

# **Riverside School District No. 2**



Private Education in a Public School Setting

## **Staff Handbook**

## **TABLE OF CONTENTS**

Message from the Superintendent.....	3
District Services .....	4
School Information .....	5
Classroom Site-Fund.....	6
School Improvement Plan Process.....	6
Energy Conservation Plan.....	8
Policies and Procedures .....	10
Discipline, Suspension and Dismissal .....	22
Support Staff Development Program.....	30
Professional/Support Staff Sick Leave .....	32
Family and Medical Leave Act (FMLA) .....	35
Professional/Support Staff Bereavement Leave .....	39
Professional/Support Staff Vacations, Holidays and Payroll Information .....	39
Purchasing and Procurement Information .....	42
Governing Board Meetings .....	44
Governing Board Policies.....	Appendix

# A MESSAGE FROM OUR SUPERINTENDENT

Welcome Back Faculty and Staff!

*It is my pleasure to welcome you back to the Riverside Elementary School District #2 (R2) for the 2014-15 school year. I hope you enjoyed a restful and rejuvenating summer with an opportunity to enjoy family and friends as well as pursue some personal and professional projects and interests. You certainly deserve the break with all of the dedication, diligence and hard work that you provide during the school year. Teaching students is the most important profession and we understand the sacrifices that you make for the students at R2.*

*What other occupation offers a chance for new beginnings every July? Last year was a challenging year in education. It was a year of rapid and radical changes at the state level that impacted education in a negative manner. Our administrators made every attempt to shield you from the negativism that surrounded the profession. Why? Because we believe in the value that you bring to the classroom. Because we believe that S.T.E.M. and related areas are essential to the tapestry of the child's educational foundation, we believe that the magic of learning happens in the classroom and that a student is not a number, but an opportunity to prepare the next generation. The rules of engagement have changed. Quantifying student learning is essential in determining a student's areas of deficiency and strengths. This allows faculty a laser-like approach to teaching.*

*Our ship has sailed and we need to anticipate the icebergs rather than remaining at the port for smoother sailing. This is one of the reasons why we implemented the Teacher Folio Evaluation System and completed the PARCC item-tryout last school year. Our faculty accountability will continue to be on student data and achievement. I do not see a concern with this direction as we have worked diligently for the past three years to implement an evidence-based model evaluation system.*

*On any given day, I see evidence of phenomenal teaching and learning! R2 is ranked as a "Highly Performing" school district and our school label shows that our data-driven approach is working as planned. We could not ask for more! This is directly a result of your hard work and dedication to R2. I am blessed to serve alongside such a talented group of educators.*

*Summer always seems to be filled with so much expectation to regroup, reflect and refine ideas that surfaced during the busy school year but have not been fully realized due to the pace of the academic schedule. However, this summer has provided us some opportunity to accomplish many of the things on our "to do list".*

*Mr. Gutierrez and I have completed our comprehensive building walkthroughs this summer and we are pleased to say that our facilities and technology upgrades are in excellent condition for the first day of school. Our custodial, maintenance, technology and support staffs have worked diligently this summer to prepare our buildings and grounds so that staff and students can enjoy a safe and clean learning environment.*

*We will continue our focus on our vision of creating, "A Private School Education in a Public School Setting". This year the district will be implementing Spring Forward. This is where students physically move to the next grade level after AIMS/PARCC testing. This allows staff an extra month of instruction. We will be sharing the details with you when you return. In addition, we will continue to focus on improving teaching and learning through our work in K-12 blended learning, curriculum and assessment alignment, progress monitoring, walkthroughs, and most importantly Teacher Folio development.*

*R2's Strategic Plan will continue to encompass our three major educational goals. They are:*

*(Goal #1) Increase student achievement;*

*(Goal #2) Increase student enrollment and classroom reduction; and,*

*(Goal #3) Increase teacher performance pay and Accountability.*

*R2 used the results from the recent community survey to assess our progress in these areas. Results from the survey indicate staggering progress in all three areas of the plan.*

*I would like to especially welcome our new staff members. New staff, you have made a wise decision in selecting a school district that values education and professionalism. Please provide a high caliber educational environment for our students by creating classrooms that use precise student data to ensure student success. I wish you tremendous success in R2. I would also like to congratulate all our A Level Performing Faculty who have contributed immensely to our "Highly Performing" status.*

*In closing, I am committed to creating an academic environment where teachers are treated as true professionals and students receive the highest level of education in Phoenix. I look forward to seeing all of you on July 14th, and working alongside you this year. I thank you for your continued dedication and service to our entire school community.*

*My best for the coming year,*

*Warm regards,*

*Jaime A. Rivera, Ed. D.*

*Superintendent*

## **DISTRICT SERVICES**

RIVERSIDE ELEMENTARY SCHOOL DISTRICT NO. 2

1414 S. 51<sup>st</sup> Avenue, Phoenix AZ, 85043

Phone (602) 477-8900 Fax (602) 272-8378

[www.resdonline.org](http://www.resdonline.org)

### **Superintendent's Office**

Dr. Jaime Rivera	Superintendent
Maria Carbajal	Administrative Assistant

### **Teaching & Learning Division**

Ruben Gutierrez	Associate Superintendent
Joanna Cordova	Administrative Assistant

### **Special Education & Early Childhood Development**

Dr. Stephen Neal	Director
Maria Hernandez	Administrative Assistant

### **Business Services**

José Moreno	Executive Director of Student Services
Teresa Solares	Financial Specialist/Accounts Payable
Zorina Gray	Payroll/Purchasing Specialist
Ray Soto	Fixed Assets/Courier

### **Human Resources Department**

Anna Villa	Director
Joanna Cordova	Administrative Assistant

### **IT Infrastructure/Construction**

Stacey Hawkins	Director
Stephanie Rodriguez	Administrative Assistant

### **Transportation & Maintenance**

Andy Valdivia	Supervisor
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### **Child Nutrition Services**

Pam Gonzales	Supervisor
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## OUR SCHOOLS

### ***RIVERSIDE TRADITIONAL SCHOOL***

***Principal:*** Mr. Marcus J. Piña

1414 S. 51<sup>st</sup> Avenue  
Phoenix, AZ 85043  
(602) 272-1339 **Office**  
(602) 477-8921 **Fax**

#### **School Hours**

Check with your campus

#### **Early Dismissal**

Check with your campus

***Home of the Pride***



### ***KINGS RIDGE PREPARATORY ACADEMY***

***Principal:*** Mr. Talmadge Tanks

3650 S. 64<sup>th</sup> Lane  
Phoenix, AZ 85043  
(602) 477-8960 **Office**  
(602) 936-5531 **Fax**

#### **School Hours**

Check with your campus

#### **Early Dismissal**

Check with your campus

***Home of the Road Runner Pride***



## **RIVERSIDE SCHOOL IMPROVEMENT PLAN (CIP)**

### ***A. Framework for Classroom Site Fund - The Riverside School Improvement Plan 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 School Improvement 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 School Improvement Plans (Sample)***

- Step 1:** School Site Councils 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 (SMART) 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:** School Improvement Plans must use the Classroom/Site Fund "Menu" funds to support the school-wide goals and implementation steps.
- Step 4:** School Improvement Plans must be a collaborative process with the support of its staff.
- Step 5:** School Improvement Plans will be submitted to Superintendent's Office for review and approval by the District's Instructional Administrative Team.

### ***C. Goals for Riverside School Improvement Plans***

#### **Goal #1: Student Achievement**

**Objective:** Show school-wide student academic growth in reading, mathematics and writing using the following standards:

- School must meet Adequate Yearly Progress (AYP) on AIMS test objectives and receive a "Yes" on the AIMS test objectives from Arizona Department of Education AYP report;
- School must receive a Performing profile (or above) from the Arizona Department of Education's AZ LEARNS report; and
- School must demonstrate positive student achievement growth equal to or greater than RESD schools meeting Adequate Yearly Progress (AYP) on AIMS test objectives and receive a "Yes" on the ADE AYP report, OR receiving a Performing profile with positive student achievement growth (according to AZ LEARNS) with positive student achievement growth. The student achievement growth will be determined by RESD Student Achievement Growth Analysis. See Exhibit for more detailed explanation.

**Goal #2: Increase Student Enrollment and Classroom Reduction and;**

**Goal #3: Increase Teacher Performance Pay and Accountability.**

**In additional to the above Goals, we as a District support the implementation of the following Best Practices:**

### **Attendance**

**Objective:** Maintain staff attendance and improve student attendance rate for each school/department until reaching the target levels according to Governing Board policy and Arizona Department of Education regulations.

**Staff** Individual staff attendance rate each year will be 97% as stated in current Board Policy. Individual improvement plans will be developed for those staff members who are not in compliance according to Board Policy. Staff members who do not improve according to their plan will not be eligible for any Performance Based Pay. Superintendent-approved, extended medical leave including FMLA (up to 12 weeks), bereavement, donated leave, jury duty, and approved professional leave would not count against school-wide attendance percentage rate.

**Students** Improve student attendance rate each year until reaching the state standard for attendance rate based upon ADE Membership & Absence Report, YTD 100th Day.

### **School Climate**

**Objective:** Improve school climate with an emphasis on positive staff and students' attitude, motivation, behavior, or teamwork.



# **ENERGY CONSERVATION PLAN**

*The Governing Board of Riverside Elementary School District (RES D) 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.*

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

### **a. Goals:**

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

### **b. Responsibility:**

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

## **2. General Energy Conservation "Best Practices"**

- a. Classroom doors are to remain closed when HVAC systems are operating.
- b. Ensure doors between either heated or air-conditioned spaces and non-heated/non-air-conditioned spaces are closed at all times.
- c. 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.
- d. 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.
- e. All office machines with the exception of FAX machines should be switched off during non-working hours and during non-use times when applicable.
- f. 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.
- g. 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.



- h. Where possible, individual comfort levels should be managed by wearing appropriate warm or cool clothing.
- i. All kitchen equipment should be powered up only when needed.
- j. "Data Logs" will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the district to ensure compliance with district guidelines.
- k. Heating and Cooling
  - Heating season set points include the following:
    - 1) Occupied set points - 68 to 72 degrees
    - 2) Unoccupied winter set point - 60 degrees
    - 3) Unoccupied spring and fall - turned off if weather permits
  - Cooling season set points include the following:
    - 1) Occupied set points - 74 to 78 degrees
    - 2) Unoccupied System shut down, set point - 88 degrees
- l. Additional Heating and Cooling Notes:
  - Air conditioning and heating should be turned off during spring, summer, and fall days when the natural occurring temperatures are within the comfort ranges noted above. In addition, during periods of mild weather or where cross ventilation is available, shut down HVAC equipment where applicable, and adjust the temperature with windows or doors.
  - When possible, close outside air dampers during unoccupied hours.
  - Relative humidity in rooms should not exceed 60% during any 24 hour period.
  - Air conditioning should not be utilized in building during the summer unless the facilities are being used for summer school or team cleaning. Air conditioning set point should be set at 88 degrees for summer in unoccupied areas.
  - Individual space cooling is allowed for employees during occupied times and activities should be scheduled to allow for cooling of a single space or building area on a multi-building campus whenever possible.
  - Hot water heating systems should be set no higher than 120 degrees in restrooms and 140 degrees in food service areas where dish washer has a heating booster.
  - All hot water re-circulating pumps will be switched off during unoccupied hours.
  - A 6 degree dead-band between heating and cooling will be maintained on heat pumps.
- m. Lighting
  - All unnecessary lighting in unoccupied areas will be turned off. Teachers and staff will make certain that lights are turned off when the classroom, office or area is unoccupied.
  - All outside lighting will be turned off during daylight hours.
  - Gym lights (where applicable) should only be on when the gym is being utilized.
  - All switched lighting will be turned off when students and teachers leave school.
  - Custodians will turn on lights only in areas they are working in.
  - Lights should be used only as needed. If daylight is adequate to light room, lights should be turned off, as they only add to air conditioning costs because of the heat they generate.
- n. Summary

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.

# **POLICIES AND PROCEDURES**

## **1. G0050 - GA - DISTRICT PERSONNEL GOALS/PRIORITY OBJECTIVES**

- a. The Governing Board recognizes that dynamic and efficient staff members dedicated to education is necessary to maintain a constantly improving educational program. The Governing 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.
- b. 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.

## **2. G0200 - GBA - EQUAL EMPLOYMENT OPPORTUNITY**

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.

## **3. G0650 - GBEA - STAFF ETHICS**

- a. Statement of Ethics for School Employees - 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 Governing Board adopts the following statements of standards.
- b. The school employee:
  - Makes the well-being of students the fundamental value of all decision making and actions;
  - Maintains just, courteous, and proper relationships with students, parents, staff members, and others;
  - Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work;
  - Fulfills job responsibilities with honesty and integrity;
  - 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;
  - Supports the principle of due process and protects the civil and human rights of all individuals;

- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government;
- Implements the Governing Board's policies and administrative rules and regulations;
- Refrains from using school contacts and privileges to promote partisan politics;
- Sectarian religious views or selfish propaganda of any kind;
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals;
- Avoids using position for personal gain through political, social, religious, economic, or other influence;
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development;
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release; and
- 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.

#### **4. *G0750 - GBEB - STAFF CONDUCT***

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the 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.

#### **5. *G0761 - GBEB-R - DRESSING THE PART OF A PROFESSIONAL***

- a. All District employees who are in the position of meeting the students and the public on a daily basis are expected to dress professionally. The following expectations apply particularly to teachers, nurses, teaching assistants, administrators, and office staff.
- b. Riverside staff members are expected to dress professionally. Dresses, skirts, and slacks are permitted. Play clothing is not acceptable. Examples of the type of clothing that is not acceptable (without limitation to those listed) are short (mini) skirts, shorts or short-like attire such as skorts or culottes, spandex clothing, leather or leather-like skirts or pants, casual T-shirts, sweat suits, jogging apparel, overall-like attire and blue jeans.
- c. Low-cut or revealing attire is not acceptable. Tennis shoes may be worn as an exception. If tennis shoes need to be worn due to a medical condition, physician documentation will be required. Torn, worn, or tattered clothing or shoes is not acceptable. Should there be any question as to whether certain clothing items may or may not be worn, the building Principal or

District Supervisor should be contacted and the questionable item of clothing approved prior to wearing.

- d. There may be exceptions to this dress code. There may be times during the year when a theme for the school or community calls for clothing outside the dress code. Blue jeans could be part of one's attire, for example. Similarly, certain field trips to local farms or places predominant with desert landscape may make it convenient or much safer for the staff member to wear a more rugged form of dress, such as blue jeans.

## **6. 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. 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.**
- d. 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.
- e. 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.
- f. Showing Videos / DVDs at School

- Movies, videos, and/or DVDs with ratings other than for general audiences of all ages are not to be shown 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 Principal 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 classes) without permission. Please check with your principal for clarification

## **7. 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.

## **8. A0300 - ACA - SEXUAL HARASSMENT**

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

## **9. G0950 - GBEC - DRUG FREE WORKPLACE**

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

#### ***10. G1100 - GBED - SMOKING BY STAFF MEMBERS***

- a. The possession or use of tobacco products is prohibited in the following locations:
  - School grounds;
  - School buildings;
  - School parking lots;
  - School playing fields;
  - School buses and other District vehicles; and
  - 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 and
  - Established in accord with A.R.S. 15-712.

#### ***11. 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.

#### ***12. G1350 - GBGC - EMPLOYEE ASSISTANCE***

- 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, 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 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.

### ***13. G1500 - GBGD - WORKERS' COMPENSATION***

All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. 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.

### ***14. G1800 - GBK - STAFF GRIEVANCES***

- 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. The decision of the Governing Board is final.

### ***15. G4100 – GCI - PROFESSIONAL STAFF DEVELOPMENT***

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

### ***16. G3000 - GCCE - PROFESSIONAL/SUPPORT STAFF CONFERENCES/VISITATIONS/WORKSHOPS***

- a. To attend meetings or conferences, District 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 guide lines will be used in granting released time and/or travel expense:
  - Value of the meeting or conference (written narrative).
  - Funds available in the appropriate budgets (site/department budget).
  - Availability of a substitute, if one is necessary (prepared lesson plans).
- c. A per diem subsistence allowance, and/or mileage, for private automobiles may be paid as provided in state law or Board policies. The necessary forms and instructions for filing travel claims are available at the administration office.

## **17. G4400 - GCJ - PROFESSIONAL STAFF NON-CONTINUING & CONTINUING STATUS**

- **Probationary teacher** means a certificated teacher who is not a continuing teacher.
- **Continuing teacher** means a 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.

## **18. G4500 - GCK - PROFESSIONAL STAFF ASSIGNMENTS & TRANSFERS**

- a. Assignments - The Superintendent will determine all professional staff assignments. Such assignments shall be based on the needs of the District. In addition, no right to school, grade, or subject assignment shall be inferred from the standard teacher's contract.
- b. Transfers
  - The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program. Assignments may be changed to serve the best interests of the District and students.
  - Professional staff members may apply for transfer or reassignment, whether or not a vacancy exists. Generally, transfers will not be approved during the school year unless the needs of the District dictate such approval.
  - It shall be the policy of the Board that professional personnel be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three (3) conditions, personnel shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to express preference of the employees.
  - In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees.
  - The Superintendent shall have the responsibility for the assignment of all personnel throughout the District. The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

## **19. G5361 - GCO-RA - EVALUATION OF PROFESSIONAL STAFF MEMBERS**

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:

- **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 less than fifty percent (50%) of his time to classroom teaching.

- ***Inadequacy of classroom performance*** means the definition of inadequacy of classroom performance adopted by the Governing Board.
- ***Performance classifications*** means the four (4) performance classifications for teachers and principals under the law and defined by the State Board of Education.
- ***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 evaluation instrument will:

- Utilize the required elements of the model framework for a teacher and principal evaluation instrument adopted by the State Board of Education;
- Include quantitative data on student academic progress that accounts for between thirty-three percent (33%) and fifty percent (50%) of the evaluation outcomes;
- Include four (4) performance classifications, designated as highly effective, effective, developing, and ineffective;
- Meet the data requirements established by the State Board of Education to annually evaluate individual teachers and principals.

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:

- 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.
- A copy of the evaluation system shall be given to each teacher in the District.
- 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.
- The Superintendent will recommend qualified evaluators to the Board prior to naming evaluators.
- The Board will designate qualified evaluators.

- Best practices for professional development and evaluator training adopted by the State Board of Education will be considered.
- The system will include incentives for teachers in the highest performance classification.
- 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.

The system will include a plan for allowing a teacher whose student data may have been affected by an approved long-term leave occurring during the school year (FMLA, Board approved long-term leave, military, etc.). This plan will secure student data for the teacher by one(1) of the following: a) average the student scores from the two (2) previous years; b) average student scores from the semester before or after the leave, or c) utilize the school's student score (Group B). The evaluator may discuss these options with the teacher, however, the method determined for which data to use shall be at the discretion of the District.

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.

### **Inadequacy of Classroom Performance**

Inadequate classroom performance: Inadequacy of classroom performance is a legal term and applies only to the components of Instructional Design and Implementation, Managing the Learning Environment, Assess and Communicate Student Achievement, Professional Knowledge and Professional Development. Faculty in the Riverside Elementary School District No. 2 is considered to demonstrate inadequacy of classroom performance if:

- The faculty earns a performance grade of *F*.
- The faculty receives four (4) or more ratings of *inadequate* in any combination of the competencies associated with the Components of Instructional Design and Implementation, Managing the Learning Environment, Assess and Communicate Student Achievement, Professional Records and Professional Knowledge.
- The faculty's student achievement growth rate falls far below expectations as outlined by the Continuous Improvement Plan (CIP) and faculty's Professional Growth Action Plan goals.

- The faculty receives a rating of inadequate in three (3) or more of the eight (8) indicators associated with the single competency of "The faculty uses a variety of developmentally appropriate and effective teaching strategies."

If the definition of inadequacy is met, the District procedures for addressing inadequacy of classroom performance and termination for cause may be initiated.

Prior approval by the Board is not required for each notice of inadequacy. The Superintendent is authorized to issue preliminary notices of inadequacy of classroom performance prior to Governing Board approval. Furthermore, the school principals, assistant principals, associate superintendent, directors, and supervisors are authorized by the Governing Board to issue notices of inadequacy of classroom performance, subject to approval by the Superintendent. When a notice is issued without prior Board approval, the Board shall 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 be submitted to the Superintendent.

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.

### **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 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.

The evaluation system for principals may include the following:

- Alignment of professional development opportunities to the principal evaluations.
- Incentives for principals in one (1) of the two (2) highest performance classifications, which may include multiyear contracts and incentives to work at schools assigned a letter grade of "D" or "F."
- Transfer and contract processes for principals designated in the lowest performance classification.

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:

- Recommendations as to areas of improvement in the performance of the certificated school psychologist if the performance warrants improvement.
- 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.
- 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.
- 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.

## ***20. G5900 - GCQC - RESIGNATION OF PROFESSIONAL STAFF MEMBERS***

- a. All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement.
- b. 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.

## ***21. G6100 - GCQF - DISCIPLINE, SUSPENSION & DISMISSAL OF PROFESSIONAL STAFF MEMBERS***

- a. Categories of Misconduct - Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:
  - Engaging in unprofessional conduct.
  - Committing fraud in securing appointment.
  - Exhibiting incompetency in their work.
  - Exhibiting inefficiency in their work.



- Exhibiting improper attitudes.
  - Neglecting their duties.
  - Engaging in acts of insubordination.
  - Engaging in acts of child abuse or child molestation.
  - Engaging in acts of dishonesty.
  - Being under the influence of alcohol while on duty.
  - Engaging in the use of narcotics or habit-forming drugs.
  - Being absent without leave.
  - Engaging in discourteous treatment of the public.
  - Engaging in improper political activity.
  - Engaging in willful disobedience.
  - Being involved in misuse or unauthorized use of school property.
  - Being involved in excessive absenteeism.
  - Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.
- b. Statutory Requirements - Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:
- May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.
  - May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.
  - 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.
  - 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, together with a copy of all applicable statutes, shall be attached to the notice.
  - Shall have the right to a hearing in accordance with the following:
    - 1) Suspension under A.R.S. 15-341. The supervising administrator will schedule a meeting not less than two (2) days not more than ten (10) days after the date the certificated staff member receives the notice.
    - 2) Dismissal or dismissal with suspension included under A.R.S. 15-539. A written request for a hearing shall be filed with the Board within thirty (30) 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.
- c. General Provisions for Discipline under A.R.S. 15-341
- **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, etc.; 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.
  - **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.
  - **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.

- **Administrative discretion** - In adopting these policies/procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies 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.
  - **Right not to impose discipline** - The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.
  - **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.
  - **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.
  - **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.
- d. 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 is permitted under A.R.S. 15-341:
- **Step 1 – Notice**
    - 1) 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:
      - The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.
      - A scheduled meeting time between the supervising administrator and the certificated staff member.
    - 2) 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 – Hearing**
    - 1) 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.

- 2) The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings. A teacher may have another present at the hearing but shall inform the hearing officer, in advance, of the name and position of the person.

- **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.

- 1) 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.
- 2) 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**

- 1) 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.
- 2) The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:
  - Determination was founded upon error of construction or application of any pertinent regulations or policies.
  - Determination was unsupported by any evidence as disclosed by the entire record.
  - Determination was materially affected by unlawful procedure.
  - Determination was based on violation of any statutory or constitutional right.
  - Determination was arbitrary and capricious.
  - The penalty was excessive.
- 3) 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.

- e. Additional Provisions and Conditions - During the pendency of the 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 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:
  - 1) The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
  - 2) Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
  - 3) Counseling of a certificated staff member concerning expectations of future conduct.
  - 4) Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (non-continuing certificated staff member).
- In the case of dismissal or dismissal with suspension under A.R.S. 15-539, hearing and appeal procedures shall follow those provided for in the appropriate statutes.
- 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. 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.

## ***22. G6600 - GDA - CLASSIFIED SUPPORT STAFF POSITIONS***

- 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.

## ***23. G8900 - GDO - EVALUATION OF SUPPORT STAFF MEMBERS***

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.

#### **24. G9200 - GDQB - RESIGNATION OF SUPPORT STAFF MEMBERS**

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

#### **25. G9300 - GDQD - DISCIPLINE, SUSPENSION & DISMISSAL OF SUPPORT STAFF MEMBERS**

- a. Procedures for discipline of a support staff member are important to correcting inappropriate behavior as an option to dismissing the employee. When appropriate, the following procedures may be implemented under the concept of progressive discipline in which the penalty may be increased as the frequency or severity of the infraction increases. An employee who fails to respond to such attempts to correct inappropriate behavior may be dismissed. When an infraction is serious, the support staff member may be suspended or dismissed as a first step.
- b. 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.
- c. Suspension without Pay for More than Five (5) 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.

d. 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:
  - 1) Absence without leave
  - 2) Abuse of leave
  - 3) Alcohol or drug impairment
  - 4) Child abuse or molestation
  - 5) Discourteous treatment of the public
  - 6) Dishonesty
  - 7) Excessive absenteeism
  - 8) Fraud in securing employment
  - 9) Improper attitude
  - 10) Incompetence or inefficiency
  - 11) Insubordination
  - 12) Neglect of duty
  - 13) Unauthorized possession of a weapon on school grounds
  - 14) Unauthorized use of school property
  - 15) Unlawful conduct
  - 16) Use of illegal drug
  - 17) Violation of a directive of a supervisor
  - 18) Violation of a District policy or regulation
- 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.

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

f. Categories of Misconduct Support staff members may be disciplined for infractions that fall into, but are not limited to, the following categories:

- Committing fraud in securing appointment.
- Exhibiting incompetency in their work
- Exhibiting inefficiency in their work
- Exhibiting improper attitudes.
- Neglecting their duties.
- Engaging in acts of insubordination.
- Engaging in acts of child abuse or child molestation.
- Engaging in acts of dishonesty.
- Being under the influence of alcohol while on duty.
- Engaging in the use of narcotics or habit-forming drugs.
- Being absent without leave.
- Engaging in discourteous treatment of the public.
- Engaging in improper political activity.
- Engaging in willful disobedience,
- Being involved in misuse or unauthorized use of school property.
- Being involved in excessive absenteeism.



- Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.
- g. General Provisions for Discipline
- Support staff members disciplined may be suspended without pay by a supervising administrator for a period not to exceed five (5) working days, providing an opportunity is afforded for presentation of the staff member's version of the incident that is the basis of the alleged infraction to be presented.
  - Shall receive a notice of such suspension in writing, delivered to the employee personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of the reasons shall be attached to the notice.
  - Shall be disciplined under procedures that provide the following additional due process in the event of suspension without pay:
    - 1) An employee who is suspended without pay may request a hearing on the record if such request is submitted to the Superintendent within twenty-four (24) hours of receipt of notice of the suspension. The hearing on the record will be conducted at the next administrative level above the level of the supervising administrator who has imposed the suspension.
    - 2) Only when the suspension without pay is imposed by the Superintendent will the hearing on the record be held by the Board or by a person or persons designated by the Board.
- h. Recommendation for dismissal - A support staff member recommended for dismissal shall receive a notice of such disciplinary action in writing, delivered to the employee personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of the reasons shall be attached to the notice. If the support staff employee is under contract a request for a hearing on the record may be filed with the Superintendent within three (3) working days after receipt of notice of the disciplinary action. The hearing on the record may be conducted by the Board or by a person or persons designated by the Board.
- i. Additional Provisions and Conditions
- During the pendency of the appeal hearing, neither the support staff member nor the supervising administrator shall contact the Superintendent or any 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 assigned hearing officer, if any, shall, by use of a mechanical device, make a record of any hearing.
  - Not all administrative actions regarding a support staff member are considered "discipline," even though they may involve alleged or possible violations by the support staff member. This policy addresses only discipline and has no application to any of the following:
    - 1) The support staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the support staff member's job performance.
    - 2) Letters or memorandums directed to a support staff member containing directives or instructions for future conduct.
    - 3) Counseling of a support staff member concerning expectations of future conduct.
    - 4) The discretion of the Superintendent in placing support staff members on administrative leave.

## **26. SUPPORT STAFF DEVELOPMENT PROGRAM**

- a. Purpose - The support staff development program has been designed to provide support personnel with financial incentives and recognition for professional growth. The program will allow employees the opportunity to acquire additional training to improve competence and

performance on the job. Although the responsibility for professional growth is with the individual employee, the District will promote and support programs that provide the opportunity and encouragement for such growth.

- b. Eligibility - All support staff employees who work six (6) or more hours a day and who desire to improve professionally and earn financial benefits for themselves are eligible to participate in the Staff Development Program.
- c. Application Procedure - Application forms may be obtained from the District office or the immediate supervisor of any support staff employee. To qualify for staff development credit, the workshop and/or coursework must have prior approval by the employee's supervisor and assistant superintendent.
- d. Authorized Staff Development Programs District Staff Development - Any employee who attends a District-approved workshop (those outside of the regular work hours and not required as part of the job) will be eligible for one (1) point for each twelve (12) hours of workshop(s) attended.

## **27. 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.

## **28. PARAPROFESSIONAL CALL-IN PROCEDURES**

- a. It is the responsibility of the paraprofessional to call the appropriate school office and leave a message as early as possible, but no later than 6:00 a.m.
- 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 appropriate school office as soon as possible.

## **29. G2450 - GCBD & G7000 – GDBD - PROFESSIONAL/SUPPORT STAFF FRINGE BENEFITS**

- a. Fringe benefits are available for eligible employees. Eligibility requires an employee work thirty (30) hours per week with a board approved employment contract/agreement.
  - Medical, Dental, Vision and Basic Life coverage
  - Wellness Programs
  - Arizona State Retirement System
  - Social Security /Medicare
- b. Voluntary Plans
  - Short Term Disability Insurance
  - Supplemental Life Insurance
  - Home and Vehicle Insurance
  - 403(b) Plans
- c. Every year there is an open enrollment for the insurance options. Plans are in effect July 1<sup>st</sup> through June 30<sup>th</sup>. If you have any questions regarding fringe benefits or eligibility contact the Human Resources Department at extension 1119.

### **30. G2550 - GCCA - PROFESSIONAL/SUPPORT STAFF SICK LEAVE**

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include: Spouse, Grandparents, Children, Grandchildren, Parents, Siblings, like relations created by marriage (e.g., stepchild, father-in-law, et cetera).

Family illness, for purposes of sick leave, shall not exceed a period of five (5) days, unless an approval is granted by the Superintendent.

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

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days and emergencies approved by the Superintendent not to exceed five (5) days.

Each staff member shall be credited with a sick leave allowance at the rate of one (1) day 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

One (1) day per employment month to be granted at the end of the first month during which the eligible employee has worked not less than fifty percent (50%) of the available work days. Paid leave for an eligible staff member whose position is for less than full time will be credited on a proportional basis. The unused portion of allocated sick leave 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.

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

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

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

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

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

### **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 accumulated sick leave in accordance with the following provisions:

- Five (5) through nine (9) years of service - one-half (1/2) of the per-diem of the then 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 - three-fourths (3/4) of the per-diem of the then current step rate of pay for the employee's position and individual salary classification times the number of unused accumulated sick leave days.
- For budgetary purposes, an employee intending to resign or retire and claim benefits under this policy must provide written notification to the Superintendent not later than March 15 of the fiscal year preceding the fiscal year during which the resignation or retirement is to become effective. Extensions to the notification date may be approved by the Superintendent on a case-by-case basis.

### **31. G2600 - GCCB - PROFESSIONAL/SUPPORT STAFF PERSONAL/EMERGENCY/ RELIGIOUS LEAVE**

#### **a. Personal Leave**

- 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 day of leave, and must be approved by the principal.
- 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.
- Unless approved in advance by the Superintendent, personal leave will not be granted during the following periods:
  - 1) On the day immediately preceding or following a holiday or vacation.
  - 2) The day before a weekend (Friday) and after a weekend (Monday).
  - 3) During the first two (2) weeks of school or the last two (2) weeks of school.
  - 4) During the two (2) weeks before Terra Nova and AIMS DPA Standardized Assessment.
- Only one (1) day of personal leave may be utilized during the first semester.

- Unused personal leave days convert to accumulated sick leave days at the close of the fiscal year.
- b. 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.
- c. 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.
- d. 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:
    - 1) Unused vacation days are repurchased by the District at a rate equal to the current daily rate of pay for that individual.
- e. 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.
- f. 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 central calling services or designated administrator.
  - Reporting back after an absence. 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.
- g. Attendance Recognition - The primary purposes for attendance recognition, as set forth herein, are:
  - To provide each employee with an incentive to accrue unused leave days.
  - To provide an incentive for employees to maintain the attendance standards for the District.
  - To recognize employees for exemplary attendance.
  - To provide a yearly incentive plan.

### ***32. 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 percent (3%) of the work year, the supervisor is required to confer with that employee and establish an attendance improvement plan;
  - Each supervisor shall include attendance as one of the indicators in the performance evaluation process of all employees;
  - Exemplary attendance will be rewarded through special recognition.
- 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 - Each full-time employee is provided with twelve (12) days of undesignated leave per year.
- e. Each supervisor shall meet and counsel with employees who have exceeded the three percent (3%) absence rate. Bereavement, jury duty, FMLA, and professional leave shall not be taken into consideration in determining an employee's absence rate. A Letter of Direction may be written and issued to the employee at this time. Employees with absences in excess of the 3% absence rate will be placed on an attendance improvement plan for the remainder of their work year; employees who continue to be absent after the implementation of an attendance improvement plan may be subject to, if appropriate, further discipline.

### ***33. G2500 - GCC - PROFESSIONAL/SUPPORT STAFF LEAVES AND ABSENCES***

- a. Absent Without Leave - An employee shall be deemed "absent without leave" when absent from work because of:
- A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded;
  - 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.

### ***34. G2900 - GCCC - PROFESSIONAL/SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY***

- 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 upon review of the application.
  - 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 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. Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request. The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District.
- e. 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.
- f. 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:
    - 1) Because of the birth of a child of the employee and in order to care for such child.
    - 2) Because of the placement of a child with the employee for adoption or foster care.
    - 3) In order to care for the spouse or a son, daughter, or parent of the employee, if such person has a serious health condition.
    - 4) Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
  - Serious medical 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-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.
- Medical 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) days' notice, the medical certificate should accompany the request for leave of absence. In any other instance, the medical certificate should be provided within fifteen (15) days after the FMLA leave commences.
- 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.
- Intermittent or reduced time (IRT) leave - FMLA leave may be taken intermittently or on a reduced leave schedule only (1) if medically necessary to care for a family member or for the employee's own serious health condition or (2) 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:
  - 1) Requested to care for a qualifying family member or as a result of the employee's serious health condition preventing job performance;
  - 2) Foreseeable, based upon planned medical treatment; and
  - 3) 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:
  - 1) 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.
  - 2) 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.

- 3) 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:
  - 1) About FMLA by provision of the FMLA fact sheet.
  - 2) As appropriate concerning the expectations, obligations, and consequences of taking FMLA leave per 29 C.F.R. Section 825.301 of FMLA.
  - 3) That FMLA leave may be withheld until a requested notice is provided or the time frame is met.
  - 4) 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 108(d) of FMLA. 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 104(b) of FMLA.
- 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.

### **35. G3100 - GCCG - PROFESSIONAL/SUPPORT STAFF MEDICAL LEAVE ASSISTANCE PROGRAM**

- a. A "benefited employee" (one who earns leave days from the District as part of that employee's work compensation package) who has depleted earned leave days and continues to be absent from work may request access to the medical leave assistance program by submitting a Medical Leave Assistance Program Request to the Superintendent.
- b. A benefited employee may be eligible to apply for medical leave assistance if it is for a serious illness or extraordinary circumstance associated with a non-work-related incident. (Ordinarily, childbirth is not considered a serious illness.)
- c. Only benefited employees who have thirty (30) or more days of accumulated leave may donate leave days. A donor may donate no more than five (5) days of leave in any one (1) contract year.
- d. The donor employee will designate the donation to a benefited recipient by singling out that recipient on the donor form. Donated leave days will be applied to the recipient in the time-stamped order in which the donations are received by the Superintendent. If multiple-day donations are received from more than one donor, the Superintendent will take a single day from each donor and continue this cyclical process until the recipient returns to work or the donated days expire. Unused donated leave time will be returned to the appropriate donors by continuing

- the process of days distribution, this time, back to the original donors. (The District office will not disclose to anyone the name[s] of employees who have donated leave days to an individual.)
- e. No benefited employee shall be eligible for the medical leave assistance program after having qualified for long-term disability coverage or for Workers' Compensation benefits.
  - f. For purposes of this program, a day equals the number of hours scheduled in the normal working day of the donor.

### **36. G3150 - GCCH - PROFESSIONAL/SUPPORT STAFF BEREAVEMENT LEAVE**

- 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, defined as follows:

Spouse	Grandparents	Brothers or sisters of
Children	Grandchildren	spouse
Parents	Parents of spouse	Sons-in-law or daughters-
Brothers or sisters		in-law

- b. Extensions of bereavement leave to five (5) days may be granted, upon personal request to the Superintendent, for required out-of-state travel. If approved, all such extensions of bereavement leave shall be deducted from the employee's unused undesignated leave. In the absence of any unused undesignated leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

### **37. G3200 - GCD - PROFESSIONAL STAFF VACATIONS AND HOLIDAYS**

- a. Vacation - Twelve-month certificated administrators earn annual leave in accord with the provisions of their respective employment agreements, which should be taken when school is not in session. Vacation may accumulate to a maximum of twenty-five (25) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below twenty-five (25) days, an eligible employee may again accumulate vacation up to the maximum limit. If workloads disallow vacations as established, the Superintendent may approve vacation days during the school year.
- b. Payment for Unused Vacation Days - School administrators: For school administrators who are entitled to, and possess, unused vacation days when they leave the District, compensation for unused vacation days, to the allowed maximum, shall be made by the District at a rate equal to the current daily rate of pay for the respective administrator.
- c. Holidays - When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Winter Holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess. Other holidays will be established by the school calendar.

### **38. G-2200 - GCBA - PROFESSIONAL STAFF SALARY SCHEDULES**

- 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 to the requirements of the Arizona Revised Statutes.

- b. Other Certificated Personnel - The salary schedule pertains to personnel holding provisional, basic, or standard certificates at the elementary or secondary levels.
- c. 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 a maximum credit of five (5) performance levels for substantiated experience. 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.
- d. Substitutes - Pay for substitute teaching will be established by the Board.
- e. Other Contract Provisions - 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. For newly hired certificated personnel placed on the teachers' salary schedule, differentials above the stated schedule may be paid.

### ***39. G6600 - GDA - SUPPORT STAFF POSITIONS***

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

### ***40. G6850 - GDBA - SUPPORT STAFF SALARY SCHEDULES***

- a. Initial Placement on Wage Schedule - The initial placement on the wage schedule 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.
- b. Wage Advancement - Wage advancements for regular twelve (12) month employees are granted only at the beginning of each fiscal year. Annual step 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.

### ***41. G-7500 - GDD - SUPPORT STAFF VACATIONS AND HOLIDAYS***

- a. 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, accumable 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 accumable to maximum of thirty (30) days at which time no more vacation can be earned. Vacations shall be taken as approved by the Superintendent or immediate Supervisor.

<u>Years of Continuous Service</u>	<u>Vacation Days Accrual</u>	<u>Maximum per Fiscal Year</u>
One (1) - Five (5) Years	10 Working Days	20 Working Days
Six (6) or more Years	15 Working Day	30 Working Days

- Employees may not take leave on the day preceding or the day following a holiday.
- b. Compensation for Unused Vacation Days - The Governing Board 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.
  - c. Holidays - Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes as well as the school calendar. Uncompensated days will be established by the school calendar.

## **42 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, such as leave day, professional leave, etc. 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 second payday of the 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 or the District Office 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 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 weeks after your resignation. Be sure to leave a forwarding address if you will be moving.

i. Timecards - Due to audit requirements, hourly employees must follow the established time clock procedures:

- You must clock in when you arrive for work each day and clock out when you leave for the day.
- If you leave during your normal work hours on non-school related business, you must clock out when you leave and clock in when you return.
- Paraprofessionals are not required to clock in/out for lunch, however, the actual time taken for lunch and returned from lunch must be written on the timecard daily.
- All other hourly staff must clock in and out for lunch. If you are unable to or forget to punch the time clock, you must have your immediate supervisor write the time in and initial next to it.
- You are responsible for your own time card. You must figure your daily minutes worked as well as a total for each week and pay period. Under no circumstances should you punch in the time for another employee or ask them to punch in for you. This is a violation of Federal Law. These actions are grounds for reprimand, suspension without pay, or dismissal.
- Your time card must be totaled at the bottom and signed by you and your supervisor. Overtime requires prior approval by your supervisor unless it is determined to be an emergency situation (See Non-Exempt Employee Statement of Understanding for Working Overtime)
- Use the following timecard calculation table below to assist in accurate reporting of your time worked.

Minutes Clocked	Calculation Factor	Time Equivalent
01-07	0	0
08-22	0.25	15 min
23-37	0.50	30 min
38-52	0.75	45 min
53-60	Next hour	

#### **43. D2450 - DJ - PURCHASING INFORMATION**

- a. **\*\*PURCHASING OF ITEMS OR REQUESTING SERVICES RENDERED IS NOT TO OCCUR PRIOR TO HAVING AN APPROVED PURCHASE ORDER (P.O.). 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 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 secretary. The secretary will then create a requisition in our I-Visions program. Be aware that the requisition will pass through several approval levels (Associate Superintendent of Teaching and Learning, Purchasing, and Finance) before the final purchase order is printed so please allow sufficient time to complete the process.
  - Information needed for each requisition:



- 1) Vendor Name, employee requesting the purchase and project name
  - 2) Account code, quantity, 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 items. 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 secretary as soon as you return with the items purchased. The secretary 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.

#### ***44. 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 BY THE PURCHASING DEPARTMENT.
  - ALL PURCHASE ORDERS (EXCEPT HAND CARRY) WILL BE RECEIVED AT THE WAREHOUSE ONLY. ONCE THE PURCHASED ITEMS 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 Transportation Department for vehicle availability

## **GOVERNING BOARD MEETINGS**

Unless otherwise posted:

- Meetings are held on the 3<sup>rd</sup> Thursday of every month
- Meetings are held in the District Office Board Room at 1414 S. 51<sup>st</sup> Avenue, Phoenix, AZ 85043
- Meetings begin promptly at 5:00 p.m.

# How Do I Find Our District's Policies and Regulations?

- 1) Go to [www.azsba.org](http://www.azsba.org).
- 2) Go to the "Policy Services" tab towards the top of the web page.
- 3) Click on "School District Manuals Online."
- 4) Click on "Free Public Access."
- 5) On the left hand side, scroll down to the bottom and click on "next page" to get to Riverside's manual.
- 6) Click on the red "+" to open the manual.
- 7) Click on the red "+" for the section that you would like to open:
- 8) 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