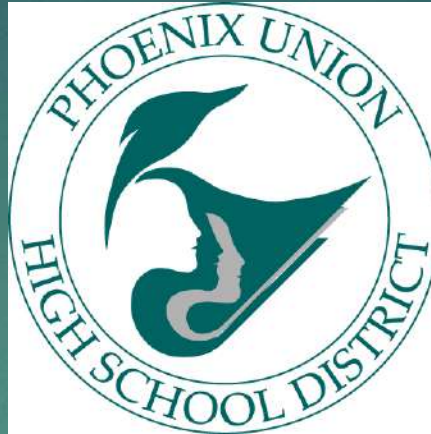


Talent Division (HR)



*Chad E Gestson, Ed.D
Superintendent*

*Laura Telles, PHR, Executive Director, Talent
Mary Lou Chavez, Director, Talent (HR Classified/Cert)
Gabriel Trujillo, Ed.D, Director, Talent (HR Classified/Cert)*



Phoenix Union High School District
Governing Board Policy In-Service

Professionalism: Commitment to Excellence

2016/2017

SCHOOL YEAR

GOVERNING BOARD

MISSION & GOALS

- ▶ Mission: Preparing every student for success in college, career and life
- ▶ **Strategic Plan Focus Areas:**
 1. Achieving Readiness in College Career and Life
 2. Building a Strong School Community
 3. Creating a Culture of Excellence

PURPOSE

- ▶ Overview of the major pieces of PUHSD Governing Board Policy that regulate how we operate

The PUHSD Board Policy Manual is available on-line at <http://lp.ctspublish.com/asba/public/lpext.dll?f=templates&fn=main-h.htm> on the District's website under the Governing Board tab and also in hard copy form in the Principal's or Site Administrator's Office.

SESSION TOPICS

- ▶ Arizona Revised Statutes
- ▶ Schedules and Calendars
- ▶ Staff Meetings
- ▶ Duties & Responsibilities
- ▶ Conduct & Ethics
- ▶ Banking Services

RESPONSIBILITY TO ENSURE STUDENT SAFETY

- ▶ **At all times**
 - ▶ Students are to be supervised: before, during classes/lunch, after school
 - ▶ In loco parentis
 - ▶ Teachers are responsible for their classes
- ▶ **Emergency Planning: Campus Crisis Team**
 - ▶ Fire Drills
 - ▶ Area of refuge
 - ▶ Safety inspections
 - ▶ Evacuation plan
 - ▶ Lock down procedures

BANKING SERVICES

The following guidelines regarding bank accounts will be followed:

- ▶ **Schools may not set up their own bank accounts.**
- ▶ **All checks made out to a school must be deposited with the bookstore.**
- ▶ **All student vending machine revenues must be deposited with the bookstore.**
- ▶ **Revenues from "faculty" vending machines (totally secluded from student use) may be deposited in special faculty accounts following specific procedures.**
- ▶ **Bookstore funds should not be used to cash personal checks.**

BANKING SERVICES

Cash in School Buildings:

- ▶ Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures as outlined by the U.S.F.R. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.
- ▶ **In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.**

DM & Operational Procedure DM-OP-1



STAFF ETHICS



- ▶ **Leaders** in both the school and larger community
- ▶ **Maintain standards** of exemplary conduct
- ▶ **Employee's actions** will be viewed and appraised by the community, associates and students.

STAFF ETHICS

G-0650 GBEA

- ▶ It's about the students well being.
- ▶ It's about just and courteous relationships.
- ▶ It's about honesty and integrity.
- ▶ It's about constructive and professional criticism of our colleagues and leaders.
- ▶ It's about supporting due process and the civil and human rights of all students, staff, and parents.
- ▶ It's about adherence to local, state, and national laws.
- ▶ Please don't plan to overthrow the government!!



STAFF CONDUCT

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- ▶ **Physical or verbal abuse/ threat to harm**
- ▶ **Cause damage/ threaten to damage**
- ▶ **Forceful or unauthorized entry** to district facilities
- ▶ **Possession, distribution, usage of drugs & alcohol**
- ▶ **Use of profane or abusive language, symbols, or conduct.**
- ▶ **Failure to comply with lawful direction** of District officials, security officers, or any other law-enforcement officer
- ▶ **The carrying or possession of a weapon** on school grounds without authorization
- ▶ **A violation of District policies and regulations.**
- ▶ Any conduct violating federal, state, or applicable municipal law or regulation.
- ▶ Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.

SUPERVISION OF STUDENTS

When students are in school, engaging in school sponsored activities, or traveling to and from school on school buses, they are expected to obey all school rules. The district is required to provide reasonable supervision over all students engaged in school sponsored activities.

- ▶ Reasonable proximity of all students
- ▶ No case should a teacher leave students unsupervised if there is a reasonable possibility of harm
- ▶ Responsibility to secure coverage
- ▶ Supervision covers before classes begin
- ▶ Supervision begins when students arrive on campus and during class periods
- ▶ Supervision includes during lunch periods and between classes
- ▶ Supervision includes any teaching, sponsor, coaching, or tutoring related duties on behalf of the school
- ▶ Administrators, teachers, and other staff members need ensure that anyone wishing to contact students during the school day is doing so for the proper reasons.

STAFF CONDUCT

All staff members are expected to:

- ▶ **Thoroughly** acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- ▶ **Conduct** themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- ▶ **Maintain order** in a manner consistent with District policies and regulations.
- ▶ **Comply promptly** with all orders of the Superintendent and the administrator who is their immediate supervisor.
- ▶ **Dress and maintain** a general appearance that reflects their position and does not detract from the educational program of the school.
- ▶ Comply with the requirement of A.R.S. 15-515 by immediately reporting to the Superintendent or the administrator who is their immediate supervisor.

STAFF CONDUCT WITH STUDENTS

- ▶ General supervision is the expectation.
- ▶ All employees are entitled to dignity and respect.
- ▶ Behavior with kids must be consistent with community standards and acceptable professional conduct.
- ▶ Staff/student relationships shall reflect mutual respect between staff members and students Inappropriate
- ▶ Relationships and conduct between staff members and students are prohibited.

GBEBB & GBEBB-R

CONFLICT OF INTEREST

- ▶ Employment of Close Relatives
 - ▶ No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy will apply for summer or part-time work as well as for full-time employment.
 - ▶ Dependent of a Board member cannot be hired in district except by consent of board. (Spouse of Board member cannot be employed)

STAFF CONFLICT OF INTEREST



G-0731
GBEAA-E

STAFF CONFLICT OF INTEREST

I, _____, do hereby indicate:

1. That I am presently an officer/employee of the Phoenix Union High School District;

2. That I (or my relative[s]: _____


_____) have a substantial interest in the contract, sale, purchase, or service to or decision by the Phoenix Union High School District No. 210 Governing Board as described below.

3. That I shall refrain from participating in any manner in my capacity as an employee or officer of Phoenix Union High School District in such contract, sale, purchase, service to, or decision by the Governing Board unless specifically permitted to do so by law.

Date

Signature

Description of Conflict:



ACKNOWLEDGEMENT
OF
IN-SERVICE TRAINING
AND
RECEIPT
OF
MATERIALS

Please locate and sign enclosed form

Phoenix Union High School District
Human Resources
ACKNOWLEDGEMENT OF IN-SERVICE TRAINING AND RECEIPT OF MATERIALS
EXHIBIT 2

Printed Name _____ Unit _____

I HEREBY ACKNOWLEDGE THAT I WAS IN ATTENDANCE AT AN IN-SERVICE ON _____, 2009,
FOR THE 2008-09 SCHOOL YEAR, AT WHICH TIME THE FOLLOWING DOCUMENTS WERE EXPLAINED AND DISCUSSED.

Exhibit	New Code	New Titles
E2	ARS 15-539	DISMISSAL OF CERTIFICATED TEACHER
E2	ARS 15-341	HEARING ON DISMISSAL
E2	ARS 15-23-1502	CONSTRUCTIVE DISCHARGE - NOTICE
E2	GBEA	STAFF ETHICS
E2	GBEAA	STAFF CONFLICT OF INTEREST
E2	GBEAA-E	STAFF CONFLICT OF INTEREST (Exhibit)
E2	GBEB	STAFF CONDUCT
E2	GBEBB	STAFF CONDUCT WITH STUDENTS
E2	GBEBB-R	STAFF CONDUCT WITH STUDENTS (Regulation)
E2	GBEB-R	STAFF CONDUCT (Regulation)
E2	GBED	SMOKING BY STAFF MEMBERS
E2	GOCC	PROFESSIONAL/SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY
E2	GOCC-EB	PROFESSIONAL/SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: FAMILY AND MEDICAL LEAVE ACT OF 1993
E2	GOCC-EC	PROFESSIONAL/SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1994
E2	GCL	PROFESSIONAL / SUPPORT STAFF SCHEDULES AND CALENDARS
E2	GCL-R	PROFESSIONAL / SUPPORT STAFF SCHEDULES AND CALENDARS
E2	GCAC	PROFESSIONAL STAFF MEETINGS
E2	GCAC	PROFESSIONAL STAFF DUTIES AND RESPONSIBILITIES (Duties of Teachers; Failure to Comply is Unprofessional Conduct; Penalty)
E2	GCOF	DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS
E2	GQOD	DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS
E2	JUJ	STUDENT SAFETY
E2	JLJB	STUDENT SAFETY
E2	KFA	PUBLIC CONDUCT ON SCHOOL PROPERTY
E2	KFAA	SMOKING ON SCHOOL PREMISES AT PUBLIC FUNCTIONS
EXHIBIT 3:	GBEC-EA	DRUG-FREE WORKPLACE: NOTICE TO EMPLOYEES
E3	GBEC	DRUG - FREE WORKPLACE
E3	GBECA	NON-MEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL
EXHIBIT 4:	DRUG AND ALCOHOL TRAINING PROGRAM	
E4	GBPD	DRUG AND ALCOHOL TESTING OF EMPLOYEES
E4	GBPD-RA	DRUG AND ALCOHOL TESTING OF EMPLOYEES (Employees Providing Student Transportation)
E4	GBPD-RB	DRUG AND ALCOHOL TESTING OF EMPLOYEES (Employees Not Covered by the Omnibus Transportation Act or A.R.S. 15-513)
EXHIBIT 5/6:	OUTSIDE EMPLOYMENT AND DISCLOSURE	
ES/6	GCR	NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS
ES/6	GCRD	TUTORING FOR PAY
ES/6	GDR	NONSCHOOL EMPLOYMENT BY SUPPORT STAFF MEMBERS

Phoenix Union High School District
Human Resources
ACKNOWLEDGEMENT OF IN-SERVICE TRAINING AND RECEIPT OF MATERIALS
EXHIBIT 2

Exhibit	New Code	New Titles
EXHIBIT 7:	SEXUAL HARASSMENT/CHILD ABUSE	
E7	ARS 13-3620	RELATING TO ABUSE OF MINORS
E7	ACA	SEXUAL HARASSMENT
E7	ACA-E	SEXUAL HARASSMENT (COMPLAINT FORM)
E7	ACA-R	SEXUAL HARASSMENT (Regulation)
E7	JLF	REPORTING CHILD ABUSE / CHILD PROTECTION
E7	JLF-E	REPORTING CHILD ABUSE / CHILD PROTECTION (Exhibit)
E7	JLF-R	REPORTING CHILD ABUSE / CHILD PROTECTION (Regulation)
EXHIBIT 8:	SPECIAL EDUCATION	
E8	IHB	SPECIAL INSTRUCTIONAL PROGRAMS
E8	IHBA	SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS FOR DISABLED STUDENTS (Section 504 of the Rehabilitation Act of 1973)
E8	IHBA-E	SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS FOR DISABLED STUDENTS (Section 504 of the Rehabilitation Act of 1973) POLICY MEMORANDUM
E8	IHBA-RA	SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS FOR DISABLED STUDENTS (Section 504 of the Rehabilitation Act of 1973) REGULATION
E8	IHBA-RB	SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS FOR DISABLED STUDENTS (Section 504 of the Rehabilitation Act of 1973) REGULATION
E8	IHB-E	SPECIAL INSTRUCTIONAL PROGRAMS (Procedural Safeguards Notice)
E8	IHB-R	SPECIAL INSTRUCTIONAL PROGRAMS (Identification and Placement of Exceptional Students)
EXHIBIT 9:	TECHNOLOGY USE	
E9	IJNDB	USE OF TECHNOLOGY RESOURCES IN INSTRUCTION
E9	IJNDB-E	USE OF TECHNOLOGY RESOURCES IN INSTRUCTION (ELECTRONIC INFORMATION SERVICES USER AGREEMENT) EXHIBIT
E9	IJNDB-R	USE OF TECHNOLOGY RESOURCES IN INSTRUCTION (Safety and Use of Electronic Information Services) REGULATION
EXHIBIT 10:	BLOODBORNE PATHOGENS	
E10	GBGC-E	EMPLOYEE ASSISTANCE
E10		List of Job Descriptions Potentially Exposed to Bloodborne Pathogens

I UNDERSTAND THE POLICIES, REGULATIONS AND LAWS AS THEY APPLY TO THE RESPONSIBILITIES OF MY POSITION. I ACKNOWLEDGE RECEIPT OF COPIES OF EACH OF THE POLICIES OR LAWS.

Please provide the information below, printing clearly and legibly. Return this acknowledgment to your supervisor or unit administrator.

Printed Name _____ Position/Unit _____

Signature _____ Date _____



Phoenix Union High School District
Governing Board Policy In-Service


Drug Free Workplace Drug & Alcohol Training Program

2016/2017
SCHOOL YEAR

EMPLOYEES WHO TRANSPORT STUDENTS

G-1961

- ▶ The District is committed to the establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of Arizona Revised Statutes 15-513, as well as the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act)
- ▶ Employees covered by A.R.S. 15-513 include:
 - ▶ District employees transporting any student in any vehicle for any District-related purpose
 - ▶ Transportation staff members involved in dispatching and supervision
 - ▶ Employees involved in the maintenance and service of vehicles used to transport students who are required to have a Commercial Driver's License (CDL) for performance of job functions



PHOENIX UNION IS
COMMITTED TO
A DRUG
FREE WORKPLACE

WORKPLACE DEFINED

G-0981

- ▶ Any place where work is performed including:
 - A school building
 - Other school premises
 - Any school-owned vehicle
 - Any school-approved vehicle used to transport students
 - Any off school property (In-State or Out-Of-State) during a school-sponsored event or function where students are under jurisdiction of the District
 - Any property owned, leased or used by the District for educational purposes (In-State or Out-Of-State)

Please locate & sign the enclosed form

G-0981

© 2004 Arizona School Boards Association

GBEC-EA

EXHIBIT

EXHIBIT

DRUG - FREE WORKPLACE

NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policy GBEC for any employee to violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any place where work is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students 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 purpose.

YOU ARE FURTHER NOTIFIED that it is a condition of your employment that you will comply with Policy GBEC, and will notify your supervisor of your conviction under any criminal drug statute for a violation occurring in the workplace, not later than five (5) days after such conviction.

Any employee who violates the terms of the District's drug-free workplace policy in any manner is subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

I have been provided with two (2) copies of this **Notice to Employees** for my review and signature. I understand that a signed copy will be placed in my personnel file.

Signature

Date

MEDICAL MARIJUANA STANDARDS AND CONDITIONS FOR EMPLOYEES

Any employee who engages in the following duties, during the course and scope of their employment, is deemed to work in a safety sensitive position and therefore, may not use medical marijuana:

- ▶ Any and all transportation employees, including any employee who during the course and scope of their duties operates a District vehicle.
- ▶ Any and all food service workers.
- ▶ Any and all medical service providers.
- ▶ Any and all security personnel.
- ▶ Any and all equipment operators.
- ▶ Any and all equipment repair personnel.
- ▶ If a District employee works in a safety sensitive position as listed above and medically requires the legal use of a drug that may pose any safety risk the employee is directed to consult Human Resources to begin the interactive process and discuss reasonable accommodations.

MEDICAL MARIJUANA STANDARDS AND CONDITIONS FOR EMPLOYEES

Legal Drugs/Medications

- ▶ Any employee who has reason to believe that the legal use of drugs, such as a prescribed medication, may pose a safety risk to the employee, any other person or interfere with the employee's performance of his or her job, **must report such legal drug use to his or her supervisor.** The District shall then determine whether any work restriction or limitation is required. **Failure to report the legal use of a drug that may pose a safety risk could result in disciplinary action.**

PHOENIX UNION HIGH SCHOOL DISTRICT AFFIRMS

- ▶ Each employee is
 - ▶ responsible for their actions
 - ▶ a positive role model for students
- ▶ Employees will be given the opportunity to seek help in a supportive environment.
- ▶ District will not ignore employee problems.
- ▶ Constructive confrontation will be used to make employees aware of opportunities and choices for help.
 - ▶ Supervisory staff receives training on constructive confrontation

PHOENIX UNION HIGH SCHOOL DISTRICT AFFIRMS

G-1000

- ▶ Maintain confidentiality
- ▶ Opportunities for self-referral
- ▶ District's right to intervene based on:
 - ▶ Concern for employees & students
 - ▶ Quality of job performance
- ▶ Employees required to provide information on progress
- ▶ Outside referrals to non-school personnel
 - ▶ i.e.: Spouse, child or other family member
 - ▶ At employee expense

EMPLOYEE DRUG USE OR ABUSE

G-1000

- ▶ Employee is determined to be in possession of, using or abusing drugs or alcohol shall immediately be reported to the principal or other person in charge.
 - ▶ If suspicion exists, the employee shall not be allowed to drive the employee's own vehicle or a district vehicle from District premises.
 - ▶ The District shall assist the employee in finding safe transportation to his/her destination.
 - ▶ If an employee insists on driving from the premises, local law enforcement authorities shall be notified.
- ▶ Principal or Site Supervisor will notify the Superintendent.
- ▶ Superintendent will investigate with legal counsel as necessary.

DRUG AND ALCOHOL TESTING OF EMPLOYEES

- ▶ Any employee of the District must submit to drug and alcohol testing if supervisor believes job performance has been impaired by use of alcohol or a drug.

REASONABLE SUSPICION

G-1961 & G-1962

▶ Source of facts

- ▶ Direct observation of on-the-job consumption or use;
- ▶ Direct observation of the employee's appearance, behavior, speech, or body/breath odor, including such factors as slurred speech, incoherence, inability to carry on a rational conversation, red eyes, dilated pupils, unsteadiness on feet, increased carelessness, inability to perform requested tasks or activities, and erratic behavior.
- ▶ Evidence of possession;
- ▶ A pattern of abnormal conduct or erratic behavior that is likely to be attributable to drug and/or alcohol use by the employee;
- ▶ Documented deterioration in the employee's job performance that is likely to be attributable to drug and/or alcohol use by the employee;
- ▶ Frequent absenteeism or tardiness;
- ▶ A work-related accident;
- ▶ Information from any law enforcement agency, provided that the information relates to recent use as defined herein; and
- ▶ Information from an employee or a citizen, if provided by reliable and credible source or independently corroborated, provided that the reported information relates to recent use as defined herein

DRUG AND ALCOHOL TESTING OF EMPLOYEES

- ▶ An employee will voluntarily submit to drug and alcohol testing:
 - ▶ After being involved in an accident involving a school vehicle
 - ▶ After an accident involving equipment used in performance of job duties
 - ▶ Supervisor signs an affidavit with reason to believe that the employee's involvement in the accident was influenced by the use of alcohol or a drug

DRUG AND ALCOHOL TESTING PROCEDURES

- ▶ District assumes the costs of the drug and alcohol testing of employees.
- ▶ An employee who refuses to submit to drug and alcohol testing may be terminated.

PROCEDURES FOR TESTING

- ▶ An employee shall not be allowed to perform normal job responsibilities until test results are known.
- ▶ Upon receipt of the test results, the District shall deliver them to the employee in a timely manner.
- ▶ An employee showing a positive test shall be suspended beginning the day test results are received by the District.
 - ▶ Positive test results shall be maintained for at least six (6) months.
 - ▶ An employee recommended for termination shall be advised of his/her due process rights
- ▶ If test results are negative, the sample/specimen shall be destroyed.

PENALTIES FOR VIOLATING REGULATION

- ▶ Any staff member with the responsibility of enforcing this regulation who has reasonable suspicion, who does not act according to the guidelines and procedures of this regulation, shall have violated District regulations.
- ▶ Such violation is cause for disciplinary action, including termination.
- ▶ An employee who knowingly makes false accusations that another employee has violated this policy/regulation is subject to disciplinary action, including termination.

PRESCRIPTION & OVER-THE-COUNTER DRUGS

- ▶ Employees shall report to their immediate supervisor use of prescription drugs which may impair job performance and/or affect the safety of themselves and others.
- ▶ An administrator may require that the employee submit a written statement from a medical doctor that the employee is able to perform job functions.
- ▶ An employee reporting use of prescription drugs which may impair job performance may be assigned other duties if this option is available, or may be required to take vacation, sick leave, or if necessary, leave until use is discontinued.

PRESCRIPTION & OVER-THE-COUNTER DRUGS

- ▶ Employees are expected to act responsibly with regard to use of over-the-counter drugs. It is the employee's responsibility to request reassignment or take leave if use of over-the-counter drugs impairs job performance and/or affects the safety of themselves or others.
- ▶ When any employee whose medical condition requires ongoing use of medication that may impair job performance, thereby creating a continuous risk of impairment:
 - ▶ If reassignment to a position reasonably related to the position for which the employee was hired is not possible either because no such position is available or because the continuous risk of impairment would render the employee unable to perform the employment duties of such position, the employment relationship with the District shall be terminated
 - ▶ Documentation related to use of prescription drugs and written authorization from a doctor shall be confidential

DRUG OR ALCOHOL-RELATED CRIMINAL OFFENSE

- ▶ Any employee charged with a drug- and/or alcohol-related criminal offense shall notify the immediate supervisor no later than forty-eight (48) hours after being charged.
 - ▶ District may require the employee to enter and successfully complete a rehabilitation program. Depending on the circumstances, the employee may be subject to disciplinary action, including termination.
- ▶ Any employee convicted under a criminal drug statute for violation occurring in the workplace shall notify the supervisor not later than five (5) days after such conviction
- ▶ Any employee charged with or convicted under any such offense who fails to notify the immediate supervisor or fails to satisfy any rehabilitation requirement shall be subject to disciplinary action, including termination.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- ▶ Employees who have drug, alcohol, or controlled substance problems are encouraged to seek assistance
 - ▶ Assistance requested prior to the detection of a problem shall be directed to an appropriate employee assistance program.
 - ▶ Employee may be placed on a type of medical leave until the district receives a medical and/or professional certification of the ability to resume responsibilities.

Please locate & sign the enclosed form

Phoenix Union High School District
Human Resources
ACKNOWLEDGEMENT OF IN-SERVICE TRAINING AND RECEIPT OF MATERIALS
EXHIBIT 4: DRUG AND ALCOHOL PROGRAM

I hereby acknowledge that I have received in-service training on the District's Drug and Alcohol Program and have received the following documents.

Governing Board Policy GBECA	GBECA NON-MEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL
Governing Board Policy GBPD	GBPD DRUG AND ALCOHOL TESTING OF EMPLOYEES
Governing Board Regulation GBPD-RA	DRUG AND ALCOHOL TESTING OF EMPLOYEES (Employees Providing Student Transportation)
Governing Board Regulation GBPD-RB	DRUG AND ALCOHOL TESTING OF EMPLOYEES (Employees Not Covered by the Omnibus Transportation Act or ARS. 15-513)

Please provide the information below, printing clearly and legibly. Return this acknowledgment to your supervisor or unit administrator.

Employee Signature

Date

Employee's Printed Name
Please print legibly

Employee's Position

Employee's Unit



Phoenix Union High School District
Governing Board Policy In-Service

Blood Borne Pathogens

2015/2016

SCHOOL YEAR

BLOODBORNE PATHOGENS

- ▶ Exposure Control Plan
 - ▶ Designed to eliminate or minimize employee exposure

WHO IS AT RISK??

- ▶ Position identifies possible exposure
 - ▶ High – coaches, special education teachers, health services and security
 - ▶ Moderate – most teachers, office staff, food services and maintenance
 - ▶ Low – District office personnel

NOT SURE? WHO TO CALL?

- ▶ All body fluids shall be considered potentially infectious material
- ▶ When in doubt, call the nurse or security

VACCINE AVAILABLE

- ▶ Hepatitis B
 - ▶ Available free of charge to all district employees within 10 days of training

BLOODBORNE PATHOGENS



GBGC-E

Please locate & sign the enclosed form

GBGC-E

Phoenix Union High School District No. 210
Human Resources
ACKNOWLEDGEMENT OF IN-SERVICE TRAINING AND RECEIPT OF MATERIALS
EXHIBIT 10: BLOODBORNE PATHOGENS

My signature below acknowledges that I have received and reviewed Governing Board exhibit GBGC-E "EMPLOYEE ASSISTANCE (Bloodborne Pathogen Requirements)".

I understand that depending on my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection.

I understand that I am entitled to receive the HBV vaccination free of charge.

Please check one:

- I accept the HBV vaccination and wish to be contacted within 10 days for an appointment to be vaccinated.
- I decline the HBV vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

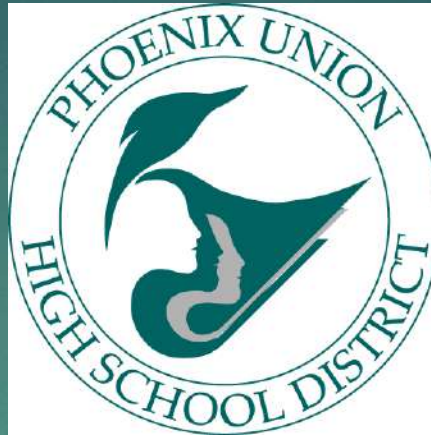
Please provide the information below, printing clearly and legibly. Return this acknowledgment to your supervisor or unit administrator.

Printed Name

Position & Unit

Signature

Date



Phoenix Union High School District
Governing Board Policy In-Service

Child Abuse

2015/2016

SCHOOL YEAR



Mandatory Reporting Training
will be facilitated by the
campus Social Worker

Please locate & sign the enclosed form

Phoenix Union High School District No. 210
Human Resources
ACKNOWLEDGEMENT OF IN-SERVICE TRAINING AND RECEIPT OF MATERIALS
EXHIBIT 7: SEXUAL HARASSMENT/CHILD ABUSE

I hereby acknowledge that I have received in-service training on Sexual Harassment/Child Abuse and have received the following documents.

ARS 1360	RELATING TO ABUSE OF MINORS
Governing Board Policy ACA	SEXUAL HARASSMENT
Governing Board Policy ACA-E	SEXUAL HARASSMENT (COMPLAINT FORM)
Governing Board Regulation ACA-R	SEXUAL HARASSMENT (Regulation)
Governing Board Policy GBEBB	STAFF CONDUCT WITH STUDENTS
Governing Board Regulation GBEBB-R	STAFF CONDUCT WITH STUDENTS (Regulation)
Governing Board Policy JLF	REPORTING CHILD ABUSE / CHILD PROTECTION
Governing Board Exhibit JLF-E	REPORTING CHILD ABUSE / CHILD PROTECTION (Exhibit)
Governing Board Regulation JLF-R	REPORTING CHILD ABUSE / CHILD PROTECTION (Regulation)

Please provide the information below, printing clearly and legibly. Return this acknowledgment to your supervisor or unit administrator.

Printed Name	Position/Unit
Signature	Date

Exhibit 7 Page 1 of 1



Phoenix Union High School District
Governing Board Policy In-Service

Outside Employment & Disclosure

2015/2016
SCHOOL YEAR

All District Employees

- ▶ A full-time employee's position shall be given precedence over any type of outside work or self-employment
- ▶ An employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time needed to fulfill the responsibilities of the District position.

All District Employees

- ▶ May carry on outside work or self-employment projects as long as:
 - ▶ No District facilities, equipment or school(s) are used (unless rented according to policy)
 - ▶ Outside work or self-employment does not interfere with the employees' performance of District-assigned duties


All District Employees

- ▶ Governing Board concerns:
 - ▶ Prevents an employee from performing assigned responsibilities in effective manner.
 - ▶ Be prejudicial to effectiveness in an employees' position or compromise the District
 - ▶ Conflict of interest

TUTORING FOR PAY

G-6300

- ▶ **Requires prior written authorization from the Superintendent**
- ▶ School buildings are not to be used for private tutoring for which students pay a fee to a staff member.
- ▶ Staff members are not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff members' own classes (except music)
 - ▶ Principal shall ensure equal opportunity is provided to each student in music department where teacher is providing tutoring or private lessons



OUTSIDE
EMPLOYMENT
AND
DISCLOSURE FORM

Please locate & sign the enclosed form

Phoenix Union High School District No. 210
Human Resources
ACKNOWLEDGEMENT OF IN-SERVICE TRAINING AND RECEIPT OF MATERIALS
EXHIBIT 5/6: OUTSIDE EMPLOYMENT AND DISCLOSURE

I hereby acknowledge that I have received the following documents.

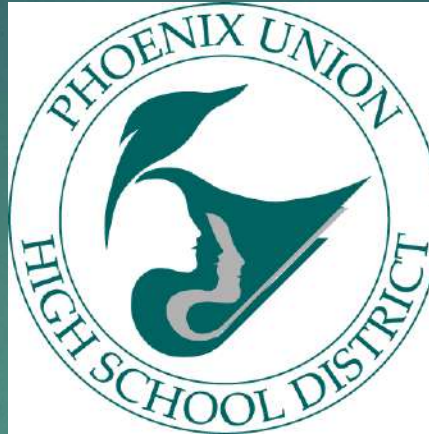
Governing Board Policy GCR	NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS
Governing Board Policy GCRD	TUTORING FOR PAY
Governing Board Policy GDR	NONSCHOOL EMPLOYMENT BY SUPPORT STAFF MEMBERS

Disclosure: I am engaged in the following employment, including self-employment, outside of my contractual duties at the Phoenix Union High School District.

Please provide the information below even if you have nothing to disclose, printing clearly and legibly. Return this acknowledgment to your supervisor or unit administrator.

_____	_____
Printed Name	Position/Unit
_____	_____
Signature	Date

Exhibit 5/6 Page 1 of 1



Phoenix Union High School District
Governing Board Policy In-Service

Technology Usage

Electronic Information System (EIS)

2015/2016
SCHOOL YEAR

Electronic Information Services

Use of Technology Resources In Instruction

Appropriate Use of Electronic Information Systems

JUNDB

The District provides electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District.

Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be **denied access** to the District's EIS and may be **subject to disciplinary and/or legal action.**

Electronic Information Services

Use of Technology Resources In Instruction

It is the policy of the Board to:

- ▶ prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- ▶ prevent unauthorized access and other unlawful online activity;
- ▶ prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- ▶ comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47U.S.C 254(h)].

Electronic Information Services

Use of Technology Resources In Instruction

- ▶ Each user will be required to sign an EIS user's agreement.
- ▶ The District may log the use of all systems and monitor all system utilization.
- ▶ Accounts may be closed and files may be deleted at any time.
- ▶ The District is not responsible for any service interruptions, changes, or consequences.
- ▶ The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

Electronic Information Services Use of Technology Resources In Instruction

Education, Supervision and Monitoring

It shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Electronic Information Services

Use of Technology Resources In Instruction

IJNDB – 1-6400

- **Use of services shall be in support of:**
 - Education
 - Research
 - Educational goals of the District
- **At any time, the District may**
 - Access or close accounts
 - Delete or copy files including email
- **District**
 - Monitors **ALL** usage
 - Not responsible for service interruptions
 - Not liable for information lost, damaged or unavailable due to technical difficulties
 - Limits, controls or prohibits internet content

CHILDREN'S INTERNET PROTECTION ACT

- Limits access by minors to inappropriate content on the Internet and World Wide Web. As such the District will:
 - Monitor the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications.
 - Monitor for unauthorized access, including “hacking” and other unlawful activities by minors online.
 - Restrict access to materials harmful to minors

CHILDREN'S INTERNET PROTECTION ACT

➤ Content Filtering

- Block access to obscene, profane, sexually oriented, harmful, or illegal materials

➤ Monitoring

- Periodically or randomly by District personnel

➤ Access Control

- By authorization only
- Follow guidelines of Acceptable Use
- Sign Electronic Information Services Agreement

Each User will be Required to Sign an EIS User's Agreement Form.

IUNDB-E

➤ User agrees to

- Terms and Conditions for Acceptable use
 - Email and Internet usage is monitored by District personnel.
 - Emails composed on District computers, are considered a “**public record**” and may be subject to a records request by the public.
 - User names and passwords are not to be shared.**
- Personal Responsibility
- Network Etiquette

➤ Violations

- Disciplinary actions
- Revocation of use



TECHNOLGY USE FORM

Please Locate & Sign the Enclosed Form

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.

Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

Abide by all copyright and trademark laws and regulations.

Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.

Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.

Not use the network in any way that would disrupt the use of the network by others.

Not use the EIS for commercial purposes.

Follow the District's code of conduct.

Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.

Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

Maintain supervision of students using the EIS.

Agree to directly log on and supervise the account activity when allowing others to use District accounts.

Take responsibility for assigned personal and District accounts, including password protection.

Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.

Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information.

Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.

Observe the following considerations:

Be brief.

Strive to use correct spelling and make messages easy to understand.

Use short and descriptive titles for articles. Post only to known groups or persons.

Services.

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Printed Name _____

Signature _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____



Phoenix Union High School District


MANDATORY
ANNUAL TRAINING
FERPA AND IDEA REGULATIONS
2015

Topics to be Covered Today:

- ▶ Confidentiality
- ▶ FERPA
 - ▶ Family Educational Rights and Privacy Act
- ▶ IDEA/Special Education Policies and Procedures
- ▶ Child Find
 - ▶ Birth through 2 years 8 months
 - ▶ 2 years 9 months through 8th grade
 - ▶ 9th-12th grades: Campus Interventions Teams
- ▶ Discipline and Special Education
- ▶ Graduation Requirements


Confidentiality




- 
- ▶ **ANY Educationally relevant information is confidential**
– **not just special education information**
 - ▶ **Students may not be identified, including individual identifiers, e.g. social security number, student number, or biometric record**
 - ▶ **Students may not be identified by other indirect identifiers: student's DOB, place of birth, mother's maiden name**
 - ▶ **Information is not shared with co-workers or associates in or out of school**
 - ▶ **Information is not shared with family or friends**
 - ▶ **Especially avoid discussion in public places**

Confidentiality

- ▶ Section 504 Plans, IEPs or other special education documents are to be locked in public areas, e.g. classrooms
 - ▶ Section 504 Plans and IEPs can be accessed by teachers in e-IEP Pro or teachers can request an electronic or hard copy of the plan.
 - ▶ All forms of Section 504 Plans or IEPs must be kept in a secure location; do not leave student records on the computer open, on the desk, etc.



Who has access to
information about a
student?



Disclosure may be given to school officials who have a legitimate educational interest

- ▶ Teachers – content, electives, clubs, athletics
- ▶ Nurses
- ▶ Administrators
- ▶ Supervising staff in duty areas – security
- ▶ Classified Staff – aides, bus drivers, cafeteria staff, etc.



FERPA

FAMILY EDUCATIONAL RIGHTS
AND PRIVACY ACT

FERPA – Parents Rights

- ▶ to inspect and review records within 45 days of written request
- ▶ to make a written request to amend information in a student record believed to be inaccurate or misleading.
- ▶ to provide consent prior to release of information
 - ▶ EXCEPT for health or safety emergencies (paramedics, CPS, law enforcement, etc.)
- ▶ to file a complaint alleging school failure to comply with FERPA requirements

How does the school respond?

- ▶ A school must honor a request to “inspect and review” their child’s records within a reasonable time not to exceed 45 days.
- ▶ A school may not destroy education records when there is an outstanding request to inspect them



How does the school respond?

- ▶ Administrative designee to review file with parent at a MUTUALLY convenient time
- ▶ The regulations add that a school must “respond to reasonable requests for explanations and interpretations of the records.”



Special Education

POLICY AND PROCEDURES



Special Education Policies and Procedures

- ▶ Copies are available in Principals' or ESS Director's Offices
- ▶ ALL certified and classified staff need to review policies and procedures every year
- ▶ Documentation is maintained in the ESS Director's office at CES

CHILD FIND – AZEIP

ARIZONA EARLY INTERVENTION PROGRAM FOR
DEVELOPMENTALLY DELAYED CHILDREN FROM BIRTH TO
2 YEARS 8 MONTHS

Child Find – Birth through 2 yrs. 9 mos.

- ▶ The State of Arizona provides early intervention services for developmentally delayed infants and toddlers as mandated by IDEA through AZEIP
- ▶ The District Special Education office has AZEIP contact referral information.
- ▶ The office must keep a record of and follow up all referrals using the AZEIP form.

Birth through 2 yrs. 9 mos.

- ▶ Refer the parent or inquirer to the campus Facilitator or District Special Education office
- ▶ District Special Education office will complete and FAX contact form to Maricopa County AZEIP Interim Service Coordinator
- ▶ The Special Education office contacts AZEIP Interim Service Coordinator to assure form received and parent contacted.



Child Find

2 YEARS 9 MONTHS
THROUGH 8TH GRADE

Child Find –

2 yrs. 9 mos. through 8th grade

Refer the parent or inquirer to their neighborhood elementary school or elementary district office.
Contact the campus Facilitator or District Special Education office if assistance is needed in determining the neighborhood elementary school district.

Child Find –

9th through 12th Grades

- ▶ Complete 45 day screening form for all students new to school (Counselors provide training in completing the form)
 - ▶ Hearing screening
 - ▶ Teacher input
 - ▶ Special Education students DO NOT need to have 45 day screening
- ▶ If any deficits noted on the 45 day screening form, follow the Intervention Team (I Team) procedures at your campus

Title IX



No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination **under any education program** or activity receiving federal financial assistance

*Title IX of the Education Amendments of 1972
20 U.S.C. §1681 etseq.*

Title IX Covers.....

- ▶ Access to Higher Education
- ▶ Athletics
- ▶ **Career Education (CTE)**
- ▶ Education for Pregnant and Parenting Students
- ▶ Employment
- ▶ **Learning Environment**
- ▶ Math and Science
- ▶ **Sexual Harassment**
- ▶ Standardized Testing
- ▶ Technology

Title IX Compliance Officer



The Superintendent or designee will serve as the compliance officer.

The Title IX Compliance Officer for PUHSD is

Mrs. Laura Telles

4502 North Central Avenue

Phoenix Arizona 85012

telles@phoenixunion.org

Title IX Compliance Is A Coordinated Effort

Although our District has designated one employee to coordinate compliance with Title IX,

it is the shared responsibility of the entire school district, from top-level administration to individual staff, to foster compliance.

All staff and students of PUHSD are responsible for ensuring that they cooperate in the maintenance of a discrimination and harassment free environment.

School Site and Unit Site Title IX Administrator

Every school site and unit site will designate a Title IX Administrator. The Title IX Administrator will serve as the first level contact for all Title IX complaints. The school principal and or unit supervisor is responsible for selecting and announcing the Title IX Administrator.

The Title IX Administrator for your site is the Campus Principal.

Core Responsibilities of Title IX Coordinators

- ▶ Develop and maintain a working knowledge of Title IX and relevant state laws.
- ▶ Monitor school district's compliance with legal requirements.
 - ▶ Ensure school district has required policies and procedures in place.
 - ▶ Conduct evaluations of school compliance.
 - ▶ Arrange for training for staff and students.
 - ▶ Provide and update resources.
 - ▶ Ensure prompt and effective processing of complaints.

- 
- ▶ Title IX complaints and grievance procedures of sex based discrimination are covered under the District's Non-Discrimination/Equal Opportunity Policy-AC.
 - ▶ “The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, disability, or sexual orientation.” Policy-AC
 - ▶ PUHSD has developed and tailored grievance procedures specifically to address allegations of sexual harassment because of the sensitive nature of such complaints under Policy-ACA.

Complaint Form

NextPage LivePublish

A-0281 © AC-E

EXHIBIT

EXHIBIT

NONDISCRIMINATION / EQUAL OPPORTUNITY

COMPLAINT FORM

(To be filed with the compliance officer as provided in AC-R)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

Sexual Harassment

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

--Policy ACA

Defining Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include:

- Unwelcome sexual advances
- Requests for sexual favors
- Verbal, nonverbal, or physical conduct of a sexual nature where:
 - ❑ Submission to conduct is explicitly or implicitly a term or condition of employment or education
 - ❑ Condition of employment or educational decisions
 - ❑ Conduct has purpose or effect of substantially interfering with educational or work performance
 - ❑ Creates an intimidating, hostile or offensive employment or education environment

Sexual harassment also includes:

➤ Suggestive or obscene communication (verbal or nonverbal)

- ❑ Letters, notes, invitations, comments, slurs, jokes, touching, impeding movements, gestures, display of sexually suggestive pictures, objects or cartoons

➤ Continuing to express sexual interest after being informed conduct is unwelcome

- ❑ **Note: Reciprocal attraction between peers is not considered sexual harassment.**

➤ Interfering with educational or work performance or promotion by implying lack of or withholding support

- ❑ Threat to withhold grades earned or deserved, suggesting poor work performance report will be prepared..

Examples Continued

ACA

- Coercive sexual behavior used to control, influence or affect career, work, salary and/or work environment or engaging in sexual behavior to control learning environment or equal access to educational opportunities.
- Offering services or granting requests, promotions, grades, employment benefits, favorable assignments/duties/shift or recommendations in exchange for sexual favors

Policy ACA applies to:

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct.

Immediately notify the Site, Unit or District Title IX Compliance Officer, as provided in Regulation ACA-R

The District is committed to investigate each complaint and take appropriate action

REPORTING FORM



EXHIBIT **EXHIBIT**

SEXUAL HARASSMENT

COMPLAINT FORM

(To be filed with the compliance officer as provided in ACA-R)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

Date of the action against which you are complaining _____

EXHIBIT **EXHIBIT**

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name _____ Address _____ Telephone Number _____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

The compliance officer, as designated in ACA-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.

Dating Abuse

Policy-JICL

“The Governing Board is committed to maintaining a school campus environment that is safe and secure for all students. Students who become targets of dating abuse are entitled to certain rights that shall be respected and protected by all school employees. **It’s the responsibility of all District employees** to respond to any incident of dating abuse they become aware of in a manner consistent with District Training.” -Policy JICL

Dating Abuse

Definition

Dating abuse is a pattern of behavior in which one person **uses or threatens to use:**

- ▶ Physical harm
- ▶ Sexual
- ▶ Verbal, or
- ▶ Emotional abuse

to control the person's former or present dating partner.

Physical Abuse

Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.

Dating Abuse Complaint Form

- ▶ Work directly with the Dean of Students to review the procedures and requirements when completing the Dating Abuse Complaint Form.

Dating Abuse Complaint Form

J-3281

© 2011 Arizona School Boards Association

JICL-E

EXHIBIT

EXHIBIT

DATING ABUSE

COMPLAINT FORM

(To be filed with any professional staff member who will forward this document to the school administrator)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places. Additional pages may be attached if necessary.

J-3281

© 2011 Arizona School Boards Association

JICL-E

EXHIBIT

EXHIBIT

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
------	---------	------------------

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify this information is correct to the best of my knowledge.

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating administrator _____ Date _____

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

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.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

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 cyberbullying,
- ▶ 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.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

Reporting Incidents of Bullying

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.

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.

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 GDQD.

COMPLAINT FORM

J-3231 © JICK-EA

EXHIBIT EXHIBIT

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

COMPLAINT FORM

(To be filed with any School District employee who will
forward this document to the principal or the principal's designee)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to include all relevant dates, times, and places.* Additional pages may be attached if necessary.

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name Address Telephone Number

The projected solution:

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify this information is correct to the best of my knowledge.

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating official _____ Date _____



Staff Use of Digital Communications and Electronic Devices

BOARD POLICY: GBEF

REGULATION: GBEF-R

Electronic Communication

- ▶ Social Media is the use of web and mobile based technology to communicate.
- ▶ Mobile technologies are handheld devices that can communicate similarly to computers, but many times on different, private networks.

Social Media, Mobile Technology, Web-Based Technology Include:



Social Media Terms

Like: A “Like” is a way of acknowledging both a news item or a Fan (business) page without commenting on it. A personal page is able to “Like” a business page in order to receive news items from that business.

Friends: People you connect with on Facebook via personal pages only.

Subscriptions: Pages that allow one-way communication, similar to an RSS feed.

News Feed: This is a continuous list of updates that shows activity with Friends, Pages, and Subscriptions.

Tag: A “Tag” links a person to a post. For example, a post can tag a person, therefore letting both sets of Facebook friends know about the post.

Wall: A “Wall” is the space on your profile where all of your Friends/Likes interact with you.

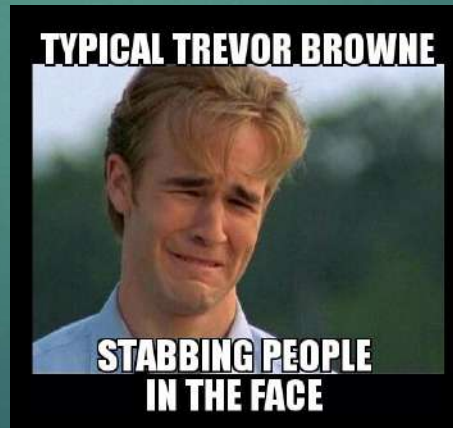
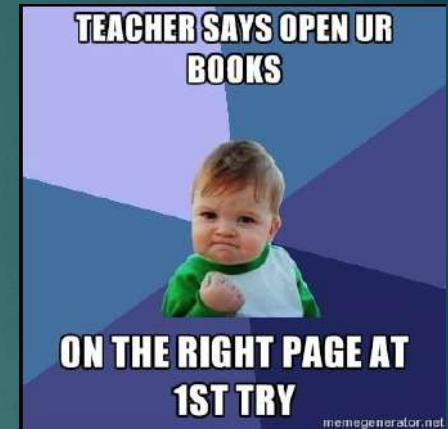
Twitter: A website that allows people to stay connected through brief text message updates in 140 characters or less.

Follow: The act of subscribing to a particular organization or person’s updates on Twitter.

Following: This is a list of people following a specific organization on social media.

Meme: A repeated image that represents one idea that can be transferred and applied from one person to another. Often presented to poke fun of someone or something.

Meme's



GBEF District Policy

- ▶ District employees shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations.
- ▶ District employees are responsible for the content of their posting.
- ▶ District employees shall only use District controlled and approved technologies when communicating with students or parents.
- ▶ District employees shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others.

GBEF District Policy

- ▶ District employees shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate.
- ▶ District employees in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students.

GBEF District Policy

- ▶ Violations of this policy may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified.

GBEF Regulation

The Electronic Communication Policy...

- ▶ Protects the District, its students and staff.
- ▶ Raises awareness of socially and ethically acceptable ways to use digital communication tools.
- ▶ Raises awareness of the consequences that may result in using these digital tools.
- ▶ Defines acceptable use of electronic communication.

The *TAP* Test

Digital Communication must
be:

Transparent

Accessible

Professional

Transparent



- ▶ All digital communication from District staff must be **Transparent**. As a public school district, the District is expected to maintain openness, visibility and accountability regarding all communications.

Accessible

- ▶ All digital communication to and from District staff are a public record and become part of the District archives. It is **Accessible** by others and outlined in policy INJDB.

Professional

- ▶ All digital communication from District staff should be written as a **Professional** representing the District. This includes word choices, tone, grammar, and subject matter that model social and ethical standards and preserve the integrity of staff. Choice of words should be courteous, thoughtful, and mirror professional communication standards.

Communication Methods

- ▶ Three main types of communication methods:
 - ▶ Acceptable
 - ▶ Less Acceptable
 - ▶ Unacceptable

Acceptable

- ▶ These are monitored by the District and conform to District parameters, filters, and firewalls.
 - ▶ Synergy
 - ▶ District Email
 - ▶ School or District Website
 - ▶ Preapproved Social Media
 - ▶ Administrative Approval required, per form: GBEF-EA

Less Acceptable

▶ Text Messaging

- ▶ District Staff should be aware that text messaging from a staff member to another staff member or to a student could be misinterpreted and should only be used for official business.
- ▶ If text messaging is going to be used as a regular form of communication, the staff member must make parents/guardians aware at the beginning of the school year and state the specific purpose of the texting.
 - ▶ Permission is required using Digital Communication Informed Consent and Release (GBEF-EB)

Unacceptable



- ▶ Use of non-District Email account to communicate with students regardless of the subject.
- ▶ Online Games and Related Activities (Wii, Xbox, etc.)
- ▶ Unapproved Social Media
 - ▶ Any account not approved via GBEF-EA.

General Requirements for Social Media Use

- ▶ Staff member must obtain parental permission through Digital Communication Informed Consent and Release (GBEF-EB)
 - ▶ The Principal shall maintain this form as a record of the request and its approval.
- ▶ Staff cannot require students to have social media accounts. All information posted to social media must be accessible by alternate means.
- ▶ Media requests that come via social media should be referred to the Community Relations Office.

Student Privacy Information

- ▶ FERPA
- ▶ Confidential or identifying information (grades, attendance records or other information) should not be shared.
- ▶ If a parent has opted out using the District News and Media Opt-out Form in the Student Handbook, the information cannot be used publicly by the District.
 - ▶ Synergy stores this information

Process for Social Media Approval

- ▶ An official District form titled Social Media Account Application (GBEF-EA) must be completed and submitted to the Principal.
 - ▶ Completing this form does not constitute approval.
- ▶ Upon administrative approval, the District shall establish the social media site.
- ▶ The staff member will notify parents/guardians in writing that the social media will be in use and include alternative ways to receive the information if he/she chooses not to give their student permission to access the social media.

Documents for Social Media Application

G-1200 GBEF-EA

EXHIBIT **EXHIBIT**

Social Media Account Application

Any Phoenix Union High School District (the "District") staff member wishing to start and maintain an official social media site, must first obtain approval using this form, per GBEF-EA. If the account is approved, it will be officially recognized and may be listed in the District Social Media Directory. **Prior approval is required for all social media sites.** Read the Social Media Guidelines, incorporated herein, prior to completing the application.

Applicant Information

Name: _____ Job Title: _____
 School/Site: _____ Phone #: _____
 Email Address: _____

Name of school department/group/program/etc. for which the social media account will be created: _____

Social Media Platform (List only one per application. e.g. Facebook, Twitter, blog, etc.): _____
 Site Title (How it is listed to the public. Refer to Guideline #4.): _____

Purpose/Goals of Site (What do you hope to achieve using this platform of social media?): _____

Who is the primary audience for this site? Students Parents Community Staff Other
 Give some examples of content you plan to share: _____

How often will posts be done? _____
 Contact information to be listed for site (email, phone # - Refer to Guideline #5.): _____
 Does this department/group/program/etc. have an updated page/section on the District website? (Refer to Guideline #1.) (If no, we encourage you to set up a website prior to requesting Social Media Account approval. Contact your school website manager or administration for assistance.)
 Yes No District Website URL: _____

List social media account administrators/managers, in order of primary, secondary, etc.:
 (There should be at least two in most cases to ensure longevity of the account. Refer to Guideline #6.)

1. Name: _____	Title: _____	School/Site: _____
2. Name: _____	Title: _____	School/Site: _____
3. Name: _____	Title: _____	School/Site: _____
4. Name: _____	Title: _____	School/Site: _____

the school administration if the goals, scope, name or social media account administrators of this site change, or if the account is deleted.

Signature: _____ Date: _____

Complete and return this form to the Principal of your School. You will be notified if your application is approved.

FOR OFFICIAL USE ONLY: Date Received: _____ Approved? Yes No
 School/Site Administrator Signature: _____ Date: _____

Upon receipt, the Principal will review the request and approve or deny Facebook sites will be created by the District office. A copy of the form will be filed at the school level, a copy will be sent to the applicant and a copy will be sent to the Community Relations Office.

PHOENIX UNION HIGH SCHOOL DISTRICT NO. 210 Page 1 of 3

Social Media Account Application
(GBEF-EA)

G-1200 GBEF-EB

EXHIBIT **EXHIBIT**

Digital Communication Informed Consent and Release

Phoenix Union High School District No. 210 (the "District") recognizes that today's students are regular users of digital forms of communication for their daily interactions with friends, family, and their larger social networks. Educational organizations, too, can use email, websites, blogs, text messaging, and social media tools such as Twitter, Facebook, and others to communicate with similar groups. Digital communication must be Transparent, Accessible and Professional (TAP).

This form is to notify parents/guardians of the digital communication methods used by the staff member listed below.

School Name: _____
 Name of Club/Group/etc.: _____
 Supervising Staff Member: _____
 Communication Method: Social Media Platform (see URL below): _____
 Texting - Originating Phone #: _____
 Other: _____

URL, if applicable: _____
 Purpose/Goals of Communication: _____

If student interaction is not approved, all pertinent information and communication is still available through alternate means.
 Alternative communication method(s): _____

Note: Social media sites may contain commercial advertising that the District does not control or endorse.
 If you have questions, please contact the applicable staff member at:
 Parent/Guardian may retain the top portion for his/her records.

Student/Parent/Guardian Permission for Use of Digital Communication

Digital Communication Request Information

School Name: _____
 Name of Club/Group/etc.: _____
 Supervising Staff Member: _____
 Communication Method: Social Media Platform: _____
 Texting - Originating Phone #: _____
 Other: _____

STUDENT ACKNOWLEDGEMENT
 I agree to participate in a safe and appropriate manner in accordance with Governing Board Policy regarding student conduct.

Last Name: _____ First Name: _____ Student #: _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN PERMISSION

I GIVE PERMISSION for my student to participate, and have read the Digital Communication Informed Consent & Release.
 I DO NOT GIVE PERMISSION for my student to participate.

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

Complete and return the bottom portion of this form to the Supervising Staff Member listed above.

PHOENIX UNION HIGH SCHOOL DISTRICT NO. 210 Page 1 of 1

Digital Communication Informed
Consent and Release (GBEF-EB)

Facebook

- ▶ Must be set up as a Fan (business) Page, not a Facebook Group or Personal profile page.
- ▶ A Fan Page does not allow the administrator to be “Friends” with students, rather, the students “Like” the page.
- ▶ Staff members must use their *username@phoenixunion.org* email on the social media account, not a personal email address.

Guidelines for using Facebook with Students

- ▶ The use of digital communication constitutes a public record; it must be transparent to all stakeholders, and always contain content reflective of a District professional.
- ▶ The Facebook Fan (business) page should never be used as a medium for personal conversations.
 - ▶ If a student or parent posts a comment that is of a personal or confidential nature, the comment should be removed. Communication should then be established using a more appropriate method such as the District email system or a phone call.

Guidelines for using Facebook with Students

- ▶ Facebook Fan (business) Pages should not be the primary means by which a District staff member communicates with students.
 - ▶ Facebook should supplement other communication sources.
 - ▶ A District Website must be updated regularly as the primary form of communication.
 - ▶ Not every student may have a Facebook account and the staff member should always respect family decisions in this regard.

Using Social Media

- ▶ Personal social network accounts shall remain separate from work-related accounts.
- ▶ A staff member should never “Friend” students or accept such a student’s “Friend Request”.
- ▶ Privacy settings may bring a false sense of security. Anything posted on the internet lives virtually forever.

Social Media Guidelines

- ▶ Never share your password with anyone that is not a site administrator.
- ▶ Social media presence is secondary to a website presence on the official District Website.
- ▶ Social media site administrators must be prepared to designate time to maintaining the site. If the site administrator leaves, it is the staff member's responsibility to transfer administrative rights to another staff member, and share the guidelines for use of social media.
- ▶ Your site title should include the full name of your school when technically possible - this will make it easier for followers to find the page.

Social Media Guidelines

- ▶ For platforms that allow multiple administrators/managers, there should be at least two administrators assigned editing privileges.
- ▶ The presence must be clearly identified as “official” and include a link to the District and school website using the following statement:
 - ▶ “This is the official site of For more information about Phoenix Union High School District or _____ High School, visit www.PhoenixUnion.org”
- ▶ All accounts, when possible, should “Like” or “Follow” the District pages on the same platform.

Social Media Guidelines

- ▶ All postings must be accurate, respectful and transparent, and contain correct grammar and a professional voice.
- ▶ It is the responsibility of the social media site administrator to regularly monitor site activity and comments and to remove, report or ban users when necessary.
- ▶ Only official school or District logos/mascots are authorized for use on official District sites.
 - ▶ www.phoenixunion.org/logos
- ▶ All postings must adhere to GBEF. This includes the prohibition of political statements on any official social media site.

Twitter

- ▶ The Bio must mention both the District and the school the site is associated with.
- ▶ Website listed in your profile must be an official www.phoenixunion.org website.

Tweets

Following
Followers
Favorites
Lists

Similar to you

- fixmyschool.net @fixmyschool Follow
- Miche @MsMiche24 Follow
- SkillsUSA Arizona @AZSkillsUSA Follow

© 2012 Twitter About Help Terms Privacy Blog Status Apps Resources Jobs Advertisers Businesses Media Developers

PHSD @PhoenixUnionHS 22h
Two Franklin students are proud winners of the Bureau of Land Management's High School Essay contest. Congratulations! pic.twitter.com/XoIzxd04
View photo

PHSD @PhoenixUnionHS 10 Dec
The District Office had the pleasure of listening to the Maryvale Guitar Ensemble. What a treat! pic.twitter.com/pjoTkeMs
View photo

AIA365 @AIA365 10 Dec
Great video: T. Browne player scores from about 40 yards: Send us your highlight videos. Check out a local high ... bit.ly/UsRGcm
Retweeted by PHSD
Expand

PHSD @PhoenixUnionHS 6 Dec
The Metro Tech Fashion program held its fall fashion show, "Status Quo". Thanks to @MySistersCloset for their support. pic.twitter.com/rwjFFTEZ
View photo

PHSD @PhoenixUnionHS 5 Dec
Bioscience HS students helped create a "truck garden" to educate the community about gardening. Read more at: goo.g/EvWdX
Expand

PHSD @PhoenixUnionHS 4 Dec
The latest edition of the Education Phoenix Newsletter is available for download here: issuu.com/puhsd/docs/edu... Enjoy!
Expand

PHSD @PhoenixUnionHS 3 Dec
Check out this article about Trevor Browne boys soccer who are off to a great start this season! Go Bruins! goo.g/8hWSo
Expand

PHSD @PhoenixUnionHS 30 Nov
SciGirls, a PBS program, featured three Bioscience students in the episode "Bee Haven". Watch the episode here: pbskids.org/scigirls/Video
Expand

Connect With Us



[*www.facebook.com/phoenixunion*](http://www.facebook.com/phoenixunion)



[*@phoenixunionhs*](https://twitter.com/phoenixunionhs)



[*www.phoenixunion.org/linkedin*](http://www.phoenixunion.org/linkedin)

UPDATES FOR 2016-2017

- ▶ GCQF- Discipline, Suspension, and Dismissal of Professional Staff Members
- ▶ The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notices of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

UPDATES FOR 2016-2017

- ▶ JICK- Student Violence/ Harassment/ Intimidation Bullying
- ▶ In addition to race, religious orientation or affiliation, and sexual orientation, harassment, bullying, and intimidating behavior may also be related to gender expression and gender identity.
- ▶ Per Exhibit JII-EB
- ▶ Students may present a complaint or grievance regarding discriminatory treatment on the basis of sexual orientation, gender identity, and gender expression.
- ▶ Will be published in 2016-2017 student handbooks