

103-EDA

FISCAL MANAGEMENT GOALS / PRIORITY OBJECTIVES

The Governing Board recognizes that adequate financial support and sound business management are the foundations on which the educational program is based. To make the support as meaningful as possible, the Governing Board desires that:

- A. Thorough and exhaustive planning at all levels of the District be a continuous operation.
- B. The planning process be coordinated through budgetary procedures conforming to state law, regulations established by state agencies, and the policies of the Governing Board so that the maximum educational benefit is attained.
- C. All practical sources of financial support present within the community be utilized.
- D. The finances entrusted to the School District be properly accounted for and information made available through proper reporting procedures.
- E. The community's financial resources be utilized in the most efficient and economical manner so that the maximum educational benefits are achieved.

Adopted: date of Manual adoption

3-100 Fiscal Management

© 3-101 Budget Adoption

The Superintendent shall prepare and present an annual budget in the format prescribed by the Auditor General and the Arizona Department of Education. The Governing Board shall provide notice and conduct a public hearing to review a proposed annual budget prior to any requisite submission deadline.

In accordance with [A.R.S. § 15-905.01](#), the District must hold a truth in taxation hearing on or before the adoption of the expenditure budget if the District budgets an amount that is higher than the truth in taxation base limit, levies any amount for adjacent ways pursuant to [A.R.S. § 15-995](#), or levies any amount for liabilities in excess of the budget pursuant to [A.R.S. § 15-907](#).

If a truth-in-taxation notice and hearing is required under state law, the Board may combine the budget notice and hearing with the truth-in-taxation notice and hearing. Upon conclusion of any required public hearing, the Board shall adopt the budget.

The Board shall hold a public hearing prior to correcting any budget errors and resubmitting the revised budget.

The Board may authorize the District administration to exceed fund subsections within the maintenance and operation section of the adopted budget by action taken at a public meeting of the Board and if the expenditures for all subsections do not exceed the amount budgeted in accordance with [A.R.S. § 15-905](#).

Adopted:

Legal Authority:

[A.R.S. § 15-342](#)

[A.R.S. § 15-903](#)

[A.R.S. § 15-905](#)

[A.R.S. § 15-905.01](#)

[A.R.S. § 15-907](#)

[A.R.S. § 15-910](#)

[A.R.S. § 15-915](#)

[A.R.S. § 15-995](#)

Budget Adoption

© 3-101.A Procedure - Budget Adoption – Preparation

The Superintendent shall be responsible for the preparation and presentation of an annual expenditure budget to the Arizona Department of Education (ADE). Staff shall use the forms and instructions published on the Auditor General's website for the relevant fiscal year.

If the District is eligible for desegregation funding, staff shall prepare and submit desegregation budget forms as instructed by the Auditor General's office.

Principals shall assist with site-based budget preparation as directed.

Requisite Timelines

The District shall annually prepare a proposed budget no later than July 5, or the publication date of the notice of public hearing and Board meeting to adopt the budget if earlier. The proposed budget must be furnished to the Superintendent of Public Instruction and to the County School Superintendent (unless waived).

The District must adopt a budget no later than July 15 and electronically upload via the Common Logon to the Superintendent of Public Instruction no later than July 18.

If the District is notified by ADE that the adopted budget is in excess of the General Budget Limit (GBL) or Unrestricted Capital Budget Limit (UCBL) by one percent (1%) or more of its GBL, the adopted budget must be revised on or before December 15 so as not to exceed the GBL or UCBL.

If the District is notified by ADE that the adopted budget is in excess of the GBL or UCBL by less than one percent (1%) of its GBL, the District is not required to prepare a December 15 revision, but must adjust the current year budget before May 15.

The District must have final revisions completed and approved at a Board meeting before May 15.

Budget Adoption

© 3-101.B Procedure - Budget Adoption - Access and Publishing Requirements

A. Access

The District shall submit, publish and maintain records of the annual budget as required by the Uniform System of Financial Records (USFR) and/or state law.

The District shall post a link on its website to the Arizona Department of Education's (ADE) website where the District's budget documents may be viewed. The District must also email to the School Finance Budget Team (SFBudgetTeam@azed.gov) an active and accurate hyperlink to the District's web page where the link to the adopted budget was placed.

In accordance with [A.R.S. § 15-903.E.](#), the District must prominently post average teacher salary information on its website separately from their budget.

B. Publishing Requirements

The District shall post, publish, or mail a copy of the proposed budget or summary and a notice of the public hearing and Board meeting to adopt the budget no later than ten (10) calendar days prior to the meeting to adopt the budget. The District may select from one of the following methods to meet its requirement to publish:

1. Posting to ADE's website—If the District has a website it must follow the website requirements above and may choose to meet the publication requirement for the proposed budget by electronically uploading the hearing notification and summary via the Common Logon to ADE for posting on ADE's website.
2. Publishing in a newspaper—Print the proposed budget or summary and hearing notification in at least 8-point type in a newspaper of general circulation within the District. The publisher's affidavit of newspaper publication must be filed with the Superintendent of Public Instruction within thirty (30) calendar days of the publication. To meet this requirement, the District should scan and email the affidavit to SFBudgetTeam@azed.gov.
3. Mailing—Mail the proposed budget or summary and hearing notification to each household in the District. An affidavit or other documentation of mailing must be filed with the Superintendent of Public Instruction within thirty (30) calendar days of mailing. To meet this requirement, the District should scan and email the affidavit to SFBudgetTeam@azed.gov.

C. Amended Budgets

For required December 15 revisions, the District must publish a notice of a public hearing and Board meeting to revise the budget no later than ten (10) calendar days

prior to the meeting. The District may use any of the three (3) publishing methods described above.

For required May 15 revisions, the District should post the standard 24-hour advance notice of the Board meeting and hold a public hearing.

3-100 Fiscal Management

© 3-102 Revenue

The Governing Board may establish bank accounts as permitted by statute and the Uniform Systems of Financial Records (USFR). All other funds shall be deposited directly with the County Treasurer or deposited into designated trust accounts as permitted by law.

Monies received from any source shall be accounted for and deposited as permitted by state law and the USFR. Staff shall follow all applicable requirements for the proper collection, supervision, disbursement, record keeping and/or remittance of any funds received.

The Board will annually consider and vote on a resolution to the County Treasurer to authorize investments for the following fiscal year.

Adopted:

Legal Authority:

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-1024](#)

[A.R.S. § 15-1025](#)

[A.R.S. § 15-1101](#)

[A.R.S. § 15-1102](#)

[A.R.S. § 15-1105](#)

[A.R.S. § 15-1121](#) *et seq.*

[A.R.S. § 15-1141](#) *et seq.*

[A.R.S. § 15-1221](#) *et seq.*

Uniform System of Financial Records

© 3-102.A Procedure - Revenue - Accounting of Revenue

The District shall deposit all revenues received with the County Treasurer at least monthly, except student activities and auxiliary operations monies maintained in accordance with [A.R.S. §§ 15-1122](#) and [15-1126](#), grants and gifts to teachers maintained in accordance with [A.R.S. § 15-1224](#), employee insurance program monies maintained in accordance with [A.R.S. § 15-1223](#), and extracurricular activities fees tax credit monies if deposited in an auxiliary operations bank account. [A.R.S. § 15-341\(A\)\(19\)](#) and (20).

Staff shall follow all requirements with respect to the proper collection, supervision, disbursement, recording keeping and/or remittance of any funds received as established in the Uniform System for Financial Records (USFR). Any staff with responsibility for handling cash accounts or depositing funds shall adhere to all security control requirements established by the District.

The District shall adhere to the accounting requirements for the accounting of revenue as issued in the USFR, § VI-F.

Revenue

© 3-102.B Procedure - Revenue – Investments

The Superintendent shall ensure that a Governing Board agenda item is created in June of each fiscal year (prior to the next fiscal year) to approve a resolution authorizing the County Treasurer regarding investments for the ensuing year.

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AUTHORIZED SIGNATURES

Checking Accounts

Authorized signatures for all checking accounts shall be approved by the Board. On accounts required by statute to have two (2) signatures, the signatories shall be as specified by A.R.S. 15-1122 and 15-1126.

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Service of Process

The persons authorized to accept service of process on behalf of the District and/or on behalf of Governing Board members acting in their official capacity are as follows:

- A. Superintendent
- B. Associate to the Superintendent and General Counsel
- C. Administrative Assistant to the Legal Department

In addition to those listed above, the District Records Information Specialist may also accept service of process solely for documents addressed to the "Custodian of Records" for the District.

Authorization to Execute Documents

In matters approved through a properly noticed meeting of the Board, the following persons are granted authority to execute documents on behalf of the District:

- A. Superintendent
- B. Associate Superintendent for School Operations
- C. Associate to the Superintendent and General Counsel; and
- D. Chief Financial Officer

Adopted: February 6, 2018

LEGAL REF.:

A.R.S.

15-321

15-1122

15-1126

Revenue

© 3-102.C Procedure - Revenue - Bank Accounts

A. Bank Accounts

The Governing Board has authorized bank accounts as permitted by state law and as designated in the Uniform System of Financial Records (USFR), § VI-C. The District shall maintain a current list of employees who are authorized to have access to each account. The District shall follow guidance in the USFR regarding access, use and accounting procedures for each operating bank account. The bank accounts shall be established in the legal name of the District. Inactive bank accounts will be closed promptly.

B. Deposits

The District may use mobile bank deposits. The District shall maintain effective controls to ensure all monies are deposited, deposited checks are held securely for an appropriate time and then destroyed, and evidence of deposits are retained. The District shall establish controls over deposits including but not limited to:

1. Stamp or otherwise endorse the original check before scanning and depositing.
2. Limit access to mobile banking only to authorized personnel and to the extent possible, only for deposits.
3. Properly log off of the banking website when mobile deposits are completed.
4. Mark the check to indicate that it has been deposited to prevent duplicate deposits.
5. Securely store the deposited checks in a locked safe or other locked area such as a filing cabinet for an appropriate period, depending on the bank's requirements and the District's policies or procedures. Deposited checks should be held until the applicable bank account is reconciled and any discrepancies have been resolved.
6. Maintain a log or journal of the checks deposited.
7. Keep the deposit receipt, if provided, and any deposit notification emails or reports that may follow to support the deposit.
8. Review bank reconciliations to detect any inappropriate use of the online access established to make deposits, such as transfers to other accounts or online payments initiated from any account other than the electronic payments clearing bank account.
9. Destroy deposited checks by shredding them after holding them for the appropriate length of time from deposit. Involve two (2) employees in the shredding, and record the deposited checks' destruction in the log or journal of processed deposits.

C. Reconciliation

A bank reconciliation shall be prepared monthly for each bank account and evidence of the reconciliation shall be documented and retained. An employee who is not responsible for handling cash or for issuing checks should prepare the bank reconciliation. If the employee preparing bank reconciliations must also be involved in handling cash or issuing checks, the employee's supervisor or another administrator must review and approve the reconciliations, and evidence of the review shall be documented and retained.

D. Bank Fees

The District is authorized to pay bank fees from the following accounts:

1. Maintenance and Operation Fund revolving bank account.
2. Food Service Fund revolving bank account.
3. Auxiliary Operations Fund bank account.
4. Auxiliary Operations Fund revolving bank account.

The District shall require that bank fees associated with any other bank account be charged directly to one of the authorized accounts listed above. If that is not possible, the District shall reimburse the fees from an appropriate fund or authorized bank account.

E. Signators

The Board shall authorize two signators and custodians for each bank account. A list of authorized check signers designated by the Board for each bank account shall be kept current. Persons authorized to access a bank account will be bonded if required by law.

Revenue

© 3-102.D Procedure - Revenue - Cash Control

The term "cash" includes currency on hand, such as petty cash funds and cash receipts not yet deposited; negotiable instruments, such as drafts, checks, warrants, and money orders; and balances on deposit with financial institutions such as commercial banks and county treasurers.

A. Internal Controls

The purpose of this Procedure is to establish and maintain effective internal controls to safeguard cash, prevent loss or misuse, provide prompt and intact depositing, and ensure accurate recording.

The District shall adhere to the following internal control procedures:

1. Cash-handling and recordkeeping functions should be separated among employees to safeguard cash. Whenever cash is involved, it is recommended that two people share the job of recording, counting, and verifying each other's amounts.
2. Cash received by the District should be promptly recorded and accurately classified in accordance with the Uniform System of Financial Records (USFR) Chart of Accounts, Section III.
3. Employees handling significant amounts of cash should be adequately bonded if statutorily required.
4. Evidence of receipt should be prepared for each cash payment received. For example, sequentially numbered transactions generated by a computer system or cash register or prenumbered and numerically controlled handwritten cash receipt forms may be used.
5. In all locations where cash is received, it should be immediately safeguarded in a locked cash drawer or cash register. Cash not being deposited the same day as received should be secured in a safe or locked cabinet while awaiting deposit.
6. Access to cash should be limited to only those employees who require access. All safe combinations and keys to cash boxes or files must be restricted to only an essential number of employees.
7. All District monies on deposit with financial institutions must be covered by insurance or collateralization agreements.
8. Checks, warrants, drafts, and money orders should be restrictively endorsed "for deposit only" to the credit of the District immediately upon receipt.
9. Cash received should be deposited daily. In no event shall District personnel hold cash for more than one work week without depositing the cash.
10. Evidence of deposits received from financial institutions should be retained for all deposits, such as a deposit posting report from the county treasurer, validated deposit slip or treasurer's receipt.

11. Disbursements from authorized bank accounts should be made with sequentially numbered checks or electronic fund transfers from eligible bank accounts. Each check should have a dollar limit and be marked "void after six (6) months" to reduce loss exposure and ensure prompt cashing by the payee.
12. Checks should be properly completed before issuance and should not be made payable to cash or bearer. Voided checks should be so marked to prevent reuse and retained and made available to the employee performing bank account reconciliations.
13. Unused checks and check stock should be physically safeguarded and access to them limited to authorized personnel who are not check signers.
14. If electronic signatures or signature stamps are used to sign checks, they should be safeguarded and access to them limited to only the employees whose signature they represent.

B. Petty Cash Accounts

Petty cash accounts for minor disbursements may be established by warrants drawn on the Maintenance and Operation (M&O) Fund or checks drawn on the M&O Fund revolving bank account. The petty cash accounts must be authorized by the Governing Board and maintained on an imprest basis where the total petty cash on hand plus any petty cash withdrawal requests equals the authorized amount at all times.

Petty cash accounts may be used for minor disbursements when checks are not practical, or immediate cash payments are required. One employee shall be designated the petty cash account custodian for each petty cash account. The account custodian should ensure that cash is safeguarded in a locked cabinet or safe. Access to petty cash should be limited to the account custodian and the custodian's supervisor.

The petty cash accounts should be closed at fiscal year-end and the cash returned to the M&O Fund or revolving bank account as applicable.

Revenue

© 3-102.E Procedure - Revenue - Student Activities

Pursuant to [A.R.S. § 15-1122](#) *et seq.*, the Governing Board shall appoint a student activities treasurer and assistant treasurer (if applicable). The Board shall approve student clubs and organizations' fund raising events and shall receive monthly student activities fund reports of cash receipts, disbursements, transfers and cash balances.

3-100 Fiscal Management

© 3-103 Expenses and Payroll

All expenditures must be approved by the Governing Board.

Payroll

The Board shall annually set the salaries and benefits of employees for the succeeding year. The District shall designate two or more days each month, not more than sixteen days apart, to pay wages to employees. The District shall provide employees with a total compensation statement as required by A.R.S. § 15-341(45).

The Board shall authorize deductions as required by state and federal law.

Employees may elect deductions as permitted in state and federal law and may annualize their salaries or be paid in full on the last pay day of the contract period. The Superintendent shall establish procedures to ensure employees are compensated appropriately and in a timely manner.

Supervisors must provide advance written approval for any overtime assignments.

Warrants and Vouchers

The Board shall submit a voucher for a District expense or salary to the County School Superintendent for payment, if applicable. The warrants issued by the County School Superintendent shall be counted against District funds. If the District warrant causes the District's funds to be over expended, the County School Superintendent shall make a written report of the over expenditure to the Arizona Department of Education.

A signed voucher for payment of an expense or salary may be submitted between Board meetings if the Board has passed a resolution allowing such submission and if the voucher is ratified by the Board at its next regular or special meeting.

Encumbrances

Pursuant to [A.R.S. § 15-906](#), a district that is not participating in the Accounting Responsibility Program that have liabilities payable for levy funds as of June 30 must complete the advice of encumbrance form and submit it to the County School Superintendent by July 18. The advice of encumbrance should be prepared from the listing of liabilities for levy funds required by [A.R.S. § 15-906\(A\)](#) for goods or services received on or before June 30 that are unpaid at June 30. The amounts from the listing should be reported on the advice of encumbrance by fund and program. Accounting Responsibility Program districts must adhere to the duties disclosed in [A.R.S. § 15-304](#) regarding the drawing of warrants.

Payments of these lapsed obligations shall be made within sixty days following the close of the fiscal year.

District warrants not presented for payment within one year after the date of issuance are void and shall have no further force or effect.

Credit Cards

The Board authorizes use of credit cards or purchasing cards. The Superintendent shall establish internal controls regarding the use of credit cards.

Adopted:

Legal Authority:

[A.R.S. § 15-121](#)

[A.R.S. § 15-135](#)

[A.R.S. § 15-304](#)

[A.R.S. § 15-321](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-502](#)

[A.R.S. § 15-503](#)

[A.R.S. § 15-906](#)

[A.R.S. § 23-351](#)

[A.R.S. § 23-352](#)

[A.R.S. § 23-353](#)

[A.R.S. § 38-624](#)

[A.R.S. § 43-401](#)

[26 U.S.C. §§ 401, -403 and -457](#)

[29 U.S.C. § 201](#) *et seq.*

[Ariz. Admin Code R7-2-803](#)

Uniform System of Financial Records

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Expenses and Payroll

© 3-103.A Procedure - Expenses and Payroll - Payroll Elections and Deductions

A. Payroll

The District shall permit employees' salary elections and deductions consistent with Arizona law and the Uniform System of Financial Records (USFR). Federal and state income taxes, social security and employee contributions to the Arizona State Retirement System shall be deducted as required by Arizona and federal law. Any other payroll deductions must be authorized by the Board, employee or a court of competent jurisdiction.

The Superintendent shall ensure that staff are paid accurately and timely consistent with Arizona law.

Employees who annualize their salaries shall make a written election of deferral of salary payments in their contract or be subject to possible federal tax penalties. Any discharged employee shall be paid all wages due within seven working days or the end of the next regular pay period, whichever is sooner. An employee who resigns from the District shall be paid in the usual manner all wages due no later than the regular pay day for the pay period in which the termination occurs. Employees may request payment by mail.

B. Deductions

The District may permit deductions as established under state and federal law as follows:

1. Direct deposits of net payroll to employee-designated banks and credit unions;
2. Insurance premiums for employees and their families covered by Board-approved benefit programs;
3. Deferred compensation plan contribution elected by employee and approved by the Board;
4. Professional dues;
5. Qualified charitable contributions; and
6. Qualified tax credit contributions.

Expenses and Payroll

© 3-103.B Procedure - Expenses and Payroll – Reimbursements

The Superintendent may authorize staff to submit for reimbursement for travel expenditures or other pre-approved expenditures. The District shall meet all guidelines established in the Uniform System of Financial Records (USFR) with respect to reimbursement for expenditures, including the Arizona Department of Administration's (ADOA) travel policy and the State of Arizona Accounting Manual (SAAM).

The District shall implement adequate internal controls in compliance with the above referenced standards. All employee and Governing Board member travel shall be approved in advance.

Reimbursement shall be at applicable rates and thresholds established by ADOA and as permitted by SAAM. Travel claims shall be submitted in a timely manner and in the proper fiscal year.

Staff and Board members must submit a request for reimbursement at the allowable daily rate as defined by ADOA.

Certain reimbursements may be taxable. The employee or Board member shall be responsible for any tax consequence or liability.

Expenses and Payroll

© 3-103.C Procedure - Expenses and Payroll – Expenditures

The District shall comply with the Uniform System of Financial Records (USFR) and statutory requirements to maintain effective internal control over expenditures.

A. Accounts

The District shall separate the responsibilities of expenditure processing (voucher preparation, record keeping, and authorization) among employees to the extent possible.

The District shall not authorize expenditures from budget-controlled funds such as the maintenance and operation fund, unrestricted capital outlay, adjacent ways, classroom site funds, or federal and state grant funds in excess of the adopted budgets, except for expenditures authorized by the County Board of Supervisors.

The District shall not authorize expenditures from cash controlled funds unless sufficient cash is available in the funds unless otherwise expressly permitted by statute.

B. Purchase Orders

Staff shall prepare sequentially numbered purchase orders that are approved by an authorized District employee for all District expenditures before the goods or services are ordered, except for exempted items such as salaries and related costs, utilities, and in-state travel, when a written contract is prepared, or if an emergency purchase is required.

Blanket purchase orders may be used for purchases of a recurring nature from the same vendor within a specified time frame, such as maintenance supplies and food service items. Blanket purchase orders should state a definite time period that the purchase order is in effect and a specific dollar limit. Invoice amounts paid against a blanket purchase order should be deducted from the total limit to determine the remaining unexpended balance. Staff will periodically review open blanket purchase orders and close purchase orders outstanding for more than the specified time period. All blanket purchase orders should be closed with the vendor at year end.

C. Receiving Reports

The District shall prepare receiving reports for all goods and services received except exempted items. The date of receipt, quantity received, and signature of the recipient should be included on the receiving report.

Expenses and Payroll

© 3-103.D Procedure - Expenses and Payroll - Credit Card

The District may authorize the use of credit cards or purchasing cards (p-cards). If the District authorizes, it shall comply with the Uniform System of Financial Records (USFR) and statutory requirements regarding use of credit cards or p-cards. The District shall procure a vendor for use of the credit card program as required.

The District shall implement effective internal controls to help reduce the risk of unapproved or fraudulent transactions. These controls may include:

1. Authorizing an employee to oversee the issuance and use of cards;
2. Outlining the purposes for which the cards may be used;
3. Adopting specific guidelines regarding which employees should be issued cards and the specific restrictions and limits that should be placed on individual cards, including the maximum single transaction amount and monthly purchase limits;
4. Creating requirements for canceling or inactivating a card;
5. Addressing how to handle disputed charges;
6. Establishing a designated employee to coordinate card accountability for each school site or department that uses the cards;
7. Prohibiting card users from splitting purchases into smaller transactions;
8. Accounting for the physical security of cards and maintaining records to track cards;
9. Canceling inactive or lost cards;
10. Signing out of cards if appropriate;
11. Training card users and staff who process purchases; and
12. Use of a card user agreement that authorizes withholding of wages in the event of misuse and outlines other consequences.

The internal control procedures established for card usage shall be designed to ensure purchases are properly authorized, for an appropriate District purpose, within budget for budget-controlled funds or available cash balance for cash-controlled funds and made in accordance with procurement requirements.

Expenses and Payroll

© **3-103.E** Requirement for Prior Written Approval of Overtime Assignments:

Supervisors shall schedule workloads to keep overtime to a minimum. Overtime work shall not be encouraged or performed unless absolutely necessary.

Before an employee undertakes an overtime assignment, the employee must have the prior written authorization of the employee's immediate supervisor. Except in actual emergencies that threaten health, safety, or property, the supervisor, building principal, or other person requesting the overtime also must obtain approval for the overtime from the Chief Financial Officer/Business Manager or the Superintendent before the work is performed.

B. Work Week Designation

Each work week will be from 12:01 a.m. Monday until midnight Sunday.

C. Nonapplicability to Exempt Employees

This procedure does not apply to employees who are exempt from coverage under the Fair Labor Standards Act.

D. Overtime Compensation

If the District requests that a non-exempt employee covered by the Fair Labor Standards Act of 1938, as amended ([29 U.S.C. 201](#) *et seq.*) (FLSA) work beyond a forty (40) hour workweek, the employee shall be entitled to overtime compensation as follows:

For each hour worked over forty (40) in any workweek, the employee shall be entitled to compensatory time off at the rate of one and one-half (1½) hours for each hour of overtime worked. Notwithstanding the foregoing, an employee's supervisor may direct, by so informing the employee prior to the performance of the requested overtime, that the employee shall be paid overtime compensation for such work, rather than receiving compensatory time off.

Employees may not accrue more than fifteen (15) hours of compensatory time off (10 hours of actual overtime worked). Any employee who accrues fifteen (15) hours of compensatory time off shall be paid overtime compensation for any additional overtime if it is not reasonably possible for the employee to take compensatory time off.

Compensatory time must be used within sixty (60) days of when it is accrued.

An employee who has accrued compensatory time off should direct any request for the use of that time to the employee's supervisor. Requested time off shall be made

available on a case-by-case basis and will not be granted if, in the opinion of the employee's supervisor, the request would unduly disrupt the District's operations.

Accrued compensatory time off does not carry over from year to year and must be used before July 1 of each year. If it is not practicable for the employee to use the employee's accrued time off by June 30, the employee shall be paid overtime compensation in lieu of the accrued compensatory time off.

If the employee leaves the District before using the employee's compensatory time off, the employee shall be compensated at one and one-half ($1\frac{1}{2}$) times the rate the employee was earning when the overtime was worked.

In determining eligibility for overtime compensation or compensatory time, compensatory or other time taken during any workweek shall not be counted as hours worked during that work week.

Overtime compensation shall be paid at the rate of one and one-half ($1\frac{1}{2}$) times the employee's regular hourly rate for each hour worked over forty (40) in the workweek for which the employee works overtime.

Overtime compensation shall be calculated at the rate earned by the employee at the time the work was performed.

3-100 Fiscal Management

© 3-104 Property Controls

The District shall manage and control District property.

The storage, maintenance and accounting of all capital assets, supplies, equipment, and materials shall meet the requirements of the Uniform System of Financial Records (USFR), the Arizona Department of Administration's General Accounting Office, the federal Education Department General Administrative Regulations (EDGAR), state regulation, and any applicable federal systems management requirements and federal regulation.

Inventories

The District shall maintain an inventory of capital assets, equipment, non-consumable supplies, stewardship items, and other property. The District's inventory system shall establish the accounting method by which the inventory is maintained, the manner in which items are requisitioned by authorized school personnel, and a system for inventory control. The District shall complete a physical inventory as required under state or federal regulations.

Capital Assets

The capital assets inventory shall include all land, land improvements, buildings, building improvements, and equipment with unit costs of \$5,000 or more. The Governing Board may establish a lower capitalization threshold if it is consistently applied to all related assets.

Stewardship List

The stewardship list shall include all significant equipment not contained on the capital assets inventory list if equipment unit costs \$1,000 or more but less than the District's adopted cost threshold for capitalization and shall contain the information required by the USFR. The District may include unit costs less than \$1,000 to prevent theft or misuse for high risk items, including but not limited to laptop computers and other technology.

All property with a unit cost of \$50 or more should be identified as District property and maintained with appropriate physical security, consistent with the USFR.

Supplies

The District shall purchase supplies, equipment, and material as necessary to operate the schools. The District shall establish effective internal control procedures regarding supplies inventories to provide accurate financial reporting and to physically safeguard such inventories. The District may use several different types of supplies inventories, including but not limited to inventories for educational supplies, office supplies, custodial and cleaning supplies, food supplies, and repair and maintenance supplies.

Lease

The Governing Board authorizes the Superintendent to lease District supplies, equipment and materials to outside individuals or agencies for purposes that are not in conflict with any federal or state laws or Board policy. The District may permit outside individuals or agencies to rent, lease or use devices, supplies, material, or equipment for any lawful purpose. The District shall charge a reasonable use fee for the lease of devices, supplies, materials, or equipment according to a schedule approved by the Governing Board.

Loss Control

The District shall implement security controls to prevent theft, loss, unauthorized use, or damage to District property.

Reimbursement

Any individual or agency shall be required to reimburse the District for the cost to repair or replace any devices, supplies, material, or equipment that are lost or damaged.

Students using District-provided devices, textbooks, subject-matter materials, supplementary books, or instructional computer software are responsible for loss of or any damage to these items. A student who needs a second copy of a textbook or materials shall be required to pay for it unless such is required for the student to access learning under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act.

Monies collected for lost or damages items shall be used in addition to budgeted monies for purchase of new textbooks, subject-matter materials, supplementary books, or instructional computer software.

Any funds collected from students shall be accounted for and used as required under the USFR.

Adopted:

Legal Authority:

[A.R.S. § 15-326](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-727](#)

[A.R.S. § 15-729](#)

[A.R.S. § 15-1105](#)

[Ariz. Admin. Code R7-2-1023, -1029, -1131](#)

Uniform System of Financial Records

[2 C.F.R. § 200.300](#) *et seq.*

[2 C.F.R. § 200.313](#)

EA

Support Services Goals / Priority Objectives

In order to provide services that are supportive of the educational program, the Board establishes the following broad goals.

A. Operations and maintenance of plant:

1. A school plant operated and maintained to provide for the safety, health, and comfort of all of its occupants.
2. A school plant operated and maintained with sufficient flexibility to facilitate the achievement of curriculum objectives and changes.

B. Transportation:

1. Provision of transportation of pupils whose homes are beyond a reasonable walking distance to the nearest or assigned school.
2. Provision of maximum protection of the health and safety of all transported pupils in adequate comfort.
3. Use of transportation facilities to enrich the educational program.
4. Efficient services at the lowest possible cost consistent with the above-stated objectives.

C. Food services:

1. Availability of food to meet the school-day nutritional needs of students.
2. Efficient, economical, and effective units of operation at minimal cost.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.15-341

EDA

MATERIALS AND EQUIPMENT RECEIVING AND WAREHOUSING

(Receiving Goods)

The receiver of goods, equipment, supplies, and services shall be responsible for verification of quantity, description, and good order of items included on purchase orders.

Adopted: date of Manual adoption

EDA-R

MATERIALS AND EQUIPMENT RECEIVING AND WAREHOUSING

(Receiving Goods and Authorizing Payments)

It is desirable to properly document the receipt of all materials purchased by the District. In addition, all capital goods must be properly identified, and the location recorded in the inventory records of the District. It is also desirable to establish a system that protects employees who must be responsible for these goods.

To provide the necessary protection, the following procedures are required:

- A. A central warehouse shall be maintained by the District. The administration of the warehouse shall be the responsibility of the purchasing agent. A warehouse supervisor will be responsible for all materials, supplies, and equipment delivered by vendors to the warehouse.
- B. Distribution from the warehouse to individual schools or departments shall occur only as a result of properly executed requisitions and (if required) purchase orders.
- C. All shipments will be made to the District warehouse. The only exceptions would be items such as small food purchases that are not ordinarily delivered, nonstocked emergency maintenance items, and items of a purchase order that have been identified to be delivered to locations other than the warehouse. Any further exceptions must have written approval from the purchasing agent or the Associate to the Superintendent of Budget and Finance and accounting. Timely placement of orders will preclude the necessity of having purchases picked up by district employees and processed on a special-handling basis. Advance planning will be mandatory.
- D. Special orders picked up by District employees (with prior approval) must be processed through the warehouse. Items must be accompanied by a copy of the purchase order and invoice.
- E. Each school will designate a specific receiving person and one (1) designated alternate. The receiving person will be required to sign the green copy of the purchase order if the order is completed when the warehouse makes delivery. If partial delivery, the receiving person will sign a duplicated copy of the purchase order for each delivery until the order is complete.
- F. Warehouse personnel will open and inspect in detail all shipments received at the warehouse.
- G. The school receiving person should notify the purchasing department and/or the warehouse immediately if there is a disagreement with the receiving report and items delivered. If the warehouse is notified, warehouse personnel will immediately notify the purchasing department for instructions on returning or replacing the items involved.
- H. Upon return of the green or duplicated copy, the warehouse will approve payment and forward the copy to the accounts payable department for payment.

If the purchase order has been completed, the pink receiving copy is retained at the warehouse as a permanent receiving copy.

- I. On partial shipments, the last four (4) steps immediately above will be repeated for each partial shipment.
- J. Items obtained on approval must be on a purchase order and returned to the purchasing department for return to the vendor. Items must be returned within the specified time allowed by the vendor.
- K. Each school shall establish a secure area that will protect received goods from possible loss until the receiving person can perform an inspection of the order. If storage is impractical, the receiving person will perform inspection immediately upon receipt

EEB-RA

BUSINESS AND PERSONNEL TRANSPORTATION SERVICES

(District Vehicles)

District vehicles may be requested by Governing Board members or District employees for District travel purposes. Vehicles will be assigned on a first-come, first-serve basis; however, preference in the assignments of District vehicles shall be given to travel events which involve the transportation of students.

Employees Driving District Vehicles

Employees assigned District vehicles shall be responsible for returning the vehicles to the transportation department prior to utilizing vacation time.

If an employee assigned a District vehicle suffers a long-term illness (in excess of five [5] working days), every effort shall be made to return the vehicle to the transportation department. If an employee is unable to do so, arrangements must be made with the transportation department to have the vehicle picked up and returned to the appropriate District facilities.

No employee shall be assigned a District vehicle on a full-time basis. Assignment shall be limited to individual travel events.

Lending or Renting of Vehicles

No vehicle owned by the District shall be loaned or rented to an individual or organization unless such individual or organization is associated with the District. The express permission for such use shall be given by the Superintendent or a member of the staff designated by the Superintendent.

Proof of Liability Insurance

No individual or organization shall be loaned or rented a vehicle owned by the District except upon proof of liability insurance for the vehicle's use or rental. Such insurance shall provide coverage of no less than three million (\$3,000,000) per incident and five million (\$5,000,000) in the aggregate and shall name the District as a co-insured.

Smoking in District Vehicles

Smoking or possession of any tobacco product is prohibited, at all times, by any person in any vehicle owned by the District.

EEB-RB

Business and Personnel Transportation Services

(District Vehicles)

Twenty-Four Hour Vehicle Assignments

No District vehicles shall be assigned to any individual on a full-time twenty-four (24) hour basis.

Transportation of Students

The safety of students is of paramount concern. Wherever possible, students should be transported in District

vehicles which bear the District's name. The transportation office shall give preference to requests for District vehicle assignments that involve the transportation of students.

Where District vehicles are not available or, where in the case of urgent student transportation needs, timely assignment of a District vehicle cannot be assured, use of personal vehicles to transport students is authorized.

Students transported in District or personal vehicles shall ride in the rear seat of the vehicle. No transportation of students on motorcycles is permitted.

Only persons authorized by the Superintendent shall transport students, whether in District or personal vehicles.

3-100 Fiscal Management

© 3-105 Disposition of Property

The Superintendent shall dispose of surplus property consistent with the State Board of Education's procurement code for school districts (School Procurement Code), the Uniform System of Financial Records (USFR), the Arizona Department of Administration's Surplus Property Management Office (ADOA) and the federal Education Department General Administrative Regulations (EDGAR). The Superintendent shall authorize the disposition of surplus property except where Governing Board authorization is specifically required.

The Governing Board may enter into an agreement with ADOA for the disposition of its surplus property if the District determines that the surplus property disposition by ADOA will not affect the District's normal operations.

The District may donate surplus or outdated property, including learning materials, educational equipment, and furnishings to community nonprofit organizations if the Board determines the cost of selling the items is equal to or greater than market value of the property.

The District may sell used equipment to a charter school or private school before attempting to sell or dispose of the equipment by other means. The Board may offer outdated learning materials, educational equipment, or furnishings to current pupils at the fair market value of the item before the property is offered for public sale.

The District may offer surplus property through competitive sealed bids, public auction, established markets, trade-in, posted prices, or surplus state property consistent with the School Procurement Code and the USFR.

Board members and employees may not directly or indirectly purchase surplus property if they have been directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus property.

Upon approval of the Board, surplus property that has no market value or whose cost of disposal exceeds the market value may be destroyed and discarded.

The District shall dispose of real property or school buildings as authorized by statute.

Adopted:

Legal Authority:

[A.R.S. § 15-326](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[Ariz. Admin. Code R7-2-1001](#) *et seq.*

Uniform System of Financial Records

[2 C.F.R. § 200.300](#) *et seq.*

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3-100 Fiscal Management

© 3-106 Federal Grants and Other Funding Sources

The District may consider and apply for funding from local, state or federal sources for the purpose of completing its educational mission.

The District may submit proposals to private entities and other sources of revenue to subsidize activities and programs.

As a recipient of any federal grant or funding, the District shall comply with all requirements, including but not limited to ensuring that such funds supplement but do not supplant other funding sources should the grant so require.

The Governing Board has exclusive authority to accept gifts, grants and donations to the District.

The Board may accept and dispose of any funds, gifts, grants, or bequests of any asset(s) in accordance with any requirements under state law and the intent of the instrument conferring title.

Adopted:

Legal Authority:

[A.R.S. § 15-326](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-1224](#)

Federal Grants and Other Funding Sources

© 3-106.A Procedure - Federal Grants and Other Funds - Federal Grants

The District shall comply with all requirements of the Arizona Department of Education with respect to the monitoring of all federal grants that are processed through that office.

The District shall adhere to all requirements for the federal grant in relevant compliance categories, including but not limited to creation of all records as required by the federal agency, payroll expenditures, non-payroll expenditures, asset management, and grants management.

The District shall audit its federal grants as required.

Federal Grants and Other Funding Sources

© 3-106.B Procedure - Federal Grants and Other Funds - Acceptance of Gifts and Donations

The District reserves the right to refuse to accept any gift that does not contribute toward the achievement of District goals or if the ownership of the gift would tend to adversely affect the District. The District shall use any donation accepted to further its education mission and will attempt to honor the intent of the donor.

Any gift accepted by the Governing Board shall become the property of the District, may not be returned without Board approval, and is subject to the same controls and regulations as other District properties. The District shall account for any gift or donation received in the requisite inventory and shall deposit any funding received in a separate bank account if authorized or with the County Treasurer in compliance with the Uniform System of Financial Records (USFR).

The District shall not accept any gift or donation that would violate procurement requirements. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

District employees do not have authority to accept gifts and donations on behalf of the Board.

DDA

FUNDING SOURCES OUTSIDE THE DISTRICT

The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.

Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.

The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.

The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.

Grants from Private Sources

The Governing Board may accept on behalf of and for the School District any bequest or gift of money or property for a purpose deemed by the Governing Board to be suitable, and to utilize such money or property so designated. The acceptance of gifts of real property shall be submitted to the electorate unless:

- A. The gift occurs in lieu of a purchase already authorized and funded by a bond election; or
- B. The gift is one that involves no hidden or indirect costs to the District and no other expenditure as a condition of acceptance of the gift.

The Superintendent shall set up a procedure for examining and evaluating offers of gifts to the school District and criteria to be met in the acceptance of gifts.

Every gift shall be given to the School District as a whole, and not to a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

If not inconsistent with the terms of the gifts, grants, and devises given, any balance remaining after expenditures for the intended purpose of the monies have been made shall be deposited in accordance with state law.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S. 15-341

CROSS REF.:

KCD - Public Gifts/Donations to Schools

DDA-R

FUNDING SOURCES OUTSIDE THE DISTRICT

(Grants from Private Sources)

Any gift presented to the School District must be accompanied by a letter from the donor for official action and recognition by the Governing Board.

To be acceptable, a gift must satisfy the following criteria:

- A. It will have a purpose consistent with those of the school.
- B. It will be offered by a donor acceptable to the Governing Board.
- C. It will not add to staff load.
- D. It will not begin a program that the Governing Board would be unwilling to take over when the gift or grant funds are exhausted.
- E. It will not bring undesirable or hidden costs to the School District.
- F. It will place no restriction on the school program.
- G. It will not be inappropriate or harmful to the best education of pupils.
- H. It will not imply endorsement of any business or product.
- I. It will not be in conflict with any provision of the school code or public law.

Any gifts, grants, or bequests shall become School District property.

Before approval by the Governing Board, except in instances where the gifts are by will or similar disposition, all donors shall consult with the Superintendent and principal before gifts are presented to ensure usability of such gifts.

A letter of appreciation signed by the President of the Governing Board and by the Superintendent shall be sent to the donor.

3-100 Fiscal Management

© 3-107 Fiscal Accounting and Financial Reporting

The Governing Board shall establish a school calendar that maintains at least one hundred and eighty (180) days of instruction and that requires the requisite amount of instructional time for purposes of calculating students' average daily membership.

The District shall account for all revenues, expenditures, and fund balances in accordance with the requirements of the Uniform System of Financial Records (USFR).

The District may apply to the State Board of Education to assume accounting responsibility in accordance with state law.

The Superintendent is responsible for the preparation and presentation of an annual financial report for the prior fiscal year to the Governing Board for approval by October 15 of each year. The District shall publish the annual financial report by November 15.

The Superintendent is responsible for the preparation and presentation to the Board of any other report as required by state or federal law or regulation, including but not limited to K-3 reading expenditure budgets, teacher experience information, classroom site fund narrative summaries, transportation route reports, impact aid reports, federal project completion reports, and annual English language learner reports.

Adopted:

Legal Authority:

[A.R.S. § 15-341](#)

[A.R.S. § 15-756.10](#)

[A.R.S. § 15-901](#)

[A.R.S. § 15-904](#)

[A.R.S. § 15-914.01](#)

[A.R.S. § 15-977](#)

[A.R.S. § 15-991](#)

Uniform System of Financial Records

IA

INSTRUCTIONAL GOALS AND OBJECTIVES

The primary mission of Amphitheater Unified School District is to provide its children with a quality education. This will be accomplished by producing and maintaining a learning environment that fosters current and future productivity and satisfaction.

In its relationship with the instructional program, the Governing Board hopes to make its finest contribution to education in our community. The Board sees itself supporting and facilitating the efforts of the faculty.

Fine teachers, administrators and other instructional personnel need several kinds of important help from laymen. Most important of all, they need to know what the community expects children and youths to learn. Accordingly, the Governing Board establishes and is attentive to the purposes for its schools.

The Board believes how school is to be taught is the prerogative of the staff as guided by the District mission, vision, goals and values, and as anchored by educational standards. The Governing Board's contribution to that operation is to provide the needed equipment, materials of instruction, services, and such other facilitating action as may be requested.

The Governing Board is interested, too, in supporting the staff's continuing efforts to improve the instructional program and assumes that there is always room for improvement.

The School District should have a comprehensive system of constructive evaluation whereby school programs and student progress can be continually appraised. The staff will present to the Governing Board student achievement data, based on the District's goals and objectives, which will enable the Governing Board to evaluate the educational system, guide improvement efforts, and foster community support of schools.

Schools should establish a code of discipline commensurate with community and legal standards.

The Governing Board expects the school system to affect the following goals (product goals) for each student:

- A. *Goal 1.* Each student should develop a healthy self-concept.
- B. *Goal 2.* Students should develop skills needed to enter the world of work with an awareness of opportunities and requirements related to specific vocations and advanced education. Each student should become a contributing member of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

- C. *Goal 3.* Each student should acquire attitudes, knowledge, and habits that permit functioning effectively as a responsible citizen.
- D. *Goal 4.* Each student should acquire good health habits and an understanding of conditions necessary for maintaining physical and emotional well-being.
- E. *Goal 5.* Each student should have opportunities for the development of understanding and appreciation of human achievement in the humanities, fine arts, and sciences.
- F. *Goal 6.* Each student should have the opportunity to develop a wide variety of interests.
- G. *Goal 7.* Each student should be exposed through active participation to situations that encourage them to ask questions, make decisions, accomplish tasks, test new things, examine alternatives, and express creative thinking.
- H. *Goal 8.* Each student should develop self-discipline by becoming aware of the benefits of good discipline and should be willing to assume responsibility for their own actions.
- I. *Goal 9.* Each student should develop skills in mathematics, reading, writing, speaking, and listening to the maximum level of their individual abilities.

Adopted: date of Manual adoption

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction

IB

ACADEMIC FREEDOM

Freedom of Speech

Personnel of the School District are expected to exercise their constitutionally guaranteed right to freedom of expression. The Governing Board recognizes that no freedom is absolute and reminds employees they are representatives of the District and should use discretion when exercising their right to freedom of speech.

Academic Freedom

Educators must be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within their own professional groups. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Freedom of speech must be exercised within the context of the basic ethical responsibilities of the profession. Those responsibilities include:

- A. A commitment to democratic tradition and its methods.
- B. A concern for the welfare, growth, and development of children.
- C. An awareness of the method of scholarship.
- D. An application of good taste and judgment in selecting and employing materials and methods of instruction.
- E. An awareness of the needs and sensitivities of the community.
- F. The obligation to teach state standards.

Adopted: date of Manual adoption

ICA

SCHOOL CALENDAR

In a regular meeting no later than February of each year, the Governing Board shall adopt and direct the dissemination of the school calendar for the following school year. In advance of the meeting, the Superintendent shall submit a proposed calendar resulting from adequate prior consultation with District employees represented, if they desire, by their employee organizations.

The school year shall be considered to include:

- A. A specified number of teaching days (or equivalent), to be not less than the number specified by state statute.
- B. If an emergency arises that requires the closing of school(s) for one (1) or more day(s), certificated employees will work an equal number of days without additional pay making up the cancelled day(s). Support staff employees who do not work will not receive pay on a day of a school closing but will be paid for work on a subsequent make up day.
- C. A day or days at the beginning of the school year for orientation of new staff members.
- D. A day before schools open and a day after schools close.
- E. A day or days for planned in-service educational programs for staff members.

Major changes in the school calendar will be made by the Governing Board upon recommendation by the Superintendent following consultations with employees as indicated above.

Adopted: date of Manual adoption

ICA-E

SCHOOL CALENDAR

This document may be found on the [District's website](#).

ID-R

SCHOOL DAY

The school day shall be arranged and scheduled by the administration, within the limitations of school facilities, employee organization agreements, and requirements of state laws and regulations, so as to offer the greatest return educationally for the time spent.

Students

In accordance with state law, the following guidelines, or their annualized equivalents, regarding the length of the instructional day shall be maintained:

- A. *Kindergarten students* must be enrolled in the kindergarten program for a minimum of one hundred twenty (120) minutes each day, or six hundred (600) minutes per week, not including lunch periods and recess periods.
- B. *First, second, and third grade students* must be enrolled for a minimum of two hundred forty (240) minutes each day, or one thousand two hundred (1,200) minutes per week, not including lunch periods and recess periods.
- C. *Fourth, fifth, and sixth grade students* must be enrolled for a minimum of three hundred (300) minutes each day, or one thousand five hundred (1,500) minutes per week, not including lunch periods and recess periods.
- D. *Seventh and eighth grade students* must be enrolled for a minimum of three hundred sixty (360) minutes each day, or one thousand eight hundred (1,800) minutes per week, not including lunch periods and recess periods.
- E. *High school students* must be enrolled in a minimum of four (4) subjects or the equivalent thereof that count toward graduation.

Employees

All employees shall comply with the rules and regulations of the school in which they are employed with respect to hours worked per day as it pertains to each school's opening and closing hours, lunch periods, etc.

A workday is generally construed to be of a full eight (8) hours duration, with exact times determined by the respective administrative officials.

Fiscal Accounting and Financial Reporting

© 3-107.A Procedure - Fiscal Accounting and Financial Reporting – Accounting

The District shall maintain accounting standards as provided by the Uniform System of Financial Records (USFR).

If the District maintains its own accounting responsibility, it shall operate with independence from the County with respect to revenues and expenditures, including allocating revenues, monitoring vouchers, authorizing and issuing warrants, and maintaining and verifying staff records for certification and payroll purposes.

Fiscal Accounting and Financial Reporting

© 3-107.B Procedure - Fiscal Accounting and Financial Reporting - Annual Financial Report

The Superintendent shall present the annual financial report to the Governing Board for the previous fiscal year by October 15 of each year. The Board shall submit the annual financial report to the Arizona Department of Education (ADE) and the Superintendent of Public Instruction.

The annual financial report shall be in the format prescribed by the Auditor General.

The District shall publish its annual financial report by November 15 of each year in one of the following manners:

1. In a newspaper of general circulation in the District;
2. By electronic submission to ADE for publication on its website;
3. In the official newspaper of the County; or
4. By mailing to each household in the District.

If published electronically, the District shall maintain a link on its website to the annual financial report. If published in a newspaper, the size of the newspaper print shall be at least eight-point type and the publisher's affidavit of publication shall be filed by the Board with the Superintendent of Public Instruction within thirty (30) calendar days after publication.

Fiscal Accounting and Financial Reporting

© 3-107.C Procedure - Fiscal Accounting and Financial Reporting - Transfer of Accounting Responsibilities

The District may apply to the State Board of Education to assume accounting responsibilities. The District may request an evaluation by the Auditor General's office to obtain its recommendation. The District shall notify the County Treasurer and the County School Superintendent of its intention in a timely manner in the fiscal year preceding the fiscal year of implementation.

The District shall develop an accounting responsibility plan that contains all items as required by statute, including:

1. Administrative and internal accounting controls designed to achieve compliance with the Uniform System of Financial Records (USFR);
2. Procedures for approving, preparing, and signing vouchers and warrants;
3. Procedures to ensure verification of administrators' and teachers' certification records with the Arizona Department of Education for all classroom, administrative personnel, and others required to hold a certificate;
4. Procedures to account for all revenues, including allocation of certain revenues to funds;
5. Procedures for reconciling the accounting records monthly to the County Treasurer;
6. A compilation of resources required to implement accounting responsibility, including, at a minimum, personnel, training, and equipment, and a comprehensive analysis of the budgetary implications of accounting responsibility for the school district and the County Treasurer.

If the State Board of Education approves the assumption of the accounting responsibility for the District, the District shall contract with an independent certified public accountant for an annual financial and compliance audit.

3-100 Fiscal Management

© 3-107.D Procedure - Fiscal Accounting and Financial Reporting - Calculation of Average Daily Membership

The District shall follow all guidance issued by the Arizona Department of Education in accounting for student enrollment, attendance, accounting and reporting policies, procedures, and forms.

The District shall ensure that the instructional day contains the requisite number of instructional minutes as prescribed in state law or regulation for each grade level or program.

Pursuant to A.R.S. § 15-901(A)(1), the District shall withdraw a student for purposes of counting the student in the District's average daily membership if the student is absent for ten (10) consecutive school days, except for excused absences as identified by the Arizona Department of Education. A student who is absent for nine (9) or fewer consecutive school days (including the last day of the school year) is not a withdrawal.

Fiscal Accounting and Financial Reporting

© 3-107.E Procedure - Fiscal Accounting and Financial Reporting - Instructional Time Model

The District may adopt an Instructional Time Model (ITM) pursuant to [A.R.S. § 15-901.08](#) to meet instructional hour requirements through activities such as remote instruction, project-based learning, mastery-based learning, weekend courses, and evening courses.

The District may define instructional time and instructional hours to include any combination of 1) in-person instruction; 2) remote instruction; 3) partial proxies for time such as completed assignments and projects; and 4) extracurricular activities aligned with course objectives.

The District may offer a mastery-based model of instruction rather than a seat timed based model. The District may promote a student to the next grade level (with parent permission) if the student achieves mastery in each of the required subjects according to adopted State Board academic standards.

The District must hold two public hearings prior to the adoption of an ITM.

The District shall notify the Arizona Department of Education using its prescribed template of the adopted ITMs and the contents. The District shall comply with the notice requirements to parents of its ITM and of any requirements particular to a student, such as achievement of a mastery level.

3-100 Fiscal Management

© 3-108 Audits

The District shall conduct an annual or biennial audit as required by state or federal law and in compliance with generally accepted auditing standards and the Uniform System of Financial Records (USFR).

Independent Auditors

The Superintendent shall implement procedures that comply with all state and federal requirements for District fiscal management and audits. The Superintendent shall contract with an independent certified public accountant for an annual financial and compliance audit.

Roll Call Vote

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote. The Superintendent will provide Board members access to audit reports and the USFR compliance questionnaire as part of submitting the District's audit for Board acceptance.

Posting Requirements

The District shall prominently post on its website home page a display of the percentage of every dollar spent in the classroom by the District from the most recent status report issued by the Auditor General.

The District shall prominently post average teacher salary information on its website separately from the budget, including:

1. The average salary of all teachers employed by the District for the budget year;
2. The average salary of all teachers employed by the District for the prior year;
3. The dollar increase in the average salary of all teachers employed by the District for the budget year; and
4. The percentage increase in the average salary of all teachers employed by the District for the budget year.

Adopted:

Legal Authority:

[A.R.S. § 15-213](#)

[A.R.S. § 15-903](#)

[A.R.S. § 15-914](#)

[A.R.S. § 15-914.01](#)

[A.R.S. § 41-1279.03](#)

[Ariz. Admin. Code R7-2-803](#)

Uniform System of Financial Records

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Audits

© 3-108.A Procedure - Audits - Audit Requirements

The District will commission either an annual or a biennial audit as required by the Uniform System of Financial Records (USFR) and state and federal law. The District will procure an independent certified public accountant to perform the requisite audit(s) using generally accepted auditing standards.

If the District has an adopted expenditure budget of \$2,000,000 or more for the Maintenance and Operation (M&O) Fund, the District shall contract for an annual financial statement audit. If the District has an adopted expenditure budget of less than \$2,000,000 but more than \$700,000 for the M&O Fund, the District shall contract for a biennial financial statement audit. Audit reports are due for the previous fiscal year to the Auditor General by March 31.

If the District spends \$750,000 or more annually in federal awards, the District shall comply with the federal annual single audit requirements, requiring an audit of financial statements and federal programs.

If permitted by federal law, the District may convert to a biennial audit schedule if the previous annual audit conducted pursuant to this procedure did not contain any significant negative findings. If a biennial audit of the District contains any significant negative findings, the District shall convert back to an annual audit schedule. If the District is required to convert back to an annual audit schedule because of significant negative findings, the District may subsequently convert to a biennial audit schedule if the previous two annual audits did not contain any significant negative findings. For the purposes of this Procedure, "significant negative finding" means a finding that results in the issuance of a letter of noncompliance from the Auditor General.

Audit contracts and contract amendments shall be submitted to the Auditor General before the District signs the contract and the audit firm begins work.

In connection with any audit, the District shall contract for a systematic review of purchasing practices using methodology consistent with sampling guidelines established by the Auditor General.

3-100 Fiscal Management

© **3-109 Procurement**

The District shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. In connection with the District's procurement of goods, services, or construction, the District shall comply with the Arizona Constitution, [A.R.S. § 38-501 et seq.](#), [A.R.S. § 15-213 et seq.](#), the State Board of Education's procurement code for school districts (School Procurement Code), and the Auditor General's Uniform System of Financial Records (USFR).

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests in accordance with state and federal law. Competitive procurement is required for every expenditure of public monies in excess of the limits specified in [A.R.S. § 41-2535](#).

Governing Board Approval

The Governing Board shall approve all procurements of \$100,000 or more. The Board delegates authority to the Superintendent to approve all procurements under the \$100,000 threshold.

Delegation of Procurement Authority

Pursuant to Arizona [Administrative Code R7-2-1007](#), the Board delegates procurement authority to the Superintendent, who shall serve as the District representative in procurement matters. The Board may separately delegate procurement responsibilities to other employees and permits the Superintendent to delegate authority to other employees according to the process outlined in the School Procurement Code.

Multi-Year Purchases

Subject to Board approval, the District may enter into purchase contracts for up to five (5) years if a multiyear agreement is in the District's best interest. The District shall include requisite findings in the procurement file regarding availability of funding and benefit to the District.

Public Inspection

The District shall make available for public inspection all information, bids, proposals, and qualifications submitted, findings and other information considered in issuing procurement.

Conflict of Interest

In connection with the District's purchase of goods, services, or construction, Board members and District employees shall annually disclose conflicts of interest as required by state and federal law.

Board members and District staff shall file the disclosure of any conflict of interest. If a Board member or District employees or their relatives have a conflict of interest in any procurement of services, equipment, or construction, the Board member or District employee shall refrain from participating in any way in the procurement, including but not limited to making recommendations, giving advice or communicating with anyone involved in the procurement process.

Vendor Relations

District employees who supervise or participate in contracts, purchases, payments, claims, or other financial transactions or who supervise or participate in the planning, recommending, selecting, or contracting for materials, services, goods, construction, or construction services for the District shall not solicit or accept any personal gift or benefit, except as permitted below and by law.

A gift or benefit means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property. A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this Policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen, food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement are invited. Board members and District employees may accept gifts or benefits of nominal value from a vendor as permitted by statute.

Purchase from District Employees or Board Members

The District must use competitive bidding when purchasing any equipment, material, supplies, or services from District employees regardless of dollar amount. This applies to any purchase using District monies, including extracurricular activities fees tax credit, student activities monies, gifts and/or donations.

The Board authorizes purchases from Board members as authorized pursuant to [A.R.S. § 15-323](#). The District must follow all procurement requirements with respect to any purchase from a Board member. Each purchase must be specifically approved by the Board after the appropriate procurement process. The minutes of the Board meeting shall reflect the amount of the purchase. Unless otherwise permitted by statute, the District shall not exceed \$300 for any single transaction with a Board member and the total purchases from any Board member within any twelve (12) month period shall not exceed \$1000.

Job Order Contracting

The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be \$1,000,000 unless otherwise specifically authorized by the Board.

Adopted:

Legal Authority:

[Ariz. Const. Art. IX, § 7](#)

[A.R.S. § 11-952](#)

[A.R.S. § 15-213](#) *et seq.*

[A.R.S. § 15-323](#)

[A.R.S. § 15-382](#)

[A.R.S. § 15-765](#)

[A.R.S. § 38-501](#) *et seq.*

[A.R.S. § 35-393](#) *et seq.*

[A.R.S. § 41-2535](#)

[Ariz. Admin. Code R7-2-1001](#) *et seq.*

Uniform System of Financial Records

DJE

BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 et seq. A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-Verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-Verify requirements.

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. Administrative regulations shall be established to assure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (2C.F.R. 200.321).

Purchases Not Requiring Bidding

Purchases in an aggregate amount of less than ten thousand dollars (\$10,000) may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District.

Written price quotations will be requested from at least three (3) vendors for transactions in an aggregate amount of at least ten thousand dollars (\$10,000) and less than one hundred thousand dollars (\$100,000). If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009, pursuant to A.R.S. 15-213.

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213.

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.

The District is not required to obtain bid security for the construction- manager- at-risk method of project delivery.

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order- contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

Online Bidding

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

Purchases Requiring Bidding

Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.

Public Inspection and Rationale for Awarding a Contract

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. Documentation provided will include information regarding the most advantageous, with

respect to price, conformity to the specifications, and other factors, or whose proposal for qualifications are to be used to select and award the bid. Included in this information will be the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders list or through a school purchasing cooperative. The invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

Registered Sex Offender Prohibition

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to A.R.S. 13-3821, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

Adopted: February 09, 2021

LEGAL REF.:

A.R.S.

11-952

15-213

15-213.01

15-213.02

15-239

15-323

15-342

15-382

15-765

15-910.02

23-214

34-101 *et seq.*

35-391 *et seq.*

35-393 *et seq.*

38-503

38-511

39-121

41-2632

41-2636

41-4401

A.A.C.

R7-2-1001 *et seq.*

A.G.O.

I83-136

I87-035

I06-002

USFR: VI-G-8 *et seq.*

2C.F.R. 200.321

CROSS REF.:

BCB - Board Member Conflict of Interest

DJ - Purchasing

DJG - Vendor/Contractor Relations

GBEAA - Staff Conflict of Interest

JLIF - Sex Offender Notification

GBEAA-R

STAFF CONFLICT OF INTEREST

Nepotism

State law and the Governing Board's policy permit District employment of members of the same family, subject to the following restrictions:

No officer or employee of the District may employ, direct the employment of, or subsequently promote or direct the promotion of a family member who is within the third degree of relationship. The third degree of relationship includes:

Parents/parents-in-law

Brother/sister/brother-in-law/sister-in-law

Spouse

Children/stepchildren

Grandparents

Grandchildren

Procurement

© 3-109.A Procedure - Procurement - Compliance Requirements

The District shall comply with all requisite procurement laws and regulations, including but not limited to the State Board of Education's procurement code for school districts (School Procurement Code) in [Ariz. Admin. Code R7-2-1001](#) *et seq.*

When determining the level of competitive purchasing required (i.e., written quotes, sealed bids or proposals), the District shall consider not only the dollar amount of the current purchase, but the total dollar amount of all like-item purchases that might occur during the fiscal year. If the amount of the good or service that will be needed during the year is uncertain, the District should analyze cumulative purchases of like items for the previous fiscal year and adjust the estimate for any changes (e.g., increased enrollment, new school) that might affect the amount of the good or service needed.

The Superintendent may delegate the Superintendent's procurement authority in a manner that is compliant with [Ariz. Admin. Code R7-2-1007](#).

A. Quotations

Purchases of less than \$10,000 may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District.

Written price quotations will be requested from at least three (3) vendors for transactions of at least \$10,000 but not more than \$100,000 or the threshold as specified in [A.R.S. § 41-2535](#) and Uniform System of Financial Records (USFR) § VI-G. A request for quotations should be issued in sufficient time before the purchase is to be made and in adequate detail to allow vendors to respond effectively. If three (3) written price quotations cannot be obtained, documentation showing that the vendors contacted did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained in the procurement file.

B. Sealed Bids or Proposals

Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than \$100,000. The District may use an alternative form of procurement as authorized.

C. Bidder List

The District shall maintain a prospective bidders' list. Vendors desiring to be included on the District's prospective bidders' list must notify the District. If the District's prospective bidders' list has four (4) or fewer prospective bidders on the list, the District shall publish

notices of the invitation for bids or request for proposals in the official newspaper of the County in addition to issuing an invitation for bids or request for proposals to vendors on the bidders' list.

D. Cooperative Purchasing

In lieu of obtaining quotations or conducting a competitive procurement, the District may purchase materials, services, specified professional services, construction, or construction services with one or more public procurement units pursuant to a cooperative purchasing agreement approved by the Governing Board.

Prior to making a purchase under a cooperative purchasing agreement, the District shall perform due diligence to ensure that the cooperative purchase is in compliance with the School Procurement Code.

Prior to making a purchase through a cooperative purchasing agreement of \$100,000 or more, the District representative shall document the reasons that a cooperative purchasing agreement is advantageous to the District. All purchases made from a cooperative purchasing agreement costing more than \$100,000 shall be approved by the Board.

E. Emergency Purchases

An exception to the requisite procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances should be maintained in the procurement file.

F. Sole Source Procurements

A contract may be awarded for a material, service, or construction item without competition if the Board determines that there is only one (1) source for the required material, service, or construction item. The District may require the submission of cost or pricing data in connection with an award pursuant to [Ariz. Admin. Code R7-2-1053](#). Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole-source procurement shall be retained in the procurement file by the District.

The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.

G. Alternative Procurement

The Governing Board authorizes the use of alternative forms of procurement for construction other than competitive sealed bids, including requests for proposals, construction-manager-at-risk, design-build, and job-order contracting methods of construction.

H. Electronic Bidding/Reverse Auctions

The District may procure goods, services and equipment via electronic, on-line bidding or use reverse auctions as permitted and documented in the School Procurement Code.

I. No Bid Splitting

In determining the method of source selection based upon the aggregate dollar amount of a purchase, the District shall consider the scope and total cost of the entire purchase. Procurement requirements shall not be artificially divided or fragmented so as to circumvent the source selection procedures required by the School Procurement Code.

J. Multiple Year Purchases

The District may enter into purchasing contracts for a period of up to five (5) years if the District determines in writing as follows:

1. The estimated requirements cover the contract period and are reasonable and continuing;
2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement; and
3. If monies are not appropriated or available in future years, the contract will be cancelled.

K. Documentation and Inspection

The District shall make available for inspection all procurement files upon request of a vendor or as otherwise required.

Documentation provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, conflict of interest declarations and other factors, or whose proposal for qualifications are to be used to select and award the bid. The District will include in the procurement file the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders' list or through a school purchasing cooperative. The invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

Procurement

© 3-109.B Procedure - Procurement - Mandatory Contract Provisions

In entering into contracts with vendors/contractors, the District shall require that the following provisions to be included within such contracts.

A. Employment Eligibility (E-Verify)

Each contract shall require the contractor to comply with state and federal laws regarding immigration. The contract or agreement with each contractor shall contain the warranties indicated below:

1. The contractor is in compliance with all federal immigration laws and regulations that relate to their employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of this warranty shall be deemed a material breach of the contract subject to penalties up to and including termination of the contract.
2. The contractor acknowledges that the District retains the legal right to inspect the contractor's papers or subcontractor employee who works on the contract to ensure compliance by the contractor or subcontractor.

The contractor shall provide notice to his employees and supervisors.

B. Fingerprint Clearance Requirement

A contractor, subcontractor or vendor, or any employee of a contractor, subcontractor or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card. The Superintendent may exempt from this requirement a contractor, subcontractor, or vendor whom the Superintendent has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the District. The exemption shall be given in writing and a copy shall be filed in the procurement file.

C. Sex Offender Prohibition

All contracts shall contain language that states as follows:

Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to [A.R.S. § 13-3821](#) will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

D. Cancellation of Contracts

As required by [A.R.S. § 38-511](#), each contract for procurement shall specify that within three (3) years after the execution of any contract made by the District, the District may cancel such contract if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the District is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

Procurement

© 3-109.C Procedure - Procurement - Statutory Exemptions

A. Special Education Services

The District is not required to engage in competitive bidding to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Arizona Department of Education Division of Exceptional Student Services.

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Institute for the Blind, certified nonprofit agencies that serve individuals with disabilities, and Arizona Correctional Institutes if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

B. Intergovernmental Agreements

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies are exempt from competitive bidding.

C. Insurance

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs or purchase re-insurance subject to the parameters of A.R.S. § 15-213.

D. Funds Held In Trust

The District may be exempt from compliance in spending extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. The District may be required to competitive bid the use of funds from such accounts if the purchase is from an employee or Governing Board member.

Procurement

© 3-109.D Procedure - Procurement - Construction Procurement

Expenditures for the procurement of construction, materials and services shall comply with the Arizona Constitution, [A.R.S. § 38-501](#) *et seq.*, [A.R.S. § 15-213](#) *et seq.*, the State Board of Education's procurement code for school districts, and the Auditor General's Uniform System of Financial Records (USFR).

Construction is defined as physical changes to land or buildings that materially alter the previous structure or physical condition, including fixed physical additions to land such as concrete, fencing, structural remodeling, major renovations that are not merely maintenance in nature, and major demolitions. All such construction shall be identified, and the estimated aggregate total cost of goods and services for the project shall be made before undertaking the project. This estimated total cost shall determine which procurement methods shall be used.

FA

FACILITIES DEVELOPMENT GOALS / PRIORITY OBJECTIVES

Priority in the development of facilities shall be based on identified educational needs and on programs developed to meet those needs.

The Board establishes these broad objectives for development:

- A. Schools that house the educational programs must be adequate, safe, healthful, and attractive.
- B. Schools must be planned, arranged, equipped, and sufficiently flexible to facilitate the achievement of curriculum objectives and changes.
- C. School and site design must contribute to the occupants' and community's sense of values from practical as well as aesthetic points of view.
- D. A long-term plan for school construction supportive of the school program must be developed and maintained.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

15-342

15-2002 *et seq.*

15-2031

3-200 Facilities

© 3-201 Facilities

The Superintendent has the authority to control and manage District facilities. No employee shall use school facilities in connection with any activity that is not directly related to the employee's job duties without approval of the Superintendent.

Sale/Lease

The Governing Board may call for an election to purchase or sell school facilities or to enter into a long-term lease for more than twenty (20) years but less than ninety-nine (99) years. The Board may also sell or lease school facilities without an election in compliance with state law. The Board shall strive to obtain fair market value for the sale or lease of school buildings and grounds.

The District may not prohibit a charter school or private school from negotiating to buy or lease its property in the same manner as other potential buyers or lessees. The District may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school. The District is not required to sell or lease the building or a portion of the building to a charter school, to any other school or to any other prospective buyer or tenant, except that the District may not withdraw the property from sale or lease solely because a charter school or private school submits the highest offer.

Construction and Maintenance

The Board may call for an election to construct school buildings.

The Board shall construct and maintain all District facilities and buildings in accordance with state, local and federal requirements, including but not limited to any fire codes, building codes, and mechanical codes.

The District shall maintain and train employees regarding its asbestos management plan in compliance with federal regulations.

Minimum Adequacy Standards

The District may maintain school buildings to comply with minimum school facility adequacy guidelines established by the School Facilities Oversight Board (SFOB).

The Board shall not change grade configurations or take any action that would result in a reduction of pupil square footage unless the District notifies the SFOB and receives written approval to take the action.

Closing of a School

The Board shall fix a time for a public meeting on the proposed closure of a school not less than ten days before voting in a public meeting to close the school. At the meeting, the Board shall hear reasons for or against closing the school. The Board is exempt from these requirements if the Board determines that the school shall be closed because it poses a danger to the health or safety of the students or employees of the school.

Advertising

The Board may permit advertising at District facilities in compliance with the provisions of [A.R.S. § 15-342](#).

Adopted:

Legal Authority:

[A.R.S. § 15-119](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-342.04](#)

[A.R.S. § 41-5711](#)

[15 U.S.C. § 2643](#)

FAA

EVALUATION OF FACILITIES **PLANNING AND DEVELOPMENT**

Evaluation Existing Buildings

All existing school facilities will be evaluated periodically for their spatial, thermal, visual, audio, and aesthetic requirements in terms of the desired educational programming, and existing school facilities shall also be evaluated to determine their compliance with current state and federal laws and regulations governing the education of all students, including disabled students.

In addition to the inspections provided by other District personnel, planning for major rehabilitation and remodeling will be incorporated in the school facilities master plan on a scheduled basis.

Determining Extent of New Construction

The extent of new construction shall be determined by the increase in enrollment, by adopted pupil-teacher ratios, by changing educational programs, by the condition of existing facilities, and within the present and projected budgetary limitations.

The extent of new construction shall be determined, in part, by the following:

- A. Size, capacity, and number of buildings shall be determined by the enrollment and intended use, both current and anticipated.
- B. Enrollment information shall be obtained from county agencies, the central administrative staff, and the school administration.
- C. Educational programs shall be prepared first and then accommodated by the architectural design.
- D. Special and community use of facilities shall be considered and provided for to the extent approved by the Governing Board.
- E. New construction shall be provided when modification or expansion of existing facilities is not feasible.
- F. Changes or additions may result from revised pupil-teacher ratios.
- G. As governed by Arizona State law, new construction shall be with voter approval.

Patterns of Participation

The Superintendent and the administrative staff shall involve both the employees and the public in the planning of new construction. In addition, the use of outside educational consultants is encouraged whenever such special expertise would augment school system personnel.

Involving the Staff

The Superintendent shall determine an appropriate level of employee participation in all building projects of the District. When the proposed construction pertains to an existing school, employee participation will be obtained primarily from that school. When the proposed construction is for a new school, the representation will be District-wide.

Upon approval of any project, the director of physical resources:

- A. Will ensure that those affected by the project will have input before the project begins and consultation at appropriate stages throughout the development of the project.
- B. In consultation with involved personnel, will establish a timeline for the completion of the project.
- C. Will ensure that timely planning involving those impacted by the construction schedule takes place in order to avoid, to the extent possible, conflict between school or department activities and construction processes.

Adopted: date of Manual adoption

FB

FACILITIES PLANNING

School District Facilities Master Plan

A School District facility master plan will be maintained and kept up to date. The School District facilities master plan will reflect the needs of current instructional procedures and projected educational programming. The master plan will incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and determination of financial needs for providing the necessary school facilities.

Determining Needs

The significance of providing school facilities that enhance the District's educational program is recognized by the Governing Board. To assure a comprehensive approach to projecting and planning needs, at least the following aspects of need will be considered:

- A. The expanding and changing educational program of the District.
- B. Relations with the total community, and projected developments in those relationships over the years.
- C. Plant and site aesthetics as they affect the education of pupils and feelings of people about their schools.
- D. Changing make-up of our population as to age distribution, educational levels, and the like.
- E. Community planning and zoning.
- F. Financial ability of the School District.
- G. Safety and welfare of pupils.
- H. Relationship between the projected new facilities and those already in existence.
- I. True economy reflecting full value for each tax dollar expended.

The Superintendent is directed to establish such administrative arrangements as the Superintendent may consider necessary to determine such needs. In so doing, a wide range of resources may be drawn upon, including the area utility, commercial, industrial, and governmental entities, as well as the District staff and educational consultants.

Adopted: date of Manual adoption

FB-EA

FACILITIES PLANNING CONSTRUCTION

Planning check list for the development of individual projects:

- A. Determine educational philosophy.
- B. Determine educational program.
- C. Identify facility needs.
- D. Assign priority to each need by school and by total School District.
- E. Assemble priority needs into a list.
- F. Visit school and determine the extent of work listed.
- G. Meet with architect, principal, and others at school.
- H. Select site (if necessary).
- I. Program:
 - 1. Site.
 - 2. Budget.
 - 3. Spaces.
 - 4. Equipment.
- J. Staff revision of educational specifications.
- K. Review revised educational specifications with the Superintendent and consultants.
- L. Preliminary drawings completed.
- M. Preliminary drawings reviewed by principal and consultants.
- N. Revise preliminary drawings.
- O. Preliminary drawings reviewed by:
 - 1. State, county, and city offices as required.
 - 2. School Governing Board review (informal).
 - 3. School Governing Board review (formal).
- P. Compare educational specifications with emerging plans.
- Q. Development of working drawings.
- R. Working drawings reviewed by principal and consultants.
- S. Revise working drawings.
- T. Working drawings reviewed by:
 - 1. City, county, and state officials as necessary.
 - 2. School Governing Board review (informal).
- U. Approval by the Governing Board (formal).

- V. Advertise for bids.
- W. Bids received.
- X. Bids approved by the Governing Board. Note: Bids must include the following items:
 - 1. Performance bond.
 - 2. Labor and materials bond
 - 3. Power of attorney by bonding company.
 - 4. Corporate resolution authorizing signer of contract.
 - 5. Prevailing wage scale.
 - 6. Liability insurance.
 - 7. Worker's compensation insurance.
 - 8. Course of construction property insurance.
- Y. Work start or ground breaking.
- Z. Work in progress with periodic reviews.
- AA. Governing Board inspection and acceptance as substantially complete.
- BB. Project occupied by owner.
- CC. Dedication.

FBA

PLANNING ADVISORS

Involving the Public

New educational programs and/or innovations to educational methods that require the construction of new facilities or the alteration of present facilities, as well as proposed new construction, shall be discussed in public at regular Governing Board meetings and/or with local citizen groups or selected committees.

Using Educational Consultants

The Governing Board recognizes the complexities of providing physical facilities for a dynamic educational program in a rapidly growing community.

Consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories, and consulting firms may be used to augment school system personnel when needed and authorized by the Superintendent.

Adopted: date of Manual adoption

FBA-R

PLANNING ADVISORS

(Involving the Public)

Committees may be appointed by the Governing Board to study specific areas of educational interest or planning.

Meetings shall be scheduled as necessary to permit the public to present their views on matters affecting their particular community or school.

Central administrative staff members shall be available on request to supplement the Governing Board during public presentation of matters involving educational planning.

Visual aids, consisting of drawings, sketches, renderings, models, maps, charts, and other statistical presentations, shall be provided for use at public meetings.

FBB

ENROLLMENT PROJECTIONS

Enrollment forecasts shall be prepared under the direction of the Superintendent, utilizing current enrollment information supplemented with data furnished by the county planning office and other appropriate source data.

Adopted: date of Manual adoption

FBB-R

ENROLLMENT PROJECTIONS

Sources of information to be utilized in forecasting enrollment may include the following:

- A. Public facility plan projections.
- B. Periodic student census.
- C. Principals' reports of current and projected enrollment.
- D. Review and evaluation of proposed rezoning.
- E. Review of approved building permits.
- F. Information submitted by builders and developers.
- G. Reports indicating anticipated and approved number of dwelling units resulting from submitted site plans.
- H. Pima County and state of Arizona birth data.

FD

FACILITIES FUNDING

Financing

The financing of construction projects includes cost estimates, method of financing, payment schedules, and effects on the tax rates. The Superintendent and any designated representatives will explore alternatives and methods of financing for each project and make appropriate recommendations to the Governing Board.

Methods of Financing

Construction projects may be funded from bond funds, capital outlay funds, or levy funds. Usually, smaller projects will be funded from capital outlay or levy funds and large projects will be funded from bond funds.

The use of bond funds implies previous long-range planning. Bond issues, when presented to the voters, should include detailed descriptions of the projects to be financed with the bond proceeds.

The bonded indebtedness of the District is currently limited to thirty percent (30%) of the assessed valuation of the District.

If bond issues are necessary in connection with a construction project, such elections and issues will be conducted strictly in accordance with state law.

Capital outlay and levy projects usually will be contained within one (1) budget year. Such methods of financing will be used to complete projects designated by the Governing Board in the budget planning process. A list of such projects for study by the Governing Board will be developed with input from employees and administrators.

Tax Levies

The impact on the tax rate of each construction project will be determined, and such information will be made available to the Governing Board for use in planning and public discussion.

Adopted: date of Manual adoption

FEB

ARCHITECT / ENGINEER / CONSTRUCTION MANAGER

Professional Services

The Board will appoint certified architects and engineers for professional services as required by building programs.

Architect

The Superintendent's best efforts shall be used to recommend to the Governing Board the selection of an architect capable of successfully carrying out the construction program. In addition, a contract with the architect shall be established, carefully describing the required services and fees.

Selection. After the development of criteria for the evaluation of architects, the Superintendent or the Superintendent's designee shall:

- A. Seek bids from architects, if required by law.
- B. Review bids and/or proposals received from architects.
- C. Recommend to the Governing Board a list of qualified architects.
- D. Provide the Governing Board the information necessary to review and appraise the list of architects submitted to the Board.
- E. Recommend to the Governing Board specific architects or architectural firms for each project from the approved list.

Services. The architect shall:

- A. Develop appropriate designs for facilities that meet the educational needs of the District and satisfy the budgetary constraints established by the Governing Board.
- B. Prepare feasibility studies for additions, alterations, or renovations to existing buildings.
- C. Provide consulting services on technical matters or in support of legal proceedings or public hearings.
- D. Arrange for the technical services required by the owner/architect agreement.
- E. Provide such other services as required by the Governing Board in accordance with the owner/architect agreement.

Contract. A separate contract shall be signed for each project with the architect selected by the Governing Board. The contract shall incorporate District requirements, procedures, and specifications binding upon the architect in the performance of the contractual obligations.

Fees. The architect's fee shall be established by the Governing Board based on the type of services to be rendered and conditions involved.

Engineer

Outside professional engineering services shall be employed whenever District employees lack the expertise to make the engineering judgments and determinations necessary for any given project.

Selection. Services provided by the engineer usually will be upon the recommendation of an architect, after bids are submitted if appropriate. If no such recommendation is possible, the selection procedure shall be the same as for an architect.

Services. The engineer shall:

- A. Develop appropriate designs of required facilities within the budget of the Governing Board.
- B. Prepare feasibility studies of specialized systems.
- C. Provide consulting services on technical matters, or in support of legal proceedings or public hearings.
- D. Provide technical services included in the owner/engineer agreement.
- E. Provide other services requested by the Governing Board within the scope of the owner/engineer agreement.

Contract:

- A. There shall be a written contract entered into between the Governing Board and the engineer, which shall, among other things, define the services to be rendered.
- B. The Governing Board, at its option, may require legal review.

Fees. Agreed fees shall be paid in accordance with the owner/engineer agreement upon submission of invoice to and approval by the Superintendent or the Superintendent's designee.

Adopted: date of Manual adoption

FEB-R

ARCHITECT / ENGINEER / CONSTRUCTION MANAGER

Selection of Architect and/or Engineer

Procedures for selections of architects and/or engineers include the following:

- A. Architects and/or engineers shall submit confidential proposals in response to a "Request for Qualifications" prepared by the District.
- B. Personal interviews may be conducted with architectural and/or engineering firms during selection consideration.
- C. Projects that have been designed by the firms under consideration may be visited to obtain additional background information.
- D. Other clients and contractors may be contacted to further supplement the information available relative to a firm under consideration.
- E. List of recommended architects and/or engineering firms shall be submitted to the Governing Board for selection and appointment.
- F. Preference may be given to firms whose principal owners have demonstrated history of close personal supervision of construction projects.
- G. Recommendations will be made to the Governing Board, which will approve the selection(s) of the most qualified firm(s).
- H. The Associate Superintendent for Budget and Finance shall notify the architects and/or engineering firms of their appointment and prepare an owner/architect agreement.

Services

Engineer. The engineer shall be responsible for providing the following services:

- A. The engineer shall consult and confer with the Associate Superintendent of District Operations to determine the scope of the project, functions desired, budget and time limitations, and such other special or unusual conditions as may require consideration during the design stage.
- B. The engineer shall obtain data from all sources, including manufacturers, to supplement the information available for design purposes.
- C. The engineer shall prepare and submit preliminary drawings and layouts, for review by the Associate Superintendent of District Operations and such other regulatory agencies as required.
- D. Final drawings and specifications shall be prepared for review by the Associate Superintendent of District Operations and regulatory agencies, including but not limited to county plumbing department, county electrical department, county public works department, department of highways, and adjoining or other local jurisdictions.
- E. Plans shall be coordinated with and/or reviewed by all affected utility companies or agencies, both governmental and commercial.

- F. The engineer shall provide documents for bidding purposes.
- G. The purchasing agent shall receive bids and conduct bid openings.
- H. The Associate Superintendent of District Operations will prepare the owner/contractor agreement for execution by all parties.
- I. The engineer shall provide engineering supervision on the project and conduct periodic and final inspections.
- J. The engineer shall review, evaluate, and approve shop drawings, equipment brochures, and samples.
- K. The engineer shall evaluate substitute submittals and make recommendations to the Associate Superintendent of District Operations.
- L. The engineer shall conduct tests and evaluate test reports to ensure conformance with contract documents.
- M. Contract documents, plans, specifications, supplementary drawings, and clarifying details shall be furnished as provided for in the owner/engineer agreement.
- N. The engineer shall process requests for partial payment, change orders, and final payment.
- O. The engineer shall provide all such other services as required by the owner/engineer agreement or subsequent agreement.

Contracts

Architect:

- A. The Superintendent or the Superintendent's designee shall prepare the owner/architect agreement (suggest A.I.A. form, current edition).
- B. The agreement shall be executed by the principal(s) of the architectural firm.
- C. The agreement will be executed by the Associate to the Superintendent for District Operations, with assistance from the Director of Physical Resources.
- D. The contract shall name the project(s), describe the services to be performed, the fee to be paid, the manner of payment, and such other conditions as have been mutually agreed upon between the Governing Board and the architectural firm.
- E. The contract shall require that responsibility for design errors or other architectural errors in the project(s) is that of the architect, and costs for correcting these errors shall be borne by the architect.

Fees

Architect:

- A. Agreed to fees shall be paid in accordance with the owner/architect agreement upon submission of invoice to and approval by the Superintendent or the Superintendent's designee.

- B. Fees for services beyond the scope of the owner/architect agreement may be paid only upon mutual agreement, which is reduced to writing and signed on behalf of both the District and the architect.

Engineer:

- A. Agreed fees shall be paid in accordance with the owner/engineer agreement upon submission of invoice to and approval by the Superintendent or the Superintendent's designee.
- B. Fees for services beyond the scope of the owner/engineer agreement may be paid only upon mutual agreement, which is reduced to writing and signed on behalf of both the District and the engineer.

FEDA

SITE PLANS

(Site Development)

These procedures shall be followed in site development:

- A. The entire available area of a site shall be considered, for possible use for instructional, recreational, or traffic purposes.
- B. Consideration shall be directed to grading to achieve a balance of cut and fill to avoid removal of earth off site.
- C. Topsoil shall be saved and reused as appropriate.
- D. All drainage divides shall be honored.
- E. Driveways and parking spaces shall be provided. Parking spaces shall be provided for persons with disabilities. A driveway shall not encircle the school or serve as a pedestrian walk.
- F. The building shall be located in a site to provide for future expansion along logical and economical lines.
- G. The water main shall be installed for domestic and fire protection purposes.
- H. Sanitary sewer facilities shall be provided either on-site by use of an approved septic system or by connection to the city/county sanitary sewer system.
- I. An adequate storm sewer system for collection, transmission, and disposal of storm water shall be provided.
- J. Utilities shall be provided and extended as required by building needs.

Adopted: date of Manual adoption

FEDA-R

SITE PLANS

(Land Use)

The developed school site shall provide, with limited maintenance, for the following operations:

A. *Instructional:*

1. Space for the school plant and future additions.
2. Space for outdoor instruction, physical education, and recreation.
3. Outdoor circulation between separate instructional spaces such as shops, gymnasium, library, athletic field, and playgrounds.

B. *Auxiliary:*

1. Outdoor circulation to toilets and drinking fountains, lunchrooms, places of assembly, bus loading area, parking areas, and to walks and roads away from the site.
2. Parking areas for buses, cars of patrons, and staff members.

C. *Service:*

1. Outdoor circulation to heating plant, lunchroom kitchen, and storage room.
2. Space for sewage disposal facilities.
3. Space for other utilities.
4. Parking for custodial and service vehicles.

D. *Community:*

1. Some of the community needs may be provided for without enlarging school facilities. However, the following may affect the site planning:
 - a. Mass parking.
 - b. Non-school use of shop facilities, playgrounds, athletic fields, toilets, library, places of assembly, and lunchroom.
2. Schools shall be provided with play areas sufficient to accommodate the required quantity of game areas and equipment.
3. Running tracks shall be considered for all secondary and intermediate schools.

FEDB

CONSTRUCTION PLANS

In the design of any new school facility or the alteration of an existing facility, all state and federal laws and regulations shall be followed, including, but not limited to, federal laws and regulations requiring access to educational facilities by persons with disabilities.

It is important that, to the extent possible, the school be designed so that it is both functional and aesthetically pleasing. The ability of the school design to incorporate cost efficiency, for present and future needs, and to provide an environment that promotes education shall be design features sought by the District.

The Superintendent shall have the responsibility for presenting the Governing Board with building plans for its approval.

"As -Built" Drawings and Specifications

"As-built" drawings and specifications shall be prepared and presented to the District in accordance with the architect's or engineer's contract.

Preliminary Drawings and Specifications

Based on Governing Board approved educational specifications, the preliminary drawings shall be the first step in the development of the architectural drawings. This phase shall include a design project, which will identify the function of the facility, facilities required, and site location. The architect shall prepare line drawings illustrating the following:

- A. Site plan with building location.
- B. Floor plans to illustrate general room locations and overall dimensions.
- C. Exterior elevations.
- D. The total area of the building at this stage, with a cost estimate for construction.

Governing Board approval of the preliminary drawings shall be necessary to proceed to the second phase, working drawings. Subsequent to this approval, the Superintendent or the Superintendent's designee shall present, as necessary, the working drawings, specifications, and design project to the city or county authorities for review and approval.

Working Drawings and Specifications

Working drawings, to the extent practical, shall incorporate the following provisions:

- A. Site plan:
 1. Building location.
 2. Tentative finish grading.

3. Location of future additions.
4. Drives, parking areas (including capacities), and walks.
5. Special developed areas.

B. Floor plans:

1. Room names, sizes (either dimensions or square-foot area), and capacities (gym, cafeteria, library, etc.)
2. Door swings.
3. Overall building dimensions.
4. Equipment (contract or by owner).

C. Exterior elevations (major):

Preliminary fenestration and material indications.

D. Building sections:

1. All major spaces (classroom, auditorium, gym, etc.), indicating roof shapes, ceiling heights, and floor level changes.
2. Important interior elevations, with indications for chalkboards, tackboards, and other similar items.

E. Outline specification and building description.

F. Detailed equipment list.

G. Cost data sheet:

Indicating the results of at least a semi detailed material quantity take-off.

H. Set of plans:

To include electrical, mechanical, lighting, plumbing.

I. Detail plans:

Generally, no detail drawings will be required, but large-scale, detailed plans will be needed for kitchens or other complex area.

Subsequent to the Governing Board's approval, the working drawings package shall be presented to the city or county authorities for review and concurrence.

Detailed Drawings and Shop Drawings

In coordination with District administrators, the architect shall prepare detailed construction documents and specifications that will enable the project to be bid on the market.

Compliance of District Construction Projects with Applicable Codes and Regulations

The construction of new District facilities, as well as improvements to existing District facilities, shall be in compliance with the state fire code unless a fire code has been adopted by the city, town, county or fire district in which the building is located. In addition, all district facilities and improvements to the same shall be constructed in compliance with all current and applicable building, plumbing, electrical, fire prevention, and mechanical codes adopted by the city, town, county or fire district in which the facility is located. In addition, all state and federal laws and regulations shall be followed, including, but not limited to, laws and regulations requiring access to educational facilities by persons with disabilities.

To ensure compliance with applicable codes or regulations, all design and construction of District facilities shall be made under the direction and supervision of a qualified architect or engineer, as appropriate, and all construction services shall be provided by qualified contractors. The Superintendent shall specify the qualifications required for architects, engineers and contractors as those services are procured. Such qualifications shall include, at a minimum, the registration and good standing of architects and engineers with the Arizona Board of Technical Registration and the registration and good standing of contractors with the Arizona Registrar of Contractors.

Pursuant to A.R.S. 34-461, in order to ensure compliance with applicable codes, the Superintendent shall determine whether to submit any district construction project to the building permit and inspection process of the appropriate local jurisdiction(s) or to instead procure the services of a private code compliance inspector. If the Superintendent determines to submit any District construction project to the building permit and inspection process of any local jurisdiction(s), the District shall pay all appropriate fees and comply with all inspection requirements. If the Superintendent determines to procure the services of a private code compliance inspector, the following shall be observed:

- A. The Superintendent shall, by certified U.S. Mail, notify the local applicable jurisdiction(s) of the District's determination not to utilize the jurisdiction's permitting process and to use, instead, private code compliance inspection services for the particular construction project.
- B. The contractor providing construction services on a District project is prohibited from serving as the private code compliance inspector on the same District construction project. Nothing in this provision, however, shall be construed to excuse the contractor providing construction services from that contractor's independent and continuing obligation to construct the project in completed conformity with applicable codes.
- C. The architect for a District project shall be responsible for signing and providing the certificate of occupancy for the project whenever such a certificate is required for the particular project.

D. The Superintendent shall permanently maintain in the records of the District all documents provided by architects, engineers and private code compliance inspectors memorializing or relating to the certificate of occupancy and the conduct of the inspections for District projects. The Superintendent shall require all project architects, engineers and private code compliance inspectors to provide these documents as a condition precedent for payment of contract retention amounts.

Fire Code Compliance

Notwithstanding any other provision in this or other policy, the District shall seek and obtain all appropriate permits from the local or state office having jurisdiction for the fire code applicable to any District project. In addition, the District shall pay any appropriate fees required by that jurisdiction.

Adopted: date of Manual adoption

FEDBA

EQUIPMENT AND FURNITURE

Equipment and furniture lists shall be prepared for each construction project by the staff of the principal or the associate superintendent and with Governing Board approval and funding, presented to the purchasing agent for bidding.

Adopted: date of Manual adoption

FEE

SITE ACQUISITION

Selection of Building Site:

New Subdivisions

The Governing Board believes that early and long-range planning is the wisest and best policy.

The Governing Board encourages and asks that provisions for school sites be included in the development of new subdivisions.

The Superintendent, working with the administrative staff and such other outside consultants as the Superintendent may desire, shall apply the Board's criteria in searching for new possible sites to recommend to the Governing Board.

The Governing Board believes that site selection and development should start from the premise that the school is an integral and inseparable part of the total community.

The manner and extent to which a site serves the District's educational needs should be considered as only one aspect of its adequacy.

The Superintendent is instructed to establish such criteria and procedures as are necessary to assure the citizens and Governing Board that the best possible sites are being acquired for the least expenditure of public funds.

Adopted: date of Manual adoption

FEE-R

SITE ACQUISITION

Subject to voter approval when necessary, property acquisition for school purposes shall generally proceed in the following manner:

- A. The property shall be appraised at current market value by a competent appraiser.
- B. Negotiations with the owner of the property shall be conducted, and one (1) of the factors to be considered in reaching an agreed upon purchase price shall be the appraised current market value of the property.
- C. The purchase shall be consummated or condemnation proceedings shall be instituted.
- D. The property shall be cleared of all structures as needed.

FEF

CONSTRUCTION COST ESTIMATES

Determination of Costs

A critical factor in the planning of new construction is the determination of costs. The services of architects and engineers and contractors will be utilized in providing accurate estimates of the costs of projects. Such estimates will be updated as new information becomes available until the bids are actually obtained. The Superintendent and any designated representatives will recommend alternates in bids to provide flexibility in controlling the costs of projects.

Adopted: date of Manual adoption

FEG

CONSTRUCTION CONTRACTS

BIDDING AND AWARDS

The construction of a project is deemed to begin when bids are solicited. Conclusion of construction occurs upon completion of all items on the punch list. It is important that construction results in safe, durable structures suitable for their intended purposes. The administration shall monitor the construction process.

The Governing Board shall review contracts for building additions, for new building constructions and equipment, for change orders, for site purchase, for the sale of bonds, and for the insurance coverage of District properties.

Adopted: date of Manual adoption

FEGB

CONTRACTOR'S AFFIDAVITS AND GUARANTEES

The administration shall insist that the contractor and subcontractors shall be required to maintain safe working conditions at the project.

The contractor and all subcontractors shall be required to provide, in accordance with their contracts, all applicable insurance. Providing such insurance shall not relieve the contractor or subcontractor from any legal responsibilities.

The District may, at its discretion, procure additional insurance for its benefit to protect against liability it may incur during the construction project.

Adopted: date of Manual adoption

FEH

SUPERVISION OF CONSTRUCTION

The architect shall provide primary supervision of the construction project. The contractor shall provide professional supervision during all phases of the construction project. The associate superintendent or designee shall make such inspections of the construction activities as deemed advisable to permit the writing of appropriate reports to the Superintendent.

Adopted: date of Manual adoption

FEJ

CONSTRUCTION RECORDS AND REPORTS

Adequate records shall be maintained by the Governing Board representative, architect, and/or engineer on all new construction as an aid to administration and as a history for maintenance purposes. Standard forms, reports, and all forms of correspondence shall be utilized to achieve this purpose.

Assembling and Preserving Important Documents

All documents pertaining to the planning and construction of the facility shall be preserved by the project manager during the one (1)-year warranty period. Thereafter, facility documents will be transferred to the physical resources department, where they will be maintained. Subsequent changes to any facility shall be entered on the original plans, and any new drawings relating thereto shall be submitted to the District and filed and preserved in accordance with this policy.

Payments to Architects, Engineers, and Contractors

Payments to architects, engineers, and contractors will be made periodically during the course of construction and will depend upon the percentage of completion. The architect will be responsible for determining and verifying the completion schedule and the amount due. The project manager and the associate superintendent will also routinely examine the progress of construction and verify the amounts due. In no case will final payments be made until the project has been accepted by the Governing Board.

Adopted: date of Manual adoption

FEJ-R

CONSTRUCTION RECORDS AND REPORTS

Records and Reports

The following list of records or reports shall be provided as required by contract requirements and will be maintained for information and record:

- A. Inspector's daily report (manpower, weather, program).
- B. Architect's or engineer's periodic report.
- C. Concrete tests.
- D. Compaction tests.
- E. Soil analysis reports.
- F. Gradation reports (soil, sand, subbase, base, and asphalt).
- G. Mortar test reports.
- H. Certified mill reports for steel.
- I. Certified tile reports.
- J. All tests and reports on materials.
- K. Load tests (piling, etc.).
- L. Shop drawings and brochures.
- M. Contractor and subcontractor approval (federal).
- N. Payroll record and affidavits.

The following will be maintained on file for record as required by regulations:

- A. Approved drawings and specifications.
- B. Administrative correspondence.
- C. Payment records.
- D. Bonds and certificates of insurance.
- E. Contracts and adjustments.
- F. "As-built" plans and record and information books.
- G. Guarantees and warranties.
- H. All other required legal papers.
- I. Any other report or test report required by the Governing Board.

Assembling and Preserving Important Documents

The contractor shall transmit to the architect or engineer all required drawings, brochures, documents, and related matter required by the contract documents for submission to the District records.

All documents assembled for record purposes shall be maintained in good condition, in reasonably secure storage, and accessible to authorized personnel.

FF

NAMING FACILITIES

Due to the fact that there are many worthy individuals and requests from various sources requesting that various schools be named after said individuals and the District's inability to honor all of these requests, it is the desire of the Governing Board that naming of schools after individuals be discouraged.

Responsibility for making nominations of names for schools to the Governing Board will reside in a joint committee of the Governing Board, the professional staff, the students, and community representatives.

Naming of Facilities Within the School Site

Responsibility for making nominations of names for facilities within the school site to the Governing Board will reside with the Superintendent. The Superintendent will accept nominations from professional staff members, students, and community representatives. All nominations must have approval by the governance council of the school site.

Adopted: date of Manual adoption

FFB

NAMES ON PLAQUES

All major building projects will be identified by suitable plaque(s) identifying the project, year completed, the names of the architectural firm, general contractors, Governing Board members, and Superintendent at the time of the initiation of the project.

Adopted: date of Manual adoption

FG

BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

Completed projects shall be inspected in accordance with the contract for architectural services. Administrative staff inspections shall include those conducted by the project manager, building principal, and other District personnel as appropriate to each project. Recommendations for acceptance of a project shall be made by the project manager to the associate superintendent.

Inspection by Architect and/or Engineer

The architect and/or engineer shall conduct inspections to determine the dates of substantial and final completion and shall require the contractor to furnish all final inspection certificates or permit releases.

Acceptance of Completed Project

The Governing Board shall inspect each project prior to acceptance and occupancy.

If the Governing Board feels that the structure is ready for occupancy, it will accept the structure as "substantially completed" subject to punch list items.

Adopted: date of Manual adoption

FH

STAFF ORIENTATION TO THE NEW FACILITIES

(Training the Staff)

Staff training prior to the occupancy of a particular building shall be a part of the in-service training program. The training shall be directed by the appropriate supervisor, conducted by appropriate personnel, and coordinated with the associate superintendent or the associate superintendent's designee.

Adopted: date of Manual adoption

FI

PUBLIC DEDICATION OF NEW FACILITIES

When appropriate, the Governing Board and administration will conduct dedication ceremonies involving faculty and staff members, students, and interested citizens.

Adopted: date of Manual adoption

KLJA

RELATIONS WITH LOCAL
GOVERNMENT ZONING AUTHORITIES

(District Review of and Comment Upon Rezoning Proposals)

The Governing Board firmly believes that schools exist for the continuing benefit of students and the community as a whole. Consequently, school facilities should be of a caliber that reflects their importance as places where young people learn to become productive and satisfied citizens. Factors or conditions which negatively impact the physical qualities of school facilities and the abilities of schools to serve the public must be mitigated to every extent possible.

When the District receives notice of proposed rezonings or zoning changes, the District should examine the proposed action to determine the impact, if any, upon District schools. Such impacts may include, but are not limited to, the proximity of dangerous or otherwise inappropriate uses to students, or a resulting impact upon school enrollment.

Where a proposed zoning modification would result in conditions which the Superintendent believes are dangerous or otherwise pose a risk in proximity to students, the Superintendent shall express such concerns to the applicable zoning authority and notify the Board of this action.

Where a proposed zoning modification would result in an increase in student enrollment at (a) District school(s), the Superintendent shall notify the zoning authority of the projected impact on the District's ability to provide appropriate school facilities to absorb the impact. Analysis of the impact of proposed rezoning shall take into account other rezoning actions already approved by the zoning authority. If the proposed zoning modification would result in an enrollment increase which would place the school(s) over their enrollment capacity, the Superintendent may also oppose the requested zoning modification.

Parties requesting a residential zoning modification are encouraged to enter into a written agreement with the District to provide monetary or land contributions to be used toward new school construction. Where parties do so, the Superintendent shall take the benefit to the District from such a donation into consideration before responding to the rezoning request. The Superintendent shall also consider other factors, such as District growth patterns, School Facilities Board construction projections, and bond support for school construction, before responding to any rezoning request.

The Superintendent shall make quarterly reports to the Governing Board regarding the status of rezoning matters affecting District enrollment.

Adopted: October 16, 2018

Facilities

© 3-201.A Procedure - Facilities - Facility Opening/Closing

A. New Facilities

The Superintendent shall submit plans for new school facilities to the School Facilities Oversight Board (SFOB) to certify that the plans meet the minimum school facility adequacy guidelines.

B. Closing of a School

Before the Governing Board meeting to discuss closing a school, the Superintendent shall provide written notice to the parents or guardians of all students enrolled in the District at least ten days before a public meeting to discuss closing a school within the District. The notice shall include the reasons for the proposed closure and the time and place of the meeting.

At the public meeting, the Board shall allow public comment for and against closing the school. The Board shall not vote at that public meeting.

The Board may schedule a meeting no sooner than ten (10) calendar days after the initial public meeting held to consider a vote regarding whether or not to close a school.

The Board may consult with the division of school facilities within the Department of Administration for technical assistance and for information on the impact of closing a school. The information provided from the division of school facilities within the Department of Administration shall not require the Board to take or not take any action.

The Board shall comply with any notice and hearing requirements to the community regarding any potential boundary changes that would occur as a result of the potential school closure.

Facilities

© 3-201.B Procedure - Facilities - Outside Business Operations

Only District employees and District-paid contractors acting within the scope of their employment or contract may provide services to students or others on District property during the school day. The District may approve the use of volunteer coaches, classroom or other volunteers, student teachers or professional interns to assist during the school day, subject to requisite fingerprinting and background checks.

The District does not permit sales by any outside vendor or employee of any goods or services on District property unless specifically authorized. The District shall not allow any vendor or potential vendor to conduct a sales call with any staff member unless specifically authorized in writing by the Superintendent.

The District does not permit outside fundraising activity unless an organization has complied with Policy 3-202 regarding Facility Use.

The District may permit advertising at or on its facilities in accordance with [A.R.S. § 15-342\(27\)](#). Advertisements shall be age appropriate and not promote any substance that is illegal for minors such as alcohol, tobacco and drugs or gambling. Advertisements shall comply with the state sex education policy of abstinence. The District shall approve of the content of the advertising.

The District may permit outside business operations and organizations to distribute promotional material. If the District creates a limited public forum for the distribution of promotional material, the District may limit access to the distribution to certain types of organizations, and impose time, place and manner restrictions with respect to the distribution.

3-200 Facilities

© 3-202 Facility Use

Short Term Facility Use

The Governing Board or the Superintendent may lease school property to any person or group for any lawful purpose. There shall be a reasonable use fee for the lease of school property which may include goods contributed or services rendered by the person or group to the District.

The Board or Superintendent may permit the uncompensated use of school property to any school-related group or to any group whose membership is open to the public and whose activities promote the educational function of the District, as determined by the Board.

The Board shall annually approve a fee schedule for the lease of school property and include a designation of the persons or groups that may have uncompensated use of school property. The Superintendent shall require proof of liability insurance for use or lease of school property by outside persons or groups.

Lease

The Board may approve the lease of District property for up to twenty years without holding an election. The Board may enter into a lease or lease purchase agreement for school buildings and grounds for more than twenty (20) years but less than ninety-nine (99) years subject to a vote of the District electorate. A vote may not be required under certain statutory exceptions outlined in [A.R.S. § 15-342](#) and [A.R.S. § 15-342.04](#).

The District may enter into a partnership with an entity, including but not limited to a charter school, another school district or a military base, to operate a school or offer educational services in a District building, including at a vacant or partially used building, pursuant to a written agreement between the parties.

Interference with or disruption of an educational institution is a criminal act under Arizona law.

Lessees on District property must adhere to all legal requirements and use obligations established by the District, including but not limited to prohibitions against bringing alcohol, weapons or drugs onto District property.

Adopted:

Legal Authority:

[A.R.S. § 13-2911](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-342.04](#)

[A.R.S. § 15-1105](#)

[A.R.S. § 16-411](#)

[A.R.S. § 36-2801](#)

KF-RB

COMMUNITY USE OF SCHOOL FACILITIES

(Procedures for Use of Equipment/Facilities)

At least two (2) weeks before the requested use of a facility, a request must be submitted to the District Facility Coordinator. The District Facility Coordinator shall determine, in consultation with site-based staff as needed, the viability of fulfilling the use request.

If the request is denied, the applicant will be provided an explanation of the reasons for the denial.

Upon approval of the request by the District Facility Coordinator, the applicant will be provided with a detailed explanation of costs, requirements and conditions for the use of the requested facility.

Fees:

- A. Payment of fees/projected costs are to be received at least fourteen (14) calendar days in advance of the facility use. Accepted forms of payment are check, cash, cashier's check or money order.

If payment is made within (14) calendar days prior to the facility use, accepted forms of payment are cash, cashier's check or money order only.

- B. A cash bond/damage security deposit may be required, if the District should deem it necessary, for the potential repair or replacement of damaged equipment, furniture, or facility. This deposit is refundable following inspection by site personnel to confirm no damage was incurred.
- C. Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility occurring during their use of District facilities.
- D. Any cost overruns for services or equipment will be billed to the lessee.

Requirements

An applicant requesting the use of school facilities agrees to comply with the following rules and the District policy concerning conduct on school property if granted permission to use the requested school facilities.

- A. All community group activities, including preparations, must be conducted in such a manner that students can continue their educational programs without undue interruption.
- B. A District employee must be on duty whenever a school building is in use (except as noted below).

- C. The applicant is held responsible for the preservation of order. All children attending or participating in the event or activity must be supervised by responsible adults.
- D. When more than one (1) applicant requests the use of a facility for the same time, the applicant filing first shall be given first consideration. If a school program or calendar changes, the school program shall take priority, even if the activity has been scheduled. Every effort will be made to reschedule the activity as conveniently as possible when such cancellation has occurred.
- E. Confirm knowledge of and commitment to comply with the requirements and restrictions for use of facilities for athletic activities as set out in Board Policy JJIB.
- F. All activities must be conducted within the laws, rules and regulations of the State of Arizona, Pima County, City of Tucson and/or Town of Oro Valley.

Permission Required Prior to Use:

- A. The availability of cafeteria kitchens and other special subject or usage areas may be restricted to specific times or activities. Special fees may be charged for the use of those facilities.
- B. Nothing shall be sold, given, exhibited, or displayed for sale without prior permission from the District Facility Coordinator. Any sales are prohibited unless the proceeds will be used for charitable or nonprofit educational purposes.
- C. Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.
- D. The issuance of keys to facilities is to be discouraged. However, if no alternative is suitable, it shall be the principal's responsibility to issue and retrieve facility keys according to the District key-control procedures.
- E. Any use of a school facility/equipment not specifically permitted by a Facility Use contract.

Insurance:

- A. Unless waived by the District when use is in conjunction with a District activity, groups must provide the District with documentary evidence of liability insurance of at least one million dollars (\$1,000,000). Amphitheater Public Schools is to be named as an additional insured on the Certificate of Insurance.
- B. The School District and its employees, including the Governing Board, Superintendent or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.
- C. All liability insurance is to be secured by the applicant, with evidence being sent to the District office seven (7) calendar days before the date of use. Failure to secure acceptable liability insurance will cancel the use agreement.

Prohibitions:

- A. Permission shall be denied for activities that would exceed the capacity of the facility or be in violation of fire or safety regulations. It shall be the responsibility of the applicant to make appropriate members familiar with the use of fire and other safety devices and procedures.
- B. The following will not be permitted on District property under any circumstances:
 - 1. Illegal drugs;
 - 2. Possession or use of medically prescribed marijuana;
 - 3. Use of prescribed medication, except in an emergency;
 - 4. Alcoholic liquors/beverages;
 - 5. Smoking;
 - 6. Firearms; or
 - 7. Weapons, including but not limited to, knives with a blade length of two and one-half (2 1/2) inches or greater; martial art weapons; explosive devices, or stun guns/tasers.
- C. No District employees shall be paid directly by any group using the facilities. All wages earned by District employees on duty for approved facilities use shall be paid by the District.

Requests for future use may be denied to an organization that fails to comply with established rules.

KF-EA

COMMUNITY USE OF SCHOOL FACILITIES

The District's current Facility Use Fee Schedule may be found immediately following this page. It may also be found [here](#).

KF-EB

COMMUNITY USE OF SCHOOL FACILITIES

REQUEST FOR USE OF SCHOOL FACILITIES

The District's current application for use of district facilities may be found [here](#).

EDC-R

Authorized Use of School - Owned Materials and Equipment

Loaning of Equipment

Except when authorized, School District property is not to be removed from the assigned school building. The Superintendent has discretion to authorize removal of District property from the assigned school.

- A. Loans of school property between schools strictly for School District purpose and use. With the exception of hand tools and working equipment that are charged to the custodian, the principal must approve all loans made from the building. The loan record book must always be filled out by the person making the loan or delivering the property.
- B. Loans to outside organizations or to private individuals, also including loans to District employees for their personal or private use. If the property is not returned in a reasonable time, the Superintendent's office should be notified.
- C. Proof of liability insurance must be provided prior to the lending or renting of any school property by members of the public.

Loan Record Books

A loan record book will be kept in the principal's office. Whenever any loan is authorized, the record form will be filled out, showing the date of loan, the article or articles loaned, by whom loaned, and to whom loaned. When the loaned article is returned, the return blanks will be filled out by the person accepting the returned article.

Employee Use of District Equipment

Because of the liability to the District, employees may not borrow District equipment for personal use. The District, in its discretion, may assign equipment to employees to be used at home only for job-related professional purposes and for the performance of District business. The employee is responsible for transportation and care of such assigned equipment. Additionally, the employee assumes responsibility for the replacement or repair cost of equipment lost, damaged, or stolen while in possession of the employee.

The employee must complete and submit an "Employee Use of District Equipment" form (see Exhibit EDC-E). Approval by the principal/support staff department head and the Superintendent is necessary before equipment can be removed from District premises.

EDC-E

Authorized Use of School - Owned Materials and Equipment

Employee Use of District Equipment

This form must be completed by an employee of Amphitheater Unified School District requesting the loan of District property. This is necessary for any use of District equipment for short-term (less than one [1] week) or long-term (greater than one [1] week) use of District equipment for job-related professional purposes. Approval by both the Superintendent and the principal or support staff department head is necessary before equipment can be removed from District premises.

Employee name: _____

Department/school: _____

Date: _____

Specific equipment requested (include District I.D. number for each item):

Estimated replacement cost of equipment: _____

Requested date of loan: _____

Requested date of return: _____

If this request is approved, I understand that I am responsible for returning the equipment on time and in good condition. I assume responsibility for the replacement or repair cost of all equipment lost, damaged, or stolen while in my care.

Employee: _____ Date: _____

Approved

Principal/Department Head: _____ Date: _____

Superintendent: _____ Date: _____

Facility Use

© 3-202.B Procedure - Facility Use – Service Animals and Animals in Classrooms

A. Definition

"Service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship does not constitute work or tasks.

B. Access to Facilities

The Superintendent shall allow for the presence of service animals in District schools or on District owned property in accordance with applicable laws, while safeguarding the health, safety and welfare of students, staff and visitors.

The District prohibits discrimination against individuals with disabilities for the use of service animals if the work or tasks performed by the service animal are directly related to the individual's disability.

Service animals must be under the control of the handler at all times. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. The District may need to provide some assistance to enable a particular student to handle the student's service animal. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

C. Therapy or Comfort Animals

Therapy or "comfort" animals provide individuals with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning. Therapy animals are not considered services animals under the ADA. Therefore, therapy animals will not typically be permitted in District schools or worksites.

D. Injury Caused by an Animal while on District Property

Staff members, students, or others who have been bitten or injured by an animal at school shall immediately report such incident to building administrator and the school health office. The building administrator should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities. The owner of the animal is liable for any damage to District or personal property and any injuries to individuals caused by the owner's animal while on District property.

E. Classroom Animals

The following conditions, requirements, and restrictions apply to all animals, fish, reptiles, and other living organisms (generically referred to as "animals" throughout this document) on District school campuses, in classrooms, or in other school facilities.

1. Live animals in the classroom must have direct relevance to the objectives of the instructional program.
2. Staff members must receive prior written approval from the building administrator before animals are brought to school or housed in a school facility.
3. A staff member requesting approval to have an animal at school must be certain that:
 - a. Students and school personnel coming in contact with the animal are not allergic to the animal;
 - b. The staff member notifies parents/guardian of all students who utilize the classroom in the presence of the animal. If parents/guardian indicate a student has an allergy or fear of the animal, permission for housing the animal(s) in the classroom may be denied;
 - c. The animal is free from any diseases or parasites;
 - d. The animal presents no physical danger to students or staff members;
 - e. The classroom environment is suitable for the animal (e.g., it meets the needs for the animal's natural sleeping/eating habits, temperature requirements);
 - f. A care schedule is in place for the animal when the staff member is not available (e.g., instructions for a substitute staff member, care and feeding over weekends and school holidays);
 - g. The staff member adheres to local, state and federal laws and to District policies and regulations regarding such animals;
 - h. The classroom will be kept clean, sanitary and free of any animal waste;
 - i. The staff member will assume primary responsibility for the humane and proper treatment of any animal in the classroom; and
 - j. Only the staff member or those designated by the staff member are to handle the animal.

The staff member will provide the principal the following documentation, as appropriate, prior to approval: the vaccination history of the animal, including proof of current rabies and distemper vaccinations; proof of current licensure; proof that the animal has been

spayed or neutered; proof of treatment of fleas and tick; and current certificate from a veterinarian that the animal is healthy and disease free. All provided documentation will be kept in the building administrator and/or Superintendent offices.

Animals shall not be transported in District vehicles without written authorization.

3-200 Facilities

© 3-203 Visitors

The Superintendent may establish controls and procedures to monitor who is visiting District property, including use of sign in procedures, name tags, and other control mechanisms. The Superintendent may limit both the number of visitors and the times at which visitors are permitted at District facilities.

Classroom Visits by Parents/Legal Guardians

Parents/legal guardians of students who are enrolled in the District or who wish to enroll their student in a District school or program may schedule a visit, tour and/or observation of the classroom and of the school. Parents may schedule a tour by contacting the building principal of the school that they would like to visit. The District administration shall permit a visit, tour and/or observation unless doing so threatens the health and safety of students or District staff.

The building principal may schedule the time and duration of a visit, tour and/or observation so as to minimize disruption on instruction.

Public Conduct on School Property

The following constitutes interference with or disruption of an educational institution under Arizona's criminal code and under this Policy:

1. Threatening to cause physical injury to any staff or student of the District or any person on the property of the District.
2. Threatening to cause damage to any District property or the property of any employee or student at the District. The threat does not need to be directed at any specific property of the District to be a violation.
3. Intentionally or knowingly refusing to leave the property after being ordered to do so by the Superintendent, building administrator or District employee designated by the Superintendent or building administrator to maintain order.

Interference with or disruption of an educational institution is a criminal act under Arizona law.

Visitors on District property must adhere to all legal requirements and use obligations established by the District, including but not limited to prohibitions against bringing alcohol, weapons or drugs onto District property, or use of tobacco or tobacco products, including e-cigarettes, on District property.

Adopted:

Legal Authority:

[A.R.S. § 13-2911](#)

[A.R.S. § 15-341](#)

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Visitors

© 3-203.A Procedure - Visitors - Prohibition Regarding Disruption

A. Definitions

"Interference with or disruption of an educational institution" includes any act that might reasonably lead to the evacuation or closure of any property of the District or the postponement, cancellation, or suspension of any class or other school activity. An actual evacuation, closure, postponement, cancellation, or suspension is not required for the act to be considered an interference or disruption.

"Property of the District" means all land, buildings, vehicles, and other facilities that are owned, operated or controlled by the District and that are devoted to educational purposes.

B. Interference Prohibited

No person on District property may interfere or disrupt the District's educational mission.

The following actions constitutes interference with or disruption of an educational institution under Arizona's criminal code and under this procedure:

1. Threatening to cause physical injury to any employee or student of the District or any person on the property of the District.
2. Threatening to cause damage to any district property or the property of any employee or student at the District. The threat does not need to be directed at any specific property of the District to be a violation.
3. Intentionally or knowingly refusing to leave the property after being ordered to do so by the Superintendent, school principal or District employee designated by the Superintendent or school principal to maintain order.

In addition to the above, a person may also interfere or disrupt the maintenance of public order in the District by doing any of the following:

1. Physical or verbal abuse of any person on school property.
2. Use of tobacco, tobacco products including e-cigarettes, alcohol, marijuana or illegal drugs or controlled substances not authorized for use on the premises.
3. Use of profanity or offensive or inappropriate speech given the forum or school's educational environment.
4. Visiting a classroom or other school activity without approval of the principal or principal's representative.
5. Conduct that interferes or disrupts educational or extracurricular activities.
6. Failure to comply with lawful directions of school officials exercising control over the educational environment.

7. Possession of a deadly weapon, deadly instrument or explosive unless the individual is a peace officer or otherwise has lawful possession.
8. Any infraction of state or municipal law or District policy.

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KI-R

VISITORS TO SCHOOLS

Parents of enrolled pupils and parents who wish to enroll their children in the School District may visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.

All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.

In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

KFA-R

PUBLIC CONDUCT ON SCHOOL PROPERTY

(Spectator Conduct)

This regulation provides specific rules for dealing with spectator conduct of nonstudent fans in order to prevent unsportsmanlike conduct of such fans, including verbal abuse toward officials, coaches, and other spectators, as well as any other actions deemed disruptive or unruly.

The principal and a few carefully chosen designees will deal with and enforce satisfactory spectator conduct. These individuals will have the authority to remove or arrange for the removal of such disruptive individuals. Such removal should indicate either verbally or in writing that the person(s) is not to return to campus without assuring the principal, in writing, of a guarantee that such misconduct will not be repeated. Refusal to do so would allow the principal to ban the person(s) from future games or other school events.

3-300 Support Services

© 3-301 Food Services

The Governing Board may operate school meal programs and may employ personnel, purchase equipment and food and incur other necessary expenses for its operation. The Board shall establish prices to be paid for meals by students, staff and visitors.

The primary goal of the programs shall be the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.

Nutrition Standards

The District shall maintain minimum nutrition standards that meet the federal and state guidelines and regulations for foods and beverages sold or served on school grounds. These nutrition standards may include portion sizes, minimum nutrient values and a listing of contents.

The District shall permit the marketing of food and beverage only for those foods and beverages that meet the smart snacks in school nutrition standards.

Competitive Food/Outside Vendors

The Superintendent may authorize outside vendors to offer competitive foods in compliance with federal and state statute. No individual may provide or sell food or beverages without written authorization.

Participation in Federal Nutrition Programs

The District shall participate in the national school lunch program unless the District has less than one hundred students and has opted out. The District may participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option, and the Food Commodity Program (FCP).

The District shall determine the eligibility of children to obtain free and reduced price meals and will follow state and federal guidelines regarding the free and reduced meal program.

In accordance with [7 C.F.R. § 245.10](#), the District shall file an approved free and reduced-price policy statement with the Arizona Department of Education (ADE) that accurately describes its current free and reduced-price policies.

Cafeteria Standards

The District shall maintain standards for the preparation of food and shall require food handlers to possess requisite licenses and/or certification as required by state or county health departments.

Wellness Program

Staff who provide food services shall coordinate the provision of meals in alignment with the District's wellness policies and programs adopted for students. This will include support for the provision of nutrition education, promotion and physical activity as well as the involvement with the community.

School Functions

The Board authorizes the reasonable provision of food and beverages at District expense at school district events, including official board meetings, school functions and trainings.

Adopted:

Legal Authority:

[A.R.S § 11-269.12](#)

[A.R.S § 11-269.27](#)

[A.R.S. § 15-242](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. §§ 15-1151 to 15-1158](#)

[Ariz. Admin. Code R9-8-101 et seq.](#)

[42 U.S.C. § 1751 et seq.](#)

[42 U.S.C. § 1771 et seq.](#)

[7 C.F.R. Part 210](#)

[7 C.F.R. Part 220](#)

[7 C.F.R. Part 215](#)

[7 C.F.R. Part 245](#)

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EF-RB

Food Services

(School Food Safety Program)

Efforts will be made to ensure that all food served in the School District is safe for consumption by children and adults. To meet these goals:

- A. The District's food service program will have a Hazard Analysis and Critical Control Point (HACCP) program, in compliance with the U.S. Food and Drug Administration's (FDA) requirements.
- B. The food service kitchens will be managed by an individual who has a food safety certification.
- C. Use of kitchen facilities by third parties must be approved by the school food service director. External groups that use the school kitchen must do so under the supervision of a trained food service employee designated by the District food service director and must purchase food from approved sources.
- D. Food brought from home for consumption in the classroom must be purchased ready-to-eat and be wrapped in the original packaging, indicating all ingredients on an FDA-approved label.
- E. When external caterers are used, the safety of food purchases is the responsibility of the caterer and the party responsible for serving the food.
- F. Food safety education should be provided to students in the classroom and in the school cafeteria.

EFDA

COLLECTION OF MONEY / FOOD TICKETS

To ensure students receive the nutrition they need to stay focused during the school day the District shall maintain a meal charge program that minimizes identification of students with insufficient funds to pay for school meals and maintain the financial integrity of the District food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents/guardians of all students who attend school in the District information regarding the availability of reimbursable school meals and must be provided, in writing, information about applying for free or reduced price meals. The District will promote activities to involve students and parents/guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

The District provides the following regarding meal charges:

- A. No student will be denied a reimbursable meal if they have a negative balance on their cafeteria account until the balance exceeds negative twenty dollars (\$-20.00).
- B. Students who charge a meal will receive a reimbursable meal unless the negative balance exceeds negative twenty dollars (\$-20.00).
- C. When a student's account exceeds negative twenty dollars (\$-20.00), an alternative meal will be provided.
- D. Students will not be permitted to charge á la carte items if they have a negative balance on their meal plan account.

At least one (1) advance written communication shall be given to the student and parent/guardian prior to providing additional meals beyond the conditions established by the District. The written communication shall explain the procedure should the student not have sufficient funds to pay for a meal.

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The Superintendent shall establish procedures for collection of unpaid meal charges classified as delinquent debt in a manner that ensures that such efforts do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200.426. Bad debt must be written off as operating loss. However, "bad debt" must be restored using non-federal funds. Delinquent meal charges that are converted to "bad debt" must

be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

Adopted: March 6, 2018

LEGAL REF.:

The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)

CROSS REF.:

JL - Student Wellness

3-300 Food Services

© 3-301.A Procedure - Food Services - Nutrition

All food and beverages sold or served on the school grounds or at school-sponsored events during the school day shall meet the nutrition standards developed by the Arizona Department of Education (ADE) and federal government meal programs, including the following:

1. A la carte items in the food service program; and
2. Food and beverages sold in vending machines, snack bars and meal-period kiosks and at school stores.

Foods of minimal nutritional value as defined in federal regulation shall not be served or sold during the normal school day on any campus unless expressly permitted by state or federal exemption, such as for the sale or distribution of any food or beverage item through fund-raising activities of students, teachers or educational groups when the items are intended for sale off the school grounds.

The District shall permit students, parents/guardians and community member to review food and beverage nutrition information.

The District shall provide modified meals for a student with food allergies or special food needs as an accommodation under Section 504 of the Rehabilitation Act.

The District may offer competitive foods if in compliance with federal and state statute. Competitive foods include a la carte, beverages, and snack food, including vending machines. All such foods must meet the nutrition standards published by the U.S. Department of Agriculture.

Food Services

© 3-301.B Procedure - Food Services - Free and Reduced Lunch

A. Guidance

The District shall adhere to the guidance manual regarding school nutrition programs issued by the Arizona Department of Education (ADE).

B. Eligibility

The District shall ensure that families are aware of need-based programs for free or reduced price meals and encourage eligible families to apply. The District shall maintain confidentiality of students and families applying for or receiving free or reduced priced meals.

C. Required Filing with the ADE

The District shall have an approved free and reduced-price policy statement on file at the ADE. The free and reduced-price policy statement must contain, at a minimum, the following:

1. Names of official(s), or the position of the District or school official, designated to make eligibility determinations;
2. An assurance that the District will determine eligibility in accordance with the current income eligibility guidelines (IEGs);
3. The District's specific procedures to accept applications for benefits and its direct certification procedures;
4. A description of the method(s) used to collect payments from children paying the full price of the meal or milk or the reduced price of the meal or milk that will prevent the overt identification of the children receiving free or reduced-price meals or free milk;
5. An assurance that the District will abide by the applicable hearing procedures and nondiscrimination practices;
6. A copy of the application form and letter to households;
7. A statement that a foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children, and an explanation that including children in foster care as household members can help other children in the household qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, this does not prevent a foster child from receiving free meal benefits;
8. An explanation that households with students who are categorically eligible under Other Source Categorically Eligible Programs should contact the school for assistance in receiving benefits and mark the relevant box on the application to indicate their status;

9. A statement that state agencies and the District will ensure there are no barriers for participation in programs for limited English proficient (LEP) families and that state agencies and the District are required to communicate with parents and guardians in a language they can understand throughout the certification and verification processes;
10. If the District is selling competitive foods during a meal service, it will include in the description how the cafeteria and meal service prevents overt identification of the children receiving free or reduced price meals or free milk; and
11. A statement of the measures the District has taken to prevent disclosure of confidential free and reduced price eligibility information, as required under federal regulation.

D. Public Announcements

Near the beginning of the school year, the District shall announce to the public the availability of the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the School Milk Program (SMP), and the Food Commodity Program (FCP). The notice will include the eligibility criteria for reduced price meals and/or milk. The notice shall be published as required under federal statute/regulation.

E. Parent/Guardian Notification

The District will distribute a letter or notice informing households about the availability of the school meal program at the beginning of each school year. The letter shall state the option of free and reduced price benefits. The District will distribute an application form to all households of students in attendance at the school who were not otherwise determined eligible. The application will not be distributed earlier than July 1, or no more than thirty (30) days prior to the beginning of the school year, whichever is later. New students enrolling in school after the school year begins must be provided a letter/notice and application form when they enroll. Applications for free or reduced price meals programs shall be available to students at all times during the regular school day.

F. Accessibility

In schools where a significant number or proportion of the population eligible to be served needs information in a language other than English, the District must make reasonable efforts to send appropriate non-English language household letters/notices and application forms to such households. Schools will provide households with assistance in completing applications through the use of foreign language personnel.

G. Confidentiality

The District shall ensure that names of children eligible to receive free or reduced-price meals are not published, posted, or announced in any manner. Information such as family size, income and social security numbers shall remain confidential and shall not be shared for any purpose unless authorized by law. No individual indicators of

participation shall be maintained in the permanent record of any student not otherwise allowed by law. Disclosure may be made of aggregate information, such as the number of children eligible for free or reduced price meals, to any program or individual. Aggregate information shall not identify students.

H. Nondiscrimination

No student shall be discriminated against because of race, color, national origin, religion, age, sex or disability with respect to the participation in the District's school meal program. There shall be no overt identification of any eligible students by use of special tickets, special tokens, serving lines, separate entrances, separate dining areas, or by any other means. When more than one (1) lunch, breakfast or type of milk is offered, the student shall have the same choice of meals that is available to those students who pay the full price. Students shall not work for their meal unless other non-eligible students are required to do so as part of their educational training.

I. Appeal

Parents/guardians who appeal any challenge of decisions on eligibility of any students for free or reduced-price meals shall have a hearing. During an appeal and hearing, the student shall receive free or reduced-price meals.

3-300 Food Services

© 3-301.C Procedure - Food Services - Cafeteria Standards

A. Environment

The District shall provide students and staff an adequate space to eat meals. Facilities shall be made available for hand washing and oral hygiene.

B. Certification/Licensure

Staff or volunteers shall maintain requisite certification or licensure to conduct a school's regular food service. Pursuant to A.R.S. § 11-269.27, a volunteer at a school activity or function outside of a school's regular food service is not required to have a food handler certificate or identification card or to participate in requisite food handler training if the volunteer is overseen by a certified food protection manager or a person in charge (as defined in Ariz. Admin. Code R9-8-101(C)(3)(g)).

C. Training

Staff or contracted vendors employed in the food services program shall receive documented food safety, nutrition, and sanitation training as well as any other training that may be required under state or federal regulation for food service handlers.

D. Denial of Meals as Disciplinary Action

Staff shall not withhold food from students as a disciplinary action. Disciplinary action that indirectly results in the loss of meals is allowable (such as suspension from school). Any student attending school who is not allowed to eat in the cafeteria for disciplinary reasons shall have a meal made available if the student has not brought the student's own meal to school. Students eligible to receive free or reduced lunch shall not be required to refund or reimburse the District.

E. Recordkeeping

The District shall keep accurate records of the school meal program to serve as a basis for claims for reimbursement and to comply with audit requirements. All records and tickets must be kept in accordance with the National School Lunch Program and School Breakfast Program State Guidance Manual.

F. Safety Inspections

The District shall conduct food safety inspections each school year, as required by the controlling regulations.

G. Pricing

Pricing for student meals shall be established considering market share, creation, and loss of revenue. Pricing shall be reviewed and adjusted periodically as necessary. Prices for adult meals and catering shall be reviewed periodically and shall reflect the direct cost of operations. Revenues received are to be used in accordance with the requirements of the Uniform System of Financial Records (USFRs).

G. Provision of Food for Outside Organizations

Any individual or company desiring to use the school meal program facilities must follow the requirements for the District's use of school facilities. All food items and/or consumable supplies purchased through the food service program and all labor used for a special meal function must be recorded. The outside organization shall be billed for the food, labor and other costs of the special function.

Food Services

© 3-301.D Procedure - Food Services - Meal Charges

The District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintains the financial integrity.

The District's meal charges will at all times comply with federal regulations. Eligible students shall receive reimbursable meals as permitted by federal statute and regulation.

The District shall make reasonable efforts to collect unpaid meal charges without impacting the involved student and shall provide communication to the parent/legal guardian responsible for the costs regarding the procedures for the debt collection and for providing additional meals. The District will reclassify delinquent debt as required by the National School Lunch Program.

EFDA-R

Collection of Money / Food Tickets

Amphitheater Unified School District strives to ensure that students have access to nutritious meals at school to support their academic success. The District has established a meal charge program that balances the need to maintain the financial integrity of the District's food service fund account with the importance of minimizing identification of children with insufficient funds to pay for school meals. Unpaid meal charges classified as a delinquent debt shall be collected in accordance with Policy EFDA and the following procedures:

- A. When a student's meal account falls below three dollars (\$3.00), the cashier may notify the student of the low balance. The District's Food Service Department will also notify the student's parent/guardian in writing about the low balance and provide information about how to add funds to the student's account. This notification will be sent each week that the student's account is below three dollars (\$3.00).
- B. If a student with a negative balance brings cash intended for that day's meal, Food Service staff will ask the student if any extra funds (change) should be applied to their meal account or be returned to the student. Staff may not use change to repay a negative balance debt without the student's permission.
- C. If a student's meal account falls to a negative twenty dollars (-\$20.00), the Food Service Department will:
 1. Provide an alternative meal to the student.
 2. Call the student's parent/guardian to notify them of the meal account balance and to provide information about the option to fill out an application for the Free or Reduced Meal Program.
 3. until the application is approved or denied.
- D. If a Free or Reduced Meal application is submitted and approved for "free" meal status, then the balance owed for unpaid meals will be forgiven.
- E. If a Free or Reduced Meal application is approved for "reduced" meal status, then the balance owed will be adjusted to reflect the reduced meal price. The adjusted balance must be repaid.
- F. If payment is not received within seven (7) school days, the Food Service Department shall make efforts to collect the outstanding funds from the parent/guardian through e-mail, mail and/or telephone. These notifications to the parent/guardian will include the amount of unpaid meal charges and advise the parent/guardian that they may contact their student's school office or the Food Service Department with questions.
- G. Any outstanding balance for a high school student remaining on or after May 1st will be transferred to the student's high school Bookstore account.
- H. The Executive Manager of Operational Support or the Chief Financial Officer, or their designees, shall evaluate all delinquent debt at the end of the school year

for consideration for bad debt conversion. Bad debt will be restored to the School Nutrition Program (SNP) from the general fund prior to the end of the fiscal year.

- I. The Chief Financial Officer shall supervise efforts to collect bad debt.

Communication

The District will communicate the information in Policy EFDA and this regulation annually as part of the Parent Handbook distributed to students at the beginning of the school year and to transfer students distributed when they register in the District. It shall also be published continuously on the District's website as well as communicated to administrators, teachers and staff by the Food Service Department prior to the first day of school.

Training

The Child Nutrition Program staff will receive training in the information contained in Policy EFDA and this regulation. A record of the training will be maintained as part of the professional development portfolio.

Food Services

© 3-301.E Procedure - Food Services - Wellness Program

The purpose of this Procedure is to outline the parameters of the District's wellness policy as required by [7 C.F.R. § 245.10](#).

A. Written Plan

The District shall create a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal nutrition standards.

The written plan shall contain:

1. Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, the District must review and consider evidence-based strategies and techniques;
2. Standards for all foods and beverages provided, but not sold, to students during the school day on each participating school campus;
3. Standards and nutrition guidelines for all foods and beverages sold to students during the school day on each participating school campus;
4. Goals that promote student health and reduce childhood obesity;
5. The method by which parents, students, physical education teachers, school health professionals, school administrators and the general public will be involved in the creation of the written plan;
6. A description of the plan for measuring the implementation of the wellness policy and plan; and
7. How the District will report on content and implementation of the wellness policy and plan to the public.

The Director of Health Services is responsible for the implementation and oversight of the wellness policy and the written plan.

At least once every three (3) years, the District shall assess compliance, which shall include local school compliance, a comparison to other wellness policies and written plans, a review of progress toward goals, and proposed updates or modifications.

B. Notification The District shall:

1. Permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the local school wellness policy and written plan;

2. Inform the public about the content and implementation of the local school wellness policy and written plan, and make the policy, written plan and any updates to the written plan available to the public on an annual basis; and
3. Inform the public about progress toward meeting the goals of the local school wellness policy and compliance with the wellness policy and written plan by making the triennial assessment available to the public.

C. Record Keeping

The District shall retain records to document compliance with the applicable federal regulations related to a wellness policy and written plan, including maintain the policy and plan, the compliance with community involvement requirements, and the triennial evaluation.

3-300 Support Services

© 3-302 Transportation

Transportation may be provided for any student if deemed for the best interest of the District. The Superintendent shall have responsibility for the District's transportation program.

Eligible Students

The District may provide transportation to all eligible students as that term is defined in Arizona law. This may include transportation for:

1. K-8 students whose place of residence within the District is more than one mile from the school of attendance;
2. High school students whose place of residence within the District is more than one and one-half miles from the school of attendance;
3. Students admitted via open enrollment policies who may be eligible for transportation under state or federal law.
4. Students with disabilities whose Individual Education Plans include transportation as a related service provided under the Individuals with Disabilities in Education Act.
5. Homeless students who are entitled to transportation under the McKinney-Vento Act.
6. Foster students as required pursuant to A.R.S. § 8-530.04(C).

Reporting Obligations

The District shall report transportation route data and vehicle inventory data to the Arizona Department of Education as required by statute. The District shall report any accident involving a school bus or transportation to the local authorities and the Department of Public Safety as required by law.

Student Conduct on Buses/District Vehicles

Students are expected to meet the standards of behavior as outlined by the District while on buses/District vehicles and in the bus loading and unloading process. Students that fail to meet these standards may have transportation privileges revoked. Students are prohibited from harassing, intimidating and bullying other pupils on school buses/District vehicles and at school bus stops.

Contracts for Transportation

The District may contract for transportation with another political subdivision, a common or contract carrier or a private party.

Student Transportation in Private Vehicles

Students may be transported only in District-approved vehicles during school or school-sponsored events, unless otherwise approved by the Superintendent.

School Bus Drivers

A person shall not operate a school bus transporting students unless the person possesses:

1. The appropriate license class for the size of school bus being operated that is issued by the Department of Transportation;
2. All required bus endorsements issued by the Department of Transportation;
3. Completed entry level driver training (ELDT) as required by the Federal Motor Carrier Safety Association; and
4. A school bus certificate issued by the Department of Public Safety.

School bus drivers must be certified to meet and maintain the minimum standards for school bus drivers as published by the Department of Public Safety and by the Federal Motor Carrier Safety Association. School bus drivers are required to complete an initial instructional course on school bus driver safety and training, including behind the wheel training.

School bus drivers whose license to drive is suspended, canceled, revoked or disqualified must notify their supervisor immediately. Failure to do so shall be grounds for immediate termination.

The District shall complete drug and alcohol testing of transportation employees at its discretion and as required or permitted by state and federal laws and regulations.

School Vehicles

School buses shall meet all state and federal legal requirements for operation, maintenance and safety. The District shall develop operational guidelines for buses that address all state and federal requirements. All school buses shall meet the minimum standards for school buses as published by the Department of Public Safety.

The District may transport students in motor vehicles that are designed to carry at least eleven (11) and not more than fifteen (15) passengers as permitted by A.R.S. § 15-925.

Reporting

The District shall comply with all reporting requirements and vehicle inventories as required by state or federal regulation.

Adopted:

Legal Authority:

[A.R.S. § 8-530.04](#)

[A.R.S. § 8-530.05](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-513](#)

[A.R.S. § 15-901](#)

[A.R.S. § 15-922](#)

[A.R.S. § 15-923](#)

[A.R.S. § 15-925](#)

[A.R.S. § 28-900](#)

[A.R.S. § 28-3228](#)

[Ariz. Admin. Code. R13-13-101](#) *et seq.*

[Ariz. Admin. Code. R17-1-201](#) *et seq.*

[42 U.S.C. § 11432\(g\)](#)

[49 U.S.C. § 5331](#)

[34 C.F.R. § 382.601](#)

[49 C.F.R. Part 380](#)

Transportation

© 3-302.A Procedure - Transportation - Reporting and Funding

A. Reporting Transportation Route Data

The District shall certify to the Superintendent of Public Instruction in an electronic format as prescribed by the Arizona Department of Education (ADE) the following information:

1. The daily route mileage of the District in the current year. The route mileage shall not include more than thirty (30) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route to transport eligible students who reside in nonadjacent school districts.
2. The route mileage of the school district in the current year transporting eligible students for extended school year services for students with disabilities.
3. The number of eligible students transported during the current year.

The District may include in the calculation of daily route mileage any vehicle that meets the definition of a school bus under law. This certification shall be submitted within twelve (12) days after the first one hundred (100) school days unless otherwise permitted by law.

The Districts shall provide the odometer reading for each bus as of the end of the current year and the total bus mileage during the current year.

B. Reporting Vehicle Inventory Data

On or before July 15 immediately following the fiscal year, the District shall report the following to the Superintendent of Public Instruction:

1. The actual odometer reading for each school bus operated by the District as of June 30; and
2. The total mileage for the year ending June 30.

C. In Lieu Of Transportation Grants

The District may use a portion of its transportation funding to provide in lieu of transportation grants to parents of students who attend the District pursuant to a plan submitted to the ADE. The District may issue grants to support individual parents or neighborhood carpools in transporting students to school.

Transportation

© 3-302.B Procedure - Transportation - School Bus Requirements

A. Insurance on Bus Operator

The Governing Board shall purchase public liability and property damage insurance covering District employees while driving school buses.

The Board may require the operator of a school bus used for transportation of pupils attending schools in the District to carry public liability insurance in amounts not to exceed twenty thousand dollars for personal injury to any one person, and one hundred thousand dollars for personal injuries arising out of any one accident, covering any liability to which the operator may be subject on account of personal injuries to a passenger or other person caused or contributed to by an act of the operator while operating a school bus. If the policy of insurance is filed with and approved by the Board, the Board may increase the compensation otherwise payable to the operator by an amount equal to the cost to the operator of the insurance.

B. School Bus Requirements

The District and any contractors who provide transportation for the District shall adhere to all state and federal requirements for vehicle standards, including purchasing compliant equipment, regular inspection and maintenance.

School buses shall have a signal with the word "stop" printed on both sides in white letters not less than five inches high on a red background. The signal shall be an eighteen inch reflectorized octagon. When transporting students to or from school or home, the operator of the school bus shall:

1. Manually operate the signal in a manner so that the signal is clearly visible from both front and rear when extended from the left of the body of the school bus; and
2. Display the signal and alternately flashing lights if passengers are being received or discharged while the school bus is stopped on the roadway or a private road or driveway.

Except for the purpose of conducting drills under school rules and in the emergency evacuation or dispersal of students and school personnel, a person shall not operate a school bus on a public highway while:

1. Carrying more passengers than can be properly seated; or
2. A person is standing in the school bus.

In receiving or discharging students at the school, a person who drives a vehicle carrying students to and from school shall stop the vehicle on the side of the highway on which the school is located.

The Superintendent shall ensure all school buses are inspected at least annually.

C. Advertising on Buses

If the Board approves advertising on the exterior of buses, the advertising must conform with the following requirements:

1. Be age appropriate and not promote any substance that is illegal for minors such as alcohol, tobacco and drugs or gambling;
2. Comply with the state sex education policy of abstinence; and
3. Appear only on the sides of the bus in the following areas:
 - a. The signs shall be below the seat level rub rail and not extend above the bottom of the side windows.
 - b. The signs shall be at least three inches from any required lettering, lamp, wheel well or reflector behind the service door or stop signal arm.
 - c. The signs shall not extend from the body of the bus so as to allow a handhold or present a danger to pedestrians.
 - d. The signs shall not interfere with the operation of any door or window.
 - e. The signs shall not be placed on any emergency doors.

Transportation

© 3-302.C Procedure - Transportation – School Bus Drivers and Operations

A. Qualifications

School bus drivers shall possess a commercial driver license issued by the Arizona Department of Public Safety (DPS) and a fingerprint clearance card. School bus drivers shall meet all requirements as required by state and federal law, including but not limited to regulations promulgated by the student transportation unit of DPS.

B. Record Keeping

The District shall maintain qualification and training records of applicants and school bus drivers for twenty-four (24) months from the date of certification, termination of employment, or denial of certification.

The District shall maintain records of testing for alcohol and controlled substances as required federal and state law.

The District shall transfer the records of a school bus driver to a subsequent employer upon written request by the subsequent employer or school bus driver.

If a school bus driver is terminated from or leaves employment, the District shall provide written notice to DPS within thirty (30) calendar days of the termination or leaving. The District shall provide DPS of notice of employment of a classroom behind the wheel instructor or a school bus driver who transfers into the District within fourteen (14) calendar days of the transfer including:

1. School bus driver's name;
2. School bus driver's certification number;
3. Name of the transferring employer; and
4. Effective date of the transfer.

This includes a classroom or behind-the-wheel instructor who transfers into the District.

C. Drug and Alcohol Testing

The District shall assume the costs of drug and alcohol testing of transportation employees. If the results of a test are positive, the District may charge the costs of the test to the tested employee. The costs charged to the employee shall be limited to the actual costs incurred as a result of testing. If the results of a test are negative, the District shall not charge the costs of testing to the tested employee.

A transportation employee who refuses to submit to drug and alcohol testing or whose test results are positive may be terminated from employment.

D. School Bus Operation

School bus drivers shall perform operations checks of school buses as required by law. School bus drivers shall meet the legal requirements and standards for the loading and unloading of passengers.

The District shall not allow or require a school bus driver to drive a school bus nor shall a school bus driver drive a school bus:

1. For more than ten (10) hours after having been off-duty for a minimum of eight consecutive hours;
2. For any period after having been on-duty for fifteen (15) hours after having been off-duty for a minimum of eight consecutive hours;
3. After having been on-duty sixty (60) hours in any seven (7) consecutive days if the employer does not operate school buses for seven (7) consecutive days; or
4. After having been on-duty seventy (70) hours in any eight (8) consecutive days if the employer operates school buses every day of the week.

E. Classroom and Behind the Wheel Instructors

The District shall maintain the following records for each classroom and behind-the-wheel instructor for twenty-four (24) months from the date the instructor is first recognized by the Department of Public Safety as qualified:

1. Letter submitted as required by DPS;
2. Letter of recommendation submitted as required by DPS; and
3. Examination score.

If a classroom or behind-the-wheel instructor is terminated from or leaves employment, the District shall provide written notice to DPS within thirty (30) calendar days of the termination or leaving.

F. Reporting of Accidents

If a school bus is involved in an accident, the District shall:

1. Report the accident to the local law enforcement agency in whose jurisdiction the collision occurred;
2. Require the school bus driver to report the accident to the District immediately following any accident involving a school bus;
3. Immediately upon receiving notification of any accident involving a school bus, notify DPS of the accident by telephone; and

4. Submit written verification of the accident to DPS within seventy-two (72) hours of the telephone notification using the requisite form.

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EEAA-R

Walkers and Riders

Only students who reside in the attendance areas of their respective schools of attendance shall be eligible for transportation.

All students regularly enrolled in District schools shall be eligible for transportation on school-related trips.

Provision of transportation shall be subject to the availability of vehicles, road conditions, and the number of students to be served in any one area.

Distances will be calculated based upon street distances.

Requests for exceptions based on safety considerations must be directed to the transportation manager and must cite the specific safety concern and suggested remedy.

EEAE-RB

Bus Safety Program

Discharging Kindergarten and Preschool Children from Buses

During the first two (2) weeks of school, no kindergarten and preschool child shall be discharged from a school bus unless an older child or adult is present to escort the child home. Schools should provide students with name tags that include their names and stop locations. Name tags should also be provided for any new preschool or kindergarten students after the first two (2) weeks of school. The school shall notify the parents of all kindergarten and preschool students of this regulation, in writing (in their primary language), during registration and kindergarten orientation.

Transportation Forms

Parents of kindergarten and preschool children who will be riding the school bus to or from school will be required to fill out transportation forms as part of the registration materials. The form will contain a section in which the parent/guardian will provide instruction to the school regarding discharge of the student from the school bus. Any changes, even on a daily basis, will be communicated in writing to the driver.

Kindergarten/Preschool Children Who Are Not Met at the Bus

If the parent has indicated that the child must be escorted home from the school bus and the designated older child or adult is not present, the kindergarten or preschool child will be returned to school. The driver shall notify transportation, who in turn shall notify the school immediately that the child is being returned to the school. The school will meet the bus when it arrives back at school, and the school will make arrangements to get the child home. If the schedule of the bus does not permit the immediate return of the student to the school, transportation will notify the school of this, and the driver will keep the child on the bus for the remainder of the route. The school may choose to meet the bus at one of the remaining stops to pick up the child.

If the parent has indicated that the child must be escorted home from the school bus and the designated individual repeatedly fails to appear, the principal of the school shall confer with the parent. If the parent wishes to continue the escort requirement but the child continues to not be met at the school bus stop, transportation services may be refused to the child.

School Schedules

Conference days will follow the same pattern as a school's early release day schedule for bus routes; however, the specific dismissal times may be adjusted.

Substitute Drivers

If a substitute driver is driving a route, transportation will notify the school as far ahead as possible. The school will notify the teacher. Kindergarten teachers will place name tags, including bus stop information, on the children and escort the children to the bus. The regular route driver will keep an updated route sheet in the department file for use by substitute drivers.

Special Education Students

If an advocate feels that a special education child should not be discharged without an adult or older child present to escort the child home, this must be included in the individualized education program (IEP) and a special discharge form must be completed.

EEAE-RC

Bus Safety Program

(Limitation on Vehicle Idling)

The Governing Board seeks to reduce student and driver exposure to vehicle exhaust by limiting unnecessary idling of school buses and other vehicles to improve the health of students and others on school campuses.

Applicability

This regulation applies to all public and private vehicles at school facilities and other school destinations.

Idling Control Measures These regulations apply anywhere a bus is parked.

A. A driver of a school bus or other vehicle:

1. Must turn off the bus upon reaching a school or other location and must not turn on the engine until necessary to depart from the school or other location; and
2. Must park the bus at least one hundred (100) feet from a known and active school air intake system, unless the School District has determined that alternative locations block traffic, impair student safety, or are not cost-effective.

B. The Transportation Director must ensure that:

1. The bus or vehicle driver, upon employment and as necessary thereafter, is informed of the requirements of this regulation and the reasons therefore;
2. All complaints of noncompliance are reviewed, and remedial action is taken as necessary.

C. The site administrator should:

1. Consider relocating school building air intake systems more than one hundred (100) feet away from school bus parking areas when practical and shall take other measures to reduce intake for school bus exhaust where relocating intake systems is not feasible, such as regulating closure of intake vents or moving bus parking areas.
2. Post "limited idling" or "idle reduction zone" signs and alert bus drivers, parents, administrators, and vendors that engines should be turned off when vehicle is waiting or parked.
3. Identify an indoor waiting area for individuals to discourage waiting for students in an idling vehicle.

4. Include "limited idling" regulation in contracts made with vendors, contracted drivers, and other vehicles that will be in close proximity to students.

Exemptions The requirements that a driver of a school bus must turn off the bus and must refrain from idling does not apply for the period or periods during which idling is necessary under the following circumstances:

A. *Turbo-diesel engine cool down or warm up:*

1. To cool down a turbo-charged diesel engine for a period not to exceed five (5) minutes before turning off the engine. The cool down should be in accordance with the bus manufacturer's specifications.
2. To warm up a turbo-charged diesel engine for a period not to exceed three (3) minutes. The warmup should be in accordance with the bus manufacturer's specifications.

B. *Hot and cold weather:*

1. From April 1 to October 31, if necessary and if the bus has air conditioning equipment, the bus may idle for a minimum period of time to cool the bus prior to loading;
2. If justified by cold outside temperatures, the bus may idle for a minimum period of time to heat the bus prior to loading;
3. If bus drivers will be at a location for more than fifteen (15) minutes, a designated indoor waiting area is encouraged to use after turning off the bus engine.

C. *Safety of children and emergencies:*

1. Use the lift equipment during loading or unloading of children with special needs, requiring use of the lift;
2. Use of heater or an air conditioner of a bus during loading, unloading, or transport of children with exceptional/special needs;
3. Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations;
4. Use of the bus headlights or four-way flasher warning lights for visibility purposes; or
5. For other traffic, safety, or emergency situations.

If equipment can be run from the battery in any of the above cases, then the drivers should refrain from idling unless there is a significant concern of draining the battery.

D. *Maintenance of operations:*

1. To charge a battery of a school bus, if needed; or
2. For testing to verify that the bus is in safe operating condition as part of the

daily pre-trip vehicle inspection, or as otherwise required, including to measure vehicle emissions.

STUDENT CONDUCT ON SCHOOL BUSES

(Or Other School District Vehicles)

The following regulations shall apply to all school buses or other School District vehicles operated by the District for student transportation:

- A. The driver is in complete charge of the vehicle and must be obeyed by all passengers. The driver's authority includes the loading and unloading of passengers.
- B. Each driver is provided a bus route schedule. Unscheduled stops shall not be made without authorization by the transportation manager, except in case of an emergency.
- C. Every student must be seated while riding on a school bus and must remain seated while the bus is in motion.
- D. Every student must wear a seat belt, when provided.
- E. A student shall not extend hands, arms, head, feet, or any object through the window of the bus or other vehicle.
- F. Generally, a student shall not eat or drink any kind of food or beverage while on a school bus or other school vehicle.
- G. A student shall not throw, shoot, or project any type of object while on a school bus or other school vehicle.
- H. Animals, insects, or reptiles shall not be transported on a school bus.
- I. Glass containers shall not be transported in a school bus.
- J. Elementary school students must have written permission to leave a school bus at a stop other than such students' usual stops.
- K. Any musical instrument carried by a student shall be under the student's control at all times or properly stored in a vacant seat.
- L. A student shall make every effort to:
 - 1. Keep the school bus or other vehicle clean.
 - 2. Be courteous to the driver and other students/passengers in the school bus or other vehicle.
 - 3. Practice safe habits in waiting for a school bus at a scheduled stop, and in getting on and off the bus.
 - 4. Never use loud, profane, or obscene language or obscene gestures while in a school bus or other school vehicles.
- M. When unloading from a school bus and crossing to the left side of a road or street, a student shall always pass in front of the bus.
- N. The use of tobacco, in any form, is prohibited on a school bus.

- O. Riding on a school bus is a privilege, not a right. A student who refuses to obey the directions of a bus driver promptly, or to obey these regulations, may be denied the privilege of riding to and from school on a school bus.

Consequences for Violations of Conduct Rules for School Bus or Other School District Vehicles

The driver of a school bus or other School District vehicle has the legal responsibility to maintain passenger conduct that does not jeopardize the safety or welfare of the driver and the passengers. Therefore, it may be necessary for the driver to make judgments regarding appropriate consequences for violations of bus conduct rules.

The driver's discretion will be used in establishing the severity of the offense based on the descriptions listed below. Consequences will be administered consistent with the severity of the offense. For example, if the driver believes the behavior of the student was a fourth (4th) level (very serious) violation, it is not necessary that the consequences for levels one through three (1-3) be imposed before suspension of riding privileges is imposed.

At all levels of severity, the student will be provided with the opportunity to hear the specified charges and to respond to those charges.

Charge levels:

- A. *1st level violations are minor in nature, do not involve repeat violations of conduct rules, and do not immediately jeopardize the safety or welfare of other passengers.*

A verbal warning will be given to the student by the driver, indicating the specific behavior that is inappropriate and requesting that such behavior not be repeated.

- B. *2nd level violations are of moderate severity. They may include repetitions of minor violations, constitute a distraction sufficient to distract the attention from driving responsibilities, and/or compromise the safety or welfare of the driver or other passengers.*

The driver will hold a conference with the student and may change the seat assignment of the student. The driver shall keep a record of second (2nd) level offenses. The name of the student, the behavior, and action taken should be recorded.

- C. *3rd level violations are serious in nature. They include, but are not limited to, repeated violations that have been addressed by the driver at either the first (1st) or second (2nd) levels and disruptions that compromise the safety or welfare of the driver or other passengers.*

1. The bus driver will submit a written report to the school principal or designee, who will arrange a conference, either in person or by telephone, with the driver and the person responsible for the student. The driver will recommend a consequence, which may include, but not be limited to, change of bus seat, behavioral contract, or home support and involvement.
2. The final determination of consequence will be made jointly by the principal or designee and the transportation manager.
3. A student may have no more than two (2) third (3rd) level referrals before a loss of riding privileges will occur.

D. *4th level violations are very serious in nature.* They include chronic violations of bus conduct rules, vandalism to the bus or School District vehicle, any violation of the District's weapons, drugs, and alcohol policies, assault, extortion, or arson, and any other offense that the driver deems of sufficient severity as to jeopardize the safety or welfare of the driver or passengers.

1. The bus driver will submit a written report to the school principal or designee, who will arrange a conference, either in person or by telephone, with the driver and the person responsible for the student. The driver will recommend a consequence, which will include a suspension or loss of bus riding privileges.
2. Generally, the first fourth (4th) level violation will carry a suspension of up to five (5) days. Additional fourth (4th) level violations will carry a penalty of, at least, five (5) days and may result in a loss of riding privileges for the remainder of the school year. However, a first fourth (4th) level offense may be of significant seriousness that the driver can recommend a longer or permanent suspension of riding privileges.

Suspension of Student from School Buses or Other District Vehicles

A suspension from the bus may be appealed to the principal, if the suspension has been imposed by a designee. The final decision will be made jointly by the transportation manager and the principal or designee.

When it is necessary to suspend a student from a school bus or other School District vehicle, the person responsible for the student shall be given a minimum of twenty-four (24) hours' notice so that the person responsible for the student may arrange alternate transportation for the student.

The principal or designee will inform the following persons of the specific length and inclusive dates of the suspension period, prior to enforcement of the suspension:

- A. The student involved.
- B. The person responsible for the student.

C. The driver for the suspended student.

The student shall be advised that all concerned parties, as noted above, will be informed of the action taken.

Immediate Removal of Student from School Bus or Other District Vehicle

Notwithstanding the progressive consequences described above, the driver of a school bus shall have the authority to remove a student from the school bus or other School District vehicle prior to a conference with the principal or designee and the person responsible for the student under the following conditions:

- A. *Middle school and high school students.* If the student's behavior on the bus is such that the student is creating an immediate safety hazard, the driver may put the student off the bus. In such case, the driver must get the student's name and must instruct the student to remain outside the bus at the scene until a school official arrives. The driver must notify the transportation office immediately and must stay at the scene, until instructed differently by the transportation office. If the student refuses to stay at the scene, and leaves the area, the driver must report this immediately to the transportation office and must continue to stay at the scene until instructed differently by the transportation office.
- B. *Elementary school students.* At no time and under no circumstances shall an elementary school student be put off the bus by a driver. If an uncontrollable situation should arise with a student or students in these grades, the driver must contact the transportation office immediately for instructions. If there is any behavioral situation on a bus that would immediately jeopardize the safety of the driver and/or the passengers on the bus, the driver should stop the bus and remain stopped while awaiting instructions.

Special Education Students - Suspension from School Bus or Other School District Vehicle

Students enrolled in special education programs may be suspended for up to ten (10) consecutive days per offense. For longer periods of time, or for frequent short-term suspensions, a responsibility conference must be convened to determine whether or not the behavior is a manifestation of the student's disability. If a causal relationship is not found, the student may be suspended for more than ten (10) consecutive days. If the behavior is determined to be a manifestation of the student's disability, the student's individualized education program (IEP) will be reviewed, and modifications will be made if deemed necessary.

3-400 Security Controls

© 3-401 Safety and Emergency Management

The District shall develop security plans and procedures to protect the safety of students, staff, visitors, and others present on District property or at school-sponsored events.

The Superintendent shall develop requirements to protect the security of each campus and District building, including security controls to prevent unauthorized visitors on campus.

The District shall require all volunteers who may perform services on a District campus or with a District student to provide fingerprint clearance or a background check as required by [A.R.S. § 15-512](#). The District shall comply with requisite notification requirements regarding sex offenders and juveniles who have been adjudicated as dangerous or sex offenders.

The District shall implement procedures to safeguard District property. The District does not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on District property.

The District shall comply with all occupational safety and health standards applicable in the workplace.

The District shall coordinate with statewide critical infrastructure information systems.

The Governing Board grants to the Superintendent authority to delay the start or to close schools in the case of an emergency.

Adopted:

Legal Authority:

[A.R.S. § 3-3606](#)

[A.R.S. § 8-350](#)

[A.R.S. § 13-3825](#) *et seq.*

[A.R.S. §§ 15-151 to 15-160.01](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-507](#)

[A.R.S. § 15-512](#)

[A.R.S. § 23-401](#) *et seq.*

[A.R.S. § 23-904](#)

[A.R.S. § 41-1803](#)

[20 U.S.C. § 7926](#)

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Safety and Emergency Management

© 3-401.A Procedure - Safety and Emergency Management - Emergency Plans

The Superintendent shall develop and maintain emergency plans for each District building.

The District will develop emergency plans in accordance with standards developed jointly by the Arizona Department of Education and the Division of Emergency Management within the Department of Emergency and Military Affairs. The District will coordinate its plans with local law enforcement and other authorities as required. The District will provide training components for staff and students and emergency drills.

The District's emergency response plan will address how a school and emergency responders will communicate with and provide assistance to students with disabilities.

The District's emergency response plans are designated as confidential and shall not be subject to public records requests.

The Superintendent has authority to delay the opening of school, dismiss school early, or close schools if necessary due to an emergency.

GBGC

EMPLOYEE ASSISTANCE

All employees shall be covered by worker's compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required. When the District requires an employee to seek medical attention for a work-related injury, the employee must report to the physician to whom they are directed. Any medical care after that original visit, however, can be provided by any physician who accepts workers compensation payment. Any medical care not covered by worker's compensation would be at the employee's expense or may be covered by the employee's regular health insurer.

Employees may be required by the Superintendent, for purposes of employ mentor retention, to submit to such tests or examinations as a licensed physician deems appropriate. When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the District may require a complete examination, at District expense, by a licensed physician selected by the District. In addition, the employee has the right to consult the employee's physician at the employee's expense.

The Superintendent shall have procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, postexposure evaluation and follow-up, and administering vaccine to employees exposed to Hepatitis B virus.

All employees who as a result of their employment have had significant exposure to bloodborne pathogens including but not limited to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and other pathogens are required to report the details of the exposure in writing to the District and are required to follow postexposure evaluation and follow-up activities in accordance with Arizona and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.

Adopted: June 26, 2018

LEGAL REF.:

A.R.S.

15-505

23-901

23-902

23-904

23-906

23-908

23-961

23-962

CROSS REF.:

EBBB - Accident Reports

GBGD - Workers' Compensation

GBGC-R

EMPLOYEE ASSISTANCE

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of worker's compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.

The business office, upon receiving the supervisor's report, shall, within twenty- four (24) hours or during the next working day after the accident occurs, submit the Report of Industrial Injury to the State Compensation office.

GBGC-E

EMPLOYEE ASSISTANCE BLOODBORNE PATHOGEN REQUIREMENTS

Exposure Control Plan

Employee(s) with occupational exposure to human blood, human blood components, products made from human blood, or pathogenic microorganisms, including but not limited to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and other pathogens, shall comply with this Exposure Control Plan designed to eliminate or minimize employee exposure.

This Exposure Control Plan contains the following elements:

- A. The exposure determination outlined below.
- B. The schedule and method of implementation.
- C. The procedure for the evaluation of circumstances surrounding exposure.

A copy of this Exposure Control Plan shall be accessible to employees.

This Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

This Exposure Control Plan shall be made available to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration upon request for examination and copying.

Exposure Determination

The District has determined that employee positions may involve the following levels of exposure to bloodborne pathogens as a collateral function to the primary job description:

- A. High risk - Coaches, physical education instructors, custodians, certain special education program personnel, playground duty personnel, health services personnel, and security personnel.
- B. Moderate risk - Regular instructional program personnel, other special education program personnel, school level office personnel, maintenance personnel, food services personnel, and special assignment personnel (e.g., counselors, librarians).
- C. Low risk - District level office personnel.

Methods of Compliance

General. Universal precautions shall be observed by all District employees to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and work practice controls:

- A. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. If occupational exposure remains after institution of these controls, personal protective equipment shall also be used.
- B. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- C. The District shall provide hand-washing facilities that are readily accessible to employees.
- D. When provision of hand-washing facilities is not feasible, the District shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- E. The District requires that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Supervisory personnel shall ensure compliance.
- F. The District requires that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Supervisory personnel shall ensure compliance.
- G. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted below. Shearing or breaking of contaminated needles is prohibited.
 1. Contaminated needles and other contaminated sharps shall not be recapped or removed unless no other alternative is feasible or such action is required by a specific medical procedure as determined by a competent medical professional qualified to make such determination.
 2. Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.
- H. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed.
- I. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

- J. Food and drink shall not be kept in refrigerators, freezers, shelves, or cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.
- K. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- L. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- M. Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.
 - 1. The container for storage, transport, or shipping shall be labeled or color coded according to law and closed prior to being stored, transported, or shipped. When a facility utilizes "universal precautions" in the handling of all specimens, the labeling/color coding of specimens is not necessary, provided containers are recognizable as containing specimens. This exemption applies only while such specimens/containers remain with the facility. Labeling or color coding is required when such specimens/containers leave the facility.
 - 2. If outside contamination of the primary container occurs, the primary container shall be placed within a second container that prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color coded according to the requirements of this standard.
 - 3. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container that is puncture resistant in addition to the above characteristics.
- N. Equipment that may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the decontamination of such equipment or portions of such equipment is not feasible as determined by a supervisory employee assigned to make such determination.
 - 1. A readily observable label in accordance with law shall be attached to the equipment stating which portions remain contaminated.
 - 2. This information shall be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

Personal protective equipment:

- A. *Provision.* When occupational exposure occurs, the District shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered

"appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

- B. *Use.* The District requires that all exposed employees use appropriate personal protective equipment unless the District documents that a specific employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was such employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be reported by the employee and investigated and documented by the District in order to determine whether changes can be instituted to prevent such occurrences in the future.
- C. *Accessibility.* Appropriate personal protective equipment in the appropriate sizes must be readily accessible at the work site or issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.
- D. *Cleaning, laundering, and disposal.* The District shall clean, launder, and dispose of personal protective equipment required in this standard, at no cost to the employee.
- E. *Repair and replacement.* The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
- F. Any garment(s) penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible.
- G. All personal protective equipment shall be removed prior to leaving the work area.
- H. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
- I. *Gloves.* Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and nonintact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
 - 1. Disposable (single use) gloves, such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.
 - 2. Disposable (single use) gloves shall not be washed or decontaminated for reuse.
 - 3. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. However, they must be discarded if they are cracked,

peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Housekeeping:

- A. *General.* The work site must be maintained in a clean and sanitary condition. The District shall establish, attach hereto, and implement an appropriate written schedule for cleaning and the method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.
- B. All school activity areas are cleaned daily.
- C. In cleaning operations involving human blood, a cleaning solution consisting of ten to one (10:1) ratio of water and bleach will be used.
- D. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
 - 1. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning.
 - 2. Protective coverings - such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces - shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.
 - 3. All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
 - 4. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dustpan, tongs, or forceps.
 - 5. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
- E. *Regulated waste:*
 - 1. Contaminated sharps discarding and containment:
 - a. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:

- I. Closable.
- II. Puncture resistant.
- III. Leakproof on sides and bottom.
- IV. Labeled or color coded.

b. During use, containers for contaminated sharps shall be:

- I. Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).
- II. Maintained upright throughout use.
- III. Replaced routinely and not be allowed to overfill.

c. When moving containers of contaminated sharps from the area of use, the containers shall be:

- I. Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- II. Placed in a secondary container if leakage is possible. The second container shall be:
 - i. Closable.
 - ii. Constructed to contain all contents and Prevent leakage during handling, storage, transport, or shipping.
 - iii. Labeled or color coded.

d. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

2. Other regulated waste containment:

a. Regulated waste shall be placed in containers that are:

- I. Closable.
- II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.
- III. Labeled or color coded.
- IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

b. If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:

- I. Closable.

- II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.
 - III. Labeled or color coded.
 - IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
3. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, states, territories, and political subdivisions of states and territories.

F. *Laundry:*

1. Contaminated laundry shall be handled as little as possible, with a minimum of agitation.
 - a. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.
 - b. Contaminated laundry shall be placed and transported in bags or containers labeled or color coded. When a facility utilizes universal precautions in the handling of all soiled laundry, alternative labeling or color coding is sufficient if it permits all employees to recognize the containers as requiring compliance with universal precautions.
 - c. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers that prevent soaking-through and/or leakage of fluids to the exterior.
2. Employees who have contact with contaminated laundry must wear protective gloves and other appropriate personal protective equipment.
3. When a facility ships contaminated laundry off-site to a second facility, which does not utilize universal precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers that are labeled or color-coded.

Hepatitis B Vaccination and Postexposure Evaluation and Follow-up

General:

- A. The District shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and postexposure evaluation and follow-up to all employees who have had an exposure incident.
- B. The District requires that all medical evaluations and procedures, including the hepatitis B vaccine, and vaccination series and postexposure evaluation and follow-up, including prophylaxis, are:
 1. Made available at no cost to the employee.

2. Made available to the employee at a reasonable time and place.
 3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional.
 4. Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified in this section on hepatitis B vaccination and postexposure evaluation and follow-up.
- C. The District requires that all laboratory tests be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination:

- A. Hepatitis B vaccination shall be made available after the employee has received the training required and within ten (10) working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.
- B. The District shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.
- C. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the District shall make available hepatitis B vaccination at that time.
- D. The District requires all employees who decline to accept hepatitis B vaccination that is offered to sign the following statement:

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B 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.

- E. If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available.

Postexposure evaluation and follow-up. Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- A. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- B. Identification and documentation of the source individual, unless the District can establish that identification is infeasible or prohibited by state or local law.
 - 1. The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, the District shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the result documented.
 - 2. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 - 3. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- C. Collection and testing of blood for HBV and HIV serological status:
 - 1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 - 2. If the employee consents to base-line blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within ninety (90) days of the exposure incident the employee elects to have the base-line sample tested, such testing shall be done as soon as feasible.
- D. Postexposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- E. Counseling.
- F. Evaluation of reported illnesses.

Information provided to the health care professional:

- A. The health care professional responsible for the employee's hepatitis B vaccination shall be provided a copy of this document.
- B. The health care professional evaluating an employee after an exposure incident shall be provided the following information:
 - 1. A copy of this document.
 - 2. A description of the exposed employee's duties as they relate to the exposure incident.
 - 3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.

4. Results of the source individual's blood testing, if available.
5. All medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the District's responsibility to maintain.

Health care professional's written opinion. The District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.

- A. The health care professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination.
- B. The health care professional's written opinion for postexposure evaluation and follow-up shall be limited to the following information:
 1. That the employee has been informed of the results of the evaluation.
 2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.
- C. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

Medical record keeping. Medical records required by this standard shall be maintained.

Communication of Hazards to Employees Labels:

- A. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport, or ship blood or other potentially infectious materials, except as provided in law.
- B. These labels shall contain the "biohazard" label.
- C. These labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
- D. Labels are required to be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
- E. Red bags or red containers may be substituted for labels.
- F. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of this section on communication of hazards to employees.
- G. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirements.
- H. Labels required for contaminated equipment shall be in accordance with this section and shall also state which portions of the equipment remain contaminated.

- I. Regulated waste that has been decontaminated need not be labeled or color coded.

Information and training:

- A. All employees with occupational exposure shall participate in a training program, which must be provided at no cost to the employees and during working hours.
- B. Training shall be provided as follows:
 1. At the time of initial assignment to tasks where occupational exposure may take place.
 2. Within ninety (90) days after the effective date of the standard.
 3. At least annually thereafter.
- C. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard that were not included need be provided.
- D. Annual training for all employees shall be provided within one (1) year of their previous training.
- E. The District shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.
- F. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.
- G. The training program shall contain at a minimum the following elements:
 1. An accessible copy of the regulatory text of this standard and an explanation of its contents.
 2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
 3. An explanation of the modes of transmission of bloodborne pathogens.
 4. An explanation of the District's Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.
 5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
 6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
 7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
 8. An explanation of the basis for selection of personal protective equipment.
 9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
12. Information on the postexposure evaluation and follow-up that the District is required to provide for the employee following an exposure incident.
13. An explanation of the labels and/or color coding required.
14. An opportunity for interactive questions and answers with the person conducting the training session.

H. The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

Record Keeping

Medical records:

- A. The District shall establish and maintain an accurate record for each employee with occupational exposure as defined herein.
- B. This record shall include:
 1. The name and Social Security number of the employee.
 2. A copy of the employee's hepatitis B vaccination status, including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
 3. A copy of all results of examinations, medical testing, and follow-up procedures.
 4. The District's copy of the health care professional's written opinion.
 5. A copy of the information provided to the health care professional.
- C. *Confidentiality*. The District shall ensure that employee medical records required by law are:
 1. Kept confidential.
 2. Not disclosed or reported, without the employee's express written consent, to any person within or outside the workplace, except as required by law.
- D. The District shall maintain the records required by law for at least the duration of employment plus thirty (30) years.

Training records:

- A. Training records shall include the following information:

1. The dates of the training sessions.
 2. The contents or a summary of the training sessions.
 3. The names and qualifications of persons conducting the training.
 4. The names and job titles of all persons attending the training sessions.
- B. Training records shall be maintained for three (3) years from the date on which the training occurred.

Availability:

- A. The District shall ensure that all records required to be maintained shall be made available, upon request, to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration for examination and copying.
- B. Employee training records required by law shall be provided upon request for examination and copying to employees, to employee representatives, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.
- C. Employee medical records required by law shall be provided upon request, for examination and copying, to the subject employee, to anyone having written consent of the subject employee, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.

Transfer of records:

- A. The District shall comply with the legal requirements involving transfer of records.
- B. If the District ceases to do business and there is no successor district to receive and retain the records for the prescribed period, the District shall notify the Director of the Occupational Safety and Health Administration, at least three (3) months prior to their disposal, and transmit them to the Director of the Occupational Safety and Health Administration, if required by the Director of the Occupational Safety and Health Administration to do so, within that three (3) month period.

EBBB-EA

Accident Reports

Amphitheater Public Schools Student Accident/Injury Report

To view the District's Accident/Injury Report, [please click here](#).

EBBB-EB

Accident Reports

Vehicle Accident Reporting

Before leaving with your vehicle, check to be sure you have:

- A. Transportation department's vehicle accident kit.
- B. Proof of insurance.
- C. Registration.
- D. Current phone numbers of the site manager and the home phone number of the transportation manager.

Whenever you are involved in an accident while on District business, the following accident procedures will be followed, whether in a District-owned vehicle or in a personally owned vehicle.

- A. Do not move the vehicle or persons unless immediate danger exists.
- B. Check your passengers for injuries.
- C. Check passengers in other vehicle(s) for injuries.
- D. Report the exact location, vehicle number, and extent of injuries.
 - 1. During work hours: Police – 911
Transportation office (520) 696-6603 or (520) 696-3783
 - 2. After work hours: Police – 911
Until 10:00 p.m. Monday-Friday (520) 696-3787
Transportation manager (520) 730-9161
- E. Put out warning devices.
- F. Do not give any information to anyone except law-enforcement officers or school officials.
- G. Continue to tend to the injured until help arrives.
- H. In all accidents, write down the names, addresses, phone numbers, and ages of all passengers involved.
- I. Keep all passengers together until released by appropriate authorities.
- J. Obtain insurance exchange cards from others involved in the accident.
- K. A District Vehicle Accident Report form must be completed by the driver and the manager within twenty-four (24) hours.

EBBB-EC

ACCIDENT REPORTS VEHICLE ACCIDENT REPORT

Date: _____ Time: _____ a.m. _____ p.m. _____

Location:

Our Vehicle (No. 1)

Moving Stopped in traffic Parked

Driver: _____

Address: _____

City and state: _____

Date of birth: _____ Driver license number: _____

Phone: (Res) _____ (Work) _____

Vehicle Make: _____ Year: _____

License No.: _____ VIN: _____

Damage: _____

Other Vehicle (No. 2)

Moving Stopped in traffic Parked

Driver: _____

Address: _____

City and state: _____

Date of birth: _____ Driver license number: _____

Phone: (Res) _____ (Work) _____

Vehicle Make: _____ Year: _____

License No.: _____ VIN: _____

Damage: _____

Describe what happened (refer to vehicles by number):

Driver's Signature: _____ Date: _____

Investigating officer: _____ Dept.: _____

Citation issued: _____ (city, county, state)

Date _____

EBAB

HAZARDOUS MATERIALS

The Superintendent will promulgate procedures for handling hazardous materials and providing for training in their use and detection.

Adopted: date of Manual adoption

LEGAL REF.:

OSHA Regulation - 29 C.F.R. Part 910.1200: Hazard Communication Standard (Right to Know)

HAZARDOUS MATERIALS

(Hazardous Chemical Information Training Programs)

In order to ensure the safety of all employees whose work for the District brings them into contact with hazardous chemicals, the District hereby promulgates this program for distributing information about hazardous chemicals present in the District and used by District employees in various areas:

- A. All hazardous chemicals purchased by the District and used by District employees in the workplace shall be purchased in labeled containers from the manufacturer/distributor of said hazardous chemical. The labels shall be maintained on each container. Hazardous chemicals may be transferred only from properly labeled containers into other properly labeled containers. The original labeling provided by the manufacturer/distributor shall be maintained at all times.
- B. Material safety data sheets (MSDSs), provided by each chemical manufacturer, importer, and/or distributor to the District at the time of purchase of the particular chemical by the District, shall be maintained in a readily accessible place for reference purposes by employees having occasion to use that particular hazardous chemical. The training programs hereinafter referred to for particular employees coming in contact with specific hazardous chemicals, shall contain information about how to read and use the MSDSs.
- C. The District shall post prominently in any affected work area a list of hazardous chemicals present or commonly used in that area as well as the particular operation in which the hazardous chemicals are used.
- D. The District shall conduct training programs for each group of employees who use particular hazardous chemicals to teach them methods and observations that can be used to detect the presence or release of hazardous chemicals in their particular work areas, the physical and health hazards of those particular chemicals, measures the employees can take to protect themselves, and an explanation of the labeling system and the MSDSs. The training program shall be conducted with each group of employees and shall be specifically related to the types of chemicals used by those employees in their daily work assignments.

Safety and Emergency Management

© 3-401.C Procedure - Safety and Emergency Management - Protective Gear

The District shall ensure that students and staff have adequate protective gear for activities conducted by the District.

Every student, teacher, and visitor shall wear appropriate eye protective wear while participating in or when observing activities involving exposure to:

1. Molten metals or other molten materials;
2. Cutting, shaping and grinding of materials;
3. Heat treatment, tempering or kiln firing of any metal or other materials;
4. Welding fabrication processes;
5. Explosive materials;
6. Caustic solutions; or
7. Radioactive materials.

"Eye protective wear" means devices meeting the standards of the American National Standards Institute's standards for occupational and education eye protection.

GBGB

STAFF PERSONAL SECURITY AND SAFETY

It is the Governing Board's intent to provide a drug-free, healthful, safe and secure work environment.

Threats

Any employee who is threatened with bodily harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor, who shall then immediately notify the Superintendent's office, or designee. Together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

The Superintendent shall establish procedures that provide for the protection of any employee who is threatened with harm by an individual or a group while carrying out assigned duties.

Eye Protective Devices

The Superintendent shall establish procedures for every student, teacher, and visitor in public schools that shall require the wearing of appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities.

The Board shall equip the schools with protective eyewear.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

Protective Clothing and Protective Devices

It shall be the policy of the District that every employee wear and/or use appropriate safety devices.

Employee Protection

Nothing herein shall be deemed to bar or prevent the timely filing, by a present or future employee or member of the Governing Board of any claim, account, demand, or suit against the District on behalf of the individual or any family member arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law. Nothing herein contained shall be deemed to modify, repeal, or otherwise affect the

applicability of worker's compensation laws set forth in Title 23 of the Arizona Revised Statutes.

The District will not serve as agent for the collection of indebtedness claims against its staff members or as arbitrator in disputes between staff members and complainants.

Therefore, only such complaints or claims that have undergone due process of law will be honored.

Requests from law enforcement agencies for information about any employee are to be referred to the human resources division.

Legal Protection

In the event of a criminal charge against an employee as a result of the performance of a function required by the employee's job description, the District may, upon the request of the employee, pay for all or any part of the services of an attorney selected by the employee, to the extent approved by the Governing Board.

The decision of the Governing Board shall be based upon the known facts and circumstances and recommendations by the Superintendent and the Governing Board's attorney.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

13-1203

13-1204

13-2911

15-151

15-507

GBGB-E

STAFF PERSONAL SECURITY AND SAFETY

PROTECTION FROM ABUSE

A person who knowingly abuses a school employee on school grounds or while the employee is engaged in the performance of assigned duties is guilty of a Class 3 misdemeanor.

Abuse may be physical or verbal. Physical abuse includes causing physical injury, threat of physical injury, or knowingly touching another person with the intent to injure, insult, or provoke that person. Verbal abuse includes use of profane, rude, and/or insulting language.

Any person engaged in abusive treatment of a school employee may be asked to cease such conduct and/or leave the property of the District and may additionally be subject to any criminal sanctions for which the law provides.

Safety and Emergency Management

© 3-401.D Procedure - Safety and Emergency Management - Property Safeguards

A. Access

The Superintendent shall limit access to school buildings and grounds. The District shall establish and maintain protocols regarding the distribution of keys or equipment to access District property. Staff may be required to pay for re-keying or replacing security controls upon loss of access material.

B. Vandalism

The Superintendent is authorized to sign a criminal complaint and to press charges against anyone who vandalizes school property. The District may file suit to recover the cost of vandalism from any individual.

C. Surveillance Cameras

Surveillance cameras may be used in all areas under the supervision of the District, including school buildings, buses, grounds, and other authorized areas of the District. The use of surveillance cameras is intended to support monitoring safety and security, providing evidence for student or staff disciplinary action, and to serve as a deterrence for and prevention of unlawful activities, as well as to document those activities.

Surveillance cameras may be used in locations as deemed appropriate by the District administration, but shall not be used in locations where there is a reasonable expectation of privacy. Real-time or recorded video from the surveillance cameras may be viewed by appropriate personnel authorized by the Superintendent. Videos shall be maintained as required under the retention schedules published by the Arizona State Library, Archives and Public Records.

Safety and Emergency Management

© 3-401.E Procedure - Safety and Emergency Management - Pesticide Application Process

The District shall comply with the requirements of state law to ensure that students, parents/guardians and staff have adequate notice of pesticide applications as required by [A.R.S. § 15-152](#) and [A.R.S. § 3-3606](#).

A. Notice

The District shall provide notice as follows:

1. Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application;
2. Provide for oral notification to pupils and employees during the regular school session; and
3. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides.

B. Pest Control Applicators

Pest control applicator(s) employed by the District shall be licensed and shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, the area or areas where the pesticide is to be applied, and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written preapplication notification containing the following information:

1. The brand name, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
2. The area or areas where the pesticide is to be applied.
3. The date and time the application is to occur.
4. The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications performed because of immediate threat to the public health, the licensed applicator shall provide the school office oral and, if possible, written notice, of the area to be treated.

The Superintendent may require the pest-control applicator to fill out and make all required postings in accordance with statute and with District policy and procedures. The name and telephone number of the applicator shall be attached to any posting.

C. Posting of Notice

No less than forty-eight (48) hours prior to pesticide application, signs measuring at least eight and one half inches by eleven inches (8 1/2" x 11") shall be posted to identify pesticide application areas. The signs shall display:

1. The words "warning - pesticides";
2. The registration number issued by the United States Environmental Protection Agency;
3. The date and time of the application; and
4. A phone number for the school contact person and one (1) for the licensed pesticide applicator.

The signs shall be placed at the main entrance to all buildings and/or playing fields where the pesticide will be applied. The signs may be removed not less than forty-eight (48) hours after the pesticide is applied.

Safety and Emergency Management

© 3-401.F Procedure - Safety and Emergency Management - Community Notifications

Upon receiving notification from a law enforcement agency of the presence of a level two or level three registered sex offender in the community, the District may disseminate the information to staff, parents, legal guardians, custodians and students (if age appropriate). The District may restrict visitor access to those subject to relevant community notifications as permitted by law.

The District will provide information received from the judicial system regarding the presence of a student who 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 to staff, parents, legal guardians, and custodians upon request.

School employees, contractors and agents are prohibited from assisting a school employee, contractor or agent in obtaining a new job if the individual or agency knows or has probable cause to believe that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of applicable state and federal laws. The District shall make exceptions only as permitted by federal statute ([20 U.S.C. § 7926](#)).

3-400 Security Controls

© 3-402 Records

The District shall disclose public records as required by the Arizona Public Records Act and the Parent's Bill of Rights.

The District shall maintain public records according to the record retention schedules published by the Arizona State Library, Archives and Public Records. The Superintendent shall establish a records management program to address the retention and disposition of District records.

No District employee having custody of a public record may knowingly and without lawful authority destroy, mutilate, deface, alter, falsify, remove or secrete a public record.

The District shall notify parents/legal guardians prior to the destruction of student records as required under state or federal law.

Adopted:

Legal Authority:

[A.R.S. § 1-602](#) *et seq.*

[A.R.S. § 15-143](#)

[A.R.S. § 15-341](#)

[A.R.S. § 38-421](#)

[A.R.S. § 39-101](#) *et seq.*

[A.R.S. § 41-151.14](#)

[34 CFR § 300.624](#)

KDB-R

PUBLIC'S RIGHT TO KNOW / FREEDOM OF INFORMATION

Public records of the District will be open for inspection by any person as provided by law.

Public record means any recorded information that is made, maintained, or kept by, or is in the possession of, the District. Such records include minutes of the Governing Board, agendas, financial records, contracts, and statistical summaries.

The office of the Superintendent will be open to receive requests for records inspection or copying during normal business hours Monday through Friday.

Requests for access to records shall be directed to the office of the Superintendent.

All persons requesting inspection and/or copying of public records must attest that they have not requested the public records of the District for a commercial purpose. If the records are requested for a commercial purpose, the requester must provide a statement, verified by the requester, setting forth the commercial purpose for which the materials will be used.

The above declaration will be made and signed on the official form provided by the District for requesting inspection and/or copying of public records.

The Superintendent shall permit access to, or provide for the copying of, the records requested promptly following the request or will provide an explanation of the cause for further delay and will give notification of the time the records will be available.

Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Superintendent if 1) the record is made confidential by statute, 2) the record involves the privacy interests of persons, or 3) disclosure would be detrimental to the best interests of the District. If a public record contains material that is not subject to disclosure, the District will delete such material and make available to the requester such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

Copies of radio or recording tapes of discs, video or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices will not be furnished unless such items or devices have been shown or played at a public meeting of the Governing Board.

A fee shall be levied on each request to cover the cost of making copies. The fee will be collected prior to releasing material.

The fees will be based upon the following:

- A. Thirty-five cents (35¢) per copy.
- B. Actual cost, if available, will be assessed.
- C. Free copies shall be furnished if they are to be used in claims against the United States.

Commercial Purpose

When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished with the statement the Superintendent may furnish reproductions of the requested records. The charge for such records shall include the following:

- A. A portion of the cost for the District to obtain the original or copies of the documents, printouts or photographs requested.
- B. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
- C. The value of the reproduction on the commercial market as best determined by the Superintendent.

If the Superintendent determines that the intended commercial use is a misuse of the requested public records or is an abuse of the right to receive public records, the Superintendent may apply to the Governor requesting that the Governor, by executive order, prohibit the furnishing of copies, printouts or photographs for such commercial purpose. If the Governor determines that such public records shall not be provided for commercial purpose the Governor shall issue an executive order prohibiting the providing of the requested records for such commercial purpose. If no order is issued within thirty days (30) of the date of application, the Superintendent shall provide reproductions of requested copies, printouts or photographs upon being paid the fee determined pursuant to this regulation.

The Superintendent shall advise the Board when District records are requested for commercial purposes.

Records

© 3-402.B Procedure - Records - Records Retention

The Superintendent shall establish and maintain an active, continuing program for the economical and efficient management of the District's public records. Records should not be destroyed, removed or disposed of, except as provided by law, rule or policy.

Records should be archived or disposed of by following the applicable records retention schedule, subject to exceptions stated regarding retention for audit and litigation purposes. The building administrator is responsible for ensuring that staff identify and retain records with the established records retention criteria.

Each building and department administrator must protect and preserve official records in whatever format they exist, including paper, digital, microfiche and film. Staff shall carefully protect and preserve the records from deterioration, mutilation, loss or destruction. This includes ensuring the security and privacy of records to maintain the authenticity, integrity and trustworthiness of records. Records should be safely stored to prevent vandalism, theft and accidental or intentional disposal, deletion or destruction.

Electronic communications that are sent or received by the Governing Board or District employees pertaining to District business may be subject to public disclosure and inspection as public record, even if personal devices are used to communicate regarding District business.

Records

© 3-402.C Procedure - Records - Destruction of Student Records

The District shall provide any requisite notice to parents/legal guardians prior to the destruction of any student records as required under state or federal regulation. The District shall destroy personally identifiable information regarding a student at the request of a parent/guardian once the information is no longer needed unless otherwise required to be maintained.

The District may include notice regarding the potential destruction as a part of the enrollment process or upon graduation. The District may mail a notice of the destruction of record prior to completing the destruction of the student records. Notice of the District's schedule for the disposition of records will also be available upon request.

Records

© 3-402.D Procedure - Records - Parent's Bill of Rights

Pursuant to [A.R.S. § 1-602](#) and [A.R.S. § 15-143](#), a parent/legal guardian shall have access to all written and electronic records of the District or a District employee concerning their student and to all electronic accounts of the student, including all of the following:

1. Attendance records.
2. Test scores of school-administered tests and statewide assessments.
3. Grades.
4. Extracurricular activities or club participation.
5. Disciplinary records.
6. Counseling records.
7. Psychological records.
8. Applications for admission.
9. Health and immunization information, including any medical records that are maintained by a health clinic or medical facility operated or controlled by the school district or charter school or that are located on school district or charter school property.
10. Teacher and counselor evaluations.
11. Reports of behavioral patterns.
12. Email accounts.

IJNDB

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Appropriate use of Electronic Information Services)

Electronic information resources services (EIS) are now available to students and staff in the District. Electronic information resources currently include CD- ROMS, laserdiscs, multimedia, on-line services, software, videocassettes, and electronic mail. We are very pleased to provide access to students and staff members of the District and believe these resources offer vast, diverse, and unique opportunities. Our goal in providing these services to students, teachers, administrators, and staff members is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

One such resource is the Internet, a global electronic information infrastructure.

The Internet is a fluid environment; the information that will be available to students is constantly changing. On a global network it is impossible to control all materials, and a user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Every effort should be made to ensure that electronic information resources are used only in support of education and research and in accordance with the educational objectives of the District. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Transmission or reception of any material in violation of any governmental regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected as a trade secret. Use for commercial activities and product advertisements is prohibited.

The District is providing only a conduit to the information; users must be wary of the content. The District cannot be held accountable for information that is retrieved via the network. In addition to the appropriateness of information, users need to consider the source of any information they obtain and consider the validity of that information. No system is guaranteed to be operating perfectly all the time. The District does not assume liability for any information that may be lost, damaged, or unavailable due to technical, or other, difficulties.

The electronic networking environment requires that school officials prescribe guidelines for proper use of electronic information resources. The Superintendent shall develop such guidelines. 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.

Information that delineates responsibilities, guidelines, and consequences regarding such resources is made available to every student in the Parent and Student Information Booklet which is also available on the District's website. These guidelines address issues of privacy, ethical use of information with respect to intellectual property, or using the networks for illegal or inappropriate activities. The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. Safety and security mechanisms shall include monitoring the online activities of students.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to place limits, controls, and prohibitions on the District's electronic resources to prevent unauthorized:

- A. user access over the District's computer network.
- B. user access to, or transmission of, inappropriate material through all forms of direct electronic communications.
- C. access and other unlawful online activities.
- D. disclosure, use and dissemination of personal information.

It is the policy of the Board to comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, 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.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

13-2316

13-3506.01

13-3509

15-341

15-808

15-1046

34-501

34-502

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

Technology

© 3-403.A Procedure - Technology - Use Requirements

The Superintendent shall put systems in place to encourage appropriate use of District technology and may require all users to execute an agreement regarding the applicable requirements.

A. Internet Safety and Filtering

The District shall provide for measures that protect against Internet access by both adults and minors to visual depictions that are pornographic. The protective measures shall also include monitoring the online activities of students while using District technology.

B. Monitoring and Education

The District may provide training to staff regarding their individual responsibility to monitor student use of District technology. District staff will supervise, monitor and educate students as to appropriate usage of the online computer network and access to the Internet.

The Superintendent is responsible for creating, implementing and enforcing the District's electronic information use guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

The District shall educate students on becoming digital citizens so that students learn the rights, responsibilities, and opportunities of living, learning and working in an interconnected digital world.

C. Transmission of Harmful Items to Minors

No person, with knowledge of the character of the item involved, may intentionally or knowingly transmit or send to a minor by means of technology an item that is harmful to minors when the person knows or believes at the time of the transmission that a minor in this state will receive the item. Violation of this provision is a criminal felony and any violation will be submitted to law enforcement for investigation.

D. Data Management/Security

The Superintendent shall implement and maintain data management and security controls that ensure maximum availability and effective use of accurate, timely, and reliable data and information while protecting the privacy, confidentiality, security, and safety of data regarding staff, students, and their families. The District shall strive to meet the following objectives:

1. Encourage and support effective use of data and information resources in academic and operational performance management and decision making.
2. Ensure confidentiality, privacy, and security of data and communications pertaining to staff, students, and their families.
3. Comply with federal, state, and local laws and regulations regarding information privacy and security, as well as records retention and disposal.
4. Implement prudent and reasonable measures to protect the District's data and information resources and technology infrastructure from unauthorized use, theft, exploitation, modification, destruction, and denial of use.
5. Create plans and procedures for responding to cyber attacks and, in the event of a successful attack, for effectively and fully recovering data in an ethical and lawful manner.
6. Ensure that authorized access to District data and information resources and technology infrastructure by third parties is monitored and protected to the fullest extent.
7. Train staff regarding data management, security policies and procedures.
8. Periodically conduct data governance and security risk assessments.

E. Communication with Students/Minors

District employees shall abide by all District requirements pertaining to the use of District technology or personal devices when communicating with students or minors.

Technology

© 3-403.B Procedure - Technology - Accessibility

The District is committed to providing technology and websites that are accessible to persons with disabilities. All staff that post digital content are responsible for ensuring that the content is in conformance with level AA of the Web Content Accessibility Guidelines (WCAG) 2.1 or updated equivalents of these guidelines so as to assure compliance.

A website accessibility concerns/complaints form related to the accessibility of websites developed or maintained by the District is available from the District office and maintained electronically. The form includes identification information, date, description of the problem, location of the inaccessible site, and the solution suggested.

A concern or complaint may be made verbally, by e-mail, in writing or by completing the form provided by the District. All such communications will be forwarded to a staff member or consultant designated by the Superintendent.

Each concern or complaint will be processed and the person initiating the communication will receive a timely response, including the provision of access to the website information requested.

EI

INSURANCE PROGRAMS / RISK MANAGEMENT

Liability/Property Insurance

The District shall make every effort to establish an adequate liability and property insurance program.

The Governing Board, being charged with the responsibility for the protection of all District property, does hereby resolve to do so through the medium of purchasing liability and property insurance, at a reasonable price and on a negotiated basis, in sound companies from reputable independent agents, except in cases where sound judgment dictates that the District bear its own risks. It further resolves to carry out a continuous program of fire and accident prevention and safety engineering, in order to protect the lives of our school population and to preserve the real and personal property of the District.

The Governing Board hereby charges the Superintendent with the responsibility for carrying out the adopted policies of the Governing Board in relation to the liability and property insurance program, and hereby grants the Superintendent authority to act for the Governing Board in performing necessary duties as outlined hereinafter. The Governing Board resolves to utilize the services of an appointed agent of record to assist it and the Superintendent in the administration of this program.

The Governing Board further resolves that all the insurance shall be written in such a way as to give maximum protection at a minimum cost.

Functions of the Governing Board. The Board:

- A. Determines the Superintendent's duties and responsibilities in connection with the liability and property insurance program.
- B. Determines types of coverage, including basic forms and limits.
- C. Resolves that all the insurance shall be written in such a way as to optimize the relation of benefit to cost.
- D. Determines policy regarding settlement of claims.
- E. Appoints an agent of record.
- F. Establishes criteria for the selection of insurance companies, and allocation of commissions to qualified participating agents.

Duties and responsibilities of the Superintendent or designee with regard to insurance.

The Superintendent or the Associate to the Superintendent for Budget and Finance and accounting will:

- A. Act as liaison officer between the Governing Board and the agent of record.

- B. Supervise the allocation of liability and property insurance and insurance commissions among agents according to policies adopted by the Governing Board.
- C. Represent the Governing Board in negotiations on all claims and sign proofs of loss and settle claims in accordance with Governing Board policy and authority.
- D. Implement Governing Board's policies on coverage and appraisal.
- E. Be responsible for liability and property insurance and property record keeping.
- F. Have responsibility for seeking technical advice on fire and safety engineering during preliminary planning on buildings.

Determination of appraisal policy. The Governing Board directs that the existing appraisal of District property be brought up to date and that thereafter periodic appraisals be made as necessary either by competent independent appraisers or other satisfactory means.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

15-381

15-382

15-383

15-384

15-386

15-387

15-388

15-502

A.G.O.

I80-216

EI-R

INSURANCE PROGRAMS / RISK MANAGEMENT

Fire and Extended Coverage

There shall be a periodic appraisal by a competent engineer of all buildings and contents. Appraisals shall be reviewed and necessary changes shall be made annually.

All insurance shall be allocated to agents as the Governing Board shall direct.

The insurance advisor, who has been selected by the bidding process, shall advise the Governing Board and the Superintendent in insurance matters.

Vehicle Insurance

All vehicles shall be adequately covered by insurance according to the uses to which they are put.

School buses or other vehicles regularly transporting pupils shall be covered with liability insurance in the maximum amounts available.

Student Accident Insurance

The District shall not sponsor any program of accident insurance for pupils but may make such programs available.

General Liability Insurance

Until deemed inadvisable or unlawful, the District shall carry liability insurance covering all school-related functions.

Miscellaneous Insurance

Other insurance may be carried, at the discretion of the Governing Board.

Insurance Advisor

Appointment and qualifications:

- A. The insurance advisor must have been continuously engaged in the general liability and property insurance business in the state of Arizona for at least five (5) years immediately prior to appointment.
- B. The insurance advisor's firm must have a minimum of three (3) full-time licensed agents devoting their efforts to general liability and property insurance work.
- C. The Advisor's firm must maintain an adequate office staff to satisfactorily carry

- out all details of the School District's liability property insurance program.
- D. The insurance advisor nor the advisor's firm may bid on District insurance programs.

Duties of the insurance advisor:

- A. Advise the Superintendent and the Governing Board in regard to types, amounts, limits, and forms of coverage.
- B. Make recommendations to the Superintendent and the Governing Board in regard to safety engineering and fire and accident prevention.
- C. Furnish or make available technical information on fire and safety engineering during preliminary planning on new buildings.
- D. Assist in and expedite the adjustment of loss.
- E. Review continuously all rates and rating schedules with a view to obtaining the best possible rates.
- F. Put out for bid and obtain price quotations on all insurance coverage.
- G. Recommend the placing of liability and property insurance business with companies that will supply the right amount of liability and property insurance for the District at the best possible price.
- H. Furnish the Superintendent and the Governing Board with such other technical advice as either may require.

Criteria for Selection and Qualifications of Insurance Companies

The company must be licensed to do business in this state.

The company must have a high financial rating as judged by A. M. Best & Company.

Forms of policy acceptable must be the latest edition of Standard Forms Bureau Form 500 or an equal form acceptable to the Governing Board.

Allocation of Liability and Property Insurance Commissions

The insurance advisor shall be paid a flat fee not based on policy premiums or amount.

Insurance

© 3-404.A Procedure - Insurance - Liability Coverage

The Superintendent shall review the District's insurance program, consider alternatives, and report recommendations to the Board; recommend specific insurance placement and prepare specifications for bidding of the same if necessary; assist the Board in the establishment and maintenance of property valuation and insurance records; assist in processing all claims; and recommend such measures as may reduce the cost of insurance programs including assumption of risk, loss prevention, wellness programs, transfer of risk, and self-insurance.

The Superintendent may establish insurance coverage in the following general areas:

1. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
2. Workers' Compensation according to the statutory limits.
3. Employers' Liability Coverage of at least \$500,000.
4. Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.
5. Professional Liability: Not less than \$1,000,000 per occurrence.
6. Umbrella or Excess Liability Coverage: Not less than \$5,000,000 per occurrence and in the aggregate.
7. Cyber Risk Insurance: Not less than \$2,000,000 per claim.
8. Environmental Liability: Not less than \$2,000,000 per claim and in the aggregate.

GBGD

WORKERS' COMPENSATION

All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required.

Compensation lost as a result of injury by accident arising out of and in the course of employment is covered to the extent provided under the Arizona worker's compensation and occupational disease statutes. If an injured employee wishes to charge the absence to sick leave accrual, the employee may receive only the difference between what is paid as salary compensation under the statutes cited above and the employee's full salary.

Medical and hospital expenses resulting from injury thus incurred are covered to the extent provided under the Arizona Worker's Compensation Act. The act also provides various degrees of compensation for temporary, permanent, partial, or total disability resulting from job-incurred injury.

The Worker's Compensation Act provides survivor's benefits to the dependents of an employee whose death is caused by injury incurred during the performance of assigned duties.

Waiver of Worker's Compensation

Any employee who wishes to reject compensation coverage provided by the District may pick up the waiver form at the human resources division.

Signing the waiver form means that the employee will not be entitled to Worker's Compensation coverage provided by the District; however, the employee may seek to recover damages caused by industrial injury through a court of law.

Claims/Questions

Claims or questions concerning medical or hospital expenses, disability compensation, or survivor's benefits should be directed to the human resources department, which shall assist staff members and their dependents.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-505

23-901

23-902

23-904

23-906

23-908

23-961

23-96

CROSS REF.:

EBBB - Accident Reports

GBGC - Employee Assistance

GBGD-R

WORKERS' COMPENSATION

Whenever an employee of the District suffers an injury that is covered by the Arizona Workers' Compensation Act, a complete report of the injury should be immediately made and submitted to the human resources division for the purpose of applying for workers' compensation. Special forms are provided for making such reports. An eight (8)-day limitation is prescribed by state procedures for preparing this report following the job-related injury.

Payment to Employee Absent Due to Job-Related Injury

Whenever an employee is absent as a result of job-related injury, the following regulations will be adhered to concerning payment to said employee:

- A. The employee must use accrued sick leave in conjunction with workers' compensation benefits (the District shall pay to the employee the difference between normal compensation and the compensation paid pursuant to applicable workers' compensation laws).
- B. If an employee has accrued sick leave, said sick leave payment must be made to the employee for the period of the industrial injury until such time as the insurance carrier has made a determination of the claim.
- C. If injury involves an absence of seven (7) days or less, including weekends, said employee will receive no compensation other than accrued sick leave, if applicable.
- D. If industrial injury involves an absence of more than seven (7) days, including weekends, the District's industrial insurance carrier, upon acceptance of the claim, will proceed to make payment to the employee at the rate and for the times as provided by law.
- E. Upon first drawing accrued sick leave as a result of job-related injury, an employee shall sign a form acknowledging understanding that, should workers' compensation payments be received, the District will be reimbursed by the employee for any sick leave payments duplicated by workers' compensation payments.
- F. An employee who is not receiving any portion of sick leave pay from the District but is receiving some compensation pay from the workers' compensation carrier shall receive one-third (1/3) of the employee's normal holiday pay from the District on holidays.
- G. An employee cannot use personal leave or vacation in conjunction with workers' compensation payments from the carrier. If the employee is not receiving payments from the carrier, personal leave and vacation can be used.
- H. Upon the employee's receipt of compensation from the District's insurance carrier, the employee will be indebted to the District for any sick leave payments received from the District and duplicated by workers' compensation payments.

Necessary adjustments shall be made to the District by the employee by the following method:

If the injury is ascertained by the physician to be long term, and adequate sick leave accrual is available, and the employee has elected to utilize sick leave in conjunction with workers' compensation benefits, adjustment may be made by deducting the overpayment from payments that would otherwise be made to the employee from accrued sick leave until such time as the indebtedness to the District has been rectified.

- I. If the employee has sick leave to use in conjunction with workers' compensation benefits, the District will continue to pay the employee the difference between workers' compensation payments and the employee's daily rate of pay in accordance with sick leave accrual until such time the employee either:
 1. Runs out of accrued sick leave;
 2. Is released by the physician and returns to work with the District;
 3. Terminates employment with the District; or
 4. Terminates the election to utilize sick leave.

- J. The normal procedure for recording sick leave for certificated staff members does not allow for projection of sick leave. In the event of an industrial injury, the absence will be accurately recorded in the usual manner, along with the coding "IA," indicating "industrial accident." For support staff employees, once the District stops paying one-third (1/3) salary (when sick leave has been exhausted), the employee no longer accrues vacation or sick leave. If the physician releases an employee who is off work due to an industrial accident to return to work during a holiday period, the employee will receive full holiday pay effective with the release date.

- K. During the period of time when an employee who is using sick leave in conjunction with workers' compensation benefits is receiving payment for absence from workers' compensation insurance, said employee shall be eligible for holiday pay based upon the difference between workers' compensation and daily rate of pay.

Revised: May 6, 2014

Insurance

© 3-404.C Procedure - Insurance – Insurance Benefits

The Governing Board may offer health, accident, life or disability benefits for employees of the District, their dependents and for members of the Board and their dependents in alignment with state law. The Board may alter the terms and conditions of this benefit of employment.

A Board member is eligible to participate in an insurance plan provided as an employee benefit if the Board member pays the full premium and the participation of the Board member does not result in an expenditure of District monies.

The Board may also authorize the participation of former Board members if the Board member served for at least four (4) consecutive years, was covered by the insurance plans while serving on the Board, pays the full premium, and the participation of the former Board member does not result in an expenditure of District monies.

The Board may allow the surviving spouse and dependent of the Board member or former Board member to continue to participate in the insurance plan if the requisite conditions listed in statute and above are met.

BJ

SCHOOL BOARD LEGISLATIVE PROGRAM

The Board will participate in legislative programs through conferences with the state and national school boards associations.

The Board authorizes the Superintendent to actively participate in the development of legislation that has a positive effect on educational programs of the District.

Lobbying

All District-initiated requests or contacts with state legislators must be directed through the designated public lobbyist. All contacts initiated by state legislators with District personnel must be reported to the designated public lobbyist for documentation and external reporting purposes.

The designated public lobbyist is responsible for all required reporting and for determining which activities meet the legal definition of lobbying.

Only the designated public lobbyist and authorized public lobbyists may conduct lobbying activities on behalf of the District. Authorized public lobbyists must be approved by the administrative management team. The District shall maintain the approval list of authorized public lobbyists.

Adopted: date of Manual adoption

3-500 Elections

© 3-501 Elections

Maintenance and Operations/District Additional Assistant Override Elections

The Governing Board may order an override election if a proposed budget of the District exceeds the aggregate budget limit for the budget year. The order must be at least ninety (90) calendar days before the general election date in November, or earlier depending on County election requirements. The County will require the election to be called at least one hundred twenty (120) calendar days before the general election date. At the same time as the order of the election, the Board shall publicly declare the deadline for submitting arguments to be submitted in the informational pamphlet, which is determined by the County, and shall immediately post the deadline in a prominent location on the District's website.

The Board shall prepare an alternate budget that does not include an increase in the budget of more than the amount allowed in law. If the voters approve the proposed budget, the Board shall follow the procedures prescribed in law for adopting a budget that includes the authorized increase. If the voters disapprove the proposed budget, the Board shall follow the procedures prescribed in law for adopting a budget that does not include the proposed increase or the portion of the proposed increase that exceeds the amount authorized by a previously approved budget increase as prescribed in law.

Bond/Capital Elections

The Board may call an election for the following purposes:

1. To locate or change the location of school buildings.
2. To purchase or sell school sites or buildings or sell school sites pursuant to law or to build school buildings, but the authorization by vote of the District does not need to specify the site to be purchased.
3. To decide whether the bonds of the District shall be issued and sold for the purpose of raising monies for purchasing or leasing school lots, for building or renovating school buildings, for supplying school buildings with furniture, equipment and technology, for improving school grounds, for purchasing pupil transportation vehicles or for liquidating any indebtedness already incurred for such purposes. Bonds issued for furniture, equipment, and technology, other than fixtures, shall mature not later than July 1 that follows the fifth year after the bonds were issued.
4. To lease for twenty (20) but less than ninety-nine (99) years, as lessor or as lessee, school buildings or grounds.
5. To change the list of capital projects or the purposes authorized by prior voter approval to issue bonds.

If the Board orders a bond or override election to be held, the order shall include the election notice and procedures to be conducted. Elections shall only be held on dates as prescribed in statute.

Any bond election notice shall include the estimated average tax rate necessary to pay the debt service on the bonds and any override election notice shall include the estimated first year tax rate associated with the override.

Multiple Election Purposes

If a District bond election is scheduled for the same date the District will hold an override election, the Board shall deliver a copy of the notice of election and ballot to the County School Superintendent. Mailing of the information required for both the override and bond elections shall constitute compliance with notice provisions.

Adopted:

Legal Authority:

[A.R.S. § 15-481](#)

[A.R.S. § 15-482](#)

[A.R.S. § 15-491](#)

[A.R.S. § 15-511](#)

[A.R.S. § 15-905](#)

[A.R.S. § 35-451](#) *et seq.*

Elections

© 3-501.A Procedure - Elections - Override Election Ballot and Pamphlet

The District shall work with the County School Superintendent to provide information for the preparation of a sample ballot and the informational pamphlet on the proposed increase in the budget. The District or its election counsel shall draft the informational pamphlet and the ballot and generally require final pamphlet and ballot text at least one hundred twenty (120) calendar days before the election. The District or County shall mail or distribute the informational pamphlet and the ballot to the households in which qualified electors reside within the District at least thirty-five (35) calendar days before the election. The District shall not distribute any material concerning the proposed increase in the budget via any student enrolled in the District.

The informational pamphlet shall contain the following information:

1. The date of the election.
2. The voter's polling place and the times it is open.
3. The proposed total increase in the budget that exceeds the amount allowed pursuant to [A.R.S. § 15-905](#).
4. The total amount of the current year's budget, the total amount of the proposed budget and the total amount of the alternate budget.
5. If the override is for a period of more than one year, a statement indicating the number of years the proposed increase in the budget would be in effect and the percentage of the District's revenue control limit that the District is requesting for the future years.
6. The first year tax rate of the proposed override and the estimated amount of secondary property taxes if the override is successful for owner-occupied residences and businesses at various prescribed assessed valuations.
7. The current limited property value and the net assessed valuation of the District, both as provided by the Arizona Department of Revenue.
8. Up to ten (10) "pro" or "con" statements not to exceed two hundred (200) words each submitted to the County by the public, including one from the District's Governing Board.

Elections

© 3-501.B Procedure - Elections - Bond Election Ballot and Pamphlet

At least eighty-five (85) calendar days before a bond election, the District shall submit proposed ballot language to the County School Superintendent and the Director of the Arizona Legislative Council, unless the County requires the final ballot and pamphlet text at least one hundred twenty (120) calendar days before the election.

Not later than thirty-five (35) calendar days before a class B bond election, the District or County shall mail an informational pamphlet to each household that contains a qualified elector in the District. The District or its election counsel shall draft such a pamphlet. The informational pamphlet shall contain, at a minimum, the following information:

1. An executive summary of the District's most recent capital plan submitted to the School Facilities Oversight Board.
2. A complete list of each proposed capital improvement that will be funded with the proceeds of the bonds, and a description of the proposed cost of each improvement, including a separate aggregation of capital improvements for administrative purposes as defined by the School Facilities Oversight Board.
3. The tax rate associated with each of the proposed capital improvements and the estimated cost of each capital improvement for the owner of a single family home that is valued at \$100,000.
4. "Pro" or "con" statements not to exceed two hundred (200) words, each submitted to the County by the public. The Governing Board may not submit a "pro" statement.

3-500 Elections

© 3-502 Budget Override and Bond Accountability

If the District currently has increased its budget pursuant a budget override approved by the voters, the Governing Board shall hold a public meeting each year between September 1 and October 31 at which an update of the programs or capital improvements financed through the override is discussed and at which the public is allowed an opportunity to comment and:

1. If the increase is for District additional assistance override, at a minimum, the update shall include the progress of capital improvements financed through the override, a comparison of the current status and the original projections on the construction of capital improvements, the costs of capital improvements and the costs of capital improvements in progress or completed since the prior meeting and the future capital plans of the District. The District shall include in the public meeting a discussion of the District's use of state capital aid and voter-approved bonding in funding capital improvements, if any.
2. If the increase is for a maintenance and operations budget override, the update shall include at a minimum the amount expended in the previous fiscal year and the amount included in the current budget for each of the purposes listed in the informational pamphlet published at the time of the election.

If the District has issued bonds, it shall hold a public meeting each year between September 1 and October 31 until the bond proceeds are spent. At the public meeting, the Board shall allow public comment and provide an update of the progress of capital improvements financed through bonding. At a minimum, the update shall include:

1. A comparison of the current status and the original projections on the construction of capital improvements;
2. The costs of capital improvements and the costs of capital improvements in progress or completed since the prior meeting; and
3. The future capital bonding plans of the District.

The Board shall include in the public meeting a discussion of the District's use of state capital aid and voter-approved District additional assistance overrides in funding capital improvements, if any.

Adopted:

Legal Authority:

[A.R.S. § 15-491](#)

[A.R.S. § 35-451](#) *et seq.*

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GBI

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used to influence the outcomes of elections.

A staff member, a person acting on behalf of the District or a person who aids another person acting on behalf of the District shall be guided by the following:

- A. No employee shall engage in political activities upon property under the jurisdiction of the Board. Employees in their individual capacities may exercise their political liberties on property leased from the school for that purpose.
- B. The prohibition on the use of public resources to influence the outcome of bond, budget override and other tax-related elections includes the use of School District-focused promotional expenditures that occur after an election is called and through election day. This prohibition does not include routine School District communications which are messages or advertisements that are germane to the functions of the School District and that maintain frequency, scope and distribution consistent with past practices or are necessary for public safety.
- C. Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity or representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- D. Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be permitted only when such invitations are to all candidates for the office. The rental use of District property by a private person or entity that may lawfully attempt to influence the outcome of an election is permitted if it does not occur at the same time and place as a related District-sponsored forum or debate.
- E. Political circulars or petitions may not be posted or distributed in school.
- F. The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
- G. Students may not be given written materials to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.
- H. Students may not be involved in writing, addressing or distribution of material intended to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy.

District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

The District may distribute informational reports on a proposed budget override

election as provided in A.R.S. 15-481 and on a proposed bond election as provided in A.R.S. 15-491 if those informational reports present factual information in a neutral manner, except for those arguments allowed under A.R.S. 15-481.

The District may also provide impartial information on elections and on official actions of the Governing Board.

The District shall not make expenditures nor provide material resources, nor provide labor or expertise resources for any purposes associated with a campaign by or for a District official.

Adopted: September 8, 2015

LEGAL REF.:

A.R.S.

15-481

15-491

15-511

15-903

16-402

A.G.O.

I15-002

GBI-R

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

All employees shall enjoy full rights of citizenship and political liberty as guaranteed by the constitutions of the United States and Arizona.

Employees may participate in political activities as long as such participation does not occur during the eight (8)-hour workday and interfere with the discharge of professional duties or with the functions and daily operations of the District or individual facilities.

In-house staff meetings or meetings with members of the Amphitheater Association executive board or committee chairs may occur any time before or after the eight (8)-hour workday. Any other type of meeting must occur not less than one-half (1/2) hour before or after office hours and will follow the guidelines set by the Governing Board for facility usage.

Participation of Employees in School District Elections

When an employee is serving as an agent of, or working in an official capacity for, the School District, such employee shall not participate in partisan political activities, except that an employee serving in an official capacity may express advocacy for a budget override proposal in a public hearing at which testimony both for and against the proposal is given.

District employees may participate in presentation of factual information pertaining to bond/override elections.

The authority of an employee's position may not be used to influence the vote or political activities of another employee or student.

An employee shall be free from political coercion, or the pretended necessity of making political contributions of money or other things of value or engaging in any political work or activity against the employee's wishes under the assumption that failure to do so will in any way affect the individual's status as an employee of the District.

This policy does not preclude the discussion and study of politics and political issues when appropriate to classroom studies.

Definitions

Elections. Elections means all non-student elections.

Employee. Employee means any individual compensated by the School District and required to take and subscribe to the oath as prescribed in A.R.S. 15-504.

Political activities. Political activities means any activity designed to influence the outcome of elections or to support and/or advance a particular political candidate, issue, party, or point of view.

Use of School Resources to Influence Elections

The School District will follow Arizona Administrative Code R7-2-1201(B) regarding use of school resources.

School-related groups or organizations that promote the educational function of the School District as determined in good faith by the Governing Board may be permitted uncompensated use of school property. However, they must follow District procedures for facility (including utilities, energy, and custodial costs) usage, and they must confine activity to time and place of permitted use.

In order to ensure that political activities do not conflict with site operations, final clearance for the activity must go through the principal or the principal's designee.