



**Laveen**  
SCHOOL DISTRICT

**Classified Staff**  
**Handbook**  
**2018 - 2019**



Dear Classified Employee,

Welcome to the Laveen Elementary School District!

Our goal is to create bright futures for not only our students but our staff as well. The Classified Handbook was created to provide you with key information to help you be successful and ensure that you are supported in your role.

Great communities have great schools. Thank you for choosing to serve the students, parents, and staff of Laveen in the months and years ahead.

With warm regards,

Williams M. Johnson, Ed.D.  
Superintendent

### **OUR MISSION**

The mission of the Laveen Elementary School District, with the support of parents and community, is to develop in our children the knowledge, skills, and character to achieve academic excellence, personal growth, and success in a safe, positive environment.

### **OUR VISION**

Neighborhood schools setting the standard for excellence in education using the tools of today to reach the goals of tomorrow.

### **POLICY MANUAL**

Comprehensive policies are in place to guide District and school operations. If you are interested in orienting yourself with our policies, you may visit the following site:

<http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>.



## **PROFESSIONAL CONDUCT QUICK REMINDERS**

- Classified employees in the Laveen Elementary School District are evaluated based on the following: Attendance and Dependability, Appropriate Dress, Quality and Quantity of Work, Cooperation, Initiative, Knowledge, Ability to Plan and Control, Ability to Delegate Authority, Certification
- Report to work on time or no more than three minutes before your starting time (if an emergency causes you to be late to work or leave early from work, notify your supervisor as soon as possible)
- Have strong attendance
- Be courteous and cooperative with the public, coworkers, students and parents
- If instructions given by your supervisor are unclear, ask for further explanation
- Bring your suggestions and ideas to your supervisor
- Dress professionally and maintain a well-groomed, clean and neat appearance at all times
- Keep required certifications for your position up-to-date
- Do not use physical force on a student except in self-defense, the defense of other students and school personnel, or 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
- Avoid verbal abuse (staff to student, staff to staff, staff to parent, staff to anyone else)
- Never be alone with a student
- Use only district-approved methods for electronic communication with students, parents, and community members
- Refer news media / reporters to the Communications Coordinator
- Do not transport students in your private vehicle

## **FIRST DAY**

On your first day of work, ask your supervisor to explain the following:

- The hours you are expected to work, including lunch periods
- Procedures for signing in and out
- How to report absences
- Your District email account
- Job responsibilities
- Who you can contact if you have questions
- School map / layout including staff lounge and restrooms



## **STAFF ETHICS**

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. For more information, see Policy GBEA.

## **STAFF CONDUCT**

All employees of the district are expected to maintain high standards in their school relationship, to demonstrate integrity and honesty, to be considerate and cooperative, and to main professional relationships with students, parents, staff members and others. 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 non appealable offense listed in section, 41-1758-03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District.

### **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 reasonable 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.

### **REPORTING OBLIGATIONS**

Employees must immediately contact Administration, a Health Associate or Counselor when they have reasonable cause to suspect that a child has been abused or neglected or is in danger of being abused or neglected. Child abuse and neglect reports are made by calling the DCS hotline at 888-767-2445. The reporting person remains anonymous and is immune from liability that might otherwise be incurred.

School employees who become aware of or suspect that a student is being bullied shall notify the principal or assistant principal in writing. If necessary, initial notification may be verbal. Failure to report a suspected case of bullying may result in disciplinary action.



## **TIME CLOCK PROCEDURES**

The District uses an electronic timekeeping system to record hours worked by all non-exempt classified employees. Employees must report hours using the current timekeeping system. You are assigned a five-digit number upon being hired and this number allows you to scan in and out for work as well as for any breaks you might take. You will be asked to approve your time on a weekly basis. In addition to verifying your hours at the scanner machine, you may also access your hours online at <https://tcp.mcesaz.org/app/webclock/#EmployeeLogOn> or use the TimeClock Plus application on your phone. If you are in need of assistance with the TimeClock Plus system, you may contact your School Secretary or the Payroll Clerk at 602-237-9100, ext. 3037.

## **LUNCH**

A minimum of a 30-minute unpaid duty free lunch period is required for classified employees if their workday is 6 or more hours per day. Lunch periods cannot be waived in favor of leaving work early.

## **WORK WEEK**

The work week is 12:00 am Saturday to 11:59 pm on Friday. Supervisors establish specific work hours and may adjust them to meet the needs of the organization. Employees may not exceed their scheduled hours unless approved by their supervisor. An employee may not work more than forty hours a week unless it has been approved by the Superintendent. If approved, the employee will receive overtime pay or compensatory time.

## **PAYROLL**

Employees are paid bi-weekly with payday falling on Tuesday. If a pay date happens to fall on a Holiday, the payday will be moved to Monday. Employees are strongly encouraged to use direct deposit as some pay dates fall within scheduled breaks and distribution of live paychecks may be limited. If you signed up for direct deposit, please remember that your first paycheck will be a paper check that is delivered to your worksite. Along with your first paycheck will be a verification form that contains your banking information. Please verify that this information is correct, sign and return to the Payroll Manager. You may send the signed form via interoffice mail or in person to the LEC. Once the Payroll Manager has received your signed verification form, your direct deposit will be activated. You will then receive your payroll stubs electronically thru your LESD e-mail account.



Mandatory deductions include Social Security, Medicare, State and Federal income tax, and Arizona State Retirement (if working 20 or more hours a week).

### **FRONTLINE AESOP**

To report any absences, please access your frontline education account at <https://www.aesoponline.com> If you have difficulty with logging in or inputting an absence, please contact Human Resources at 602-237-9100, extension 3013. In addition to recording your absence online, you will also need to inform your supervisor of your absence.

### **ACCIDENTS: STUDENTS**

Accidents in the classroom or on the playground must be reported to the health associate and/or the principal. As per District policy, students shall not be left unsupervised in the classroom or on the playground at any time. Staff members must report to their duty assignments on time. Please report accidents to the office immediately.

### **EMAIL ACCESS**

Every employee has a district email account. We suggest that you check your email on a regular basis. If you have a required certification, you will receive email reminders when your certification is due to expire. Additionally, notice of appointments (work agreements) are sent electronically and this is where you'll receive an email regarding the task of signing your notice of appointment every May.

### **EVALUATIONS**

As a new hire, you will be evaluated after 90 days of employment. Annual evaluations are conducted in March of every year. Your manager will provide you with a written evaluation of your work performance. This evaluation includes ratings in the following areas:

- Attendance/dependability- prompt and regular attendance, careful observance of work hours
- Appropriate dress - dresses appropriately for assigned duties
- Quality and quantity of work - accuracy, neatness, acceptability and quantity of work
- Cooperation - ability to successfully work and communicate with people, implying willingness and capacity to work harmoniously with others, whether a supervisor, supervisee, or peer



- Initiative - ability to act independently without specific instructions in an assertive, self-confident, eager manner within assigned responsibilities
- Knowledge - a clear understanding of those facts or factors which are pertinent to the employee's work
- Ability to plan and control - ability to provide a logical, effective course of action and follow through to see that established objectives are achieved
- Ability to delegate authority (if applicable) - the assigning of appropriate duties to employees you supervise with power to develop and execute their assigned duties
- Certification (if applicable) - maintains appropriate certification(s) for the position

Employees may receive a rating of Below Expectations, Meets Expectations and Exceeds Expectations for each area that is evaluated. If an employee receives a Below Expectations on his/her evaluation, the employee will be placed on a 90 day improvement plan. Failure to improve may result in disciplinary action, not limited to a recommendation for termination.

**LAVEEN ELEMENTARY SCHOOL DISTRICT NO. 59**  
**Classified Performance Evaluation**

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Cheatham    Desert Meadows    Laveen    M.C. Cash    Paseo Pointe    Rogers Ranch    Trailside Point    Vista del Sur    District Office

EXPECTATIONS	Below Expectations	Meets Expectations	Exceeds Expectations
<b>ATTENDANCE /DEPENDABILITY</b> Prompt and regular attendance. Careful observance of work hours, including breaks. Availability for overtime for emergencies.			
<b>APPROPRIATE DRESS</b> Dresses appropriately for assigned duties.			
<b>QUALITY AND QUANTITY OF WORK</b> Accuracy, readiness, acceptability, and quantity of work.			
<b>COOPERATION</b> Ability to successfully work and communicate with people, implying willingness and capacity to work harmoniously with others, whether a supervisor, supervisee, or peer.			
<b>INITIATIVE</b> Ability to act independently without specific instructions in an assertive, self-confident, eager manner within assigned responsibilities.			
<b>KNOWLEDGE</b> A clear understanding of those facts or factors which are pertinent to the employee's work.			
<b>ABILITY TO PLAN &amp; CONTROL</b> Ability to provide a logical, effective course of action and follow through to see that established objectives are achieved.			
<b>ABILITY TO DELEGATE AUTHORITY (IF APPLICABLE)</b> The assigning of appropriate duties to employees you supervise with power to develop and execute their assigned duties.			
<b>CERTIFICATION (IF APPLICABLE)</b> Maintains appropriate certification(s) for the position.			
<b>NOTE: A WRITTEN PLAN OF ACTION MUST BE DEVELOPED AND ATTACHED FOR THE EMPLOYEE IF ONE OR MORE AREAS ARE SCORED AS "BELOW EXPECTATIONS."</b>			

Comments by Evaluator: \_\_\_\_\_

Comments by Employee: \_\_\_\_\_

My signature below verifies the conference was held and that I have reviewed the report. My signature does not necessarily mean that I agree with the report in part or in total.

Employee Signature: \_\_\_\_\_ Date of Conference: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_  
Human Resources Department Only

Reviewed by: \_\_\_\_\_  
 90 Day Due: \_\_\_\_\_ Annual Due: March 2, 2018  
 WFOA attached. Follow up due: \_\_\_\_\_  
 Follow up evaluation: \_\_\_\_\_

09/08/16

## EMPLOYEE LICENSURE/CERTIFICATION



Each employee who is required to be licensed or certified due to their job requirement must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. As a service to our employees, we will provide e-mail reminder notifications regarding the expiration of your license/certification.

## **EMPLOYEE INTRANET**

The purpose of the Intranet is to offer employees quick access to important information, dates, forms and other useful information. If you're looking to update your address, change your tax withholdings, request a leave of absence and more, you may find these forms online. You can access the Intranet via <http://staff.laveeneld.org>.

## **BENEFITS AND LEAVE**

### **INSURANCE BENEFITS**

Employees who work 30 or more hours a week qualify for insurance benefits. Insurance becomes effective the first of the month after you are hired. If you are hired on the first day of a month, your insurance will become effective on that day. If your employment ends, your coverage will be terminated on the last day of the month in which you ended your employment. The employee's medical premium is 100% covered by the district. The employee can elect to pay for additional coverage for their spouse or dependents. If at any time you have a status qualifying event such as marriage, divorce or the birth or adoption of a child, you have 30 days to make changes to your benefits. Please contact the Benefits Specialist at (602) 237-9100, extension 3012 for more information. To learn more about our insurance plans, please visit [http://www.instantbenefits.com/mini-web/cgi-bin/mini\\_web\\_login.cgi?Parent\\_Id=370&Password=laveen&Submit\\_Button=Login](http://www.instantbenefits.com/mini-web/cgi-bin/mini_web_login.cgi?Parent_Id=370&Password=laveen&Submit_Button=Login).

### **TELADOC**

Teladoc gives you access to a doctor 24 hours a day, 365 days a year, by web, phone or mobile app. Teladoc doctors are U.S. board-certified and can diagnose many health issues like cold and flu symptoms, allergies, infections, rashes and much more. In many cases they can also prescribe medications. This service is free to all employees and their dependents and is provided in both English and Spanish. To register, visit the Teladoc website at [Teladoc.com](http://Teladoc.com), click "set up account" and provide the required information which will include a brief medical history. You can also call Teladoc for assistance at 1-800-835-2362.



### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

All employees are have access to the Employee Assistance Program. EAP is 100% confidential and assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being. Employees may qualify for short-term counseling or get a referral for more extended care. In addition to counseling services you have access to financial advisors and law advice.

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

An employee who works 20 or more hours per week is required to enroll and contribute to the ASRS. The ASRS contribution rate is set on an annual basis by the ASRS. The current rate is 11.80%. To learn more about ASRS or to create an online account, please visit [www.azasrs.gov](http://www.azasrs.gov). If you are an ASRS retiree, please contact our Benefits Specialist at 602-237-9100, extension 3012.

### **VACATION**

Employees who are in a 12-month assignment earn 12 days of vacation annually. Upon reaching six years of continuous employment, the employee will earn an additional day of vacation for each year, capping at 13 years of service when the employee will earn 20 days of vacation. Vacation is accrued monthly and the maximum limit for accrued vacation is 240 hours. Vacation leave is paid out at an employee's regular hourly rate.

### **PERSONAL LEAVE**

All employees are eligible for personal/sick leave. Ten month employees earn five days each year and twelve month employees earn seven days each year. A day equals the number of hours you work each day. A new ten month employee is granted five days of sick leave in advance while a twelve month employee is granted six days of personal leave in advance. Once you hit your sixth month of employment with the district, your personal days will accrue monthly. There is no maximum accrual amount.

To read more about how your sick/personal leave will be paid out upon your termination of your employment, see Policy GCCA.



### **EARNED PAID SICK TIME (EPST)**

All employees are eligible for earned paid sick time. EPST is accrued bi-weekly at a rate of 1 hour for every thirty hours worked. All employees earn a total of five days each year. The maximum accrual amount is 40 hours. However, an employee may have their EPST transferred to their personal leave bank at the end of each school year. EPST and personal leave may be used interchangeably. EPST is not paid out upon termination of employment.

### **BEREAVEMENT LEAVE**

Employees are allowed up to three days (in-state) and five days (out-of-state) of absence at full pay due to the death of an immediate family member. For this purpose, "Immediate family member" is defined as the employee's spouse, children, parents, siblings, grandparents, grandchildren like relations created by marriage (e.g., stepchild, father-in-law, et cetera).

### **JURY DUTY**

An employee will be paid their regular salary for any work days missed so that they may serve jury duty. It is the responsibility of the employee to submit proof to the District's Payroll Manager. Employee agrees to submit any payment for jury duty services to the District's Payroll Manager in exchange for receiving jury duty pay from the District. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of days missed. For more information, see Policy GCCD.

### **MILITARY LEAVE**

An employee who is a member of the Military Reserve or National Guard shall be entitled to a leave of absence without loss of pay, time or efficiency rating when engaged in field training. An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence. For more information, see Policy GCCD.



**HOLIDAY PAY**

<b>Paid Holidays for 12 Month Employees (30 hours per week or more)*</b>	<b>Paid Holidays for 10-Month Employees (30 hours per week or more)</b>
Independence Day	Labor Day
Labor Day	Veterans Day
Veterans Day	Thanksgiving Day
Thanksgiving Day	Day after Thanksgiving Day
Day after Thanksgiving Day	Winter Holiday
Winter Holiday	New Years Day
New Years Day	Civil Rights Day
Civil Rights Day	Presidents Day
Presidents Day	
Memorial Day	

Total paid holidays/breaks for full-time 12 month employees=23 days

Total paid holidays for 30 hours or more 10 month employees = 8 days

*\*12 month employees work three days and receive two days of paid leave for Fall Break, receive 11 days of paid leave during Winter Break, and work two days and receive three days of paid leave during Spring Break*

Generally, when one of the above holidays falls on a Sunday, the following Monday is observed. When it falls on a Saturday, the preceding Friday is usually observed as the holiday.

Important: To qualify for holiday or any break pay, you must work the day before and after the the holiday or break or if you are absent, have enough leave to cover the days you miss.



## **FAMILY AND MEDICAL LEAVE ACT**

The federal Family and Medical Leave Act (FMLA) provides eligible employees with a maximum of twelve weeks of protected leave per year when the employee or a covered family member experiences a “serious health condition,” or when an employee requires time to bond with a child after the child’s birth or placement through adoption or foster care.

The employee requesting leave must have been employed with the District for at least 12 months and have served at least 1250 hours immediately preceding the effective date for each separate leave.

Where the need is foreseeable, an employee must provide the District at least 30 days advance before FMLA leave is to begin. If 30 days’ notice is not possible, notice must be given as soon as practicable. Notice must be provided to the employee’s immediate supervisor as well as to the Benefits Specialist so that proper paperwork may be maintained. The employee will be asked to complete leave paperwork as well as provide appropriate medical certification. Upon the expiration of FMLA, the District must restore an employee to the employee’s former or equivalent position. For more information, see Policy GCCC.

## **LEAVE OF ABSENCE**

Any employee who misses more than three consecutive days of work must request a leave of absence. Each request for such a leave of absence will be in a written application stating the purpose, starting date, and the duration of the leave of absence, the reason for its necessity and any other information the employee deems relevant to the request. The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District. To request the application, please visit the Intranet or contact the Benefits Specialist at 602-237-9100, ext. 3012. For more information, see Policy GCCC.

## **ON-THE-JOB INJURIES**

If you sustain a life-threatening injury or injury that requires immediate attention, call 9-1-1 or go directly to hospital. If you sustain an on-the-job injury that is not life threatening or requiring immediate medical attention, then you will contact the health associate or administrator and the Alliance On-Call Triage Nurse by phone (1-888-252-4689). Posters are in the break room at your school/ department.



When called, the Triage Nurse assesses an injured employee over the phone and will either provide at-home care recommendations or refer the employee to our industrial health clinic (Concentra). If a referral for at-home care is given, then the triage nurse will do a follow-up call. An employee may also re-contact the triage nurse at any time.

Failure to report an accident may jeopardize your right to compensation.

## **IMPORTANT POLICIES**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Discrimination against an otherwise qualified individual with a disability or an individual by reason of race, color, religion, sex, age, or national origin is prohibited.

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. Each complaint filed will be investigated and documented as soon as reasonable, within the established timelines. In investigating the complaint, confidentiality will be maintained.

If after the initial investigations there is reason to believe that a violation of policy has occurred, an administrative hearing and/or a recommendations to bring the matter before the Board. If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, dismissal or impose other appropriate discipline.

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

The Complaints must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance. Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.



## **DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE POLICY**

The federal government adopted various anti-drug regulations that require employers to take certain measures to ensure that the workplace is free from illicit drugs and alcohol. These regulations are included in the Drug-free Workplace Act which took effect in 1989, and the Drug-free Schools and Communities Act Amendments which became effective in 1990.

As required by these acts, the Laveen Elementary School District hereby notifies its employees that:

- The unlawful manufacture, sale, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited in any and all District workplaces.
- Violation of paragraph 1 by any employee will result in appropriate administrative or disciplinary action, including, but not limited to, written reprimand, suspension, termination, and/or the requirement for satisfactory participation in and completion of drug and alcohol abuse assistance or a rehabilitation program.
- Employees are required to notify the Human Resources Department at (602) 237-9100, extension 3013, of any criminal drug and alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

No employee shall violate the law of District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace shall notify the supervisor within five (5) days after such conviction. For more information, see policies GBEC, GBEC-EA, GBECA and GBECB.

## **SEXUAL HARASSMENT POLICY**

The District is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation or gender and for that reason is a violation of State and federal laws and this policy.



Any employee of the District who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of their direct supervisor so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

## **EMPLOYEE ACCEPTABLE USE AGREEMENT - ELECTRONIC INFORMATION SYSTEM**

The Laveen Elementary School District recognizes the usefulness of electronic communication between staff and students, their parents or guardians, and the public. The following are guidelines to assist employees to understand and practice digital citizenship in the workplace.

1. Communication associated with the Laveen Elementary School District needs to improve knowledge or skills, assist others to do their jobs, solve problems, or help students understand educational concepts. Be thoughtful about what is published. It is acceptable to discuss general details about projects, lessons, or events. However, do not disclose confidential information such as grades, attendance records, or other pupil/personnel records on unauthorized online networks.
2. All online, electronic or computerized means of communication are subject to the Employee Acceptable Use Agreement.
3. When staff members communicate through district-based resources, such as district phones, district email, district websites records can be retained and archived through the school's information technology department. If, however, a staff member communicates outside of these resources, the district's ability to retain such information is limited. The burden falls on the staff member to comply with public records laws when using personal cell phones, email or social networking accounts to communicate with students and or parents and guardians.

## **SOCIAL MEDIA**

The purpose of district managed social media is to create a venue for communication, marketing and networking. All district or school social media accounts needs to include the district Communication Coordinator as one of the administrators of each account. All information posted on district managed social media accounts need to be approved by the Superintendent or assigned designee.



1. Staff members need to keep personal social media accounts separate from work related accounts. When a student wishes to link to an employee's personal social networking site, redirect them to the school approved website. Accepting invitations to non-school related social networking sites from parents, students or alumni under the age of 18 is strongly discouraged.
2. Any employee engaging in inappropriate conduct including the inappropriate use of social media sites during or after school hours may be subject to discipline.

### **SOCIAL MEDIA GENERAL GUIDELINES**

- Act responsibly since everything online may be accessible to the public
- Be aware of and comply with the District's Acceptable Use Agreement
- Post positive, meaningful and thoughtful comments
- Do not post pictures of students
- Do not "friend" students
- Treat others with respect and protect confidential information
- Think before you post
- Keep in mind that if you identify yourself as an employee of the District, your comments may represent the District

### **NOTICE OF APPOINTMENT (NOA)**

In May of every school year, Notice of Appointments are sent electronically to employees who are returning for the following school year. Employees are given five calendar days to electronically sign the notice of appointment. If not signed within five calendar days, the appointment shall be null and void.

### **AT-WILL EMPLOYMENT**

Arizona is an at-will state meaning that the employee or the District may terminate employment at any time, with or without cause or reason, upon giving the other party ten (10) working days notice.

### **STAFF DRESS CODE POLICY**

An employee is deemed appropriately dressed when the clothing worn is neat and clean and is in reasonable conformity with the mode of dress generally acceptable as representative of the occupation or profession within the district or required by the nature of the duties assigned. Dress is inappropriate when it is unsafe, detracts from learning or task being performed. The following are considered unprofessional:

- Rubber flip flops or thong shoes



- Clothes and accessories, visible tattoos, jewelry/piercings, hair colors, etc. that are offensive and/or distracting to a learning environment

Modest and professional dress in the District is defined as follows:

- No visible cleavage
- No visible undergarments
- Clothes not worn too tight, too loose or transparent
- No bare midriffs
- Skirts should be the appropriate length to allow for standing or sitting
- No bare shoulders (straps less than 2" in width)

For more information, see Policy GBEB-EB.



**Important Contact Information**

<p><b>Laveen Education Center</b>  <b>5001 West Dobbins Road</b>  <b>Laveen, Arizona 85339-9733</b>  <b>602-237-9100</b></p>	<p><b>Cheatham Elementary School</b>  <b>4725 West South Mountain Avenue</b>  <b>Laveen, Arizona 85339-7396</b>  <b>602-237-7040</b></p>
<p><b>Desert Meadows School</b>  <b>6855 West Meadow Loop East</b>  <b>Laveen, Arizona 85339-3512</b>  <b>602-304-2020</b></p>	<p><b>Laveen Elementary School</b>  <b>4141 West McNeil Street</b>  <b>Laveen, Arizona 85339-2597</b>  <b>602-237-9110</b></p>
<p><b>M.C. Cash Elementary School</b>  <b>3851 West Roeser Road</b>  <b>Phoenix, Arizona 85041-2615</b>  <b>602-237-9120</b></p>	<p><b>Paseo Pointe School</b>  <b>8800 South 55<sup>th</sup> Avenue</b>  <b>Laveen, Arizona 85339-9805</b>  <b>602-304-2040</b></p>
<p><b>Rogers Ranch School</b>  <b>6735 South 47<sup>th</sup> Avenue</b>  <b>Laveen, Arizona 85339-7902</b>  <b>602-304-2030</b></p>	<p><b>Trailside Point Performing Arts School</b>  <b>7275 West Vineyard Road</b>  <b>Laveen, Arizona 85339-9805</b>  <b>602-605-8540</b></p>
<p><b>Vista del Sur Accelerated Academy</b>  <b>3908 West South Mountain Avenue</b>  <b>Laveen, Arizona 85339-7902</b>  <b>602-237-3046</b></p>	<p><b>Human Resources</b>  <b>602-237-9100, x3013</b>  <b>Benefits - x3010</b>  <b>Classified - x3011</b></p>



# Laveen

SCHOOL DISTRICT

## LAVEEN ELEMENTARY SCHOOL DISTRICT

Approved 2018-2019 Calendar



July 2018						
S	M	T	W	Th	F	Sa
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 2018						
S	M	T	W	Th	F	Sa
			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 2018						
S	M	T	W	Th	F	Sa
						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 2018						
S	M	T	W	Th	F	Sa
	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 2018						
S	M	T	W	Th	F	Sa
				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 2018						
S	M	T	W	Th	F	Sa
						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 2019						
S	M	T	W	Th	F	Sa
		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 2019						
S	M	T	W	Th	F	Sa
					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 2019						
S	M	T	W	Th	F	Sa
						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 2019						
S	M	T	W	Th	F	Sa
	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				

May 2019						
S	M	T	W	Th	F	Sa
			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 2019						
S	M	T	W	Th	F	Sa
						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						

- |              |   |           |   |
|--------------|---|-----------|---|
| Jul 4        | Independence Day                              | Jan 9     | Staff Development - HALF DAY RELEASE          |
| Jul 23-27    | New Teacher Inservice                         | Jan 17-18 | Parent/Teacher Conferences - HALF DAY RELEASE |
| Jul 30       | All Teachers Report to Work                   | Jan 21    | MLK/Civil Rights Day - NO SCHOOL              |
| Aug 6        | First Day of Classes                          | Jan 22    | 100th Day of School                           |
| Aug 22       | Staff Development - FULL DAY RELEASE          | Jan 23    | Staff Development - HALF DAY RELEASE          |
| Sep 3        | Labor Day - NO SCHOOL                         | Feb 5     | Q3 Mid-Term Progress Reports                  |
| Sep 4        | Q1 Mid-Term Progress reports                  | Feb 6     | Staff Development - HALF DAY RELEASE          |
| Sep 5        | Staff Development - HALF DAY RELEASE          | Feb 18    | Presidents Day Holiday - NO SCHOOL            |
| Sep 19       | Staff Development - HALF DAY RELEASE          | Feb 20    | Staff Development - HALF DAY RELEASE          |
| Oct 5        | End of First Quarter Q1=43 days               | Mar 6     | Staff Development - HALF DAY RELEASE          |
| Oct 8-12     | Fall Break - NO SCHOOL                        | Mar 9     | End of Third Quarter Q3=43 days               |
| Oct 15       | Classes Resume                                | Mar 11-15 | Spring Break - NO SCHOOL                      |
| Oct 17       | Staff Development - HALF DAY RELEASE          | Mar 18    | Classes Resume                                |
| Oct 25-26    | Parent/Teacher Conferences - HALF DAY RELEASE | Mar 20    | Report Cards Sent Home for Third Quarter      |
| Oct 31       | Staff Development - HALF DAY RELEASE          | Mar 27    | Staff Development - HALF DAY RELEASE          |
| Nov 12       | Veterans Day Recess - NO SCHOOL               | Apr 1     | Q4 Mid-Term Progress Reports                  |
| Nov 14       | Staff Development - HALF DAY RELEASE          | Apr 24    | Staff Development - HALF DAY RELEASE          |
| Nov 15       | Q2 Mid-Term Progress reports                  | May 8     | Staff Development - HALF DAY RELEASE          |
| Nov 22-23    | Thanksgiving Holiday - NO SCHOOL              | May 22    | Last Day for Students - HALF DAY RELEASE      |
| Dec 12       | Staff Development - HALF DAY RELEASE          | May 22    | End of Fourth Quarter Q4=48 days              |
| Dec 20       | End of Second Quarter Q2=46 days              | May 22    | Report Cards Sent Home for Fourth Quarter     |
| Dec 21-Jan 4 | Winter Break Begins - NO SCHOOL               | May 23    | Last Day for Teachers                         |
| Jan 7        | Classes Resume                                | May 27    | Memorial Day Holiday                          |

Holidays and Full Release Days  
 First and Last Day of School

Half Day Release  
 Full Day Release



ETC.

### **EMPLOYEE OF THE MONTH**

The District recognizes a classified and certified employee each month at the Governing Board meeting. Employees nominated by their school will have their name sent to the District Employee of the Month Committee for consideration. If you are interested in nominating an employee, please submit a nomination electronically by clicking on the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSeoB2eiNUZ8I2OmdNju4fXIZvJ9vmU89t6giki75sfkKpMieA/viewform?c=0&w=1>

### **TAX CREDIT DONATION FORM**

An individual may claim a credit for making contributions or paying fees to a public school for support of extracurricular activities. For a single taxpayer or head of household, the credit cannot exceed \$200. For married taxpayers that file a joint return, the credit cannot exceed \$400. LESD allows an employee to make deductions via payroll deduction. If you are interested in donating, you may access the form via our staff intranet, under Departments/Payroll/Forms. You may submit this form to the Payroll Manager.