plans must be a collaborative process with the support of its staff.

Step 5: Integrated Action Plans will be submitted to Superintendent's Office for review and approval by the District's Instructional Administrative Team.

C. Goals for Riverside Elementary School District No.2 will be in alignment to Integrated Action Plan to focus on:

(Goal #1)

Increase student achievement in STEM² above the State's achievement level through the effective use of our STEM² curriculum units and professional development;

(Goal #2)

Increase student enrollment to 1,000 students district-wide through an effective student recruitment marketing campaign; and,

(Goal #3)

Increase teacher compensation and accountability through the effective use of the Faculty Performance Folio.

Energy Conservation Plan

The Governing Board of Riverside Elementary School District No. 2 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.

The responsibility for developing an "Energy Conservation Ethic" rests with all employees, students, and patrons of this district. Each site Principal or Manager 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.

Below are some general energy conservation "best practices":

1. Classroom doors are to remain closed when HVAC systems are operating.
2. Ensure doors between either heated or air-conditioned spaces and non-heated/non-air-conditioned spaces are closed at all times.
3. 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.
4. 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.
5. All office machines with the exception of FAX machines should be switched off during non-working hours and during non-use times when applicable.
6. 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.
7. 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.
8. Where possible, individual comfort levels should be managed by wearing appropriate warm or cool clothing.
9. All kitchen equipment should be powered up only when needed.
10. 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.
11. Gym lights (where applicable) should only be on when the gym is being utilized.

These procedures are meant to be RESD No. 2 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 his designee. Such modifications will be reported to the Governing Board.

Employee Conduct & Welfare

1. COMMUNICATION TECHNOLOGY (Telephones, Voicemail, Email, Computers)

- A. Protocol and Guidelines - Any communication technologies available in our schools are for educational and professional use. Please remember voicemail, email, and any files stored on district servers are not private. Administrators may review any of these files and communications at any time to maintain our systems integrity and ensure that all users are using the system appropriately (according to Board Policy and the Employee Internet and Email Access Agreement). Violations may result in loss of access and/or other disciplinary or legal action.
- B. Telephones and Voicemail
- Answering and making phone calls should be done when students are not in the room unless it is an emergency. Call forward should be in operation during the regular school day.
 - Student use of the phones should be very limited, and only with the direct supervision of the teacher.
 - Voicemail needs to be checked just as staff members are asked to check their mailbox once in the morning, lunchtime, and at the end of the day. Messages left by parents need to be responded to promptly. If you receive a threatening or obscene message, please contact your direct Administrator immediately before you delete or respond to the message.
 - Be sure to have a professional greeting for your voicemail. State your name, and that you are unavailable at this time, please leave a message and you will return the call as soon as possible. Please be sure to check your messages daily and return calls.
 - The directory of all district phone extensions is for staff use only and not to be distributed to students or parents. However, individual teachers and/or teams of teachers may need to send notes home to their students' parents with their specific phone extensions.
 - With the availability of all District phone extensions, please remember answers to questions, concerns, or problems need to follow the "chain of command." Those people closest to the situation, question, or problem can usually respond, answer, or solve it best. However, if that does not work, please continue to seek out the information or help you need. These are communication tools to help us do our jobs better and more efficiently.
- C. Sending Emails: Personal vs. Work Related
- All staff must request guidance from their Principal/Supervisor when a school-wide or department email notification is needed to be sent out by a staff member. The Principal/Supervisor will determine if the email notification is work related or an individual personal note. A work-related email is defined as student centered and aligned to the daily work efforts supporting the school district's policies. An individual personal note is a message being communicated to inform the recipients of an event, activity, meeting or information that would not be considered student centered or work related (i.e. funerals, parties for staff members, clubs that are not associated with RESD, selling Girl Scout for the employee's child, holiday gatherings at someone's home, etc.).
 - Guidelines for sending school-wide/department emails:
 1. First, check with Principal/Supervisor to determine if the email is work related or personal.
 2. If work related, the Principal/Supervisor can approve and the staff member can send out the email to the department or school-wide.
 3. If personal, the Principal/Supervisor may approve the staff member to place the notification using the school's mailbox system or place a sign in the staff lounge. Materials/supplies used are at the expense of the organizer.
 4. District-wide emails can only be approved by the Superintendent or Associate Superintendent.

D. Email and Internet

- When communicating through email or the Internet, this is not a private, confidential communication. As a guide, think of it this way.... whatever is communicated could be written on District stationary and distributed to anyone.
- Remember when signing the User's Agreement, you have agreed to abide by all policies and rules established by the District which are:
 1. Not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials;
 2. To abide by all copyright regulations;
 3. To not reveal home addresses or personal phone numbers;
 4. To not use the network in a disruptive manner;
 5. To not use the network for commercial purposes;
 6. To not attempt to harm software or interfere with system security;
 7. To supervise students using district network services;
 8. To take necessary precautions to protect district files and directories through protection of passwords and prevention of unauthorized use of the network; and
 9. That many services and products are available over the Internet for a fee, and that you are responsible for all expenses incurred without District authorization.

E. Email Etiquette

- Groups - Use them appropriately. Send your message only to the people who need to get it. Also, District email is not to be used for personal ads, fundraising purposes, "cute" poems, etc.
- Chain Letters - Do not send chain mail in district email.
- Privacy - A private message might not stay private. Once you click "Send," you have no control over where an email goes. If you couldn't say it in public, you don't want to say it in an email.
- Flaming - If you are really angry with someone, and need to get it off your chest, and decide to do it in an email...go ahead and write it. Then, instead of clicking Send, close and save it, and read it tomorrow. Chances are you'll change it or cancel the whole idea. Once you send it, you can't take it back.

F. Confidential Information in Email

- Don't send confidential information in email. You can use a student's full name if you're sending a list of your best spellers, or students who made the baseball team. You cannot use a student's full name if you're discussing his/her Special Education or free lunch status. When it comes to medical information, it's not appropriate to use email to tell your colleagues about a student's condition.
- Ask yourself before you put any student information in an email:
 1. Does the recipient have a need to know?
 2. Is this the kind of information that needs to be handled more carefully than with an email?
- Remember... You can't control an email after you send it. It's in the District's system and is a matter of public record.
- Other points to remember if you send information on student progress through email:
 1. Email produces a written record, with your name on it. Be careful what you say, and how you say it. Don't use it for big problems. Set up a conference.
 2. Use a professional tone.
 3. Try to report observable or objective information; avoid value judgments.
 4. Find something positive to say (if you can).
 5. Choose your words carefully if you have to be negative.
 6. Give suggestions on what the parents can do to help.
 7. Don't discuss other students or staff.
 8. Be brief.
 9. Avoid using ALL CAPITALS. Avoid the casual style of informal email.

10. Recognize the limits of email: they can't hear your voice, or see your eyes or your smile. Jokes may fall flat; sarcasm may inflame the situation.
11. If you're not sure you said it right, have another teacher read it, or save it and read it later.
12. Make sure you're saving all emails you send in your Sent Items folder, or make another folder to keep them in. You need a record of what you said.
13. If a misunderstanding arises, bail on email. Pick up the phone and make a personal contact.

G. Showing Videos/DVDs at School

- Movies, videos, and/or DVDs with ratings other than for general audiences of all ages are not to be show in classrooms or at any District facility (this includes buses and overnight field trips where students are present) except when:
 1. The movie or video has been previewed by the teacher or other certificated staff member.
 2. The movie or video has been determined not to contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
 3. The responsible site administrator has approved the use of the movie or video prior to its showing.
 4. The teacher or certificated staff member has provided advance notification to each student's parent(s) or other responsible adult, of the title of the movie or video and the date on which it will be shown.
 5. A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie or video. Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.
 - It is a copyright violation to rent or buy a video, and show it to any group at school. The only exception to this: "A school can legally exhibit a copyrighted entertainment movie within a school without permission... if the exhibition takes place in a classroom setting where a teacher is in attendance and the movie is an essential element of the current curriculum."
 - Any showing of "entertainment" videos or DVDs must have prior approval of the Principal. The Principals is responsible to insure that the video/DVD is an essential part of the curriculum. This applies to any entertainment video/DVD, whether you bought it, rented it, taped it, or borrowed it.
 - Purchased educational videos/DVDs, like National Geographic, usually have school viewing rights, with some restrictions. Taping educational shows usually means you can show it once to your class(es) without permission. Please check with your Principal for clarification.

2. DRUG FREE WORKPLACE POLICY GBEC

- A. 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. 1300.11 through 1300.15.
- B. 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.
- C. 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.
- D. As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

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

3. SEXUAL HARASSMENT POLICY ACA

- A. 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.
- B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:
- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
 - Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
 - Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.
- C. Sexual harassment may include, but is not limited to:
- 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.
 - Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
 - Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
 - Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
 - Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera., in exchange for sexual favors.
- D. 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.
- E. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.
- F. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.
- G. All matters involving sexual harassment complaints will remain confidential to the extent possible.

4. SMOKING BY STAFF MEMBERS POLICY GBED

- A. The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:
- School grounds.
 - School buildings.
 - School parking lots.
 - School playing fields.
 - School buses and other District vehicles.
 - Off-campus school-sponsored events.
- B. 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 A.R.S. 15-712.

5. STAFF CONDUCT 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 and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the department of education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.

If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.

A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

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

Use of Physical Force by Supervisory Personnel

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

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

6. STAFF ETHICS 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 political or sectarian religious views or personal agenda of any kind.
- J. Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- K. Avoids using position for personal gain through political, social, religious, economic, or other influence.
- L. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- M. Stresses the proper use and protection of all school properties, equipment, and materials.
- N. Honors all contracts until fulfillment or release.

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.

7. STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES POLICY GBF

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, YouTube, and any successor protocol to transmit information. Mobile technologies are any devices that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; 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, except in the case of an emergency, use private or District owned or provided technologies while operating a District vehicle, while transporting students, or while operating any vehicle while engaged in professional duties;
- 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 public record laws, and the records management parameters established by Arizona State Library, Archives and Public Records.
- shall not use personal technologies (including, but not limited to personal cell phones) while performing his/her employment responsibilities such as teaching, supervising students, attending meetings, and the like;
- shall limit the use of personal technologies (including, but not limited to personal cell phones) during the work day only in emergency situations or during those times when the employee is not engaged in employment duties such as during the employee's lunch or other scheduled breaks.

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.

8. Employee Use of Personal Technology When Off-Duty

Employees should be aware that they may be subject to discipline for their online conduct (social media, private emails, and the like), even when the conduct takes place outside of work and with private resources and technology. Discipline may be imposed whenever an employee's conduct:

- violates any school policies (e.g., engaging in harassing conduct towards employees, students, or parents);
- violates any state or federal laws (harassment, stalking, violations of FERPA, child pornography, and the like);
- impedes the teacher's ability to do their job; or
- causes a disruption to the workplace.

Employees should exercise common sense, even in their off-duty behavior. Employees are advised to:

- Make their personal social networking sites as private as possible.
- Use best judgement before posting - "Do I want to see this post on the news?"
- Employees should make clear in personal posts that they are not speaking on behalf of the School District.
- Be cautious about the kinds of photos and statements that are posted publicly.

Employee Compensation & Benefits

9. CERTIFICATION COURSEWORK

- A. The Riverside Elementary School District supports classified personnel who are interested in pursuing a teaching career. Any classified employee who enrolls in a certification program, which includes a practicum and student teaching requirement, needs to notify Human Resources of the program expectations at least one semester prior to enrolling. At that time, both Human Resources and the employee's supervisor will determine the impact of the practicum requirements and future employment.
- B. Instructor for staff development programs - An employee serving in the capacity of instructor of a staff development program for District employees may earn two (2) points for each twelve (12) hours of instruction.

10. EMPLOYEE ASSISTANCE POLICY GBGC

- A. Employees may be required by the Superintendent, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate.
- B. When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the District may require a complete examination, at District expense, by a licensed physician selected by the District.
- C. The Superintendent shall have procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, post exposure evaluation, follow-up, and administering vaccine to employees post-exposure evaluation and follow-up, and administering vaccine to employees exposed to Hepatitis B virus.
- D. All employees who as a result of their employment have had significant exposure to blood borne pathogens (Hepatitis B/Human Immunodeficiency Virus) are required to report the details of the exposure in writing to the District and are required to follow post-exposure evaluation and follow-up activities in accordance with Arizona and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.

11. GENERAL PAYROLL INFORMATION

- A. Paycheck Information - All staff is paid bi-weekly on Fridays. Checks are delivered to the school site that the employee is assigned; if someone other than yourself will be picking up your paycheck, they must have a note from you with their name along with a picture I.D.
- B. 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.
- C. Absences - In order to be paid for a day absent, it is your responsibility to fill out a Cause of Absence form and indicate the type of leave to be charged. Fill the form out completely before turning it into your school secretary or administrator so that it is submitted with the weekly absence report. COA's are to be submitted prior to or 48 hours upon return to work. A dock in pay will result if the COA is not submitted in a timely manner.

- D. Personal Business Days - Upon completing the first day of work in the new school year, full-time benefited employees will be credited with one (1) leave day. The remaining leave day will be accrued in month of January. Your leave day balances are shown on the bottom portion of your pay stub under Leave Accumulated. Leave days can be taken in half or whole days only. 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.
- E. Sick Leave - Accruals are posted on the first payday of the month for the preceding month. Your accrual rate will depend on the number of months you work during the year. This plan shows your beginning balance, leave days earned, days absent, adjustments and ending balance. If there is a discrepancy with any portion of your paycheck, contact Payroll Immediately! The sooner you report the problem, the easier it may be to correct.
- F. 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 fill out a short form and attach a voided check. Contact Payroll to obtain the necessary form. Direct Deposit pay stubs are sent to each employee via email.
- G. Lost Paychecks - If you lose your paycheck, report it immediately to the Payroll Office at (602) 477-8900. Turnaround time for reissuing your paycheck may take up to three (3) weeks depending upon the circumstances and process by Maricopa County of Schools.
- H. Resignation - If you resign from your position or are released from your contract before completing the school year, your final paycheck will be released to you upon the return of all school/district property such as identification badge, keys, cell phone, equipment, books, etc. Your final paycheck will be issued within two (2) weeks after your resignation. Be sure to leave a forwarding address if you will be moving. **If you resign from your position ending your employment, all your benefits (medical, dental, vision, life) will end on last day of the month in which you resigned.**

12. PROFESSIONAL STAFF SALARY SCHEDULES POLICY GCBA

- A. Administrators

The Board will enter into an individual contract with each member of the administrative staff commensurate with the requirements of the position. This contract shall describe the general services to be rendered by the employee in return for financial and other considerations. Additionally, the employee's job description, detailing the more specific performance responsibilities of the contracted position and the mode of evaluating performance, shall be incorporated into the contract by reference. All terms and conditions of contracts with administrative staff members are to conform with the requirements of the Arizona Revised Statutes.
- B. Other Certificated Personnel
 1. The salary schedule pertains to personnel holding provisional, basic, or standard certificates at the elementary or secondary levels.
 2. Initial Placement on Salary Schedule. New teachers entering the system with prior teaching service, who have met academic and professional qualifications for Arizona State Department of Education certification, will be given credit for substantiated experience.
 3. Verified previous experience recognized for the purpose of placement on the salary schedule is defined as any previous full-time certificated teaching in any public school. For a teacher to receive credit for previous teaching experience, the teacher must furnish the office of the Superintendent full information concerning the previous teaching records. When the experience has been verified, credit will be given by the District.
 4. Days intended for participation in professional association activities are not to be compensated under an employee's contract or other employment agreements. 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.

C. Substitutes

Pay for substitute teaching will be established by the Board.

D. Advancement on Salary Schedule

1. Vertical and horizontal advancement on the salary schedule will be in accordance with the salary schedule currently in effect. Vertical advancement is limited to one (1) step per year.
2. Reasons for denial of vertical advancement on the salary schedule include but are not limited to:
 - Lack of adequate disciplinary control.
 - Insufficient effort and time given to assigned duties or failure to engage in a reasonable amount of extracurricular activity.
 - Lack of cooperation with the administration in carrying out adopted policies of the school.
 - Unprofessional conduct.

E. Other Contract Provisions

1. Any person who does not work the full term as set up by salary schedule shall be paid on a prorated basis for the number of days to be worked for the remainder of the school year; this shall include school days taught plus the number of days required for orientation.
2. For newly hired, critical, and difficult-to-fill certificated personnel positions placed on the teachers' salary schedule, differentials above the stated schedule may be paid.
3. A teacher who is or has been employed by or teaching at a charter school, and was previously employed by the School District, shall receive the benefits, protections, and preferences granted under A.R.S. 15-187.

13. PROFESSIONAL STAFF VACATIONS AND HOLIDAYS POLICY GCD

A. Vacations

Twelve (12)-month administrators earn vacation in accord with the provisions in their respective employment agreements. Vacation must be taken within eighteen (18) months following the close of the fiscal year during which it is earned, after which any unused portion of the vacation shall be forfeited, unless otherwise noted in the administrator's contract, or exception is granted in writing by the Superintendent.

B. Holidays and State Standardized Assessments

1. Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Uncompensated days off will be established by the Employee Work Calendar.
2. Unless approved in advance by the Superintendent, personal leave and vacation will not be granted during the following periods:
 - On the day immediately before or following a holiday or vacation.
 - During the first two (2) weeks of school or the last two (2) weeks of school.
 - During the two (2) weeks of State Standardized Assessment.
 - All employee groups will be limited to using one (1) personal day per semester.

14. PROFESSIONAL/SUPPORT STAFF CONFERENCES/VISITATIONS/WORKSHOPS POLICY GCCE

- A. 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).

- B. 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.
- C. 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 expense for participation in student field trips and excursions shall be in accordance with District Policy IJOA.
- D. 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.
- E. 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.

15. PROFESSIONAL/SUPPORT STAFF FRINGE BENEFITS POLICY GCBD & GDBD

- A. The Governing Board will review professional/support staff fringe benefits each year during the budget process and may modify the benefits to meet the best interest of the District.
- B. Minimum standards of eligibility for fringe benefits will be determined by the Board annually.

16. SUPPORT STAFF SALARY 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, relevant job experience, and years of District employment, if applicable.

Advancement

- A. Advancements for regular twelve (12) month employees generally are granted at the beginning of each fiscal year. 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. Advancements may also be granted subsequent to performance evaluations, additional work factors, and other considerations determined to be in the District's best interest.
- B. An employee must work one (1) day more than one-half (1/2) of the year to receive an advancement in wages.

17. SUPPORT STAFF VACATIONS AND HOLIDAYS POLICY GDD

All regular twelve (12) month support staff employees shall earn vacation leave at the rate of ten (10) working days per fiscal year during the first five (5) years of employment, accumulated to a maximum of twenty (20) days at which time no more vacation can be earned. Thereafter, vacation leave shall be earned at the rate of fifteen (15) working days per fiscal year accumulated to a maximum of thirty (30) days at which time no more vacation can be earned. Vacations shall be taken as approved by the Superintendent.

Compensation for Unused Vacation Days

The Superintendent shall have the discretionary authority to pay for all unused vacation if an individual employee of the District is required to work on vacation days. The amount of reimbursement cannot be greater than the employee's regular daily rate of pay.

Holidays and State Standardized Assessments

Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Uncompensated days off will be established by the Employee Work Calendar.

Unless approved in advance by the Superintendent, personal leave and vacation will not be granted during the following periods:

- **On the day immediately before or following a holiday or vacation.**
- **During the first two (2) weeks of school or the last two (2) weeks of school.**
- **During the two (2) weeks of State Standardized Assessment.**

All employee groups will be limited to using one (1) personal day per semester.

Employee Relations & Communications

18. DISTRICT COMMUNICATIONS

Throughout the school year, the District publishes newsletters, brochures, fliers, calendars, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. The District's website contains additional information and may be accessed at the following link:

<http://www.resdonline.org>

19. EMPLOYEE RECOGNITION AND APPRECIATION

Continuous efforts are made throughout the school year to recognize employees who go above and beyond and make an extra effort to contribute to the success of the district. One certified and one classified employee is recognized in our "Employee of the Trimester" appreciation program. The selected employees are nominated by their peers and celebrated during a Board meeting. Each employee receives a Certificate of Recognition, their name engraved on the "Employee of the Trimester" plaque which is showcased at their work location and a special reserved parking spot.

Employee Responsibilities

20. DRESSING THE PART OF A PROFESSIONAL POLICY GBEBA

Riverside Elementary School District No. 2 has three organizational-related reasons for implementing professional dress standards 1) to present and create a professional appearance for students, parents, and the public; 2) to promote a positive working environment and limit distractions caused by outrageous, provocative, or inappropriate dress; and 3) to ensure safety while working.

The District bases its dress policy choices on the presumption that employees at all levels and job positions are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect the student's and community's impression of the profession and internal morale.

All District employees (certified and classified) serve as role models for the students with whom they work. It is the District's expectation that all employees dress professionally and appropriately for their specific job duties and responsibilities. District and School Administrators, Directors and Managers are authorized to interpret and enforce this policy. Acceptable personal appearance is an ongoing requirement of employment with the District. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Any employee in violation of this policy may be asked to go home and change clothes and/or refrain from wearing such clothing in the future. Repeated problems with an employee's inappropriate dress or appearance may result in disciplinary action, up to and including dismissal.

Reasonable accommodations shall be made for those employees who, because of religious belief, cultural heritage, or medical reason request a waiver of part of this policy for dress or appearance. Reasonable accommodations to this policy may also be made to accommodate staff members who are engaged in specialized duties, including but not limited to, special event day(s), physical education or field trips.

The guidelines contained herein are the District's minimum guidelines, and not an exclusive list. Administrators may develop more restrictive guidelines for their campus/department/staff, but they may not create less restrictive guidelines. Administration is expected to review these guidelines with their staff each year.

General Dress Code Requirements

An employee's dress or appearance may not be so unusual, inappropriate or lacking in cleanliness that it clearly disrupts the learning or working environment. The following attire or appearance, although not all-inclusive, is considered inappropriate and unprofessional:

- Employees that are not physically clean, neat and well groomed.
- Baggy or oversized clothing.
- Torn, frayed or disheveled clothing.
- T-shirts are not acceptable. Polo's can be worn.
- Tight fitting, sheer or revealing clothing (low necklines, backless, strapless, low-cut, spaghetti straps, tops with straps that are less than two inches (2") wide, bare midriffs, muscle shirts or half shirts, tube tops, halters or tank tops) are not acceptable. Appropriate attire should have adequate coverage to allow a full range of movement without skin or undergarment showing.
- Shorts, dresses and skirts that are not at least fingertip length when the employee's arms are hanging to the side.
- Undergarments that are worn as an outer garment or that may be seen through other clothing.
- Clothing which is disruptive, provocative, revealing, indecent, vulgar, or obscene.
- Leggings/tights worn as slacks/pants.

- Overalls.
- All attire which promotes advertising, gang, or pop culture, alcohol, tobacco, drugs, profanity, sexual connotations or depictions of violence or weapons by logos, words or pictures.
- Clothing that contains profanity, vulgarity, nudity, or depicts violence or is sexual in nature by words or symbols.
- Bare feet, plastic/rubber flip flops, thongs, beach and shower shoes.
- Disruptive hairstyles.
- *Sideburns, moustaches, and beards that are not neatly trimmed.*
- Accessories that could be used to injure another, such as chains, dog collars, spiked wristbands, and other exotic jewelry.
- Jewelry and/or body piercings affixed to an employee's nose, tongue, cheek, lip, eyebrow or other exposed areas of the body, excluding earrings affixed to the ear.
- Visible tattoos, hair styles and unnatural hair colors that are offensive and/or distracting to learning environment.
- Sweatbands and bandannas.
- Blue denim jeans, except as permitted by the employee's supervisor.
- Hats/caps (unless using during outside duty times, on the playground or with supervisor approval).
- Shorts, hats, sweatpants, sweat suits, nylon athletic suits and jogging suits may be worn by physical education teachers. However, physical education instructors shall adhere to the staff dress code when not instructing class (i.e., when attending in-services, parent-teacher conferences, summer academies, professional travel, or any other time when representing the Riverside School District).

21. HOW TO DEAL WITH THE MEDIA

In dealing with the media, the Superintendent or Associate Superintendent will be spokesperson.

- No information will be given to the press unless designated by the Superintendent.
- Faculty and students should not talk to the media unless authorized by the Superintendent.
- Accurate and factual information only should be shared. Avoid speculations and unsubstantiated rumors.
- If the situation involved police actions, do not, under any circumstances give information to the media on their behalf.
- Realize that any statements may be used against the school district in a future criminal or civil action resulting from the incident.
- Do not say "No comment" but, state that all communications are being handled by a designated district spokesperson. Direct them to the District Office for information. The outflow of news will reassure parents and the community that the situation is being properly handled.

22. PURCHASING GOODS AND SERVICES FROM SCHOOL EMPLOYEES

- A. 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 after public competitive bidding.
- B. The Attorney General Opinion 106-002 clarifies that school districts must follow procurement rules, regardless of the expenditure amount, when purchasing good or services from district employees. This statute applies to any purchase using district monies, including extracurricular activities tax credit monies and student activities monies.
- C. Reminders:
 - All purchase orders will be faxed or emailed by the purchasing department.
 - All purchase orders (except hand carry) will be received at the warehouse only. Once the purchased item(s) are received and verified, they will be delivered to your site.
 - Purchase orders cannot be used to purchase gift cards.

- D. Travel - 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 the Transportation Department for vehicle availability.

23. PURCHASING INFORMATION

- A. PURCHASING OF ITEMS OR REQUESTING SERVICES RENDERED IS NOT TO OCCUR PRIOR TO HAVING AN APPROVED PURCHASE ORDER (P.O.). A REQUISITION IS NOT A LEGAL BINDING DOCUMENT TO PLACE AN ORDER OR RENDER SERVICES WITH A VENDOR. THIS IS A VIOLATION OF STATE PROCUREMENT POLICY. IF YOU PURCHASE ANY ITEMS or REQUEST SERVICES RENDER BEFORE A PURCHASE ORDER IS ISSUED YOU WILL PERSONALLY BE RESPONSIBLE FOR THE COST OF SUCH ITEMS OR SERVICES AND A LETTER OF DIRECTION WILL BE PLACED IN YOUR PERSONNEL FILE.
- B. Steps to obtain a Purchase Order:
- Please give a list of the items you would like to purchase to your Administrative Assistant. The Administrative Assistant will then create a requisition in our Visions program. Be aware that the requisition will pass through several approval levels once created (Administrator, Technology, if applicable, and Purchasing) before the final purchase order is approved. Please allow sufficient time for requisitions to be processed.
 - Information needed for each requisition:
 1. Vendor Name, employee requesting the purchase and project name and any awarded contract number
 2. Account code, quantity, detailed description and unit price
 3. 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 (6.6 %) on the item(s). NOTE: If the tax or freight amount is not on your requisition, your purchase may be delayed.
- C. Please remember to forward all necessary documentation (i.e. order forms, quotes (if applicable) registration forms and renewal notices) to the Purchasing Department.
- D. 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 and/or an after-the-fact purchase.
- E. Please allow a minimum of three working days for the requisition/purchase order cycle to be completed. Remember to plan ahead allowing ample time to complete the purchase order process.
- The signed, original vendor copy of the purchase order will be delivered to the appropriate store via fax or email prior to any purchase.
 - In the event that you are issued a purchase order to hand carry to the vendor with you to make a purchase, this purchase order is designed for a one time only use. The purchase order will be closed after used, even if all funds are not expended.
- F. Once the purchase is made, please return the original receipt to your school's Administrative Assistant as soon as you return with the items purchased. The Administrative Assistant will indicate the purchase order number on the receipt and then forward the receipt the Accounts Payable Department.
- G. A hand carry purchase order is only valid for fourteen (14) days from the purchase order issue date. After fourteen (14) days, the purchase order will be voided.

24. 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 their supervisor who shall be responsible for reporting to local law enforcement and the Superintendent's office.

Grievances

25. STAFF GRIEVANCES POLICY GBK

- A. 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.
- B. Such procedure shall provide for Governing 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.
- C. The decision of the Governing Board is final.

Leaves and Absences

26. PROFESSIONAL/SUPPORT STAFF ATTENDANCE IMPROVEMENT PROGRAM

- A. Attendance Standards - All employees are expected to base their attendance on the following standards:
- The attendance rate for the District shall be ninety-seven (97%) or higher.
 - The District absentee rate for incidental and personal business shall be three (3%) or lower.
 - Approved professional leave, FMLA, jury duty, and bereavement do not count in an employee's absence rate.
- B. 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 (3) days of the work year, the supervisor has discretion to confer with that employee and establish an attendance improvement plan. Bereavement, jury duty, FMLA, vacation and professional leave shall not be taken into consideration in determining an employee's absence rate.
 - Each supervisor shall include attendance as one of the indicators in the performance evaluation process of all employees.
- C. 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.
- D. Administration of Leave Policy - Nine (9) and ten (10) month employees are provided with twelve (12) days of undesignated leave per year (10 personal illness and 2 personal business). Twelve (12) month employees receive fourteen (14) days of undesignated leave per year (12 personal illness and 2 personal business).
- E. Tardy - Tardiness to work or duty assignments detours from the positive school culture. A tardy is when an employee is not present at their workstation or assigned duties at their scheduled time. Emergency situations that could involve family matters, health emergencies, or unknown incidents on the road will be considered on a case-by-case basis as not being a tardy from employment. Any employee who has excessive tardiness can be subjected to corrective action at the school level. Excessive tardiness is defined as three or more instance of lateness in a calendar month.

27. PROFESSIONAL/SUPPORT STAFF BEREAVEMENT LEAVE POLICY GCCH

- A. An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death in the employee's family as defined in GCCA.
- B. 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 accrued sick leave.
- C. In the absence of any accumulated sick leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

28. PROFESSIONAL/SUPPORT STAFF CALL-IN PROCEDURES

- A. It is the responsibility of the professional/support staff to call the District Substitute Hotline (602) 696-6943 or text and to call the school office and leave a message as early as possible, but no later than 5:00 a.m. to report your absence.
- B. If you know you are going to be absent several days in advance such as when you take a personal day of leave, a professional day of leave, etc. you should notify the school administrator as soon as possible.

- C. It is the responsibility of the professional/support staff to notify the school office and the District Substitute Hotline by 1:00 p.m. if you will be returning to work the next school day. Failure to call by 1:00 p.m. will result in a substitute being secured to report to work for the next school day for professional staff members only.
- D. A Cause of Absences (COA) form must be submitted to the school's administrative assistant within 24 hours of returning to work.

29. PROFESSIONAL/SUPPORT STAFF LEAVES AND ABSENCES (Absent Without Leave) POLICY GCC

- A. 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 director supervisor and/or Superintendent.
- B. In no case shall an employee be compensated for time lost due to being absent without leave.
- C. 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.

30. PROFESSIONAL/SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY POLICY GCCC

- A. 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 a member of the certificated or support staff for not longer than one (1) year.
- B. 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
 - For leave under the Family and Medical Leave Act.
- C. A leave of absence requested pursuant to this policy may be:
- Approved by the Superintendent if the leave period does not exceed 12 weeks; OR
 - Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.
- D. 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.
- E. 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.
- F. The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District.
- G. 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 vacation and undesignated leave shall be applied to the leave period unless otherwise agreed to by the District or prohibited by the Family and Medical Leave Act.

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) during any one (1) fiscal year (July 1 to June 30), 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.

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.

A husband and wife working for the District may be limited to a total of twelve (12) weeks of leave during each fiscal year 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 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, or planned medical treatment for a serious health condition 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 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) day 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 purpose of receiving family leave shall be required under the same conditions as FMLA certification for leave indicated above.

The employee may be requested to provide recertification of medical conditions in support of leave if the District feels that the circumstances so 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 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 servicemember 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 principle 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.
- As appropriate concerning the expectations, obligations, and consequences of taking FMLA leave per 29 C.F.R. Section 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.

31. PROFESSIONAL/SUPPORT STAFF PERSONAL/EMERGENCY/RELIGIOUS LEAVE POLICY GCCB

- A. Each staff member will be granted personal leave not to exceed two (2) days per year. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least two (2) working days prior to the first (1st) day of leave and must be approved by the principal.
- B. Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time.
- C. Unless approved in advance by the Superintendent, personal leave will not be granted during the following periods:
 - On the day immediately before or following a holiday or break.
 - During the first two (2) weeks of school or the last two (2) weeks of school.
 - During the two (2) weeks of State Standardized Assessment.
- D. All employee groups will be limited to using one (1) personal leave day per semester.
- E. Unused personal leave days convert to accumulated sick leave days at the close of the fiscal year.
- F. Buyback of Undesignated Leave - Upon voluntary separation after ten (10) years of continuous service, a certificated employee may be reimbursed for all undesignated leave carried forward, up to the allowable accumulation, at the rate paid 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.
- G. 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 classified staff members. School administrators who leave their positions will be reimbursed for the unused leave days according to the following procedure:

- One to five 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.
- Six 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.

32. PROFESSIONAL/SUPPORT STAFF SICK LEAVE POLICY GCCA

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.

Each staff member shall be credited with a sick leave allowance at the rate of one (1) days per month up to ten (10) or twelve (12) days, determined by the number of months employed:

Twelve (12) month employment	twelve (12) days
Ten (10) month employment	ten (10) days

The unused portion of such allowance shall accumulate without limit.

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

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

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 sick leave is being taken.
- B. Expected date of return from 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. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee'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 an employee. 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 is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

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 non-compliance 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 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 employee 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 an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee 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 employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice

- A. Employers shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees 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 employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the employer or the employee 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 employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee'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. Employees of an employer with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the employer selects a higher limit.
- B. Employees of an employer with fewer than fifteen (15) employees shall accrue a minimum of one hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than twenty-four (24) hours of earned paid sick time per year, unless the employer selects a higher limit.
- C. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later. An employer may provide all earned paid sick time that an employee is expected to accrue in a year at the beginning of the year.
- D. An employee may use earned paid sick time as it is accrued, except that an employer may require an employee hired after July 1, 2017, to wait until the ninetieth (90th) calendar day after commencing employment before using accrued earned paid sick time, unless otherwise permitted by the employer.
- E. Employees 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.
- F. Earned paid sick time shall be carried over to the following year, subject to the limitations on usage indicated above for employees of employers with fifteen (15) or more employees and employees of employers with fewer than fifteen (15) employees. Alternatively, in lieu of carryover of unused earned paid sick time from one (1) year to the next, an employer may pay an employee for unused earned paid sick time at the end of a year and provide the employee with an amount of earned paid sick time that meets or exceeds the requirements in statute that is available for the employee's immediate use at the beginning of the subsequent year.
- G. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.
- H. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.
- I. When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original employer and are entitled to use earned paid sick time previously accrued. At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee.

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 shall be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.

Retaliation Prohibited

It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

An employer shall not engage in retaliation or discriminate against an employee or former employee 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 employer's alleged violation; 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.

It shall be unlawful for an employer's absence control policy to 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.

Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

Compensation for Unused Accumulated Sick Leave Upon Termination

Upon retirement or voluntary termination in good standing, an employee with five (5) or more years of service to the district shall be compensated for unused sick leave in accordance with the following provisions:

- Five (5) through nine (9) years of service – fifty percent (50%) of the per-diem of the current step rate of pay for the employee's position and individual salary classification times the number of unused accumulated sick leave days.
- Ten (10) or more years of service – seventy-five percent (75%) of the per-diem of the current step rate of pay for the employee's position and individual salary classification times the number of unused accumulated sick leave days.

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 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.

Absence Notification

- All employees who, for any reason, find that they will be unable to report for work as scheduled, are required to call the District Substitute Hotline (602) 696-6943.
- Every employee reporting back after an absence is required to complete and sign a C.O.A. (Cause of Absence) form indicating the reason for the absence and the date(s). Some documentation may be needed, depending upon the reason for the absence(s), such as FMLA.
- **A doctor's note is required prior to returning back to work if the employee is absent for more than 3 days consecutively.**
- **If absent prior to or immediately following a holiday or break, a doctor's note is required upon returning to work.**

33. WORKERS' COMPENSATION 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.

Termination of Employment

34. DISCIPLINE, SUSPENSION & DISMISSAL OF PROFESSIONAL STAFF MEMBERS 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 use of narcotics or habit-forming drugs.
- L. Being absent without leave.
- M. Engaging in discourteous treatment of the public.
- N. Engaging in improper political activity.
- O. Engaging in willful disobedience.
- P. Being involved in misuse or unauthorized use of school property.
- Q. Being involved in excessive absenteeism.
- R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

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:
 - 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.
 - 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 (noncontinuing 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.
- 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. The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.
- I. 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.

- J. 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.
- K. 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.
- L. 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.
- M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall: deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.
- N. 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.
- O. 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.

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.

**35. DISCIPLINE, SUSPENSION & DISMISSAL OF SUPPORT STAFF MEMBERS
POLICY GDQD**

Minor Disciplinary Action

A support staff member may be disciplined for any conduct that, in the judgment of the District, is inappropriate. Minor disciplinary action includes, without limitation thereto, verbal or written reprimands, suspension with pay, or suspension without pay for a period of five (5) days or less. Minor disciplinary action shall be imposed by the support staff member's supervisor. A support staff member who wishes to object to a minor disciplinary action shall submit a written complaint to the supervisor's superior within five (5) work days of receiving notice of the disciplinary action. The supervisor's superior will review the complaint and may confer with the support staff member, the supervisor, and such other persons as the supervisor's superior deems necessary. The decision of the supervisor's superior will be final.

Suspension without Pay for More than Five Days

At-will employees. The employment of an at-will employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct by the employee that, in the judgment of the Superintendent, is inappropriate. Before suspending an at-will employee, the Superintendent will inform the employee of intent to suspend the employee and will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed. The Superintendent's decision will be final.

Term employees. The employment of a term employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct that, in the judgment of the Superintendent, is inappropriate. If the Superintendent intends to suspend a term employee without pay for more than five (5) days, the notice and hearing procedures prescribed for the dismissal of term employees shall be followed, except that the hearing officer shall be designated by the Superintendent and the findings of the hearing officer shall be a final decision. At the Superintendent's option, the Superintendent may request that the Governing Board act as the hearing officer. If the hearing officer or the Governing Board finds that there is not cause to suspend the employee without pay for more than five (5) days, the Superintendent may, after reviewing the findings, impose minor disciplinary action.

Dismissal

At-will employees. The employment of an at-will employee may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit to the Governing Board prior to the Board meeting a written response to the recommendation. If the at-will employee chooses to attend the Board meeting when the recommendation is considered, the Governing Board may, in its discretion, permit the employee to address the Governing Board concerning only the recommendation.

Term employees. The employment of a term employee may be terminated for cause by action of the Governing Board at any time prior to the expiration of the term of employment. For the purposes of this provision, cause means any conduct that, in the judgment of the District, is detrimental to the interests of the District or its personnel or students and shall include, without limitation thereto, the following:

- Absence without leave
- Abuse of leave
- Alcohol or drug impairment
- Child abuse or molestation
- Discourteous treatment of the public
- Dishonesty
- Excessive absenteeism
- Fraud in securing employment
- Improper attitude
- Incompetence or inefficiency
- Insubordination
- Neglect of duty
- Unauthorized possession of a weapon on school grounds
- Unauthorized use of school property
- Unlawful conduct
- Use of illegal drugs
- Violation of a directive of a supervisor
- Violation of a District policy or regulation

If the Superintendent recommends termination of a term employee, a copy of the recommendation shall be delivered to the employee. The employee may request a hearing within five (5) work days after receipt of the recommendation. If a hearing is requested, the Superintendent shall deliver a written notice of the time and place of the hearing and a written statement that gives the reasons for the recommendation, a list of persons whom the Superintendent expects to testify in support of the recommendation (together with a brief summary of what each person is expected to say), and a general description of any other evidence that the Superintendent at the time believes may be presented at the hearing in support of the recommendation.

The hearing shall be conducted by the Governing Board or by a person designated by the Governing Board within not less than five (5) work days and not more than thirty (30) calendar days after a request for hearing is submitted by the employee. The date of the hearing may be postponed by stipulation of the employee and the District, or by and in the

sole discretion of the Governing Board or the hearing officer, or at the request of the aggrieved employee or the District for such reason or reasons as the Governing Board or hearing officer may deem appropriate.

The employee may be represented at the hearing by counsel, at the employee's expense. The employee shall have the opportunity to present witnesses and to cross-examine any witnesses presented by the District. Formal rules of evidence shall not apply. A record of the hearing shall be made by use of a mechanical device.

If a hearing officer is used, the hearing officer shall prepare a written statement of findings as to whether there is cause for termination of the employee and submit it to the Governing Board within ten (10) work days after the conclusion of the hearing. The Governing Board shall review the written statement and, if desired, the record, and the Governing Board's decision whether to accept the findings and whether to terminate employment or to impose other discipline shall be a final decision.

If the Governing Board conducts the hearing, it shall render a decision within ten (10) days after the conclusion of the hearing.

General Matters

Failure to object to a disciplinary action or take other action within the time limitations set forth in this policy shall mean that the employee does not wish to pursue the matter further. Complaints filed after the expiration of the applicable time limitation will not be considered.

The filing or pendency of a complaint or other form of grievance pursuant to this policy shall in no way limit or delay action taken by the supervisor or the Superintendent authorized by this policy to take such action.

A complaint relating to minor disciplinary action, suspension without pay for more than five (5) days, or dismissal shall not be processed as a grievance.

None of the procedures of this policy shall alter the status of an at-will employee.

This policy does not apply to:

- Any administrative recommendation or Governing Board action, discussion, or consideration involving the nonrenewal of a term employee.
- Ratings, comments, and recommendations made in the course of an evaluation of a support staff member.
- The decision of the Superintendent to place a support staff member on administrative leave.
- Counseling of or directives to a support staff member regarding future conduct.

36. RESIGNATION OF PROFESSIONAL STAFF MEMBERS 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 an appropriately 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.

37. RESIGNATION OF SUPPORT STAFF MEMBERS POLICY GDQB

Notice of intent to terminate at-will employment is to be submitted to the supervisor in writing and shall 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.

Terms of Employment

38. DISTRICT PERSONNEL GOALS/PRIORITY OBJECTIVES POLICY GA

The Board recognizes that dynamic and efficient staff members dedicated to education is 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.

39. EQUAL EMPLOYMENT OPPORTUNITY 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.

40. EVALUATION OF PROFESSIONAL STAFF MEMBERS POLICY GCO

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. 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 thirty three percent (33%) and fifty percent (50%) 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.

.....
The District teacher evaluation will address the following items (to be inserted in this location BEFORE adoption by the Board):

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.

.....
Inadequacy of Classroom Performance

A teacher's classroom performance is inadequate if:

- A. Inadequacy of Classroom Performance is a legal term and applies to the five (5) components located in the Formal Faculty Performance Evaluation Instrument: 1) STEM2 Preparation & Planning, 2) STEM2 Learning Environment, 3) Delivery of STEM2 Instruction, 4) Professional Responsibilities and 5) Student Assessment & Data Analysis. Faculty in the Riverside Elementary School District No. 2 is considered to demonstrate Inadequacy of Classroom Performance if:
 - 1. The Faculty earns an overall performance grade of "Ineffective;"
 - 2. The Faculty receives a rating of Ineffective in four (4) or more of the eight (8) indicators associated with the single component of Delivery of STEM2 Instruction;
 - 3. The Faculty receives four (4) or more ratings of Ineffective in any combination of the 5 components associated with STEM² Preparation & Planning, STEM2 Learning Environment; Delivery of STEM Instruction, Professional Responsibilities and/or Student Assessment and Data Analysis; or
 - 4. The Faculty's student achievement growth rate falls below expectations as outlined in the IAP.
- B. If the definition of inadequacy is met, the District procedures for addressing Inadequacy of Classroom Performance and termination for cause may be initiated.
- C. Prior approval of the Board is not required for each Notice of Inadequacy of Classroom Performance. The Superintendent is authorized to issue preliminary Notice of Inadequacy of Classroom Performance prior to Governing Board approval. Furthermore, the school principals, assistant principals, associate superintendent, directors and managers are authorized by the Governing Board to issue Notices of Inadequacy of Classroom Performance, subject to approval by the Superintendent. When a Notice of Inadequacy of Classroom Performance is issued without prior Board approval, the Board shall be notified within ten (10) school days of issuance.
- D. Faculty whose evaluation is used as criterion for establishing compensation and who disagrees with the evaluation may make a written appeal. The Faculty shall have the burden of proof in the appeal. The appeal shall be submitted to the Superintendent.

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 thirty three percent (33%) and fifty percent (50%) 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 over-all 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.

41. EVALUATION OF SUPPORT STAFF MEMBERS 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.

42. PROFESSIONAL STAFF ASSIGNMENTS & TRANSFERS POLICY GCK

- A. 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.
- B. 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 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.
- C. 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 as adopted by the State Board of Education.

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

43. PROFESSIONAL STAFF DEVELOPMENT POLICY GCI

- A. The Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its certificated and non-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.
- B. 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.

In-Service Training Courses

- A. The Superintendent may establish local in-service training courses for teachers and other certificated employees in the schools, credit for which may be granted beyond the bachelor's degree in the manner that graduate courses in institutions of higher learning are taken in to account.
- B. This credit may be granted in cases where the scope, level, quality, and content of the local course is equal to college graduate work and the instructor is qualified to teach on the college level. The Superintendent may establish reasonable rules by which to select such courses and designate them for credit. The maximum number of credits earned in such courses that may be counted toward the salary differentials is one-half (1/2) the credits required for each column of the salary schedule. The number of credits to be granted for each course shall be determined by the Superintendent.
- C. The attendance of teachers in these courses shall be recorded, and no credit shall be allowed unless the teacher has completed the assigned work of the course.
- D. If the District compensates the staff member for attending in-service training courses, no credit shall be allowed for advancement on the salary schedule.

44. PROFESSIONAL STAFF PROBATIONARY AND CONTINUING STATUS POLICY GCJ

Probationary Teacher means a certificated teacher who is not a continuing teacher.

Continuing Teacher means:

- certificated teacher who has been and is currently employed by the District for the major portion of three (3) consecutive school years, and;
- who has not been designated in the lowest performance classification for the previous school year or who has not regained continuing status after being designated as a probationary teacher.

A continuing teacher becomes a probationary teacher in the school year following having been designated in the lowest performance classification and shall remain a probationary teacher until that teacher's performance classification is designated in either of the two (2) highest performance classifications.

Administrators are not covered under the terms of the teacher appointment and evaluation statutes and do not gain credit toward continuing status.

45. SUPPORT STAFF POSITIONS POLICY GDA

- A. 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.
- B. 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.
- C. The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

How Do I Find the District's Policies & Regulations?

1. Go to <http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>
2. On the left-hand side, scroll down to find Riverside Elementary School District No. 2.
3. Click on the triangle next to Riverside Elementary School District No. 2 to view the sections in Riverside's manual.
4. Click on the "triangle" to open the section that you would like to read.
5. The manual is divided into the following sections:

SECTION A	FOUNDATIONS AND BASIC COMMITMENTS
SECTION B	SCHOOL BOARD GOVERNANCE AND OPERATIONS
SECTION C	GENERAL SCHOOL ADMINISTRATION
SECTION D	FISCAL MANAGEMENT
SECTION E	SUPPORT SERVICES
SECTION F	FACILITIES DEVELOPMENT
SECTION G	PERSONNEL
SECTION I	INSTRUCTIONAL PROGRAM
SECTION J	STUDENTS
SECTION K	SCHOOL - COMMUNITY RELATIONS
SECTION L	EDUCATION AGENCY RELATIONS