

# **Tolleson Elementary School District #17**

*“Expecting Excellence, Achieving  
Greatness”*



## **2014-2015**

# **TESD SUBSTITUTE HANDBOOK**

# Governing Board

Ms. Adriana G. Morado, President

Ms. Elizabeth T. Hunsaker, Vice President

Mr. B. Dale Crandell, Member

Ms. Bertha A. Estrada, Member

Ms. Ruth H. Díaz, Member

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## Administration

Dr. Lupita Hightower, Superintendent

Dr. Wanda Williams, Administrator of Special Programs

Dr. Ramona Lomelí, Administrator of Human Resources

Dr. Juan Medrano, Director of STEM

Ms. Veronica Vasquez, Executive Director of Curriculum and Instruction

Mr. Jim Serbin, Executive Director of Business Services

Ms. Brenda Catlett, Principal, Arizona Desert Elementary School

Ms. Claudia Espinoza, Principal, Desert Oasis Elementary School

Ms. Krystal Armstrong-Bolf, Assistant Principal, Desert Oasis Elementary School

Ms. Cindy Mills, Principal, Porfirio H. Gonzales Elementary School

Mr. Christina Boston, Assistant Principal, Porfirio H. Gonzales Elementary School

Ms. Melissa Marze, Principal, Sheely Farms Elementary School

Ms. Kara Sehr, Assistant Principal, Sheely Farms Elementary School

TBD, General Manager, Child Nutrition Services

***Tolleson Elementary School District No. 17***  
***Governing Board Room @ Administrative Offices***  
***9261 W. Van Buren Street, Tolleson, AZ 85353***

**2014 2015**

July 9, 2014

January 7, 2015 (Organizational Mtg.)

August 6, 2014 at P.H. Gonzales

February 4, 2015 at Desert Oasis

September 3, 2014

March 4, 2015 at Sheely Farms

October 8, 2014

April 1, 2015

November 5, 2014 at Arizona Desert

May 13, 2015

December 3, 2014

June 10, 2015

All meetings are scheduled for 6:00 p.m. in the Governing Board Room unless otherwise noted.

**Governing Board meeting locations:**

Tolleson Elementary School District Office  
9261 W. Van Buren St.  
Tolleson, Arizona 85353

Arizona Desert Elementary School  
8803 W. Van Buren St.  
Tolleson, Arizona 85353

Desert Oasis Elementary School  
8802 W. McDowell Rd  
Phoenix, AZ 85037

Porfirio H. Gonzales  
9401 W. Garfield  
Tolleson, Arizona 85353

Sheely Farms Elementary School  
9450 W. Encanto  
Phoenix, Arizona 85037

**Meetings are subject to change when necessary.**

Governing Board Approved: May 14, 2014

# Tolleson Elementary School District No. 17 2014-2015 Calendar

**JULY**      0/4

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

**AUGUST**    20/21

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

**SEPTEMBER**    20/22

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

**OCTOBER**      18/18

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

**NOVEMBER**    16/18

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

**DECEMBER**    15/16

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

**JANUARY**      19/21

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

**FEBRUARY**      18/20

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

**MARCH**        17/17

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

**APRIL**        21/21

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MAY**            16/16

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

**JUNE**

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

<b>July</b>	4	Independence Day
	23-25	New Teacher Orientation
	28-31	Teacher Start
<b>August</b>	1	Teacher Start
	4	School Begins
	25-29	Academic Parent Teacher Team Mtgs (APTT)
<b>September</b>	1	Labor Day
	17	In-Service Day (No School)
<b>October</b>	9-10	Parent/Teacher Conferences (1/2 days)
	13-17	Fall Recess
<b>November</b>	11	Veterans' Day Recess
	26-28	Thanksgiving Recess

<b>December</b>	22-31	Winter Recess
<b>January</b>	1-2	Winter Recess
	12-16	Academic Parent Teacher Team Mtgs (APTT)
	19	Martin Luther King Day
<b>February</b>	11	In-Service Day (No School)
	16	Presidents' Day
<b>March</b>	12-13	Parent/Teacher Conferences (1/2 days)
	16-20	Spring Break
<b>April</b>	3	Spring Recess
<b>May</b>	22	Last Day of School (Teachers)
	25	Memorial Day

180 School Days / 194 Teacher, Psychologist, Speech Pathologist) includes 7 In-service Days (7/28/-5/22/14)

⊕ 0<sup>th</sup> Day 9/30/14; 100<sup>th</sup> Day 1/20/15

Denotes no school O Denotes paid holidays

Board Approved January 8, 2014 approved 3/5/14



# Tolleson Elementary School District #17

## CERTIFIED PAY SCHEDULE

### FY 2014-15

Pay Period	Pay Date		Pay Period #		Comments
06/09/14 - 06/30/14	07/03/14		FY 13/14 26		
07/01/14 - 07/05/14	07/17/14		1		
07/06/14 - 07/19/14	07/31/14		2		
07/20/14 - 08/02/14	08/14/14	**	3	26	<b>5 DAYS PAID</b>
08/03/14 - 08/16/14	08/28/14	**	4	25	
08/17/14 - 08/30/14	09/11/14	**	5	24	
08/31/14 - 09/13/14	09/25/14	**	6	23	
09/14/14 - 09/27/14	10/09/14	**	7	22	
09/28/14 - 10/11/14	10/23/14	**	8	21	
10/12/14 - 10/25/14	11/06/14	**	9	20	
10/26/14 - 11/08/14	11/20/14	**	10	19	
11/09/14 - 11/22/14	12/04/14	**	11	18	
11/23/14 - 12/06/14	12/18/14	**	12	17	
12/07/14 - 12/20/14	12/31/14	**	13	16	
12/21/14 - 01/03/15	01/15/15	**	14	15	
01/04/15 - 01/17/15	01/29/15	**	15	14	
01/18/15 - 01/31/15	02/12/15	**	16	13	
02/01/15 - 02/14/15	02/26/15	**	17	12	
02/15/15 - 02/28/15	03/12/15	**	18	11	
03/01/15 - 03/14/15	03/26/15	**	19	10	
03/15/15 - 03/28/15	04/09/15	**	20	9	
03/29/15 - 04/11/15	04/23/15	**	21	8	
04/12/15 - 04/25/15	05/07/15	**	22	7	
04/26/15 - 05/09/15	05/21/15	**	23	6	
05/10/15 - 05/23/15	06/04/15	**	24	1-5	Balance of Contract 5 paychecks/taxed separately
05/24/15 - 06/06/15	06/18/15		25		
06/07/15 - 06/20/15	07/02/15		26		
06/21/15 - 06/30/15	<b>07/16/15</b>		27		
07/01/15 - 07/18/15	<b>07/30/15</b>		FY 15/16 1		

**\*\* Insurance deductions will start in Pay Period #3  
and end in Pay Period #24**

*Tolleson Elementary School District #17*

*Substitute Employee Handbook*

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## **CERTIFICATION**

All Substitute Teachers are responsible for maintaining a valid Arizona certification (substitute or teaching certification). All certified employees are also required to maintain a valid class 1 Identity Verified fingerprint card issued by the Arizona Department of Public Safety. Failure to maintain valid certification and fingerprint card may affect employment.

## **CHILD ABUSE/CHILD PROTECTION**

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, 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 Arizona Revised Statutes (A.R.S.) § 36-2281, shall immediately report or cause reports to be made of such information to school administration, a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security (DES), 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.

A person who furnishes a report, information, or records required or authorized under A.R.S. or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under A.R.S. 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.

## DRESS CODE

All staff members will dress professionally and maintain a general appearance so as to reflect their position and not be detrimental to the educational program of the school. In order to be a good role model for students, all staff members should dress professionally and appropriate to assignment. Employees should follow the same rules and regulations as the students as far as items that are not acceptable to be worn to school. Additional dress code regulations may be implemented at the school site level by the building Principals.

## EMERGENCY ACCIDENTS / ILLNESS

Report any serious illnesses, especially those that are thought to be communicable, to the School Nurse. Students who become ill during the day are to report to the school office with a pass from the teacher. STUDENTS ARE NOT TO LEAVE THE SCHOOL GROUNDS WITHOUT PARENTAL AND SCHOOL OFFICE PERMISSION. All accidents must be reported to the Nurse's Office!!!

In the event a District employee is injured on the job, the injury must be reported to their direct Supervisor. A **Report of Industrial Injury** will be completed and signed by the supervisor. Injured employees should go for treatment to:

**Banner Occupational Health  
9305 W. Thomas Rd., Ste.235  
Phoenix, Arizona 85037**

Employees are required to return to work with instructions from the **Banner Occupational Health** doctor regarding fitness for duty.

## EMERGENCY DATA

Each employee is required to inform Human Resources and the School Office of the name, telephone number and address of the person to be notified in the event of an emergency.

*It is the responsibility of each employee to keep emergency and residential information up-to-date with Human Resources and the School Office.*

## EQUAL OPPORTUNITY EMPLOYMENT

Discrimination against any individual for reasons of race, color, religion, sex, age, national origin, and handicap is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

All Teachers and Principals will be evaluated according to evaluation instruments developed through the Rewarding Excellence in Instructional Leadership (REIL). Evaluations will be conducted by the appropriate administrator or peer evaluator.



All Support Staff shall be evaluated by the appropriate Supervisor or Administrator. A written evaluation of effectiveness of each Support Staff member will be conducted at least once each year. A copy of evaluation instruments may be obtained from Human Resources.

## HAZARDOUS CHEMICALS

**I**n order to maintain compliance with federal laws regarding the use of hazardous chemicals, District Staff is discouraged from bringing cleaning products of any kind to school. Anyone needing cleaning products should contact the school Custodian, Principal, or the Director of Maintenance. When purchasing any kind of adhesive, cleaner, paint, or stain materials, a Material Safety Data Sheet (MSDS) for the product should be picked up from the vendor at the time of purchase. The MSDS should be given to the Principal.

## BENEFITS-HEALTH INSURANCE

**T**he District will provide group insurance coverage with a major medical insurance plan, dental plan, and vision plan. Substitute employees become eligible for insurance if they meet full-time requirements as outlined in the district plan for on-call employees.

Employees who wish to have their spouse/domestic partner and/or children covered by any of the above referenced insurance plans (with the exception of short-term disability) may apply at the time of the employee's initial enrollment or at the annual Open Enrollment period. **The premium payment for insurance coverage for dependents will be paid by the substitute employee.**

### The Employee Network

Get your discounted Theme Park Tickets and more right here in one handy place. All Tolleson Elementary School District Employees are included in The Employee Network as Official Members! This awesome program is just another great benefit of working at Tolleson Elementary School District. Being part of Employee Network entitles you to great savings at many Theme Parks, Zoos, Local and National Retailers. The Employee Network offers discounts on just about everything, from Travel, Automobiles, Restaurants, Home Services, Child Care to Health and Wellness.....the list goes on and on and grows continually. To use the program you simply ask the participating Merchants for your "Employee Network Discount" as listed on the web site. Show them your Tolleson Elementary School District I.D. or business card if asked for proof of membership. For up to date employee discounts visit The Employee Network online at [www.employeenetwork.com](http://www.employeenetwork.com) . The website is updated daily with new specials and new merchants. Join the e-Newsletter list and you will never miss any specials, contest's or new merchant announcements! You can call them Monday - Friday with questions too, 480-768-0837. Happy Shopping!!!



### Wellness Program

Substitute teachers are eligible to participate in some wellness programs and activities. To find out which activities are available contact human resources department.

## **Professional Development**

Substitute Teachers are eligible to participate in district sponsored professional development. Please check the Professional Development Calendar on SharePoint or contact a school Principal or the Human Resources department.

## **Extra Duty-Internal Jobs**

Substitute Teachers are eligible to apply to internal job posting including Extra Duty assignments and part-time work.

### **OFF CAMPUS**

*A*ny staff member leaving campus during school hours must notify the principal's office and sign/clock out.

### **MOVIES AT SCHOOL**

*A*ny movie to be shown at school must have prior approval by the Principal at least five (5) working days prior to showing.

### **PARENT/TEACHER CONFERENCES**

*P*arent/Teacher conferences have been scheduled for the school year. Expectations and procedures for conference days will be communicated by the school principals.

### **ON-CALL AND LONGTERM ASSIGNMENTS**

Substitute teachers are classified as on-call as needed, at-will employees. It is up to the substitute to select assignments. Any long-term assignments are assigned by the Administrator of Human Resources with the recommendation of the Principal.

Long-term assignments are classified as those that are longer than ten (10) days in the same assignment filling in for a teacher. Assignments for paraprofessionals do not qualify for long-term pay.

### **PAY**

The daily rate of pay is \$105 for a full day (greater than four hours) or \$52 for half day (less than four hours). Long-term pay is \$135 per day for assignments greater than ten (10). The long-term pay is retroactive to the first day of consecutive ten day assignment. Generally, when a sub is placed in a known long-term assignment the long-term rate is paid beginning on the first day.

## PERSONNEL RECORDS

Professional employees are required to supply the District Office with current and complete unofficial transcripts of all college credits. **It is the duty and responsibility of each certificated employee to keep such certification current.**

The District will maintain a complete and current official personnel file for each District employee. Employees will be advised of, and will be permitted to review and comment on, all information of a derogatory nature to be placed in their respective personnel files. The employee may prepare a written reply to such information and such reply, if any, will be appended to the information in the file.

All documents within a personnel file are confidential, and the District may create such sub-files within a personnel file as are appropriate to insure confidentiality and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees. Individual Governing Board members shall have access only when specifically authorized by the Governing Board, as evidenced by action of a quorum of the Governing Board in a legal meeting properly noticed. Employees may review their own files by making written requests to the Superintendent.

Confidential information obtained prior to an employee's employment, such as recommendations and references, will not be available for review by the employee.

Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.

## PROCEDURES FOR REPORTING LOST/STOLEN/VANDALIZED PROPERTY AND EQUIPMENT

The person discovering a break-in, vandalism and/or mysterious disappearance of personal or District property should report this immediately to the Principal.

## ROOM KEYS

**R**oom keys are the substitute teacher's responsibility and should not be given to students at any time. Rooms should be locked during the day when not in use and at the end of the school day. Teachers will check keys out from the front office at the beginning of the day and are to return them at the end of the day. No duplicates may be made.

## SEXUAL HARASSMENT

**A**ll individuals associated with the District (including, but not necessarily limited to, the Governing Board, the Administration, the staff, visitors 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:

- 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.

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.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform their supervisor and make a report to Human Resources as provided in the Policy Handbook. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action which may include suspension or dismissal. All matters involving sexual harassment complaints will remain confidential to the extent possible.

### **SMOKING ON SCHOOL PREMISES BY A STAFF MEMBER**

***T***he possession or use of tobacco products is prohibited in the following locations:

- ➔ School grounds.
- ➔ School buildings.
- ➔ School parking lots.
- ➔ School playing fields.
- ➔ School buses and other District vehicles.
- ➔ Off-campus school-sponsored events.

Under the provisions of A.R.S. § 36-798.03, a person who violates the prohibition is guilty of committing a petty offense. The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

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

## **TIME CLOCK/ASSIGNMENT VERIFICATION**

All substitute teachers are expected to clock in and out each day they report for duty. Substitute teachers are also expected to check in with the school secretary and sign the attendance verification for their assignment.

## **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, shall 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 district administrator.

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, of the Arizona Revised Statutes.
- ☞ Warning
- ☞ Dismissal.

**Reporting Suspected Crimes or Incidents** – Staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to their immediate supervisors. All such reports shall be communicated to the Superintendent who shall be responsible for reporting the suspected crimes or incidents to local law enforcement.

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

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

## STAFF ETHICS

**T**he Educational Employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains appropriate and courteous communications and relationships with pupils, parents, staff members, Supervisors, and others.
- Strives for the maintenance of his efficiency and knowledge of developments in his field of work.
- Fulfills professional responsibilities with honesty and integrity.
- Does not participate in the promotion of conflict or negative hearsay.
- Makes courteous, professional criticism, and constructive suggestions directly to School Administration.
- 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.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Accepts administrative directives.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Accepts academic degrees or professional certification only from duly accredited institutions.
- 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.
- Respects and follows line of authority.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

## STAFF HEALTH AND SAFETY

All employees shall be covered by Workman's 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 their Supervisor immediately since a report on the time of the accident, persons involved, and how it happened is required by State law.

Any employee, who has an accident, no matter how slight, while on duty, shall notify his/her Supervisor immediately. Failure to follow this procedure could result in the loss of Workman's Compensation benefits.

After being notified by an employee, the Principal or Supervisor shall complete the **Report of Industrial Injury**. The blue copy will go with the injured employee to the medical facility. Injured employees should go for treatment to:

**Banner Occupational Health  
9305 W. Thomas Rd., Ste. 235  
Phoenix, AZ 85037**

Employees may be required by the Superintendent or designee, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate.

When, in the opinion of his/her immediate Supervisor and/or the Superintendent, the employee's ability to fulfill his/her duties is jeopardized by his/her physical or emotional condition, the Governing Board may require a complete health examination by a fully licensed physician. The expense of such examination will be paid for by the District.

**Workman's Compensation** – All employees are covered by Industrial Injury Insurance. An employee of the District, who suffers an accident while actively employed, is required to report the injury to the Nurse or their Supervisor within twenty-four (24) hours after the injury occurs. Should there be circumstances under which the individual would be unable to render such a report, it must be verified by medical authority.

The following will govern all Industrial Commission claims:

- If the claim is approved, the doctor bill will be paid by the Workman's Compensation Insurance.

## STUDENT DISMISSAL PRECAUTIONS

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the child. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the school principal or designee, evidence of proper authority to remove the student.

Any police or other official requests to remove a student during school hours shall be directed to the school principal or designee.

## **STUDENT RECORDS/STAFF RESPONSIBILITIES**

All employees of the District are obligated Board policies and guidelines must be consulted in order to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) in the establishment, maintenance, correction, and disposition of Student Records.

## **STUDENT SAFETY**

**T**eachers will be responsible for their students at all times. At no time will a teacher leave a classroom unsupervised. In the case of an emergency, the teacher will seek help from the Principal. Teachers will not send students on errands from the school premises during school hours. Teachers have the authority to prohibit the use of and/or to confiscate any article that is a hazard to a child or that may damage school property. Confiscated articles will be turned into the school office.

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

## **SUPERVISION OF STUDENTS**

**W**hen students are in school, engaging in school-sponsored activities or traveling to and from school on school buses, they are responsible to the school and the school is responsible to them. School personnel assigned to supervise a student serve as local parents.

Supervision shall include being within the physical presence and, whenever possible, within a line of vision of the students so that a staff member will have a reasonable opportunity to control the behavior of and assist the students if necessary. Staff members shall exercise supervision as appropriate while on campus and at any other time when performing teaching or related duties on behalf of the school.

If it should be necessary in an emergency situation for a teacher to leave the physical presence of his/her students, the teacher shall make a reasonable effort to obtain a responsible adult to supervise the students during the teacher's absence. In no case shall the teacher leave students unsupervised.

## **IDENTIFICATION BADGE**

Substitute teachers are expected to wear their district issued identification badge at all time while on school district property.

## **WORK DAY**

A substitute teacher is expected to report to school site 30 minutes prior to school start time. The substitute teacher is expected to perform the duties that are the responsibility of the teacher.



## **WORKPLACE (DRUG-FREE)**

No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace, alcohol or any narcotic drug, hallucinating 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 21 C.F.R. 1300.11 through 1300.15.

Workplace includes any school building, school premises, school-owned vehicle, and/or other school-approved vehicle used to transport staff members or students to and from school, school activities and/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.

As a condition of employment, each employee shall notify his Supervisor of his/her conviction under and criminal drug statute for a violation occurring in the workplace, as defined above, no later than five (5) days after such conviction.

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 –**

**Employee Drug Use** — The non-medical possession, use, abuse of drugs and/or use of alcohol is forbidden on school property or at school-sponsored activities away from school property. Employees determined to be in possession of, using, abusing drugs, and/or using alcohol shall be reported immediately to the Principal or other person in charge. The Superintendent shall be notified immediately.