

SECTION E

SUPPORT SERVICES

E-0050 **AUSD10** 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.

- ♦ Operations and maintenance of plant:
 - A school plant operated and maintained to provide for the safety, health, and comfort of all of its occupants.
 - A school plant operated and maintained with sufficient flexibility to facilitate the achievement of curriculum objectives and changes.
- ♦ Transportation:
 - Provision of transportation of pupils whose homes are beyond a reasonable walking distance to the nearest or assigned school.
 - Provision of maximum protection of the health and safety of all transported pupils in adequate comfort.
 - Use of transportation facilities to enrich the educational program.
 - Efficient services at the lowest possible cost consistent with the above-stated objectives.
- ♦ Food services:
 - Availability of food to meet the school-day nutritional needs of students.
 - Efficient, economical, and effective units of operation at minimal cost.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341

**^ & ^E-0150 ©
ENVIRONMENTAL AND
SAFETY PROGRAM**

EB

The Superintendent will establish procedures to protect the safety of all students, employees, visitors, and others present on District property or at school-sponsored events.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by virtue of educational programs in sex offender awareness, traffic and pedestrian safety, driver education, fire prevention, indoor air quality (IAQ), and emergency procedures, appropriate for students at different grade levels. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees, and the community.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 13-2911
 15-151
 15-341
 15-507
 23-403
 23-408

CROSS REF.: EBAA - Reporting of Hazards/Warning Systems
 ECB - Building and Grounds Maintenance
 JLIF - Sex Offender Notification

REGULATION**REGULATION****ENVIRONMENTAL AND
SAFETY PROGRAM*****Responsibilities of the maintenance supervisor:***

- Maintain an overall safety program in maintenance and operation of buildings and grounds.
- Provide specialized assistance as requested by school principal.
- Coordinate with the District Indoor Air Quality Coordinator who will:
 - Monitor indoor air quality.
 - Document District responses to the biennial information on improving and maintaining the indoor air quality (IAQ) in school buildings, which is required by A.R.S. 15-2002 (A)(14) to be distributed to school districts by the School Facilities Board.

Responsibilities of the school principals:

- Schedule regular inspections.
- Post required state and federal safety regulations and maintain appropriate safety records.
- Arrange for the correction of defects reported to them by employees in the building by requesting assistance from the maintenance department.
- Cooperate in the correction of defects reported by the maintenance department or other school administrators.
- Implement procedures to monitor and maintain safe indoor air quality.

Responsibilities of the transportation supervisor:

- Maintain standards for certification of school bus drivers.
- Maintain standards for periodic inspection and maintenance of school buses.

- Maintain standards for school bus operation and idling procedures for gasoline, diesel, and alternative fuel engines which minimize air pollution by buses.

Responsibilities of other employees:

- Report promptly to the principal of the school or immediate supervisor any events or situations which may cause increased air pollution within the school or on the campus and any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.
- Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

Responsibilities of students:

- Avoid the following behaviors:
 - Setting off a false fire alarm.
 - Misusing the fire alarm system, fire extinguishers, or other fire protection and safety equipment.
 - Setting a fire in the building or on the school grounds.
 - Taking any action or creating any situation which either directly or indirectly affects indoor air quality in an adverse manner.
- Report promptly to the principal of the school or other appropriate school employee any defects in buildings, grounds, indoor air quality, or equipment that might prove injurious to the safety, health, or comfort of employees, students, or other persons.

Responsibilities of other individuals utilizing school buildings:

- Refrain from abusing safety equipment, such as fire extinguishers, alarm systems, et cetera.
- Report promptly to the Superintendent or another school employee any defects in buildings, grounds, indoor air quality, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

**E-0250 ©
REPORTING OF HAZARDS /
WARNING SYSTEMS**

EBAA

(Pesticide Application Notice)

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.

In accord with A.R.S. 15-152, the District shall:

- 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.
- Provide continuing instruction for students absenting themselves.
- Post the areas scheduled to receive pesticide application.
- Maintain written records of pesticide application.

Pest-control applicator(s) employed by the District 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:

- The brand name, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. 32-2307.

The Superintendent may require the pest-control applicator to fill out and make all required postings in accord with statute and with District policy and regulation. The name and telephone number of the applicator shall be attached to any posting.

The Superintendent shall prepare regulations for the implementation of this policy.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-152
32-2307

CROSS REF.: IKEA - Make Up Opportunities

REGULATION**REGULATION****REPORTING OF HAZARDS /
WARNING SYSTEMS****(Pesticide Application Notice)**

The school administrator shall be the contact person for providing information regarding pesticide application activities at the school, including but not limited to giving oral and written notification, supervising the posting of notifications as required, and maintaining records of pesticide-application notifications.

Oral and Written Notice

All oral and written notification shall contain, at a minimum, the date, time, general areas to be treated, and brand name of the pesticide to be applied. During the *regular school session*, and not less than forty-eight (48) hours prior to pesticide application, notification shall be provided in the manner indicated below.

- Oral notification to all students and school employees shall be provided by means of:
 - School public address systems; *or*
 - Assembly communications; *or*
 - Staff meeting announcements; *or*
 - Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.
- Written notification to the parents or guardians of enrolled students shall be provided by means of:
 - Weekly school lunch menus; *or*
 - Special communications; *or*

- Newsletters; *or*
- Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

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:

- The words "warning - pesticides."
- The registration number issued by the United States Environmental Protection Agency.
- The date and time of the application.
- 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 where pesticide is to be applied.
- Playing fields where pesticide is to be applied.

The signs may be removed no less than forty-eight (48) hours after the pesticide is applied.

CROSS REF.: IKEA - Make Up Opportunities

AUSD10

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:

- ♦ All hazardous chemicals purchased by the District and used by District employees in the work place 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.
- ♦ 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.
- ♦ 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.
- ♦ 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.

Adopted: date of manual adoption

E-0400 ©
ACCIDENT PREVENTION AND
SAFETY PROCEDURES

EBB

Refer to Regulation EBC-RC.

**E-0500 ©
ACCIDENT REPORTS**

EBBB

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries or property damage, prompt reports are also vital in assuring the District of insurance coverage.

Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

Any employee of the District who suffers a job-related injury/accident must file a report with the District business office within five (5) days after the date of occurrence. Should circumstances render the individual unable to submit such a report within five (5) days, the time limit may be extended.

Injury accidents should be promptly reported to the District's liability carrier. The meaning of *promptly* is defined in the District's insurance policy with the carrier.

The administration shall establish procedures for filing accident reports, and shall make sure reports include details that 1) might be helpful in preventing similar accidents in the future, 2) are needed for filing insurance claims, and 3) might be important in case of litigation.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 23-427

CROSS REF.: GBGC - Employee Assistance
 GBGD - Workers' Compensation

REGULATION**REGULATION****ACCIDENT REPORTS****(Student Accidents)**

Employees are to report to the nurse or office any accident involving a student who is at school.

For any student who is injured on school grounds, in a school building, or in connection with a school-related or approved activity, an accident report form is to be completed by an employee who is at the scene of the accident.

A student who is ill should be sent to the nurse or the office, with an appropriate pass. If a student is sent home (only with parent knowledge), the teacher will be notified. Students are discharged to go home only from the office.

Any special health concern should be reported to the nurse.

A written report of an accident shall be made by the school principal to the Superintendent not later than noon of the school day following the incident. The insurance carrier shall be notified as appropriate.

After reviewing each accident report, the Superintendent will forward the report to the school nurse, who will maintain a file of accident reports.

EXHIBIT**EXHIBIT****ACCIDENT REPORTS****STUDENT ACCIDENT REPORT**

School _____ Date of report _____
Name _____ Sex: ☐ Male ☐ Female Grade _____
Age _____ Home address _____
Phone _____ Teacher _____
E-mail address _____
Time of accident: Hour _____ ☐ a.m. ☐ p.m. Date _____
Place of accident: ☐ School building ☐ School grounds ☐ To or from school
☐ Interscholastic athletics
Witness name _____ Address _____

Description of Accident

How did the accident happen? What did the student state? (Use quotes.) Where was the student? Describe first aid given.

reporting

Signature of person

Was the parent or other individual notified? ☐ No ☐ Yes When? _____

Name of individual notified _____ How? _____

By whom? _____

First aid treatment _____ By whom? _____

☐ Called 911; Sent to: ☐ Home ☐ Physician ☐ Class ☐ _____ Hospital

How was student transported? _____

☐ District office notified. Time _____ By whom? _____

Location ☐ Athletic field ☐ Playground ☐ Classroom ☐ Corridor
of ☐ Cafeteria ☐ Dressing room ☐ Gymnasium ☐ Home ec.
accident: ☐ Bus ☐ Science lab ☐ Rest room ☐ School grounds ☐ Shop
☐ Showers ☐ Stairs ☐ Bus stop ☐ Other: _____

Follow-up

Total number of days absent: _____ Nature of injury: ☐ Abrasion
☐ Amputation ☐ Animal bite ☐ Avulsed tooth ☐ Fracture
☐ Human bite ☐ Laceration ☐ Puncture ☐ Scratches ☐ Sprain
☐ Strain ☐ Other: _____

Part of body injured: ☐ Ankle ☐ Arm ☐ Back ☐ Clavicle ☐
Elbow ☐ Eye ☐ Face ☐ Finger ☐ Foot ☐ Hand ☐ Head ☐ Knee ☐
Leg ☐ Nose ☐ Scalp ☐ Toe ☐ Tooth ☐ Wrist ☐ Other: _____

Superintendent's signature Date H/A or Nurse signature Date

EXHIBIT	EXHIBIT	EXHIBIT
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E-0532

AUSD10

EBBB-EB

ACCIDENT REPORTS

VEHICLE ACCIDENT REPORTING

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

- Transportation department's vehicle accident kit.
- Proof of insurance.
- Registration.
- 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.

- Do not move the vehicle or persons unless immediate danger exists.
- Check your passengers for injuries.
- Check passengers in other vehicle(s) for injuries.
- Report the exact location, vehicle number, and extent of injuries.
 - During work hours: Police - 911
 Transportation office - 696-6603/3783
 - After work hours: Police - 911
 Until 10:00 p.m. Mon.-Fri. - 696-3787
 Transportation manager - 730-9161
- Put out warning devices.
- Do not give any information to anyone except law-enforcement officers or school officials.
- Continue to tend to the injured until help arrives.
- In all accidents, write down the names, addresses, phone numbers, and ages of all passengers involved.

- Keep all passengers together until released by appropriate authorities.
- Obtain insurance exchange cards from others involved in the accident.
- A District Vehicle Accident Report form must be completed by the driver and the manager within twenty-four (24) hours.

EXHIBIT	EXHIBIT	EXHIBIT
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E-0533

AUSD10

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 & state _____

Date of birth _____

Driver license number _____

Phone: (Res) _____ (Work) _____

Vehicle No. _____ License No. _____

Make _____ Year _____ VIN _____

Damage _____

OTHER VEHICLE (NO. 2)

☐ Moving ☐ Stopped in traffic ☐ Parked

Driver _____ Owner _____

Address _____ Address _____

City & state _____ City & state _____

Date of birth _____ Date of birth _____

Driver licence No. _____ Phone (res) _____ (work) _____

Vehicle make _____ Year _____ Lic. No. _____ VIN _____

Damage _____

DESCRIBE WHAT HAPPENED (refer to vehicles by number)

Driver's signature _____ Date _____

Investigating officer _____ Dept. _____

Citation issued _____ (city, county,
state)

Adopted: date of manual adoption

E-0550 ©
EMERGENCIES

EBC

The Superintendent will develop and maintain District emergency plans for fire and other threats and will coordinate such plans with the local police, fire, and hospital authorities as necessary.

The plans will specify conditions under which evacuation of school buildings will occur. The plans will also designate specific emergency drills to be conducted. The fire department shall be invited to review the plan(s).

Each supervisory administrator shall have a copy of the emergency plans.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341

REGULATION**REGULATION****EMERGENCIES**

Each principal or other appropriate unit administrator will develop emergency plans for fire or other threats. Such plans will be submitted to the Superintendent prior to the first instructional day of each school year. These plans will provide for:

- Inside emergencies, such as a fire, actual or potential explosion, propane leak, or collapsing structure.
- Outside emergencies, such as a fallen electrical wire, plane crash on campus or nearby, sniper, or earthquake.

The plans will specify the conditions under which evacuation of the building will occur (and the procedures therefore). The plans will also designate specific emergency drills to be conducted. A diagram of the school floor plan will be posted in each room showing emergency exits to be used.

REGULATION**REGULATION****EMERGENCIES****(Emergency Drills)**

Emergency drills will be scheduled and conducted each month during the school year. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

- Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
- A distinct alarm signal will be used for emergency drills only; another signal will be established by the principal for return to class.
- No student or staff member is to remain in the building during emergency drills.
- All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance away from the building.
- It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
- The teacher will be responsible for:
 - Seeing that windows and doors are closed with doors unlocked.
 - Assuring that electrical equipment and gas jets are turned off.
 - Maintaining order during the evacuation.
 - Taking the class roster and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for

will be reported immediately to the principal, who shall promptly notify the Superintendent.

- A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.

REGULATION**REGULATION****EMERGENCIES****(First Aid)**

If a student is injured or becomes ill during the school day or while attending a school-sponsored activity, it is the responsibility of any staff member present to render assistance and to summon a school nurse/nurse aide. Upon arrival, the school nurse/nurse aide will direct all further first aid activities.

First aid procedures shall be based on the following fundamental concepts:

- The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property. The school is not responsible for subsequent treatment.
- At the time of an emergency, the school has the responsibility for:
 - Caring for the student.
 - Notifying the student's parents or guardian, or, if these cannot be reached, following directions given on the student's enrollment card.
 - In extreme cases, getting the student under professional care with or without family permission.
- In the absence of family transportation or ambulance service, an authorized District employee may have to take the sick or injured student home, to the physician's office, or to the hospital. A sick or injured student should be accompanied from the school by an adult. If the destination is the student's home, the adult shall have ascertained that a responsible person is at home to assume responsibility.
- In case of any serious injury or illness, the parent or responsible person should always be notified as soon as possible. Emergency care of the student has priority.
- Medication administered by any school personnel, including the nurse/nurse aide, shall be in compliance with JLCD and JLCD-R.

- A written report of an accident shall be made by the school principal to the Superintendent not later than noon of the school day following the incident.

CROSS REF.: JLCD - Administering Medicines to Students

REGULATION**REGULATION****EMERGENCIES****(Bomb Threats)**

In the event of an emergency, District personnel are to refer to the District's Emergency Response Plan.

If a phone call or other notice is received indicating that a bomb has been placed in a school, the following procedures will be followed:

- The call will be reported to the administrator in charge at the time.
- The administrator in charge will discuss the matter with the Superintendent and determine whether or not to:
 - Evacuate the building immediately as per designated procedure.
 - Notify the police and the fire department.
- If the police and the fire department are called, the administrator in charge will comply with the instructions of the ranking officer.
- Staff members and students will be allowed to return to school only when authorized by the ranking officer.

The person receiving a threat by phone will note the exact time of the call and attempt to get a voice description of the caller (i.e., age, sex, identifying patterns of speech, et cetera). If recording capability exists in the District for telephone calls of this nature, a recording of the call will be attempted.

REGULATION**REGULATION****EMERGENCIES****(Procedures for Aftermath of Suicide,
Suicide Attempt, or Other Tragedy)**

In the event of an emergency, District personnel are to refer to the District's Emergency Response Plan.

Notification***Administration:***

- Anyone who hears about a suicide or other tragedy involving a District student/employee should contact the Superintendent immediately.
- If the tragedy has occurred in school, crisis-intervention procedures should be followed.
- The Superintendent shall verify the information. The information must be handled with great care. To verify the facts, the local law enforcement station or coroner should be called to determine precisely what has happened. A log of all communications must be maintained. The Superintendent should communicate appropriate information to staff members as quickly as possible. The Governing Board shall be notified of the tragedy and implementation of emergency procedures.
- The Superintendent should notify the coordinator of emergency programs and the District media spokesperson of the nature of the tragedy.

Teachers:

- If the tragedy has occurred outside of school hours, the teaching staff should be notified as soon as possible.
- If possible, an emergency mandatory meeting of the teachers should be called to review general strategy.
- Appropriate school personnel should meet as soon as possible to discuss specifics of the plan.

Students. Appropriate school personnel may be relieved of duties in order to notify students in individual classroom groupings.

Media. The Superintendent should designate a spokesperson to answer press and community inquiries.

Other contacts. The Superintendent should notify others in the District, and the chief administrators of neighboring school districts if appropriate.

Services

Drop-in centers. Any student who would like to discuss personal feelings regarding the tragedy should be invited to use this service. Drop-in center locations should be posted in every classroom and office. Counselors and other professionals trained in crisis intervention should be available in the drop-in centers throughout the school day. This service should be available for a reasonable time after the tragedy.

Identification of at-risk students. Students and members of the faculty and staff should submit to the administration names of any students they believe to be especially vulnerable in the aftermath of suicide or other tragedy. Such persons include friends/relatives of the victim, students with histories of emotional problems or low self-esteem, and other students who may be vulnerable. Any student who is visibly upset should be referred to a drop-in center immediately.

Discussion groups for teachers. The purpose of such groups is not to discuss specifics of the tragedy. Instead, group members will be given the opportunity to vent their feelings regarding the recent loss.

Follow-up

Condolences. The Superintendent should express condolences and offer help to the family of the victim on behalf of the District.

Recognition of the tragedy:

- It is vitally important that school personnel not glamorize the suicide death of a student. The school should not conduct a special memorial service or dedication to the memory of an individual who has committed suicide.
- A memorial should be considered in the event of a death other than suicide.
- Students who have parental permission to do so may be excused from school to attend the funeral or memorial service.

- As much as possible, the school policy should be "business as usual." Counseling services should be available to all students, but classroom teachers should continue to use class time for schoolwork.

Guidelines for Administrators

The school administrator:

- Should immediately notify the Superintendent.
- Should verify the information with the proper authorities before taking further action (if so designated by the Superintendent).
- Should, if possible, call an emergency meeting of the teachers to review general strategy.
- May relieve staff members of their duties so that students may be notified in individual classroom groupings.
- Should express condolences and offer to help the family of the victim on behalf of the District.
- Should excuse students (who have parental permission) to attend the victim's funeral or memorial service. However, the school should not conduct a memorial service or dedication to the memory of an individual who has committed suicide or who has died as a result of substance abuse.
- Should model a calm demeanor for students and staff members. As much as possible, the school policy should be "business as usual." Counseling services should be available to all students, but classroom teachers should be instructed to continue to use class time for schoolwork.

The coordinator of emergency programs:

- Should be notified of the tragedy by the school administrator.
- Together with the school administrator(s), should conduct an emergency meeting of the teachers to review general strategy.
- At such emergency meeting, should distribute to teachers and administrators copies of applicable procedures and guidelines.
- Should arrange and conduct an emergency meeting of the school crisis team to discuss specifics of the plan.
- Should organize drop-in services for students.

- Should note the names of students who are believed to be especially vulnerable in the aftermath of a suicide or other tragedy.
- Should meet with high-risk students and make appropriate referrals.
- May conduct an after-school discussion group for interested faculty and/or staff personnel to help them work through their feelings.
- Should be a resource person for students, parents, administrators, teachers, and members of the support staff.

The District media spokesperson:

- Should be designated by the District to answer press and community questions.
- Must take care that confidential information is not released. A release such as the following may be used:
 - "A tragedy has happened. _____, a _____th-grade student, has died. To protect family privacy, details of _____'s death will not be released. The School District is providing counseling and referral services to help our students work through this tragedy."
 - *Note:* The death should not be referred to as a suicide unless it has been verified by authorities. If the cause of death is unclear, media representatives should be referred to the proper authorities.

Guidelines for Teachers

Teachers:

- Should inform students about the availability of the drop-in centers. A drop-in center can provide students the opportunity to talk, with a counselor or other professional trained in crisis intervention, about their feelings regarding the tragedy. Drop-in center location(s) should be posted in every classroom.
- Need to be aware of students' reactions to the tragedy. A student who is visibly upset should be referred to a drop-in center immediately.
- Should submit to the coordinator of emergency programs the names of any students whom they believe to be especially vulnerable in the aftermath of a suicide or other tragedy. Such persons may include friends/relatives of the victim, students who seem to have emotional problems or low self-esteem, and students who seem to be holding in their feelings.

- As much as possible, should abide by the principle of "business as usual." Class time should not be used to discuss the incident. Instead, any concerned student should be sent to a drop-in center.
- Should not talk to the media about the tragedy. The privacy of the victim's family must be respected. Questions should be referred to the District media spokesperson.
- Should, above all, model calm demeanor during the crisis situation.
- Need to check their personal reactions to the tragedy. After-school discussion groups will be available to help teachers work through their feelings.

EXHIBIT**EXHIBIT****EMERGENCIES****PROCEDURES FOR AFTERMATH OF SUICIDE,
SUICIDE ATTEMPT, OR OTHER TRAGEDY**

At the beginning of a school year a plan should be developed that will delineate how District personnel are to respond to a crisis involving suicide, attempted suicide, or another tragedy involving a District student or employee. Assignments and operational details of such a plan should be made when these details can be handled without the pressure of the crisis or tragedy.

The following questions should receive attention during the planning phase:

- Who should be the coordinator of emergency programs?
- Who is to be the media spokesperson?
- Who will constitute the crisis team? (At a minimum, an administrator, psychologists, counselors, teachers, nurses, and community social services representatives should be considered.)
- What training will the crisis team need for their function?
- Who will provide counseling through the drop-in centers?
- How will referrals of at-risk or suspected at-risk students before and after the crisis be made?

A review of "Youth Suicide: A Special Problem in Need of Preventive Planning" (Az - TAS, February 1992) will provide some assistance as to resources and strategy.

E-0750 ©
WEATHER - RELATED AND
EMERGENCY CLOSINGS

EBCD

The decision to delay opening of school or to dismiss school early will be made by the Superintendent.

If possible, the Board President will be informed of such decision and will be notified when all students have departed from school.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341

REGULATION**REGULATION****WEATHER - RELATED AND
EMERGENCY CLOSINGS****Delayed Opening**

If the Superintendent decides to delay the opening of school, the police and the local broadcast media will be notified, requesting that they assist in disseminating the information.

All staff members will report to their assigned schools to assist in the supervision of students.

School Closing

If the Superintendent decides to cancel classes for the day, the police and local broadcast media will be notified and asked to assist in disseminating the information.

Early Dismissal

If the Superintendent decides to dismiss school early, the procedure shown below will be followed for early dismissal of students:

- Students will be released from school only after the principal has ascertained that appropriate notice has been given to parents or guardians. Staff members may be released by the principal when they are no longer needed to supervise students.
- The principal will remain at the school until all students have departed.

E-0900
SECURITY

©

ECA

The Superintendent will develop plans and procedures that will:

- Enhance the security of District property.
- Minimize fire hazards.
- Provide for the keeping of records and funds in a safe place.
- Protect against vandalism and burglary.
- Provide for the prosecution of vandals.
- Provide for and encourage employee responsibility for furniture, textbooks, reference material, and other District materials, equipment, and supplies assigned to the employee's care.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 13-3715

REGULATION**REGULATION****SECURITY**

Access to school buildings and grounds will be established by the Superintendent in accordance with the following:

- Unlimited access - the Superintendent, assistant superintendent, business manager, and maintenance supervisor.
- Limited access - school principals, assistant principals, teachers, custodians to their assigned buildings, and extracurricular sponsors, counselors, and supervisors for their respective areas or activities.

Possession of keys shall be in accordance with the following principles:

- A log of key assignments shall be maintained by the office of the Superintendent or other designated office.
- Unassigned duplicate keys shall be maintained in a safe or a secured box.
- Individuals assigned keys may not duplicate or loan them.
- All keys must be surrendered when no longer needed or upon request by the Superintendent.
- The loss of a key must be reported to the Superintendent upon discovery of the loss, and the employee may be required to pay for rekeying or replacing all affected locks.
- Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.
- A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent.
- The employee will sign a receipt for keys assigned. The receipt will list the applicable rules.

EXHIBIT**EXHIBIT****SECURITY**

Any person who, for oneself or for another, misuses a key to any building or other area owned, operated, or controlled by the District without authorization from the Governing Board/Superintendent is guilty of a Class 3 misdemeanor and is subject to disciplinary action.

VANDALISM

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion. A conference with the student's parents will be required.

Parents and students shall be made aware that the law provides that parents are liable for the willful destruction of property by a minor in their custody or control.

The District may file suit to recover the cost of vandalism from the student and/or parent(s).

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 12-661
15-842

REGULATION**REGULATION****VANDALISM**

The principal will establish a system through which students and members of the school community can report any instance of vandalism or suspected vandalism. Each employee of the District shall report to the principal or other administrator every perceived incident of vandalism and, if known, the names of those responsible.

**E-1100 ©
SCHOOL AND PERSONAL PROPERTY
REPLACEMENT / RESTITUTION**

ECAD

(Personal Property)

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341

**^ & ^E-1200 ©
BUILDING AND GROUNDS
MAINTENANCE**

ECB

Adequate maintenance of buildings, grounds and property is essential to efficient management of the District.

The Board directs a continuous program of inspection and maintenance of school buildings and equipment. Wherever possible, maintenance shall be preventive and will focus on providing an on-going healthy learning environment for both students and school personnel. Emphasis will be placed on the implementation of a District Indoor Air Quality (IAQ) Management Plan in order to minimize indoor air pollution.

The Superintendent shall appoint a District IAQ Coordinator who will develop and implement inspection, maintenance, repair, use, and disposal schedules as applicable for buildings, HVAC systems, new construction and renovations, chemicals and other materials.

The Superintendent shall oversee the development and implementation of routine facilities maintenance guidelines covering the District's:

- plumbing systems,
- electrical systems,
- heating, ventilation and air conditioning systems,
- special equipment and other systems, and
- roofing systems, including visual inspections performed by District personnel to search for signs of structural stress and weakness.

A roofing inspection is required to be:

- Accomplished prior to any repair or replacement of roof elements or roof mounted equipment performed in accordance with the requirements of the local building official requiring a permit.
- Conducted by a registered structural engineer or other professional with appropriate skills, training and certification.

District preventive facilities maintenance guidelines shall be submitted to the School Facilities Board for review and approval.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341
15-342.01
15-2002
15-2031
15-2131
15-2132

CROSS REF.: EB - Environmental and Safety Program
JLIF - Sex Offender Notification

**E-1600 ©
MATERIALS AND EQUIPMENT
MANAGEMENT**

ED

The District shall provide for the central purchasing, receiving, warehousing, and distribution of supplies, equipment, and materials common to the requirements of all schools.

A District warehouse shall be operated as an adjunct of the business office to store and distribute supplies as requisitioned by staff members.

All materials needed for instruction, business, and custodial operations of the individual schools shall be ordered from the warehouse when available from that source.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-213

E-1650 AUD10 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

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 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.
- ♦ Distribution from the warehouse to individual schools or departments shall occur only as a result of properly executed requisitions and (if required) purchase orders.
- ♦ 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.
- ♦ 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.
- ♦ Each school will designate a specific receiving person and one 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.

- ♦ Warehouse personnel will open and inspect in detail all shipments received at the warehouse.
- ♦ 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.
- ♦ 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.
- ♦ On partial shipments, the last four steps immediately above will be repeated for each partial shipment.
- ♦ 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.
- ♦ Each school shall establish a secure area that will protect received goods from possible loss until the receiving person can perform inspection of the order. If storage is impractical, the receiving person will perform inspection immediately upon receipt.

E-1700

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EDB

**MAINTENANCE AND CONTROL
OF MATERIALS AND EQUIPMENT**

Employees are responsible for the proper care of all District facilities, equipment, and property in their custody or control.

Control of District property shall be through, but not limited to, an accurate inventory of all District furniture and equipment that exceeds one thousand dollars (\$1,000) in value.

The Superintendent may establish procedures for transferring surplus or other materials and equipment.

Preventive Maintenance

The Superintendent shall establish a preventive-maintenance program that will extend the useful life for District equipment.

The Superintendent is authorized to use the services of specialists for such maintenance, and provision(s) shall be made in the annual budget for such services.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341

15-721 *et seq.*

Uniform System of Financial Records: III-G-2

CROSS REF.: DID - Inventories

REGULATION**REGULATION****MAINTENANCE AND CONTROL
OF MATERIALS AND EQUIPMENT****Surplus Equipment**

Property that is surplus at any unit shall be transferred to the business manager for reassignment to other District locations where a need may exist for the equipment.

Transfer of Equipment

All transfer of property within a school or other District location must first have the approval of the principal or department head. Transfers of equipment from one school to another must be approved by the associate superintendent, whether the transfer is temporary or permanent.

E-1750 ©
MAINTENANCE AND CONTROL
OF INSTRUCTIONAL MATERIALS

EDBA

Students using District-provided 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 shall be required to pay for it.

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

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-727
 15-729

CROSS REF.: JQ - Student Fees, Fines, and Charges

**E-1800 ©
AUTHORIZED USE OF SCHOOL - OWNED
MATERIALS AND EQUIPMENT**

EDC

District equipment may be used by school or nonschool agencies and individuals for purposes that are not in conflict with any Arizona Revised Statute(s), federal or state rules or regulations, or Board policies, subject to the following:

- The District shall not incur any expense due to the use of materials or equipment.
- The Superintendent shall establish procedures for approval of the use of materials or equipment, or shall submit requests to the Governing Board for review and action.
- The District shall not be in competition with any local business firm that could provide like equipment.
- Rental fees will be charged or waived, as appropriate, by the District. Income from charges will be deposited to the civic center fund.
- Any person or agency using such materials or equipment that is lost or damaged during such period of use shall be required to reimburse the District for repair or replacement.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-1105

CROSS REF.: KF - Community Use of School Facilities

REGULATION	REGULATION
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E-1811 AUDS10 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.

- ♦ *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.
- ♦ *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.
- ♦ 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/classified department head and the Superintendent is necessary before equipment can be removed from District premises.

EDC-E

EMPLOYEE USE OF DISTRICT EQUIPMENT

Date

Approved: _____
Principal/department head Date Superintendent Date

E-1950

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TRANSPORTATION SERVICES

In the budgeting process, the Governing Board may grant appropriations for transportation.

Transportation of students is a privilege extended to students in the District, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs.

The responsibility for the operation of student transportation shall be vested in the Superintendent. Reasonable efforts shall be made to eliminate any particular hazards that might adversely affect the safety and welfare of any student.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-342

15-764

15-921

15-922

15-923

15-945

15-946

28-900

28-901

**E-2050 ©
WALKERS AND RIDERS**

EEAA

The Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs.
- Where hazardous or difficult routes exist and where other arrangements cannot be provided.
- Students who are residents within a school attendance area and who live more than the following distances from school:
 - One-half (1/2) mile for primary grades.
 - One (1) mile for intermediate grades.
 - One and three-quarters (1 3/4) miles for middle school grades.
 - One and three-quarters (1 3/4) miles for high school grades.
- Transportation for pupils who do not reside within an established school attendance area, limited to no more than twenty (20) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition Acts (42 United States Code sections 1751 through 1785) for free or reduced-price lunches.
- Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-342
 15-764
 15-816.01
 15-901
 15-922

28-797

28-900

28-901

A.G.O. I80-025

42 U.S.C. 11301, McKinney-Vento Homeless Assistance

Act of 2001

CROSS REF.: JFABD - Admission of Homeless Students

EXHIBIT	EXHIBIT	EXHIBIT
E-2061	AUSD10	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.

Adopted: date of manual adoption

**^ & ^E-2250 ©
BUS SAFETY PROGRAM**

EEAE

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation. Toward that end, all District transportation department personnel, bus operators, and bus passengers shall comply with the rules adopted pursuant to A.R.S. 28-900 and the Minimum Standards for School Buses and School Bus Drivers promulgated by the Arizona Department of Administration and adopted as Chapter Nine of A.A.C. Title 17, and shall immediately report to the Superintendent any violation of rules or state statutes that threatens the health, safety, or welfare of a passenger.

Bus evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill. Each bus driver shall participate in at least two (2) evacuation drills during each school year. The bus evacuation drill shall be conducted in compliance with the requirements set out by the Arizona Department of Public Safety for such a drill.

All vehicles used to transport students shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure. Buses shall be replaced at such intervals as will provide good equipment at all times.

Students shall not be put off the bus until reaching their destination.

In addition to the regular state inspections, each school bus shall be inspected by the driver daily, before each use, to ascertain that it is in safe condition and equipped as required by all provisions of law, and that all equipment is in good working order.

Each school bus owned by, or contracted to, the District will conform to all applicable federal and state requirements as provided by the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title 9, Chapter 17.

Each driver of a District-owned or District-contracted school bus, as defined by and covered by the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title 9, Chapter 17, will conform to all requirements of the Act and such state statutes, rules and regulations governing the operation of the vehicle.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-843
15-922

28-101

28-900

28-984

A.A.C. R17-9-102

R17-9-104

R17-9-106

R17-9-108

Commercial Motor Vehicle Safety Act of 1986

49 U.S.C. 30101 (Standards and Compliance - School Buses and
School Bus Equipment)

REGULATION**REGULATION****BUS SAFETY PROGRAM**

A.A.C. R17-9-104 states, with respect to the authority of bus drivers, "Passengers shall comply with all instructions given to them by a school bus driver. A passenger or nonpassenger who has boarded the school bus and refuses to comply with the school bus driver's instructions may be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or nonpassenger."

Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting.

REGULATION**REGULATION****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.

REGULATION**REGULATION****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 driver of a school bus or other vehicle:
 - 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
 - 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.
- The Transportation Director must ensure that:
 - The bus or vehicle driver, upon employment and as necessary thereafter, is informed of the requirements of this regulation and the reasons therefore;
 - All complaints of noncompliance are reviewed and remedial action is taken as necessary.
- The site administrator should:
 - 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.

- 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.
- Identify an indoor waiting area for individuals to discourage waiting for students in an idling vehicle.
- 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:

- *Turbo-diesel engine cool down or warm up:*
 - 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.
 - To warm up a turbo-charged diesel engine for a period not to exceed three (3) minutes. The warm up should be in accordance with the bus manufacturer's specifications.
- *Hot and cold weather:*
 - 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;
 - If justified by cold outside temperatures, the bus may idle for a minimum period of time to heat the bus prior to loading;
 - 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.
- *Safety of children and emergencies:*
 - Use the lift equipment during loading or unloading of children with special needs, requiring use of the lift;

- Use of heater or an air conditioner of a bus during loading, unloading, or transport of children with exceptional/special needs;
- Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations;
- Use of the bus headlights or four-way flasher warning lights for visibility purposes; or
- 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.

- *Maintenance of operations:*

- To charge a battery of a school bus, if needed; or
- 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.

E-2281

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EEAE-EA

EXHIBIT

EXHIBIT

BUS SAFETY PROGRAM

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.

- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.

- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-9-104]
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

(This section on student misbehavior shall be made available to parents and students in copy form.)

E-2282

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EEAE-EB

EXHIBIT

EXHIBIT

BUS SAFETY PROGRAM
SCHOOL BUS INCIDENT REPORT

Bus No. _____ Driver's Name _____ Date _____

Type of Incident _____

Student's Name _____

Incident:

- | | |
|--|---|
| <input type="checkbox"/> Failure to remain seated | <input type="checkbox"/> Throwing objects on bus |
| <input type="checkbox"/> Refusing to obey driver | <input type="checkbox"/> Hanging out of window |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Profanity | <input type="checkbox"/> Disobeying bus monitor |
| <input type="checkbox"/> Lighting matches | <input type="checkbox"/> Bothering others (see comment) |
| <input type="checkbox"/> Smoking on bus | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Throwing objects out of bus | <input type="checkbox"/> Other (see comment) |

Comments: _____

Signature: _____

Action taken by school:

Signature of School Official

E-2300

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EEAEA

**BUS DRIVER REQUIREMENTS, TRAINING,
AND RESPONSIBILITIES**

Bus drivers employed by the District or employed by contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona.

The District will assume the cost of required physical examinations, and the drivers will assume the cost of obtaining valid commercial driver's licenses as required by law.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 28-3228
A.A.C. R17-4-508 *et seq.*

E-2350 ©
DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES

EEAEAA

The District is committed to the establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act). All statements in this document will be interpreted so as to conform to the Department of Transportation rules.

Each employee of the District who is required to have a commercial driver's license (CDL) for performance of job functions shall be prohibited from:

- Reporting for duty or remaining on duty to perform safety-sensitive functions as defined in 49 CFR 382.107 while having an alcohol concentration of 0.04 or greater. [49 CFR 382.201]
- Being on duty or operating a commercial motor vehicle (school bus) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken. [49 CFR 382.204]
- Using alcohol while performing safety-sensitive functions. [49 CFR 382.205]
- Performing safety-sensitive functions within eight (8) hours after using alcohol. [49 CFR 382.207 and R17-9-102]
- Using alcohol within eight (8) hours following an accident or prior to undergoing a postaccident alcohol test, whichever comes first. [49 CFR 382.299]
- Refusing to submit to an alcohol or controlled substance test as required under postaccident, random, reasonable suspicion or follow-up testing requirements in DOT rules. [49 CFR 382.211]
- Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]

- Reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances. [49 CFR 382.215]

A driver will inform the supervising administrator of any therapeutic drug use. [49 CFR 382.213]

Drugs as used in this policy refers to controlled substances as covered by the Omnibus Act and to drugs circumscribed by the Arizona Revised Statutes, Title 13, Chapter 34.

All drivers shall be subject to preemployment/preduty drug and alcohol testing, including reasonable suspicion, random, and postaccident testing in accord with the regulations of the Omnibus Act. If applicable, return to duty and follow up testing shall be required in accord with regulations of the Omnibus Act. [49 CFR 382.301 *et seq.*]

All offers of employment with the District for drivers will be made contingent upon preemployment test results. An applicant testing positive for alcohol or controlled substances will not be employed. [49 CFR 382.505]

A transportation employee who refuses to submit to drug and alcohol testing or whose test results are positive may be disciplined in accordance with District policy up to and including being terminated from employment. [A.R.S. 15-513]

Each driver who engages in the conduct prohibited herein shall:

- Be advised of resources available to the driver in evaluating and resolving problems associated with drug or alcohol use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
- Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve drug or alcohol problems.
- Before return to duty in a safety-sensitive position, undergo a return-to-duty alcohol test with a result indicating less than 0.02 or a substance test with a verified negative result.
- If identified as needing assistance by a substance abuse professional, be evaluated by a substance abuse professional to determine if that driver has

properly followed any rehabilitation program prescribed, and be subject to unannounced follow-up tests following return to duty in accord with federal regulations. [49 CFR 382.605]

The District shall assume the cost for the initial evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use. Evaluation and rehabilitation of the employee, if the employee is allowed to return to work in any position, shall be in accordance with 49 CFR 382.605 and by a substance abuse professional paid by the employee.

The School District shall assume the costs of the drug and alcohol testing of a transportation employee. If the results of the test are positive, the School District may charge the costs of the test to the tested employee. The cost charged to the employee is limited to the actual costs incurred as a result of testing. If the results of a test are negative, the School District shall not charge the costs of testing to the tested employee. [A.R.S. 15-513]

The Superintendent is responsible for supervision of the District drug and alcohol misuse prevention program. The Superintendent will develop procedures for the implementation of the program in compliance with the applicable provisions and regulations of the Omnibus Transportation Employee Testing Act of 1991 and Arizona Revised Statutes.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-513
13-3402
49 U.S.C. 31306, (Omnibus Transportation Employee
Testing Act of 1991)
49 C.F.R. Part 40
49 C.F.R. Part 382
49 C.F.R. Part 395

CROSS REF.: GBEC - Drug-Free Workplace
GBECA - Nonmedical Use or Abuse of Drugs or Alcohol

REGULATION**REGULATION****DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES****(FOR EMPLOYEES REQUIRED TO HAVE COMMERCIAL DRIVER'S
LICENSES)****Circumstances Under Which Tests
for Drivers Are to Be Given**

All information obtained in the course of testing of drivers shall be protected as confidential medical information. Except as required by law or expressly authorized or required in 49 CFR 382.405, no information that is to be maintained pursuant to 49 CFR 382.401 shall be released.

Random:

- A minimum of fifty percent (50%) of drivers shall be tested annually for drugs and twenty-five percent (25%) of drivers shall be tested annually for alcohol, subject to the Federal Highway Administration's administrator raising or lowering the annual percentage rate in accordance with regulations. [49 CFR 382.305] Random testing selection shall be as follows:
 - Employees are to be placed in and remain in a pool for random selection.
 - A valid random selection procedure will be used.
 - Tests will be given at least once each quarter.
 - Dates of testing will not be announced.
- Random drug and alcohol testing may be combined. For example, when testing at fifty percent (50%) drug random rate and twenty-five percent (25%) alcohol random rate, half of the randomly selected drivers chosen for testing could be tested for both drugs and alcohol, while the rest could be tested only for drugs.

Postaccident:

- Drivers are required to submit to drug and alcohol testing as soon as possible following a "Department of Transportation (DOT) accident" that involves the loss of human life or for which the driver receives a citation under state or local law for a moving traffic violation arising from the accident. [49 CFR 382.303]
- A *DOT accident* is defined as an occurrence involving a commercial motor vehicle operating on a public road that results in:
 - A fatality; *or*
 - Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; *or*
 - One (1) or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. [49 CFR 390.5]
- If a driver is seriously injured and cannot submit to testing at the time of the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that may indicate whether there were any drugs or alcohol used by the driver prior to the accident. [49 CFR 382.303]
- A driver who is subject to postaccident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care. [49 CFR 382.303]
- No driver required to take a postaccident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a postaccident alcohol test, whichever occurs first. [49 CFR 382.303]
- The following actions are to be taken in a postaccident testing situation:
 - Treat injuries.
 - Work with law enforcement officials.
 - Explain the need for testing.
 - Obtain the driver's permission for testing, if possible.

- Work with the medical facility to obtain the necessary documents and test information.
- Collect specimens promptly.
- Document events.

The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for postaccident testing if the results are obtained by the School District. [49 CFR 382.305]

Reasonable suspicion:

- *Reasonable suspicion* is defined to mean that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or District official trained in the detection of probable alcohol and drug use by observing indicators in a person's appearance, behavior, speech, and performance, in accordance with 49 CFR 382.603. If it is at all possible, the witness should not conduct the alcohol test, in order to prevent the introduction of bias to the testing procedure.
- Alcohol testing is authorized only if the observations are made during, just before performing, or just after performing a safety-sensitive function. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.
- If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered. [49 CFR 382.307]
- Reasonable suspicion testing should include the following considerations:
 - Focus on safety.
 - Verify reasonable suspicion if possible.
 - Observe the employee's appearance, behavior, speech, and performance.
 - Inform the employee in private of any suspicion.
 - Inquire in private about any observations or suspicions.

- Review the findings.
- Upon concluding that reasonable suspicion exists, transport the employee to a testing site.
- Document events.

Return-to-duty testing:

- A driver who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding alcohol misuse or controlled substance use prohibited by U.S. Department of Transportation regulations, and before returning to duty, shall undergo a return-to-duty test, which must indicate a concentration of less than 0.02 for breath alcohol and/or a negative result for controlled substances. [49 CFR 382.309 and 382.605(C)]
- When a driver has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the driver will be subject to unannounced follow-up alcohol and/or controlled substance testing. The driver will be subject to a minimum of six (6) follow-up tests in the first twelve (12) months. The follow-up testing period shall not exceed sixty (60) months. Follow-up testing for alcohol shall be administered only when the driver is performing, just before performing, or just after performing a safety-sensitive function. [49 CFR 382.311 and 382.605(C)]

Referral:

- Each driver who engages in conduct prohibited by 49 CFR 382.201 *et seq.* shall be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. [49 CFR 382.605]

Driver Training

A copy of materials explaining the requirements of the Omnibus Act and the District's policies and procedures with respect to meeting such requirements will be distributed to each driver prior to the start of alcohol and controlled substance testing and to each driver hired or subsequently transferred into a driving position. The District shall provide written notice to representatives of employee organizations of the availability of this information. [49 CFR 382.601]

These materials shall include detailed discussions of at least the following:

- The identity of the person designated to answer employee questions about the materials.

- The categories of employees subject to this part of the regulation.
- Sufficient information about safety-sensitive functions performed by such drivers to make clear what part of the work day a driver must be in compliance with the rule.
- Specific information concerning driver conduct that is prohibited by the rule.
- The circumstances under which a driver will be tested for alcohol and/or controlled substances by rule.
- The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the driver and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that the results are attributed to the correct driver.
- The requirement that the employee submit to alcohol and controlled substance tests administered in accord with Omnibus Act regulations.
- An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test and the attendant consequences.
- The consequences for drivers found to have violated the rule, including requirements for removal from duty.
- Consequences for a driver having a concentration of 0.02 but less than 0.04 in a breath alcohol test.
- Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver or a co-worker); and available methods of intervention, including confrontation and referral. [49 CFR 382.601]

Policies, regulations, and consequences based on the District's independent authority outside of the Omnibus Act shall be presented and clearly and obviously described as being based on independent authority [49 CFR 382.601]. All such references shall be placed in bold within the document and shall contain applicable statutory citations.

Each driver must provide a signed receipt for the materials. [49 CFR 382.401(c)(5)(iii)]. Written notice of the availability of this information shall be provided to representatives of employee organizations. [49 CFR 382.601(a)(2)]

Supervisor Training

Persons designated to determine whether reasonable suspicion exists to require a driver to undergo reasonable-suspicion testing shall receive at least sixty (60) minutes of training on alcohol misuse and at least an additional sixty (60) minutes of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. [49 CFR 382.603]

EXHIBIT**EXHIBIT****DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES****RECORDS RETENTION**

The District shall maintain records of its alcohol misuse and prevention program in a secure location with controlled access. The records are to be kept as indicated below.

***How long is the employer required to
keep records? [49 CFR 382.401(c)(1)]***

- *Five years:*
 - Records of alcohol test results showing concentrations of 0.02 or more.
 - Records of driver-verified positive controlled substance tests.
 - Documentation of refusals to take required tests.
 - Calibration documentation.
 - Driver evaluation and referrals.
 - A copy of each annual calendar year summary.
- *Two years:*
 - Records related to the alcohol and controlled substance collection process and training.
- *One year:*
 - Records of negative and canceled drug test results and alcohol test results with concentrations of less than 0.02.

What types of records must be kept?

- *Records relating to the collection process,
as follows[49 CFR 302.401(c)(1)]:*

- Collection logbook, if used.
 - Documents relating to the random selection process.
 - Calibration documents for evidential breath testing devices.
 - Documentation of breath alcohol technician training.
 - Documents regarding decisions to administer reasonable-suspicion tests.
 - Documents regarding decisions of postaccident tests.
 - Documents verifying existence of a medical explanation of the inability of a driver to provide an adequate breath or urine specimen for testing.
 - Consolidated annual calendar year summaries as required by 49 CFR 382.403.
- *Records relating to driver's test results [49 CFR 382.401(c)(2)]:*
 - Employer's copy of alcohol test forms, including the results of the test.
 - Employer's copy of drug test chain of custody and control form.
 - Documents sent by the medical review officer (MRO) to the employer, including those required by 49 CFR 382.407(a).
 - Documents related to refusal by any driver to submit to a drug or alcohol test required by the rules.
 - Documents presented by a driver to dispute the results of an alcohol or substance abuse test required by the rules.
- *Records related to other violations.*
- *Records related to evaluations:*
 - Records pertaining to a determination by a substance abuse professional (SAP) concerning a driver's need for assistance.
 - Records concerning a driver's compliance with recommendations of the SAP.
- *Records relating to education and training:*
 - Materials on alcohol misuse and drug use awareness, including a copy of the employer's policy on both.

- Documentation of compliance with the requirements of 49 CFR 382.601, including the driver's signed receipt for materials.
- Documentation of training provided to supervisors for determining the need for reasonable-suspicion testing for alcohol misuse or use of controlled substances.
- Certification that any training that has been conducted complies with the requirements for such training.
- *Records relating to drug testing:*
 - Agreements with the collection site facilities, laboratories, medical review officers, and consortia.
 - Names and positions of officials and their roles in the employer's alcohol and controlled substance testing program.
 - Monthly laboratory statistical summaries of urinalysis required by 49 CFR 40.29(g)(6).
 - The employer's drug and alcohol testing policy and procedures.

How must these records be reported?

- All records must be kept in prescribed form and be supplied to DOT when requested. The District will be notified whether to submit the records. [49 CFR 382.403(b)]

What happens if records are not kept properly?

- Penalties can be severe; for example, just an error in paperwork can mean a fine of up to five hundred dollars (\$500) for each violation. Other violations can be penalized as high as ten thousand dollars (\$10,000) per occurrence and loss of federal funding. [49 U.S.C. 521(b)]

Where are records to be located?

- All records required shall be maintained as required by 49 CFR 390.31 and shall be made available for inspection at the employer's principal place of business within two (2) business days after a request by an authorized representative of the Federal Highway Administration. [49 CFR 382.401(d)]

What summary records are required?

- The District must prepare by March 15th of each year, and maintain, an annual calendar year summary of the results of all controlled substance and alcohol testing performed during the previous calendar year.

- Each summary that contains verified positive controlled substance test results and alcohol screening tests with concentrations of .02 or greater or any other violations or alcohol misuse must include the following elements:
 - The number of drivers subject to 49 CFR 382.
 - The number of drivers subject to testing under the alcohol misuse or drug use rules of more than one (1) DOT Agency - identified by each Agency.
 - The number of urine specimens collected, by type of test (e.g., random, reasonable suspicion, et cetera).
 - The number of positives verified by an MRO for type of test and type of drug.
 - The number of negative drug tests verified by an MRO, by type of test.
 - The number of persons denied a position as drivers following preemployment verified positive drug testing and/or alcohol testing with concentrations of 0.04 or greater.
 - The number of drivers with MRO-verified positive tests for multiple controlled substances.
 - The number of drivers who refused to submit to alcohol or drug tests required by 49 CFR 382.
 - The number of supervisors who have received required alcohol training during the reporting period.
 - The number of supervisors who have received required controlled substances training during the reporting period.
 - The number of screening alcohol tests, by type of test.
 - The number of confirmation alcohol tests, by type of test.
 - The number of confirmation alcohol tests with concentrations of 0.02 or greater but less than 0.04, by type of test.
 - The number of confirmation alcohol tests with concentrations of 0.04 or greater, by type of test.
 - The number of drivers returned to duty, after complying with a SAP's recommendation in this reporting period, who had previously had

verified positive drug test results or engaged in prohibited alcohol misuse.

- The number of drivers who were administered drug and alcohol tests at the same time with both verified positive drug test results and alcohol test results with concentrations greater than 0.04.
 - The number of drivers who were found to have violated any nontesting prohibition of 49 CFR 382.403(b) and any action taken in response to the violation.
- Each employer with an annual calendar year summary that contains only negative drug test results, alcohol screening test results of less than 0.02, and no other violations may prepare and submit either a standard summary form with information as listed above or an "EZ" report form. The abbreviated "EZ" form requires selected information from the list above. [49 CFR 382.403]

Who may have access to the records?

- The covered employee, to the employee's records, upon written request.
- The employer.
- The Secretary of Transportation, upon request.
- Any DOT agency, upon request.
- Any state or local official with regulatory authority over the employee, upon request.
- Any person or employer, upon the employee's written request.
- National Transportation Safety Board may review postaccident test information upon request and as a part of an accident investigation. [49 CFR 382.405]

Are the records relating to the drug and alcohol testing program confidential?

- Yes; therefore, they are not subject to disclosure under the Inspection of Public Records, A.R.S. 39-121 *et seq.*, with the possible exception of the Annual Calendar Year Summary once released to the DOT. [49 CFR 382.405]

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BUS PURCHASING AND MAINTENANCE

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-349
28-984
A.A.C. R17-9-105 *et seq.*

**E-2450 ©
STUDENT CONDUCT ON
SCHOOL BUSES**

EEAEC

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341

CROSS REF.: EEAE - Bus Safety Program
JIC - Student Conduct
JK - Student Discipline

REGULATION REGULATION

REGULATION

E-2461.1

AUSD10

EEAEC-R

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:

- ♦ 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.
- ♦ 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.
- ♦ Every student must be seated while riding in a school bus, and must remain seated while the bus is in motion.
- ♦ Every student must wear a seat belt, when provided.
- ♦ A student shall not extend hands, arms, head, feet, or any object through the window of the bus or other vehicle.
- ♦ Generally, a student shall not eat or drink any kind of food or beverage while in a school bus or other school vehicle.
- ♦ A student shall not throw, shoot, or project any type of object while in a school bus or other school vehicle.
- ♦ Animals, insects, or reptiles shall not be transported in a school bus.
- ♦ Glass containers shall not be transported in a school bus.
- ♦ Elementary school students must have written permission to leave a school bus at a stop other than such students' usual stops.

- ♦ Any musical instrument carried by a student shall be under the student's control at all times or properly stored in a vacant seat.
- ♦ A student shall make every effort to:
 - Keep the school bus or other vehicle clean.
 - Be courteous to the driver and other students/passengers in the school bus or other vehicle.
 - Practice safe habits in waiting for a school bus at a scheduled stop, and in getting on and off the bus.
 - Never use loud, profane, or obscene language or obscene gestures while in a school bus or other school vehicles.
- ♦ 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.
- ♦ The use of tobacco, in any form, is prohibited on a school bus.
- ♦ *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 4th level (very serious) violation, it is not necessary that the consequences for levels 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:

- ♦ *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.
- ♦ *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 2nd level offenses. The name of the student, the behavior, and action taken should be recorded.
- ♦ *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 or second levels and disruptions that compromise the safety or welfare of the driver or other passengers.
 - 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.
 - The final determination of consequence will be made jointly by the principal or designee and the transportation manager.
 - A student may have no more than two (2) 3rd level referrals before a loss of riding privileges will occur.
- ♦ *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.
 - 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.

- Generally, the first 4th level violation will carry a suspension of up to five days. Additional 4th level violations will carry a penalty of, at least, five days and may result in a loss of riding privileges for the remainder of the school year. However, a first 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 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:

- ♦ The student involved.
- ♦ The person responsible for the student.
- ♦ 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:

- ♦ *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.

- ♦ *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 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 consecutive days. If the behavior is determined to be a manifestation of the student's disability, the student's IEP will be reviewed and modifications will be made if deemed necessary.

Adopted: date of manual adoption

**E-2600 ©
SPECIAL USE OF BUSES**

EEAF

School buses may be used for the transportation of students participating in school-sponsored activities under the following conditions:

- Bus usage for educational field trips or educationally related activities by student organizations may be considered an extension of classroom activities.
- The Board delegates to the administration authority concerning requests for noncurricular usage. In such cases, the student organization or group making the trip will be required to reimburse the District for all or a portion of the cost of the transportation.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-1105

E-2700 ©
STUDENT TRANSPORTATION
IN PRIVATE VEHICLES

EEAG

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

The Superintendent may develop regulations to govern the use of private vehicles for transporting students.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341

REGULATION**REGULATION****STUDENT TRANSPORTATION
IN PRIVATE VEHICLES**

The use of a private vehicle for transporting students requires written permission from the Superintendent.

- This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- Each employee authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.
- No student will be sent on school errands with the student's own vehicle, an employee's vehicle, or a District-owned vehicle.

(District Travel Policy)

Administrative Requirements

The Superintendent shall establish criteria and procedures for the use of District vehicles. The criteria and procedures developed by the Superintendent shall place priority on provision of student services and on assurance of student and employee safety.

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside or outside the District, and it is the responsibility of such administrative personnel to assure that all travel has final approval from the District administration office. Use of private vehicles for school purposes must be approved by the Superintendent.

Use of School Vehicles

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only Governing Board members or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent.

Use of Private Vehicle

Only when authorized by the Superintendent, a private vehicle may be used at the mileage rate set by the District, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage outside the District will be given for school business only. An employee using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during said trip.

Accident Report

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the District transportation office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the District's insurance company.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341
38-538

CROSS REF.: DKC - Expense Authorization/Reimbursement

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 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 (\$3,000,000.00) per incident and five million (\$5,000,000.00) 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.

Adopted: date of Manual adoption

BUSINESS AND PERSONNEL TRANSPORTATION SERVICES

(District Vehicles)

24-Hour Vehicle Assignments

No District vehicles shall be assigned to any individual on a full-time 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.

Records and reports will be maintained as mandated by law or rules and as may be necessary to carry out transportation goals and objectives. The records shall be available for inspection by the Superintendent and other authorized officials.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-321
15-901
15-903
A.A.C. R17-4-612

**^E-3100 ©
FOOD SERVICES**

EF

The District food service program shall strive to provide well-balanced meals that are nourishing, available at moderate prices, and served in a pleasant surrounding.

The Board shall establish prices to be paid by students for school meals and the price charged to adults who purchase meals.

The Superintendent shall develop procedures to implement this policy and shall formulate a plan to provide free or reduced price meals for all eligible students.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 11-195 *et seq.*

15-239

15-242

15-342

15-1151

15-1152

15-1153

15-1154

15-1155

15-1157

15-1158

15-1251

Richard B Russell National School Lunch Act

42 U. S. C. 1751 *et seq.*

Child Nutrition Act of 1966 42 U.S.C. 1771 *et seq.*

Arizona Department of Education: The Arizona Nutrition
Standards

CROSS REF.: GDN - Supervision of Support Staff Members

JL - Student Wellness

REGULATION**REGULATION****FOOD SERVICES**

District and school administrators will work together to provide a safe, accessible and compliant food service program and shall observe the following directives in operating the food services programs.

Meals in schools. Each school shall:

- Provide meals at a reasonable price and accordingly shall use state allocated food services funds to supplement federal funds as a means of keeping prices within reach of paying students.
- Encourage students to participate in each school's meal program while still allowing meals to be brought from home.
- Provide modified meals, upon a physician's written request, for students with food allergies or other special food needs. (The allergies would be of a life threatening or severe reaction nature.)

Menu.

Each school that includes grades kindergarten (K) through eight (8) shall:

- Ensure that nutritious foods are available as an affordable option whenever food is sold or served and that Foods of Minimal Nutritional Value (FMNV) as defined by United States Department of Agriculture (USDA) and the Arizona Department of Education (ADE) are prohibited. This includes all food and beverages sold and/or served to students at school during the normal school day exclusive of school parties.

Each school that includes grades nine (9) through twelve (12) are:

- Prohibited from the sale of FMNV in the dining, serving, and kitchens areas during breakfast and lunch periods.

Each school, (kindergarten [K] through twelve [12]) shall inform families, upon request, about the ingredients and nutritional value of the foods served.

Competitive foods. Competitive foods mean any foods sold in competition with the National School Breakfast and Lunch Program to students during the meal periods. The principal may approve the sale of competitive foods if:

- All income from the sale of such foods accrue to the benefit of:
 - The nonprofit school food service; or
 - The school or student organizations approved by the District.
- They are sold in locations other than the dining, serving, and kitchen areas.
- The school promotes an overall school environment that encourages students to make healthy food choices.
- The competitive foods meet the state nutrition standards.

Pricing, posting, and expenses. The school meal program must be nonprofit. Pricing for student meals shall be established considering market share, creation and loss of revenue and shall be reviewed and adjusted periodically as necessary. Revenue generation should not take precedence over the nutritional needs of students. Prices for adult meals and catering shall be reviewed periodically and shall reflect direct cost of operations. Revenues received are to be used only for the operation or improvement of the program.

Schools shall ensure that:

- The sale price of any food items sold including a reimbursable meal shall be posted in the dining area.
- School meal program facilities used by outside organizations or individuals must have approval from the school principal or food service supervisor.
- If outside organizations or individuals use the food service facilities, a qualified staff member must be on duty.
- All food items and/or consumable supplies purchased through the food service program and all labor used for a special meal function must be reported. The sponsoring agency must be billed for the food, labor and other costs of the special function. All special meal functions must operate on a self-sustaining basis.
- Each person who eats a school meal must pay the regular price for the meal with two (2) exceptions:
 - Students who have an approved free or reduced-price income application on file for the current school year.

- Food service employees who are paid from school lunch funds.
- No person is permitted to take food or garbage from the food service program for personal use.

Training. The school meal program director/supervisor will develop ongoing in-service and staff development training opportunities for staff in the area of food safety, nutrition, and customer service.

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

Dining environment. Principals shall ensure that students and staff have adequate space to eat meals in pleasant surroundings and shall have adequate time to eat, relax, and socialize. Safe drinking water and convenient access to facilities for hand washing and oral hygiene shall be available.

Student workers. Students shall be allowed to assist with meal preparation and service if mutually agreeable between the parent, teacher, and food service staff. Student workers must receive documented food safety and sanitation training.

Denial of meals as disciplinary action. School personnel shall not withhold food from students as punishment. Disciplinary action, which 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 reimbursable meal made available to them.

Feeding Senior Citizens. The District may enter into an agreement to provide meals for persons sixty (60) years of age or older and their spouses, or any group of such persons.

Student, Parent, Teacher and Community Involvement. The District shall promote activities to involve student and parents in the food/nutrition program. Activities may include menu planning, enhancement of the eating environment, program promotion and related student-community support activities. Schools are encouraged to use the school meal program to teach students about good nutrition practices. School faculties and the general community should be involved in activities to improve the overall acceptability of the food service program. Each school should welcome and encourage parents to eat with students.

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

Safety inspections. The District is required to obtain a minimum of two (2) food safety inspections each school year.

Other food sales. Food sales by student or adult entities or organizations shall be permitted provided these sales ensure optimum student participation in the school meals program and are in compliance with state and federal regulations.

When meals or snacks are offered to students in organized after-school education or enrichment programs, they should be provided by the food services program.

REGULATION**REGULATION****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:

- 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.
- The food service kitchens will be managed by an individual who has a food safety certification.
- 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.
- 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.
- When external caterers are used, the safety of food purchases is the responsibility of the caterer and the party responsible for serving the food.
- Food safety education should be provided to students in the classroom and in the school cafeteria.

EXHIBIT**EXHIBIT****FOOD SERVICES****CODE OF STANDARDS**

The duties of any officer, employee, or agent of the District who has occasion to handle school food or monies shall be performed in a manner consistent with good business practices. This shall include prohibition of:

- Solicitation or acceptance of gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.
- Participation in awards or administration of contracts to firms in which the employee, or any member of the employee's immediate family, has a financial or other interest.

If financial interest is not substantial, or the gift is unsolicited and of nominal intrinsic value, the officer, employee, or agent of the District shall conform to the requirements of Policies BCB, DJ, or GBEAA.

Penalties or other disciplinary actions for infractions will be based on the seriousness of the violations. Disciplinary actions may include, but are not limited to:

- A written disciplinary report filed in the individual's personnel file.
- Suspension of duties.
- Termination of employment.
- Prosecution by legal authorities.

Distribution Instructions

These standards are incorporated into the general operation policy manual of the District and are reviewed regularly by the Superintendent or the Governing Board. Copies of these standards are to be distributed to all personnel who have occasion to handle school food, monies, or supplies, together with their supervisors and program directors.

CROSS REF.: BCB - Board Member Conflict of Interest
DJ - Purchasing
GBEAA - Staff Conflict of Interest

GCQF - Discipline, Suspension, and Dismissal of
Professional Staff Members
GDQD - Discipline, Suspension, and Dismissal of
Support Staff Members

**^E-3300 ©
FREE AND REDUCED - PRICE
FOOD SERVICES**

EFC

Upon Board approval, the District shall enter into an agreement with the Arizona Department of Education to participate in the National School Lunch Program and School Breakfast Program and to receive commodities donated by the United States Department of Agriculture.

The Superintendent shall develop procedures with respect to determining eligibility of children for free and reduced price meals which follow federal regulations and state guidelines.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-242
 15-1151
 15-1152
 15-1153
 15-1154
 15-1155
 15-1157
 15-1158
 15-1251
 Administrative Regulations, USFR, Section VI, Food
 Services
 Richard B Russell National School Lunch Act
 42 U. S. C. 1751 *et seq.*
 Child Nutrition Act of 1966 42 U.S.C. 1771 *et seq.*
 Arizona Department of Education: The Arizona Nutrition
 Standards

CROSS REF.: GDN - Supervision of Support Staff Members
 JL - Student Wellness

REGULATION**REGULATION****FREE AND REDUCED - PRICE
FOOD SERVICES**

Free and reduced price meals will be provided to all students who are eligible. The District shall have an approved free and reduced-price policy statement on file at the Arizona Department of Education.

The supervisor of the school meal program is designated to determine which individual children are eligible for free or reduced price meals and to ensure compliance with all policies, rules and regulations of the United States Department of Agriculture and the Arizona Department of Education.

In providing free and reduced-price meals, the District shall:

Provide for public announcements. Near the beginning of the school year, an announcement must be made to notify the public of 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 must include the eligibility criteria for reduced price meals and/or milk. The public news release will be provided to the local news media. The District shall submit a public/press release to local employment offices and major employers contemplating layoffs in the attendance area of the school. Copies of the public release shall be made available upon request to any interested party.

Send notices to households (Parent Letter). A letter or notice informing households about the availability of the school meal program is to be distributed at the beginning of each school year.

The letter must state the option of free and reduced price benefits. An application form must be distributed to all households of children in attendance at the school who were not determined eligible through Direct Certification match results or from the migrant/homeless/runaway list. The application should 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.

Provide for Foreign Language Translations. 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, considering the size and concentration of such population, 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.

Enforce Confidentiality/Disclosure of Eligibility. All procedures shall insure that names of children eligible to receive free or reduced-price meals shall not be 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. No individual indicators of participation shall be maintained in the permanent record of any pupil 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 children.

Ensure Nondiscrimination Practice. There shall be no overt identification of any eligible children 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 children shall have the same choice of meals that is available to those children who pay the full price. Children shall not work for their meal unless other children are required to do so as part of their educational training.

No child shall be discriminated against because of race, color, national origin, religion, age, sex or handicap.

Parents/guardians who appeal the challenge of decisions on applications and school officials' challenges to the correctness of information contained in an application or of continued eligibility of any students for free or reduced-price meals shall have a fair hearing. During an appeal and hearing, the student will continue to receive free or reduced-price meals.

**^E-3450 ©
COMPETITIVE FOOD SALES /
VENDING MACHINES**

EFE

Vending Machines

Vending machines may be located on school campuses.

Vending machines will only dispense foods that meet nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Programs and the U.S. Department of Agriculture requirements for foods and beverages that are sold individually. Vending machines shall not compete with the District food service program.

Competitive Food Sales

Competitive food sales and marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet nutrition standards for meals or for foods and beverages sold individually. School-based marketing of Foods of Minimal Nutritional Value (FMNV) is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Allowable marketing activities that promote healthful behaviors include vending machine covers promoting water; pricing structures that promote healthy options in á la carte lines or vending machines; sales of fruit for fund-raisers; and coupons for discount health and fitness memberships.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-242 Nutrition Standards
The National School Lunch Act (42 U. S. C. 1751 *et seq.*)
and the Child Nutrition Act (42 U.S.C. 1771 *et seq.*),
as amended.

CROSS REF.: JL - Student Wellness
LC - Relations with Education Research Agencies

**E-3900 ©
COPYRIGHT COMPLIANCE**

EGAD

The District does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:

- The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and importance of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for or value of the copyrighted work.

A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.

Adopted: date of Manual adoption

LEGAL REF.: 17 U.S.C. 101 *et seq.*

E-3950

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EGAE

MAIL AND DELIVERY SERVICES

A mail service system shall be maintained within the District so that in-District communications and communications from outside sources may be delivered to the intended recipients in the most practicable way.

The use of District mail facilities and personnel for the distribution of materials and communications shall be restricted to materials and communications that further the official school business and the educational purposes of the District.

The District shall not be liable for items lost or opened, nor for any damage or injury incurred by any individual as a result of the use of this mail service.

The Superintendent may establish procedures for implementation of this policy.

Adopted: date of Manual adoption

Electronic communications (including records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications. Board members, officers and employees may create electronic records through the use of e-mail on their private computers or borrowed computers when communicating about school business-related issues. All business-related electronic communications by Board members, officers and employees are to be turned over to the school records office to be sorted and have their value as a record determined. For these reasons a record keeping system for electronic communications shall be established in which those types of electronic communications:

- shall be categorized in the same manner as is required for paper records,
- shall be stored in a way permitting ease of record retrieval,
- and shall contain explicit sender and receiver identification.

The following guidelines shall be adhered to in order to establish a record keeping procedure for such communications.

- A repository for electronic communications shall be established at the direction of the Superintendent.
- All school business-related communications, including communications from private computers used by school Board members, officers and employees shall be segregated to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless the materials are otherwise made confidential by law.
- The determination of record status shall be on the same basis as is used for paper records.
- Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. The version maintained in the proper recordkeeping system is the

official copy and must be retained for the same period as required for other forms of the same record series.

- A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records with a minimum of effort, identifying the recipient and the sender.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 38-431.01 *et seq.*

39-101

39-121 *et seq.*

41-1343

41-1346

20 U.S.C. 1232g Family Educational Rights and Privacy Act

A.G.O I05-004

General Retention Schedule for All State Agencies and

Political Subdivisions for Records Received via E-mail

CROSS REF.: BDF - Advisory Committees

BEDH - Public Participation at Board Meetings

BHC - Board Communications with Staff Members

BHD - Board Communications with the Public

CFD - School-Based Management (School Councils)

EGD - Use of Technology in Office Services

EHB - Data/Records Retention (Records Management)

E-4100

AUSD10

EGAF

TELEPHONE SERVICE

(Including Wireless Communications)

School telephones, including cellular telephones, are business phones. Two-way radios and pagers provided to District staff are also intended as school business tools. Their use for personal purposes is to be held to a minimum.

Long-distance calls are to be for approved school business only, except in cases of emergency. In emergency situations, school employees are responsible for making sure that charges are made to their home phones.

Phones exist to accommodate student calls.

The Superintendent may assign wireless communication devices such as cellular phones, radios, and pagers to District Personnel as deemed appropriate, but employees shall be responsible to ensure reimbursement to the District of costs resulting from personal use of cell phones. Assignment of such devices should be based on District need rather than personal convenience of the employee

District personnel shall be mindful of the inherent lack of assured confidentiality when using two-way radios or cellular phones when discussing confidential matters such as student discipline and personnel matters. Given the susceptibility of such devices to eavesdropping, personally identifiable information should not be discussed.

Use of District cellular telephones while driving is prohibited. Employees shall cautiously exit from traffic to a safe location to accept or make calls.

No students shall be permitted to use District cellular telephones, except in the case of an emergency.

Adopted: date of Manual adoption

^E-4250 ©
USE OF TECHNOLOGY IN
OFFICE SERVICES

EGD

Electronic communications (including records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim.

All Board members and selected staff are encouraged to participate in Open Meeting Law (OML) and Public Records Law training within the first thirty (30) days after becoming a member of the Board or the date of employment, as is applicable. In order to encourage the Board, individual Board members, staff communicating with or on behalf of the Board and members of councils/committees of the Board to comply with the requirements of the OML and Public Records Law, the following guidelines shall be followed:

Guidelines:

- E-mail or any other electronic messaging service shall not be used as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- E-mail or any other electronic messaging service may be used to disseminate factual information, such as agenda packet, suggestions for public agenda items and reminders regarding committee meeting times, dates and places.
- Confidential information about employees, students or other Board members shall not be included in e-mail communications sent outside of the district secure server due to the risk of improper disclosure.
- Should electronic devices be utilized for participation or attendance at public meetings, the public in attendance including media representatives shall have the same access to the electronic input as the Governing Board members.
- The following statement shall be used on all Board member and staff electronic communications: "To ensure compliance with the Open Meeting Law, Board member recipients of this message should not forward it to other Board members nor should Board members reply to this message."
- Board members shall communicate with staff members and the public by following procedures established in policy.

Records Retention:

- Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless otherwise made confidential by law.

Compliance

In the event a Board member(s) fails to comply with the guidance of Board policy, the matter shall be referred to the Board President, who will meet with and/or discuss the matter and the Board policy with the Board member(s). The Board President may request that the Board's legal counsel participate in the meeting and/or discussion.

In the event an employee fails to comply with the guidance of Board policy, that employee may be subject to disciplinary action, up to and including possible termination.

The Superintendent may develop procedures to assist in compliance with the Open Meeting Law and the Public Records Law.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 38-431.01 *et seq.*

39-101

39-121 *et seq.*

41-1343

41-1346

20 U.S.C. 1232g Family Educational Rights and Privacy Act

A.G.O I05-004

General Retention Schedule for School Districts and Charter
Schools - Electronic Communications and Social
Networking Records

CROSS REF.: BDF - Advisory Committees

BEDH - Public Participation at Board Meetings

BHC - Board Communications with Staff Members

BHD - Board Communications with the Public

CFD - School-Based Management (School Councils)

EGAEA - Electronic Mail

EHB - Data/Records Retention (Records Management)

EHB-R - Data/Records Retention (Records Management
Program)

**E-4300 ©
OFFICE SERVICES RECORDS
AND REPORTS**

EGE

Refer to Policy EHB.

(Records Management)

All required records and any other records that are deemed necessary or helpful will be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records. An administrative records management program approved by the Governing Board shall be established and maintained, and copies of retention schedules shall be submitted to the Department of Library Archives and Public Records.

The Governing Board is the custodian of the official copies of all records, required or optional, and the Superintendent shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Superintendent may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their jurisdiction.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-271
 15-272
 15-521
 23-721
 23-926
 23-962
 38-421
 38-423
 38-424
 39-101
 39-103
 39-121
 41-1346 *et seq.*
 44-1373
 A.A.C. R7-2-803

REGULATION**REGULATION****DATA / RECORDS RETENTION****(Records Management Program)**

Records shall be prepared and managed as outlined below.

Business and Financial Records

Management of the following records is the responsibility of the Chief Financial Officer:

- Annual District budget.
- Audit reports.
- Financial statements.
- Capital levy plan.
- Bids.
- Contracts (except employment).
- Deeds.
- Leases/lease purchases.
- Inventory (history records of general fixed assets).
- Records identified in the Uniform System of Financial Records.

Other District Records

The current year's records will be kept in the District administration office. When practical to do so, but no later than during the second immediate past year, all records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Retention periods noted will refer to the number of years after the end of the fiscal year in which the records were made or superseded, as specified in the *General Retention Schedules for School Districts and Charter Schools*.

All records shall be managed in compliance with the requirements of the Records Management Division of the Arizona State Library, Archives, and Public Records (ASLAPR). Due to the ongoing process by the ASLAPR to revise existing and add new retention schedules for school districts and charter schools, the current point-in-time status of records retention requirements must be confirmed prior to determining disposition of the subject records by accessing the General Retention Schedule for Schools Districts on the ASLAPR website at:

<http://www.lib.az.us/records/school.aspx>

E-4550

AUSD10

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:

- Determines the Superintendent's duties and responsibilities in connection with the liability and property insurance program.
- Determines types of coverage, including basic forms and limits.
- Resolves that all the insurance shall be written in such a way as to optimize the relation of benefit to cost.
- Determines policy regarding settlement of claims.
- Appoints an agent of record.

- 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:

- Act as liaison officer between the Governing Board and the agent of record.
- Supervise the allocation of liability and property insurance and insurance commissions among agents according to policies adopted by the Governing Board.
- 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.
- Implement Governing Board's policies on coverage and appraisal.
- Be responsible for liability and property insurance and property record keeping.
- 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

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:

- ♦ 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 years immediately prior to appointment.
- ♦ The insurance advisor's firm must have a minimum of three full-time licensed agents devoting their efforts to general liability and property insurance work.
- ♦ The Advisor's firm must maintain an adequate office staff to satisfactorily carry out all details of the school district's liability and property insurance program.
- ♦ The insurance advisor nor the advisor's firm may bid on District insurance programs.

Duties of the insurance advisor:

- ♦ Advise the Superintendent and the Governing Board in regard to types, amounts, limits, and forms of coverage.
- ♦ Make recommendations to the Superintendent and the Governing Board in regard to safety engineering and fire and accident prevention.
- ♦ Furnish or make available technical information on fire and safety engineering during preliminary planning on new buildings.
- ♦ Assist in and expedite the adjustment of loss.
- ♦ Review continuously all rates and rating schedules with a view to obtaining the best possible rates.
- ♦ Put out for bid and obtain price quotations on all insurance coverage.
- ♦ 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.
- ♦ 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.

SECTION F

FACILITIES DEVELOPMENT

F-0050 **AUSD10** 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:

- Schools that house the educational programs must be adequate, safe, healthful, and attractive.
- Schools must be planned, arranged, equipped, and sufficiently flexible to facilitate the achievement of curriculum objectives and changes.
- School and site design must contribute to the occupants' and community's sense of values from practical as well as aesthetic points of view.
- 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

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 determined, in part, by the following:

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

- 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:

- 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.
- In consultation with involved personnel, will establish a time line for the completion of the project.
- 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

F-0150 AUD10 FB
FACILITIES PLANNING

School District Facilities Master Plan

A school district facilities 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:

- ♦ The expanding and changing educational program of the District.
- ♦ Relations with the total community, and projected developments in those relationships over the years.
- ♦ Plant and site aesthetics as they affect the education of pupils and feelings of people about their schools.
- ♦ Changing make-up of our population as to age distribution, educational levels, and the like.
- ♦ Community planning and zoning.
- ♦ Financial ability of the School District.
- ♦ Safety and welfare of pupils.
- ♦ Relationship between the projected new facilities and those already in existence.
- ♦ 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

FACILITIES PLANNING**CONSTRUCTION*****Planning check list for the development
of individual projects***

- ♦ Determine educational philosophy.
- ♦ Determine educational program.
- ♦ Identify facility needs.
- ♦ Assign priority to each need by school and by total School District.
- ♦ Assemble priority needs into a list.
- ♦ Visit school and determine extent of work listed.
- ♦ Meet with architect, principal, and others at school.
- ♦ Select site (if necessary).
- ♦ Program:
 - Site.
 - Budget.
 - Spaces.
 - Equipment.
- ♦ Staff revision of educational specifications.
- ♦ Review revised educational specifications with the Superintendent and consultants.
- ♦ Preliminary drawings completed.

- ♦ Preliminary drawings reviewed by principal and consultants.
- ♦ Revise preliminary drawings.
- ♦ Preliminary drawings reviewed by:
 - State, county, and city offices as required.
 - School Governing Board review (informal).
 - School Governing Board review (formal).
- ♦ Compare educational specifications with emerging plans.
- ♦ Development of working drawings.
- ♦ Working drawings reviewed by principal and consultants.
- ♦ Revise working drawings.
- ♦ Working drawings reviewed by:
 - City, county, and state officials as necessary.
 - School Governing Board review (informal).
- ♦ Approval by the Governing Board (formal).
- ♦ Advertise for bids.
- ♦ Bids received.
- ♦ Bids approved by the Governing Board. Note: Bids must include the following items:
 - Performance bond.
 - Labor and materials bond
 - Power of attorney by bonding company.
 - Corporate resolution authorizing signer of contract.
 - Prevailing wage scale.
 - Liability insurance.
 - Worker's compensation insurance.

- Course of construction property insurance.
- ♦ Work start or ground breaking.
- ♦ Work in progress with periodic reviews.
- ♦ Governing Board inspection and acceptance as substantially complete.
- ♦ Project occupied by owner.
- ♦ Dedication.

EXHIBIT	EXHIBIT	EXHIBIT
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F-0182.1	AUSD10	FB-EB
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FACILITIES PLANNING (NEW CONSTRUCTION)

FLOW CHART FOR DEVELOPMENT OF INDIVIDUAL PROJECTS

F-0200	AUSD10	FBA
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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

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.

F-0250 AUD10 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

ENROLLMENT PROJECTIONS

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

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

F-0500 AUD10 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 30 percent 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 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

EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION

Formulating Educational Programs

Formulating educational programs shall be the general responsibility of the Superintendent and the Superintendent's staff, augmented by recommendations of selected educational program committees.

Planning for new school construction shall incorporate program recommendations, as approved by the Governing Board. Flexibility shall be maintained to accommodate anticipated changes in the educational program.

Developing Educational Specifications

To ensure that facilities being planned are designed to best implement the educational program, the Superintendent will provide for the establishment of educational specifications to apply when planning and building school facilities.

The educational specifications will include at least the following:

- ♦ Description of the pupils to be housed (e.g., age level, level of intelligence, physical normality or abnormality).
- ♦ The kinds of educational activities to be carried on (e.g., vocational, heavy emphasis on typing, or science or rehabilitation).
- ♦ The kinds and amounts of furniture and equipment needed.
- ♦ The relationships among areas of plant and site (e.g., band room and library; playing fields and locker rooms; front office and general school control).
- ♦ Special site considerations of aesthetics, traffic patterns, cooperative community use, and the like.
- ♦ Any other kinds of unique information that will give guidance to an architect in arriving at a solution.
- ♦ Number, approximate size, and any special requirements of classrooms and teachers' work stations.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-2001 *et seq.*
34-461
41-1492 *et seq.*
41-2163
20 U.S.C. 1400 *et seq.*, Individuals with Disabilities
Education Act
29 U.S.C. 794, Rehabilitation Act, (Section 504)
42 U.S.C. 12101 *et seq.*, The Americans with Disabilities Act

F-0700

AUSD10 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 designee shall:

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

Services . The architect shall:

- ♦ Develop appropriate designs for facilities that meet the educational needs of the District and satisfy the budgetary constraints established by the Governing Board.
- ♦ Prepare feasibility studies for additions, alterations, or renovations to existing buildings.
- ♦ Provide consulting services on technical matters or in support of legal proceedings or public hearings.

- ♦ Arrange for the technical services required by the owner/architect agreement.
- ♦ 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:

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

Contract:

- ♦ 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.
- ♦ 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 designee.

Adopted: date of manual adoption

ARCHITECT / ENGINEER / CONSTRUCTION MANAGER

Selection of Architect and/or Engineer

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

- ♦ Architects and/or engineers shall submit confidential proposals in response to a "Request for Qualifications" prepared by the District.
- ♦ Personal interviews may be conducted with architectural and/or engineering firms during selection consideration.
- ♦ Projects that have been designed by the firms under consideration may be visited to obtain additional background information.
- ♦ Other clients and contractors may be contacted to further supplement the information available relative to a firm under consideration.
- ♦ List of recommended architects and/or engineering firms shall be submitted to the Governing Board for selection and appointment.
- ♦ Preference may be given to firms whose principal owners have demonstrated history of close personal supervision of construction projects.
- ♦ Recommendations will be made to the Governing Board, which will approve the selection(s) of the most qualified firm(s).
- ♦ 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:

- ♦ 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.

- ♦ The engineer shall obtain data from all sources, including manufacturers, to supplement the information available for design purposes.
- ♦ 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.
- ♦ 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.
- ♦ Plans shall be coordinated with and/or reviewed by all affected utility companies or agencies, both governmental and commercial.
- ♦ The engineer shall provide documents for bidding purposes.
- ♦ The purchasing agent shall receive bids and conduct bid openings.
- ♦ The associate superintendent of district operations will prepare the owner/contractor agreement for execution by all parties.
- ♦ The engineer shall provide engineering supervision on the project and conduct periodic and final inspections.
- ♦ The engineer shall review, evaluate, and approve shop drawings, equipment brochures, and samples.
- ♦ The engineer shall evaluate substitute submittals and make recommendations to the associate superintendent of district operations.
- ♦ The engineer shall conduct tests and evaluate test reports to ensure conformance with contract documents.
- ♦ Contract documents, plans, specifications, supplementary drawings, and clarifying details shall be furnished as provided for in the owner/engineer agreement.
- ♦ The engineer shall process requests for partial payment, change orders, and final payment.
- ♦ The engineer shall provide all such other services as required by the owner/engineer agreement or subsequent agreement.

Contracts

Architect:

- ♦ The Superintendent or designee shall prepare the owner/architect agreement (suggest A.I.A. form, current edition).
- ♦ The agreement shall be executed by the principal(s) of the architectural firm.
- ♦ The agreement will be executed by the associate to the superintendent for district operations, with assistance from the director of physical resources.
- ♦ 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.
- ♦ 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 born by the architect.

Fees

Architect:

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

Engineer:

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

(SITE DEVELOPMENT)

These procedures shall be followed in site development:

- ♦ The entire available area of a site shall be considered, for possible use for instructional, recreational, or traffic purposes.
- ♦ Consideration shall be directed to grading to achieve a balance of cut and fill to avoid removal of earth off site.
- ♦ Topsoil shall be saved and reused as appropriate.
- ♦ All drainage divides shall be honored.
- ♦ 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.
- ♦ The building shall be located in a site to provide for future expansion along logical and economical lines.
- ♦ The water main shall be installed for domestic and fire protection purposes.
- ♦ 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.
- ♦ An adequate storm sewer system for collection, transmission, and disposal of storm water shall be provided.
- ♦ Utilities shall be provided and extended as required by building needs.

Adopted: date of manual adoption

SITE PLANS

(LAND USE)

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

♦ *Instructional:*

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

♦ *Auxiliary:*

- 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.
- Parking areas for buses, cars, of patrons, and staff members.

♦ *Service:*

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

♦ *Community:*

- Some of the community needs may be provided for without enlarging school facilities. However, the following may affect the site planning:

- ▲ Mass parking.
- ▲ Nonschool use of shop facilities, playgrounds, athletic fields, toilets, library, places of assembly, and lunchroom.
- Schools shall be provided with play areas sufficient to accommodate the required quantity of game areas and equipment.
- Running tracks shall be considered for all secondary and intermediate schools.

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CONSTRUCTION PLANS

Building Design

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:

- ♦ Site plan with building location.
- ♦ Floor plans to illustrate general room locations and overall dimensions.
- ♦ Exterior elevations.
- ♦ 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 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:

- ♦ *Site plan:*

- Building location.
- Tentative finish grading.
- Location of future additions.
- Drives, parking areas (including capacities), and walks.
- Special developed areas.

- ♦ *Floor plans:*

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

- ♦ *Exterior elevations (major):*

- Preliminary fenestration and material indications.

- ♦ *Building sections:*

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

- ♦ *Outline specification and building description.*

- ♦ *Detailed equipment list.*

♦ *Cost data sheet:*

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

♦ *Set of plans:*

- To include electrical, mechanical, lighting, plumbing.

♦ *Detail plans:*

- Generally, no detail drawings will be required, but large-scale, detail 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.

Adopted: date of manual adoption

F-0925 AUD10 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

F-1000

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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

SITE ACQUISITION

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

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

F-1050 AUD10 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

F-1100

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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 result 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

F-1200

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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

F-1250

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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

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-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 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

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:

- ♦ Inspector's daily report (manpower, weather, program).
- ♦ Architect's or engineer's periodic report.
- ♦ Concrete tests.
- ♦ Compaction tests.
- ♦ Soil analysis reports.
- ♦ Gradation reports (soil, sand, subbase, base, and asphalt).
- ♦ Mortar test reports.
- ♦ Certified mill reports for steel.
- ♦ Certified tile reports.
- ♦ All tests and reports on materials.
- ♦ Load tests (piling, etc.).
- ♦ Shop drawings and brochures.
- ♦ Contractor and subcontractor approval (federal).
- ♦ Payroll record and affidavits.

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

- ♦ Approved drawings and specifications.
- ♦ Administrative correspondence.

- ♦ Payment records.
- ♦ Bonds and certificates of insurance.
- ♦ Contracts and adjustments.
- ♦ "As-built" plans and record and information books.
- ♦ Guarantees and warranties.
- ♦ All other required legal papers.
- ♦ 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.

F-1400 AUSD10 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

F-1500 AUSD10 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.

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F-1550 AUSD10 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

F-1600 AUD10 FH
STAFF ORIENTAION 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 designee.

Adopted: date of Manual adoption

F-1650 AUD10 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

SUGGESTED MOTIONS TO ACCOMPLISH POLICY MANUAL ADOPTION

Initial Motion

"I move to rescind and nullify all current and past policies of the Amphitheater Unified School District No. 10."

*If the motion carries, the Board should
proceed to act on the following motion.*

Subsequent Motion

"I move we adopt the Policy Manual developed with consulting assistance from the Arizona School Boards Association, containing selected retained documents from the predecessor Manual and new and modified documents hereby prescribed and approved by the Board."