



# GUEST TEACHER HANDBOOK

AESOP Website: <http://www.frontlinek12.com/aesop>

AESOP Phone System: (800) 942-3767

Sub Coordinator Line: (623) 478-4163

TOLLESON UNION HIGH SCHOOL DISTRICT #214  
9801 W. Van Buren Street, Tollleson AZ 85353 • (623) 478-4000 • [www.tuhisd.org](http://www.tuhisd.org)

# ACKNOWLEDGMENT OF RECEIPT OF THE GUEST TEACHER HANDBOOK

## CAREFULLY READ THE FOLLOWING ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand the expectations for behavior of a guest teacher in Tolleson Union High School District #214 (TUHSD). I understand this handbook contains policies, procedures, practices, rules, and regulations applicable to me which I am obligated to comply with as an employee of TUHSD. I acknowledge that the entire handbook is contained on the TUHSD website and that all changes to the handbook will be made to the electronic document. I understand that the handbook is not a contract, either expressed or implied. Should I have any questions about the information contained in the handbook, I will contact my supervisor, the substitute coordinator, or other Human Resources Department staff for clarification.

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Employee Name (Printed)

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Employee Signature

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Date

### PRINT, SIGN, AND SUBMIT TO:

**SUBSTITUTE COORDINATOR  
HUMAN RESOURCES DEPARTMENT  
TOLLESON UNION HIGH SCHOOL DISTRICT #214  
9801 W. VAN BUREN STREET  
TOLLESON, AZ 85353**

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**Administrative Center**

9801 W. Van Buren Street  
Tolleson, AZ 85353  
(623) 478-4000

**Copper Canyon High School**

9126 W. Camelback Road  
Glendale, AZ 85305  
(623) 478-4800

**James A. Green**

**Continuing Education Academy**

9701 W. Van Buren Street  
Tolleson, AZ 85353  
(623) 478-4100

**La Joya Community High School**

11650 W. Whyman Avenue  
Avondale, AZ 85323  
(623) 478-4400

**Lighthouse Academy**

9419 W. Van Buren Street  
Tolleson, AZ 85353  
(623) 478-4377

**Sierra Linda High School**

3434 S. 67<sup>th</sup> Avenue  
Phoenix, AZ 85043  
(623) 474-7700

**Tolleson Union High School**

9419 W. Van Buren Street  
Tolleson, AZ 85353  
(623) 478-4200

**University High School**

9419 W. Van Buren Street  
Tolleson, AZ 85353  
(623) 478-4380

**Westview High School**

10850 W. Garden Lakes Parkway  
Avondale, AZ 85323  
(623) 478-4600

Welcome to the Tolleson Union High School District!

We are glad that you have chosen to join our team. Our goal is to provide our students with a quality education every day they are in school. This includes days when our students' teachers are unable to work.

Your success is important to us, our students, and to the smooth operation of our schools. We want you to know that we value your contribution to our educational program, and that you are considered an important member of our educational team.

The purpose of the Guest Teacher Handbook is to assist you in knowing, following, and enforcing the policies, procedures, and practices of the Tolleson Union High School District. Guest teachers assume the same responsibilities and duties as the regular classroom teacher. The information contained in this handbook will be an invaluable resource to you in working as a guest teacher. Please read and familiarize yourself with the information that will assist you in this important role. The suggestions and procedures are not meant to be all-inclusive, but are designed to serve as a foundation.

Welcome to the District and thank you for joining the team on our journey to 100% Success! Enjoy each day that you spend with our students and staff.

We look forward to working with you.

Sincerely,

*Lexi Cunningham*

Lexi Cunningham, Ed.D.  
Superintendent

**TOLLESON UNION HIGH SCHOOL DISTRICT #214**

**[www.tuhsd.org](http://www.tuhsd.org)**

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**HUMAN RESOURCES DEPARTMENT**

**9801 W. Van Buren  
Tolleson, Arizona 85353  
(623) 478-4000 • (623) 936-5048 FAX**

**Michael Stewart**

Human Resources Director  
(623) 478-4007

Email: [michael.stewart@tuhsd.org](mailto:michael.stewart@tuhsd.org)

**Sonia Perez**

Substitute Coordinator  
(623) 478-4163

Email: [sonia.perez@tuhsd.org](mailto:sonia.perez@tuhsd.org)

**AESOP Website: [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop)**

**AESOP Phone System: (800) 942-3767**

**GOVERNING BOARD**

Mr. Steven Chapman  
Mrs. Terri Hackett  
Mr. Vincent Moreno  
Mrs. Sue Sornsin  
Mr. Freddie Villalon

**SUPERINTENDENT**

**Lexi Cunningham, Ed.D.**

## THE TUHSD COMMUNITY – THEN

Tolleson Union High School District #214 was organized on January 24, 1914. Although the Tolleson Union High School District was formed as early as 1914, nothing was done concerning a high school until 1920. The first high school in the district was started at Pendergast Elementary School in a small wooden building divided into two classrooms and a small office. There were two teachers in this school. Students had the opportunity to obtain two years of a high school education. For the eleventh and twelfth grades, students could attend either Glendale Union High School or Phoenix Union High School. Tuition was provided by the Tolleson Union High School District.

In the late 1920s, the Maricopa County School Superintendent approved a change for the location of a high school in the district. When the school moved to Tolleson in 1927, it was named Tolleson Union High School. The school met in a church at 92<sup>nd</sup> Avenue and Van Buren until the school could be built on ten acres of what is now the corner of 94<sup>th</sup> Avenue and Van Buren. The cost was \$150 per acre. A building was financed through a bond issue of \$75,000, with an additional cost of \$1,309 for the well.

The building was a one story plastered brick, red tile roof, and hardwood floors. There were seven classrooms, restrooms, and office space. The building, large enough for 250 students, was completed on March 8, 1929. A circular graveled driveway was used by persons driving horses and buggies to school. Passengers could be unloaded at the front of the building.

On May 31, 1929, the first graduating class of Tolleson Union High School met in the auditorium for graduation exercises. There were five graduates.

*(Excerpts taken from A Short History of Tolleson Union High School 1914-1973 by Willimina Shultz Lindsey)*

## THE TUHSD COMMUNITY – NOW

Tolleson Union High School District serves students in 9<sup>th</sup> through 12<sup>th</sup> grades. Consisting of six schools (Copper Canyon, La Joya Community, Sierra Linda, Tolleson Union, University, and Westview) plus two specialty programs (James A. Green Continuing Education Academy and Lighthouse Academy), TUHSD serves more than 10,000 students within an area encompassing more than 100 square miles.

**The mission of Tolleson Union High School District #214 is to guarantee higher levels of learning for all students.**

## **WHAT TO KNOW AND DO BEFORE BECOMING A GUEST TEACHER**

Guest teachers must have a current Arizona Department of Public Safety fingerprint clearance card and a valid State of Arizona substitute or regular teaching certificate recorded by the Office of the Maricopa County Superintendent of Schools prior to applying as a guest teacher. A substitute certificate is restricted to a maximum of 120 days in the same school during a school year calendar. A standard teaching certificate is unlimited in its usage.

If your certificate or fingerprint clearance card expires at any time during the current school year, you will **not** be eligible to guest teach until you provide the substitute coordinator, located in the Human Resources Department, with an updated certificate or card. It is your responsibility to ensure the Human Resources Department has a current copy of your fingerprint clearance card and teaching and/or substitute certificate.

**Arizona Department of Education**  
**(602) 542-4367 or [www.ade.az.gov](http://www.ade.az.gov)**

**Arizona Department of Public Safety\***  
**(602) 223-2279 or [www.azdps.gov](http://www.azdps.gov)**

\*TUHSD will take your fingerprints for free. Call (623) 478-4011 to schedule an appointment. A money order or cashier check in the amount of \$67, made out to the Department of Public Safety, is required for print submission.

The following forms, provided at the time of employment, must be on file before you begin to guest teach:

- Staff Health and Safety/Immunization for Rubeola and Rubella
- Staff Hiring Oath of Office
- Selective Service Eligibility
- Verification of Citizenship
- Permission for Disclosure of Social Security Number
- Fingerprint Verification Affidavit
- Staff Conduct/Drug Free Workplace
- Payroll Information (e.g., W-4, direct deposit, etc.)

Be sure your contact information is always current with the Human Resources Department. If you move and need to change your information, please do so in writing to: Substitute Coordinator, Human Resources Department, 9801 W. Van Buren Street, Tolleson, AZ 85353.

If at any time during the school year you decide not to continue to guest teach in TUHSD, a letter of resignation is to be sent to: Substitute Coordinator, Human Resources Department, 9801 W. Van Buren Street, Tolleson, AZ 85353.

## COMPENSATION

1. Full-day or early release assignments are paid at the rate of \$95 per day. A full-day assignment is based on the full-day rate of working 7 hours. When accepting a full-day assignment, you are expected to work the entire time regardless of student early dismissals; for example, Wednesday early release, conferences, and teacher prep time (see page 15 for the schedule of early release dates).
2. Up to 3.5 hours are considered half-day assignments and are paid at the rate of \$47.50 per day.
3. Returning guest teachers who taught in TUHSD for 90 days or more the previous school year are paid at the rate of \$105 per day.
4. A long-term assignment consists of 20 or more consecutive days in the same assignment. The guest teacher rate of pay for the first 20 days is \$95 per day; the rate of pay for days 21 through the remainder of the consecutive assignment is \$110 per day.
5. Guest teachers assigned to a long-term assignment in a core subject area for which he/she is highly qualified are paid at \$110 per day beginning with the first day of the long-term assignment.

## CHECKS

The payroll report of the time a substitute teacher works is submitted on the Friday two weeks preceding a scheduled payday (see page 9 for pay schedule). It may take up to 30 days after an assignment for a guest teacher to receive the paycheck.

Keeping accurate records of where and when you guest taught will help you to keep track of your time worked. Remember to always sign in on the login sheet kept by the principal's administrative assistant as your signature confirms your working day(s). A report is sent to the Payroll Department for check processing.

Checks will be mailed to your address on file; however, we encourage you to sign up for direct deposit. Forms are available through the Payroll Department.

## LETTER OF REASONABLE ASSURANCE

At the end of each school year, a letter of assurance will be sent to you. This letter will offer you the opportunity to continue your employment as a guest teacher for the following year. Please return the letter regardless of whether or not you intend to continue as a guest teacher.



**PAY SCHEDULE**

<b>PAY PERIOD</b>	<b>BEGINNING DATE</b>	<b>ENDING DATE</b>	<b>DUE TO PAYROLL</b>	<b>CHECK DATE</b>
1	06/15/13	06/28/13	07/01/13	07/12/13
2	06/29/13	07/12/13	07/15/13	07/26/13
3	07/13/13	07/26/13	07/29/13	08/09/13
4	07/27/13	08/09/13	08/12/13	08/23/13
5	08/10/13	08/23/13	08/26/13	09/06/13
6	08/24/13	09/06/13	09/09/13	09/20/13
7	09/07/13	09/20/13	09/23/13	10/04/13
8	09/21/13	10/04/13	10/07/13	10/18/13
9	10/05/13	10/18/13	10/21/13	11/01/13
10	10/19/13	11/01/13	11/04/13	11/15/13
11	11/02/13	11/15/13	11/18/13	11/27/13
12	11/16/13	11/29/13	12/02/13	12/13/13
13	11/30/13	12/13/13	12/16/13	12/27/13
14	12/14/13	12/27/13	12/30/13	01/10/14
15	12/28/13	01/10/14	01/13/14	01/24/14
16	01/11/14	01/24/14	01/27/14	02/07/14
17	01/25/14	02/07/14	02/10/14	02/21/14
18	02/08/14	02/21/14	02/24/14	03/07/14
19	02/22/14	03/07/14	03/10/14	03/21/14
20	03/08/14	03/21/14	03/24/14	04/04/14
21	03/22/14	04/04/14	04/07/14	04/18/14
22	04/05/14	04/18/14	04/21/14	05/02/14
23	04/19/14	05/02/14	05/05/14	05/16/14
24	05/03/14	05/16/14	05/19/14	05/30/14
25	05/17/14	05/30/14	06/02/14	06/13/14
26	05/31/14	06/13/14	06/16/14	06/27/14

## **ARIZONA STATE RETIREMENT SYSTEM (ASRS)**

A guest teacher does not qualify for membership in the Arizona State Retirement System. No funds are withheld from a guest teacher's check for this purpose.

Exception: A guest teacher who is hired on an intermittent basis and who works 20 hours a week for 20 consecutive weeks in a fiscal year (known as the 20/20 Rule) qualifies for membership in the Arizona State Retirement System. Funds will be withheld from a guest teacher's paycheck for this purpose. You will be required to complete an ASRS enrollment form. The substitute coordinator will notify and provide you with the form when you reach the 20/20 Rule.

## **CONTRACT TEACHING**

Guest teachers are not contracted positions; however, each year a number of qualified guest teachers are hired for full-time teacher employment. The guest teachers hired are those who best meet the requirements of TUHSD. If you are interested in a full-time position and you have all of the required credentials, visit [www.tuhsd.org](http://www.tuhsd.org) to complete an online internal transfer for any available teaching position(s).

## **PROFESSIONAL ETHICS AND STANDARDS**

### **Competency**

A guest teacher must exhibit the qualities of a competent leader who can function as a full-fledged member of the regular faculty. You are expected to maintain the same professional and ethical standards in attitude and relationships with students, staff members, and parents.

### **Confidentiality**

All school records and reports should be handled with care. Many student and personnel records are of a confidential nature, maintained in order to provide information on student development. It is essential, as a guest teacher, that you are careful not to divulge confidential information which has been received from contact with students and other people in the profession to the community unless reporting such information as required by law.

### **Responsibility**

Guest teachers are responsible for knowing the principles of student development, accepted teaching techniques, the educational program, and the rules and regulations of TUHSD.

### Understanding

As a guest teacher traveling from school to school, you will observe many situations and differing modes of operation. Please remember that each teacher has his/her own way of doing things and that what works for one, may not work for another. Never criticize the regular teacher. Keep an open mind when the regular teacher's style differs from your own. Make every effort to carry on the program of the regular teacher by following the lesson plans and fitting in with the existing schedule. Avoid discussing and comparing situations in one school while serving in another.

### Dress Code

Guest teachers are expected to dress in a professional manner. Because individuals employed in public schools are in a position of influence, dress, grooming, and mannerisms will have an impact on the way students respond to your leadership. Appropriate dress will help establish a mood of respect and discipline among the students.

1. Denim jeans of any color are not appropriate attire.
2. Clothing should be modest and not expose undergarments, breasts, midriffs, or buttocks. Tights and/or spandex pants are not permitted.
3. Rubber flip flops are not appropriate footwear.
4. If substituting for a physical education class, proper athletic gym attire is appropriate.
5. Clothing must be neat, clean, and free of frays, holes, or tears.

### **YOUR ASSIGNMENT AND USE OF AESOP**

TUHSD uses an automated substitute caller system called AESOP, which allows teachers to enter absences. Those absence assignments are then made available for guest teachers to accept online. If an assignment remains unfilled two days prior to the absence date, AESOP will randomly telephone guest teachers between 5:30 a.m. and 7 a.m. or 5 p.m. to 10 p.m. weekdays.

Guest teachers can go online to [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop) or call (800) 942-3767 to search for assignments 24 hours a day, 7 days a week. AESOP will request your ID number and a personal identification number (PIN). Your ID number is normally your 10-digit home phone number. Your PIN is normally the last 4 digits of your home phone number (you can change your PIN at any time). If you experience trouble with the AESOP login, contact the substitute coordinator at (623) 478-4163.

Should you be unable to report to work when expected, you can cancel your absence by logging into AESOP via the website or by calling the 800 phone number prior to 12 hours before the start of the assignment. If you are unable to report to work and it is the morning of your assignment, immediately contact the principal's administrative assistant to inform him/her that you will not be reporting (contact names and phone numbers for all principal administrative assistants can be found on the TUHSD website at [www.tuhsd.org](http://www.tuhsd.org) and/or on page 15).

We suggest that you familiarize yourself with TUHSD before accepting your first assignment (school locations can be found on the TUHSD website at [www.tuhsd.org](http://www.tuhsd.org)). A drive through the area can save early morning confusion on the day you go to work (see the TUHSD boundary map on page 16.)

### **DUTIES AND RESPONSIBILITIES**

1. Once you have accepted an assignment in AESOP, commit to complete the assignment unless there is an emergency.
2. Arrive at the designated school at least 15 minutes prior to start time, This is considered your start time (school starting and ending times are listed on page 15).
3. Always display a TUHSD ID badge while on campus.
4. Report to the Front Office when you arrive at school and check in with the principal's administrative assistant. Sign the TUHSD guest teacher sign in sheet. Obtain the necessary guest teacher folder and keys, if available.
5. Before the students arrive, review the teacher's lesson plans and secure all necessary materials and equipment. Note any duty assignments the teacher may have or any special needs student(s) the teacher has noted.
6. Welcome the students, then start immediately with attendance and the assigned work. Follow all lesson plans as closely as possible. Leave the teacher notes on what was taught or assigned.
7. If a student becomes excessively unruly, contact the Front Office via the school's procedure.
8. Supervise students at all times. Under no circumstances should you leave the classroom unsupervised. If leaving the classroom is necessary, secure supervision first with the Front Office.

9. If a person not connected with the school seeks information about a student, or permission to take a student from the room, refer that person directly to the principal. Under no circumstances should a student be released without permission from the principal and/or the Front Office. Never dismiss class early.
10. Use preparation time to plan, correct homework, or prepare materials. Guest teachers are expected to teach during their assigned teacher's prep. If in a long-term assignment, you are required to cover as other staff members would.
11. Do not bring any games or outside assignments without prior approval of the principal. The use of outside videos is not permitted by Governing Board policy. Books, magazines, or newspapers are not to be brought into the classroom unless it is a part of the instructional program.
12. Guest teachers will refrain from using the regular teacher's computer for personal use and/or use personal technological devices such as an iPad, MP3 player, cell phone, etc. while students are in the classroom. Personal devices may only be used during break/lunch time.
13. Meals and breaks will be given at the teacher's normal break and meal times. Check with the Front Office to verify the correct times for your meal and breaks. You are not permitted to eat during classroom activities.
14. Maintain a professional attitude towards your work. Never discuss or present information of a personal nature to students.
15. Demonstrate self-confidence, initiative, and flexibility and always abide by State law and Governing Board policy.
16. Establish classroom order with skill rather than physical contact (see Classroom Management Tips on page 19).
17. Governing Board policy does not permit corporal punishment. If a discipline problem occurs which you are unable to handle, immediately consult the principal or assistant principal. At no time is a guest teacher to touch a student in any way or administer corporal punishment.
18. Leave the teacher a note of what was accomplished and what needs to be completed. Give the teacher an overview of the behavior of the class and any special concerns or items of information. Leave your first and last name and contact information if you are comfortable with providing it.

19. Leave the room in a clean and orderly condition with all supplies and equipment returned to appropriate places. Never remove any of the regular teacher's materials from his/her desk or room.
20. Return the teacher's books and keys to the Front Office, and complete the guest teacher's feedback section in AESOP.

### **TERMINATION OF SERVICES**

Guest teachers may be terminated from teaching assignments for any reason including, but not limited to, the following:

1. Unsatisfactory teaching performance.
2. Exclusion from three (3) or more campuses.
3. Unprofessional and/or unethical behavior (e.g., using foul language, name calling, etc.).
4. Violation of TUHSD policies and/or school procedures.
5. Excessive tardiness.
6. Failure to appear to fulfill a position which had been accepted and failure to follow cancellation procedures.
7. Inactivity (e.g., failure to accept any assignments from the first day of school through the last day of the first semester and the first day of the second semester through the last day of school).
8. Failure to return the "Letter of Reasonable Assurance" by due date indicated (see page 8).

**TOLLESON UNION HIGH SCHOOL DISTRICT #214**  
**Directory of Schools**

**Copper Canyon High School**

9126 W. Camelback Road, Glendale, AZ 85305

Phone: (623) 478-4800

Alan Potts, Principal

Sylvia Perez, Administrative Assistant, (623) 478-4809

Mindy Marsit, Assistant Principal of Curriculum and Instruction

Front Office: 7:30 a.m. – 4:00 p.m.

Daily Schedule: 8:25 a.m. – 3:00 p.m.

Early Release Schedule: 8:25 a.m. – 1:08 p.m.

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**La Joya Community High School**

11650 W. Whyman Avenue, Avondale, AZ 85323

Phone: (623) 478-4400

Brandi Haskins, Principal

Patty Muñoz, Administrative Assistant, (623) 478-4403

Paul McClendon, Assistant Principal of Curriculum and Instruction

Front Office: 7:00 a.m. – 3:00 p.m.

Daily Schedule: 7:25 a.m. – 2:00 p.m.

Early Release Schedule: 7:25 a.m. – 12:08 p.m.

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**Sierra Linda High School**

3434 S. 67<sup>th</sup> Avenue, Phoenix, AZ 85043

Phone: (623) 474-7700

Tim Madrid, Principal

Jennifer Vidrio, Administrative Assistant, (623) 474-7702

Thom Luedemann, Assistant Principal of Curriculum and Instruction

Front Office: 7:00 a.m. – 3:00 p.m.

Daily Schedule: 7:20 a.m. – 2:05 p.m.

Early Release Schedule: 7:25 a.m. – 12:08 p.m.

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**Tolleson Union High School**

9419 W. Van Buren Street, Tolleson, AZ 85353

Phone: (623) 478-4200

Ernie Molina, Principal

Kathy Fischer, Administrative Assistant, (623) 478-4224

Casey Frank, Assistant Principal of Curriculum and Instruction

Front Office: 7:30 a.m. – 4:00 p.m.

Daily Schedule: 8:25 a.m. – 3:00 p.m.

Early Release Schedule: 8:25 a.m. – 1:08 p.m.

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**University High School**

9419 W. Van Buren Street, Tolleson, AZ 85353

Phone: (623) 478-4200

Courtney Stevens, Academic Dean

Lonnie Lansford, Administrative Assistant, (623) 478-4380

Front Office: 7:30 a.m. – 4:00 p.m.

Daily Schedule: 8:25 a.m. – 3:00 p.m.

Early Release Schedule: 8:25 a.m. – 1:08 p.m.

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**Westview High School**

10850 W. Garden Lakes Parkway, Avondale, AZ 85323

Phone: (623) 478-4600

Dr. Michelle Wilson, Principal

Lynette Stark, Administrative Assistant, (623) 478-4603

Thomas Junk, Assistant Principal of Curriculum and Instruction

Front Office: 7:00 a.m. – 3:00 p.m.

Daily Schedule: 7:25 a.m. – 2:05 p.m.

Early Release Schedule: 7:25 a.m. – 12:08 p.m.

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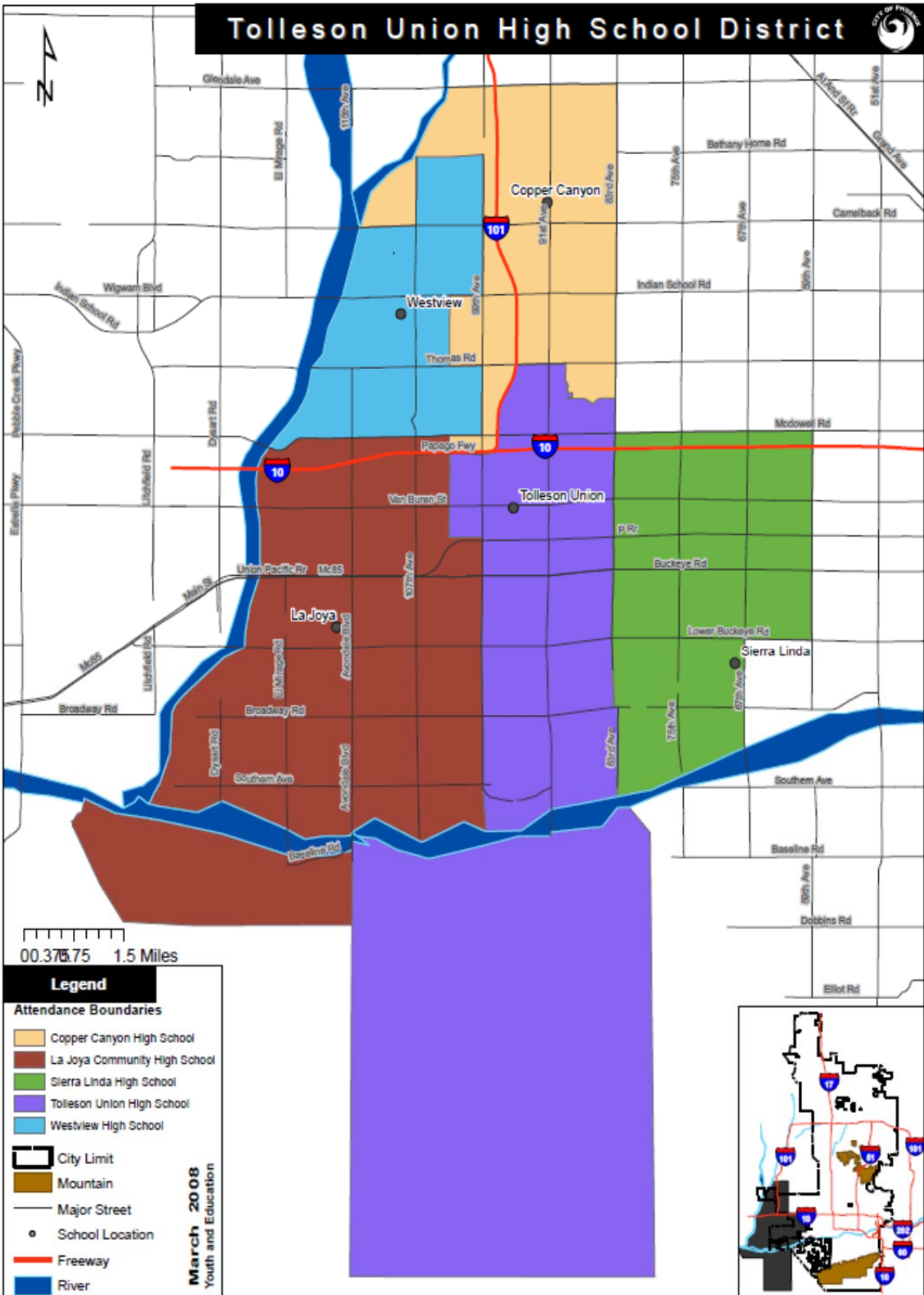
**EARLY RELEASE DATES 2013-2014**

August 28, September 4, October 2, October 16, October 30,  
November 13, December 4, January 15, January 29, February 12, March 26, April 23

**GUEST TEACHERS NOT NEEDED FOR STANDARDIZED TESTING DATES**

October 22 – 24, February 24 – 25, April 8 – 9

# Tolleson Union High School District



0 0.375 0.75 1.5 Miles

**Legend**

**Attendance Boundaries**

- Copper Canyon High School
- La Joya Community High School
- Sierra Linda High School
- Tolleson Union High School
- Westview High School

City Limit

Mountain

Major Street

School Location

Freeway

River

**March 2008**  
Youth and Education







# Tolleson Union High School District

## School Year Calendar

### 2013-2014

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

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

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

August	5	First Day of School for Freshman Only	
August	6	First Day of School for All Students	
September	2	Labor Day Holiday (No School)	
September	18	All Staff In-Service	
October	7-11	Fall Break (No School)	
November	11	Veteran's Day Holiday (No School)	
November	27 - 29	Thanksgiving Holiday (No School)	
December	20	Last Day of Fall Classes/End of 1st Semester	
December	23-31	Winter Break (No School)	
January	1-3	Winter Break (No School)	
January	6	First Day of Spring Classes/Start of 2nd Semester	
January	20	Civil Rights Day Holiday (No School)	
February	17	President's Day Holiday (No School)	
March	10-14	Spring Break (No School)	
April	18	Spring Recess (No School)	
May	21	Graduation	
May	23	Last Day of Spring Classes/End of 2nd Semester	

<span style="display: inline-block; width: 15px; height: 10px; background-color: yellow; border: 1px solid black;"></span>	Holiday/Recess (No School)
<span style="display: inline-block; width: 15px; height: 10px; background-color: green; border: 1px solid black;"></span>	Freshmen Focus
<span style="display: inline-block; width: 15px; height: 10px; background-color: lightgreen; border: 1px solid black;"></span>	First Day of Semester
<span style="display: inline-block; width: 15px; height: 10px; background-color: red; border: 1px solid black;"></span>	Last Day of Semester
<span style="display: inline-block; width: 15px; height: 10px; background-color: lightblue; border: 1px solid black;"></span>	All Staff In-service (No School)
<span style="display: inline-block; width: 15px; height: 10px; background-color: orange; border: 1px solid black;"></span>	Graduation

Instructional Days: 180
Fall: 88 Spring: 92

Governing Board Approved: 04/09/13

## HOW TO FACILITATE LEARNING IN THE CLASSROOM

1. Speak naturally, but adjust the *rate* (pause longer where you would normally pause in speaking) and *complexity* (break down long, complex sentences into short, simple sentences), as necessary.
2. Repeat the message in various ways. A good strategy is to say an important sentence, then say it again in a different way and, finally, repeat the original sentence.
3. Utilize body language. Use gestures, pointing, pantomiming, and voice cues as appropriate.
4. Give clear directions. You can help students understand directions by providing them in both oral and written form. The written form assists students in identifying key sequence words (e.g., first, then, finally). Students can also reread your directions or show them to others who might assist them with comprehension.
5. Check often for understanding. Dialogue between you and your students or observation of your students can alert you to confusion while it is occurring and while it is relatively easy to clarify. Simply asking, “Does everyone understand?” is too vague, and some students will tell you that they understand even when they do not.
6. Allow students to work in groups. Language is social. Small, heterogeneous groups provide the ideal atmosphere for students.
7. Use the power of modeling. Model what you want the students to do before you ask them to do it. This includes using the key content vocabulary in the lesson.
8. Watch your “teacher talk.” Avoid using too many pronouns, idioms, or clichés.
9. Never use sarcasm, foul language, or name calling in the classroom with students.

## CLASSROOM MANAGEMENT TIPS

1. Arrive at school with sufficient time to organize materials and become familiar with local school rules, bell times, and procedures.
2. Take advantage of available school resources, starting with the Front Office.
3. Check with the principal's administrative assistant to obtain any general information needed for that day.
4. Be prepared. Allow time to go over the lesson plans before the students arrive.
5. Begin class immediately after the bell rings as the first few minutes are crucial.
6. Be in control. Problems might be eliminated if questions are phrased so only one student will answer or students will raise their hands. For example:
  - a. "Raise your hand if you can tell me where the attendance folder is."
  - b. "Raise your hand if you know the names of the absent students."
7. Make sure to locate class seating charts as soon as possible and refer to the students by name.
8. Introduce yourself and write your name on the board. Tell students that you understand it feels different to have a guest teacher.
9. Look for classroom procedures and rules posted in the classroom. Inform students of classroom expectations in terms of rules and guidelines. Follow the regular teacher's rules.
10. Try your best to stick to the normal routine. Have something for students to do.
11. Give concise directions. Tasks should be simple with short expectations. Do a quiet activity; reading or writing in a journal is best.
12. Be flexible, expect the unexpected, and demonstrate a sense of humor.
13. Be positive. Positive verbal praise, a smile, a nod, and other appropriate gestures will help reduce problem behaviors.

14. Gaining attention is a powerful tool. Do not focus continually on bad behavior. Recognize good behavior, too. Try to ensure that every student receives some success or praise during the day. Just a pleasant word or an appreciative smile works wonders.
15. Communicate the significance of learning. Students learn and behave better if they are actively engaged in learning. Small groups will get students to interact positively.
16. Manage by walking around. A guest teacher should never fall to sleep during his/her assignment.
17. If students will not pay attention or do what they are instructed to do, try to determine what is causing the inappropriate behavior.
18. Solve problems privately “on the spot.” Do not berate, belittle, or degrade a student in front of others, but do handle situations as they occur. Be firm, but rather than issuing an ultimatum, give the student a choice; e.g., meeting the needs of the classroom for that day or not taking part in classroom activities by moving his/her desk to the back of the room. Give the student only one chance; if he/she has made the wrong choice and cannot follow instructions, then follow through.
19. Deal with the individual student, never the group, when corrections are necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt. Advise students that you will leave information for their regular teacher on the situation.
20. Do not lose your temper or react in a negative way. At no time should a guest teacher use inappropriate language. Swearing at students or otherwise using derogatory or demeaning language will not be tolerated and could lead to immediate termination.
21. If students become excessively unruly, contact the Front Office via the school’s procedure.
22. Do not threaten consequences that cannot be enforced. The school’s administration issues consequences.
23. Offer choices in situations where authority is being challenged; e.g., you may move to this empty seat or the table at the front of the room.

## **REPORTING AN INJURY**

Any injury which occurs to you as an employee on school property while in the normal course of your duties should be reported immediately to the school nurse. Should it become necessary for you to apply for worker's compensation, the school nurse and/or principal will assist you in the completion of the necessary forms.

## **ACCIDENTS**

All accidents should be reported immediately to the school nurse and/or principal. Students who are ill should be referred to the Nurse's Office.

All medication(s) must be sent to the school nurse. Under no circumstances should any type of medication be administered to the student or kept in the classroom.

## **EMERGENCY PROCEDURES**

(Fire / Lockdown)

Each classroom has a Classroom Emergency Handbook. Because emergencies can arise at any time, the guest teacher should be prepared to handle them with a minimum of confusion. Upon arrival in the classroom, review the Classroom Emergency Handbook; particularly for school emergency exit paths, lockdown procedures, and guidelines for handling situations involving student accidents and illnesses. At various times throughout the year, fire and lockdown drills will be conducted.

### **Fire Procedures**

When the fire alarm sounds, staff members will:

1. Conduct an orderly evacuation of students out of the classroom closing the classroom door behind them.
2. Instruct the students to leave everything as is, stand in single file, and quietly pass from the classroom to the directed assembly area indicated on the evacuation map. Guest teachers should lead the class and stress good discipline, no talking, no horseplay, and single file only.
3. Leave through the nearest designated building exit; an emergency route map is posted in each classroom.
4. Once out of the building, staff and students will gather at a pre-designated safe meeting area. Staff members will account for all students.

5. Do not reenter the building until the site administrator or fire department has indicated that it is safe to do so.
6. Students will return to the classroom in the same orderly manner.

### Lockdown Procedures

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a school building. When a lockdown is necessary:

1. The principal will issue lockdown procedures by an announcement warning over the public address system or by sending a messenger to each classroom.
2. Announcements will be made in plain language and provide as much information about the incident as possible.
3. Direct all students, staff, and visitors into the classroom.
4. Lock the classroom door. Any unsecured area will be subject to an extreme response.
5. Cover classroom windows. Secure the “ALL CLEAR” notification card (green) in the door frame.
6. Move all persons away from windows and doors.
7. Allow no one outside the classroom to come in until the principal gives the “ALL CLEAR” signal.
8. Annotate missing or new students (students “swept” from another area) on the Lockdown Communication Log. If not an emergency, submit the Log after the “ALL CLEAR” has been given.
9. Take roll, adding any students moved into your classroom or area. Do not make any calls between classrooms unless directed to do so. Do not make any calls to the Front Office unless it is an emergency. As a security measure, do not allow students to make any phone calls from classroom or cell phones.

10. Regular teachers must email the Discipline Office with their class status. However, guest teachers do not have email access. The principal's administrative assistant will place a phone call to the classroom to ask if all students are present, which students are missing, and if extra students are present.
11. Keep phone use to a minimum. Contact the Front Office if an urgent situation arises; e.g., serious injury or illness.
12. Listen for further announcements or updates via voice, email, or public address communication.

### **SEXUAL HARASSMENT**

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

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:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or education environment.

Sexual harassment may include, but is not limited to:

1. 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.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. Reciprocal attraction between peers is not considered sexual harassment.
3. 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.

4. 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.
5. 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.

Anyone who is subject to sexual harassment or who knows of the occurrence of such conduct should inform the Director of Human Resources at (623) 478-4007 as soon as possible. Forms for filing such a complaint are available in the Human Resources Office.



## **STAFF ETHICS**

### **(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 Board adopts the following statements of standards.

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.

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.

*Adopted:*    date of manual adoption

LEGAL REF.:    A.A.C. R7-2-205

## 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:

- Removal from school grounds.
- Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- Warning.
- Reprimand.
- Suspension.
- Dismissal.
- Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

### Reporting Suspected Crimes or Incidents

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

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

### **Use of Physical Force by Supervisory Personnel**

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

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

*Adopted:* August 24, 2010

LEGAL REF.:	A.R.S. 13-2911	15-514
	13-3102	15-521
	13-3111	15-539
	13-3411	15-550
	15-341	38-531
	15-342	38-532
	15-507	41-770
	15-509	41-1758.03

A.A.C. R7-2-205

## STAFF CONDUCT WITH STUDENTS

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Violations of the above shall be considered serious and may result in severe disciplinary action

*Adopted:*    date of manual adoption

LEGAL REF.:    A.R.S. 15-321  
                          15-341  
                          15-514

## STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

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

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

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

### Definitions

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

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

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

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,

- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

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

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

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

## **Prohibitions and Discipline**

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

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

## Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

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

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

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

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

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

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



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

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

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

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

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

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

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

*Adopted:* August 9, 2011

LEGAL REF.:	A.R.S. 13-1202	13-2916
	13-1203	13-2921
	13-1204	13-3506.01
	13-2321	15-341

## **REPORTING CHILD ABUSE / CHILD PROTECTION**

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours. Pursuant to A.R.S. 13-3620, such reports shall contain:

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

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

*Adopted:*    date of manual adoption

LEGAL REF.:    A.R.S.    8-201  
   13-1404 *et seq.*  
   13-1410  
   13-3019  
   13-3212  
   13-3506  
   13-3506.01  
   13-3552  
   13-3553  
   13-3609  
   13-3619  
   13-3620  
   13-3623  
   15-514  
   46-451  
   46-454

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
  - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
  - Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

### **Additional Requirements of the General Public**

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. [13-2911](#) and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.
- No person shall possess or engage in the use of medical marijuana on District property, at a District event, or in a District vehicle.

*Adopted:* April 23, 2013

LEGAL REF.: A.R.S. 13-2905  
13-2911  
13-3102  
15-341  
15-507  
36-2801 *et seq.*  
36-2802

