



Governing Board Agenda Item

Meeting Date: June 12, 2025

From: Denise Linsalata, Assistant Superintendent

Subject: Policy Revisions

Priority: To ensure that students are safe, known, and valued

Consent ☐ Action ☒ Discussion ☐

Background:

Policy GCL and Policy IIB are being revised as a result of negotiations with the Marana Education Association.

Policy GCL, Professional Staff Schedules and Calendars

There are two minor changes to Policy GCL including the addition that the superintendent or designee may alter or extend the school day for meetings, special events or activities, and that outside of scheduled open houses and parent-teacher conferences, teachers may be required to attend a maximum of two additional evening events per academic year. An ‘evening event’ is defined as any school related activity that begins after the regular contract time and for which no additional stipend or additional form of compensation is provided.

Policy IIB, Class Size

There are two minor changes to Policy IIB. Regular class size in Kindergarten is changing from 25 to 23 and in First and Second grade it is changing from 30 to 28.

Policy JLIF is being revised to include revisions to A.R.S. 13-3825.


Policy JLIF, Sex Offender Notification

Policy JLIF has two minor changes to include the addition of:

- “level one” offender who has been convicted of a dangerous crime against children as defined in Section 13-705; and
- that the child’s school must be notified if the offender has legal custody of a child and an additional notification requirement.

Recommended Motion:

I move that the Governing Board approve revisions to Policy GCL, Professional Staff Schedules and Calendars, Policy IIB, Class Sizes, and Policy JLIF, Sex Offender Notification, as presented.

Approved for transmittal to the Governing Board: 
Dr. Daniel Streeter, Superintendent

Questions should be directed to: Denise Linsalata, Assistant Superintendent
Phone: (520) 682-4757

GCL PROFESSIONAL STAFF SCHEDULES AND CALENDARS

(Workday/Calendar)

The Governing Board recognizes the important role of the professional teacher in organizing and implementing an instructional program that will result in students achieving academic and personal success. It is acknowledged that professional responsibilities encompass time spent in direct instruction of students as well as time spent in planning, preparation, and other related professional duties. It is understood that the workday of the professional teacher varies in length and that some responsibilities are completed outside of the normal work day.

Normal Work Day

For the purpose of scheduling substitute teachers and tracking leave time, a normal work day is acknowledged to be seven and one-half (7 1/2) hours per day, which includes a thirty (30) minute duty-free lunch. Teachers are expected to be on campus or carrying out other approved professional responsibilities during the normal work day. [The superintendent, or designee, may alter or extend the school day for meetings, special events, and activities.](#)

The normal work day may be flexible, in order that a teacher may be compensated for time worked outside the student day in the following ways:

- A. Stipends for coaching and extracurricular activities.
- B. Extra duty pay for activities such as tutoring, teaching professional development classes, and curriculum development.
- C. Salary credit for participation in professional growth activities.

A teacher may not be compensated for voluntary giving up the thirty (30) minute duty-free lunch, planning period, or time beyond the normal work day, except under the conditions set forth in the "Prep Coverage" section of this policy.

Professional Expectations

The Governing Board holds the following expectations for professional teachers:

- A. Teachers will participate in school and/or District improvement activities and initiatives.
- B. Teachers are responsible for adequate planning and preparation at all times.
- C. Teachers will be responsible for attending all scheduled staff meetings, conferences, and staffings. Attendance will also be required during reasonable emergency meetings, conferences, and staffings. Principals will make every attempt to call meetings at least two (2) days in advance. This provision does not prevent the calling of meetings by the principal on shorter notice if necessary. Some circumstances may warrant extended meetings.

D. Outside of scheduled open houses and parent-teacher conferences, teachers may be required to attend a maximum of two additional evening events per academic year. An “evening event” is defined as any school-related activity that begins after the regular contract time and for which no additional stipend or additional form of compensation is provided.

~~D.~~ E. Equitable supervision duties will be required of all teachers during the normal work day (i.e., supervision at arrival/dismissal, cafeteria duties, playground supervision, and other like duties). In addition, reasonable supervision of extracurricular activities may be required with volunteer teachers being utilized first (i.e., dance supervision, campus supervision, bus supervision, performances, and other like duties).

~~E.~~ F. Middle and high school teachers shall teach in no more than two (2) content areas per day or *have more than four (4) preparations per day within a content area without their approval.*

~~F.~~ G. Teachers who are assigned to more than one (1) building shall have reasonable travel time between buildings. This time shall be in addition to time allocated for lunch and planning.

Planning Time

Effective instruction depends on adequate planning time. Factors influencing the amount of individual planning time necessary include, but are not limited to:

- A. Implementation of curriculum(s)
- B. Number of special needs students
- C. Teaching assignment
- D. Class size
- E. Collaboration/consultation
- F. Technology
- G. Innovation
- H. Assessment of student progress
- I. Parent communication
- J. Professional Learning Communities

Specific activities such as evaluation conferences and IEP/504 meetings may be scheduled during a teacher’s planning time in order to meet required deadlines. In addition, a teacher may engage in professional learning activities during his/her planning time.

Elementary

One hundred twenty (120) minutes of uninterrupted preparation time per week, in no less than thirty (30) minute increments, shall be provided during the student day for elementary teachers. In addition, up to one hundred fifty (150) minutes outside the student day will be used for planning, depending on scheduled meetings.

Alternative time blocks may be scheduled by mutual consent of the building administrator and teachers involved. The Building Leadership Team (BLT) shall assist with development of an appropriate plan to achieve up to two hundred seventy (270) minutes of planning time per week. The Building Leadership Team will ensure a balance between collaborative and individual planning time.

In order to optimize planning time, the Building Leadership Team (BLT) in each building shall:

- A. consider individual teacher needs regarding planning time.
- B. define duties by consensus with administrators.
- C. assist administrators in scheduling duty assignments with consideration of teachers participating in the special education co-teaching model.
- D. assist administrators in developing a rotation system for duties.

This shall be completed by the beginning of each school year.

Elementary specialists (music, physical education, art, etc.) shall be provided professional learning community collaboration time within their content area.

Secondary

Secondary teachers shall have daily planning time equivalent to a typical class period in their building. Alternative blocks of planning time may be scheduled by consensus of the building administration and the teachers involved.

- A. At least one (1) teaching period of uninterrupted planning time shall be provided each day for teachers in the middle and high schools.
- B. When the schedule allows, common planning time shall be provided for teachers participating in the special education co-teaching model.

Required teacher attendance before students arrive or after students are dismissed shall not be considered as preparation time. Preparation period adjustments may be made with the approval by the teacher if the adjustment is equivalent to one (1) period per day.

Prep Coverage

At the beginning of the school year, each school will develop a plan for coverage of preparation period/plan time, to be amended as needed and placed in the school staff handbook.

A. Preparation period/plan time coverage is defined as coverage that will be assigned to certificated personnel by the principal. The teacher who covers will be compensated at the current rate on the ancillary schedule for planning only if there is a loss of preparation period/plan time due to one (1) of the following circumstances:

1. The teacher is required by the principal to teach because no substitute is available,
2. An elementary teacher loses plan time because a specialty teacher (i.e., music or physical education) is unavailable,
3. Covering for an athletic or extracurricular activity when no substitute is requested, or
4. A special education teacher loses plan time to tutor special education students.

B. For any elementary special area teachers, any additional preparation periods over the four (4) regularly scheduled per week will not be compensated.

C. A special education teacher or a Title I teacher may be used only in an extreme emergency.

D. Preparation period/plan time minutes worked will be submitted to the payroll department according to the payroll schedule. The time slip should reflect the actual number of minutes worked.

E. If no substitute teacher is available and the students are distributed among other grade level teachers, the following formula will be used to compensate the teachers: the base cost of a substitute teacher divided by the number of teachers receiving those students.

F. The administrator will take utmost care to maintain a balanced allocation of coverage duty.

G. Loss of plan time for unexpected emergencies outside the control of the administrator, such as a lock-down or shelter in place, does not qualify for compensation.

School Year Calendar

All returning teachers will be expected to work one hundred eighty-five (185) days, of which two (2) days will be preservice days, at least one (1) day will be a professional development day, and one (1) day at the end of each semester will be for work/grade preparation.

New teachers will be required to work six (6) additional preservice days in addition to those worked by returning teachers. During this six (6) day period the new teachers will attend professional learning presented by the District that will include development in the District vision and mission, the instructional model, classroom management, instructional technology, and other specific instructional practices as appropriate based on experience level and content area.

A. If any portion of this preservice program is redundant for a teacher based on previous experience, as determined by District induction leaders, that teacher will be excused to work in the classroom.

B. Each teacher who is new to the profession (less than three [3] years experience) will be enrolled in the Marana Unified School District (MUSD) Induction Program for Developing Teachers. Teachers who are enrolled in this induction program will be required to participate for up to three (3) years, as determined through consultation with District induction leaders and building administration. The three (3) years of induction are outlined as follows:

In *year one* (1), the teacher is required to complete a minimum of twenty-four (24) clock hours of training in designated course work in effective instructional practices as provided through District induction leaders. This professional development will be made available during the school year, through either District-provided release time for recertification credit or after-school hours for professional growth credit.

In *year two* (2), the teacher is required to complete a minimum of twelve (12) clock hours of training in designated course work in effective instructional practices as provided through District induction leaders. This professional development will be made available during the school year, through either District-provided release time for recertification credit or after-school hours for professional growth credit.

In *year three* (3), the teacher may be required to complete a minimum of six (6) clock hours of training in designated course work in effective instructional practices as provided through District induction leaders. This professional development will be made available during the school year, through either District-provided release time for recertification credit or after-school hours for professional growth credit.

C. Each teacher who is a veteran to the profession (three [3] years or more of experience) will be enrolled in the Marana Unified School District (MUSD) Induction Program for Veteran Teachers. Teachers who are required to participate in this induction program will be required to participate for one (1) year. During their first year in the district, the teacher is required to complete designated course work in effective instructional practices as provided through District induction leaders. This professional development will be made available during the school year, through either District-provided release time for recertification credit or after-school hours for professional growth credit.

D. If any of the preservice days are missed, the teacher will not be paid for those days. In addition, the teacher will be responsible for arranging makeup sessions and/or obtaining the information/knowledge that was missed during those preservice days.

E. If any induction sessions are missed, the teacher will be responsible for completing a makeup sessions and/or demonstrating understanding of the information/knowledge that was missed during that session.

F. Failure to complete the required course of study prior to April 15 of the first year of employment will be considered grounds for not renewing a new teacher's contract and the employee will be submitted to the Governing Board for nonrenewal.

Adopted: ~~June 8, 2023~~ June 12, 2025

LEGAL REF.:

A.R.S.

[15-341](#)

CROSS REF.:

[GCMF](#) - Professional Staff Duties and Responsibilities

[JLIA](#) - Supervision of Students

IIB CLASS SIZE

Regular Education

Class size shall be equitably derived based on the smallest average of teacher-pupil ratios possible within levels.

Elementary

Regular class sizes in elementary school buildings are as follows:

- A. Kindergarten ~~twenty-five (25)~~ **twenty-three (23)**
- B. Grades 1 and 2 ~~thirty (30)~~ **twenty-eight (28)**
- C. Grades 3 - 6 thirty-two (32)
- D. Combination twenty-eight (28)

Where classes exceed prescribed numbers, additional staff will be added, as funding is available. Teachers will be preferred as additional staffing, but the principal and grade level team will collaborate to determine the most appropriate staffing for the specific situation.

All specialty areas of education are excluded from the above class-size numbers.

Students with quantifiable behavioral problems or verified learning disabilities who are mainstreamed shall be equitably distributed, based on the co-teaching model.

The certificated staff members shall have the opportunity to give input into student assignments.

Secondary

Within the limits of the scheduling process, classes at the secondary level will be equalized by content area. Average class sizes in the content areas of English, mathematics, science, and social studies should not exceed thirty-four (34) students. Where class averages in a specific content area exceeds the limit (understood to mean cases where classes exceed the limits of classroom size, student safety, and equipment availability), additional staff personnel will be added, as funding is available.

The certificated staff members shall have the opportunity to give input into student assignments.

Special Education

It is the intent of the District to maintain a special education student-teacher ratio that will allow the teacher to work effectively and efficiently toward the individualized education

program (IEP) objectives of each student with a disability and to work with classroom teachers to prevent learning problems whenever possible.

Adopted: ~~date of Manual adoption~~ June 12, 2025

LEGAL REF.:

A.R.S.

[15-341](#)

[15-342](#)

[15-764](#)

[15-901](#)

CROSS REF.:

[IHB](#) - Special Instructional Programs

JLIF ©
SEX OFFENDER NOTIFICATION

**(Sex Offender and Dangerous Juvenile Offender
Notification and Protective Measures)**

Arizona statutes require law enforcement agencies to provide notification to the District regarding certain registered sex offenders and require courts to notify the District regarding juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses.

A. Arizona Revised Statutes (A.R.S.) [13-3825](#) and [13-3826](#) require the local law enforcement agency to notify the community, including area schools, of the presence of a registered sex offender in the community when the offender has been determined by the agency to be a "level one" offender who has been convicted of a dangerous crime against children as defined in Section 13-705, a "level two" offender (medium risk) or a "level three" (high risk) offender. The child's school must be notified if the offender has legal custody of a child.

B. A.R.S. [8-350](#) directs the court to notify the District when a student attending a school in the District has been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child. *Dangerous offense* is defined in [8-350](#) as "an offense involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person."

C. A.R.S. [13-3821](#) permits a juvenile court to require a juvenile who has been adjudicated delinquent for certain sex offenses to register as a sex offender until the person reaches the age of twenty-five (25), and A.R.S. [13-3825](#) permits a juvenile court to further require such juvenile registered sex offender to be subject to the state's community notification requirements.

It is the Governing Board's desire to create and maintain a safe environment for the District's students and staff members. Therefore, the Superintendent is directed to develop procedures to disseminate the information received from the local law enforcement agency regarding adult and juvenile registered sex offenders present in the District and to provide teachers, parents, guardians, or custodians, upon request, information received from a court pursuant to A.R.S. [8-350](#) concerning a juvenile who has been adjudicated for or convicted of a dangerous offense or a specified sex offense.

District Procedures

Procedures within the District shall encompass, but not necessarily be limited to:

A. Measures to disseminate information received from the local law enforcement agency to staff members, parents, guardians, or custodians when the District has been notified that a registered offender has moved into the community. When in the judgment of the Superintendent it is

determined to be appropriate, the measures will include disseminating the information to students.

B. Measures to provide to teachers, parents, guardians, or custodians, upon request, information received by the District under A.R.S. [8-350](#), regarding juveniles adjudicated delinquent of "dangerous offenses" or sex offenses.

C. District restrictions on and requirements of registered sex offenders.

D. Assessment, enrollment, placement, and oversight of students about whom an A.R.S. [8-350](#) notification has been received.

E. Prohibitions against harassment of individuals or acts of vigilantism based upon information received by the District.

Adopted: ~~date of Manual adoption~~ June 12, 2025

LEGAL REF.:

A.R.S.

[8-208](#)

[8-321](#)

[8-350](#)

[8-371](#)

[13-1405](#)

[13-1406](#)

[13-1410](#)

[13-1417](#)

[13-3821](#)

[13-3825](#)

[13-3826](#)

20 U.S.C. 1232g(b)(7)

42 U.S.C. 14071(d)

CROSS REF.:

[DJE](#) - Bidding/Purchasing Procedures

[EB](#) - Environmental and Safety Program

[GCF](#) - Professional Staff Hiring

[GDF](#) - Support Staff Hiring

[IJNDB](#) - Use of Technology Resources in Instruction

[JA](#) - Student Policies Goals/Priority Objectives

[JE](#) - Student Admissions

[JLI](#) - Student Safety

[JLF](#) - Reporting Child Abuse/Child Protection

[JR](#) - Student Records