

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**Manual adoption

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

^ & ^E-0150.1 0150 © EB
ENVIRONMENTAL AND SAFETY PROGRAM

Safety Policy of District Schools

The safety of every person in the District schools is of vital importance. Any person on our staff - both classified and certificated - who is careless about any aspect of safety and accident prevention is a hazard to the school children and co-workers, and is a self-hazard as well. A safety program to prevent accidents is essential and must be continuing and consistently effective. Accidents can be symptoms of inefficiency and harbingers of increasing dangers to come. The solution is vigilance and know-how by each of us.

A continuous evaluation of each school facility shall exist in attaining the highest practicable safety conditions. Each building shall be under the supervision of the site safety manager; however, the actual safety inspections may be delegated to department heads or supervisors, etc. All inspections shall be recorded and maintained in the files of the individual building site safety committee. Recommendations by service organizations such as the board of health, state boiler inspector, fire marshal, and other recognized agencies as to suggested and/or required improvements will be programmed in the best interest of the School District.

Situations that openly invite accidents in the building or on the grounds should be eliminated and avoided. Accumulation of materials in storage areas can cause and support fires. Traffic areas within and outside the building need to be clear and free to avoid accidents.

Periodically (at least monthly) the principals and the custodial staffs should walk the buildings and grounds of their respective schools, observing the general condition of all areas. This periodic evaluation can serve as a means of improvement of situations requiring such action. Such preventative measures tend to eliminate many problems at a later date.

Administrative Responsibility

The administration recognizes and firmly believes in the need for the continued development of safe working practices. It is the administration's responsibility to do everything possible to provide an effective, accident-free operation.

Departmental Responsibility

The primary responsibility for providing an effective, accident-free operation rests with the department or school. It is the responsibility of each department or school to effectively enforce a safety program, with the goal of producing safe working practices and conditions that will result in accident prevention.

Supervisory Responsibility

All administrators, supervisors, managers, and lead workers will consider it an essential part of their jobs to establish safe working practices and conditions.

Employee Responsibility

All employees are required, as a condition of employment, to observe all safety rules and practices established by their administrators, supervisors, and lead workers. The employees are responsible for their own personal safety and shall do everything possible to safeguard fellow employees. Employees shall be alert to unsafe conditions and report them promptly to their respective administrators, supervisors, or lead workers.

Safety Committee

The Superintendent shall appoint a safety committee and designate a District safety chairperson to head the committee. The committee shall serve as an advisory group on all safety matters.

The committee may consider any safety matters affecting the welfare of the School District. It may call on any employee for assistance on safety matters that pertain to that employee's particular skill and training.

Safety Committee Responsibility

The safety chairperson and the safety committee will coordinate safety activities throughout the School District.

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**Manual adoption

LEGAL REF.: A.R.S. 13-2911

15-151

15-341(3)

15-507

23-403

23-408

CROSS REF.: EBAA - Reporting of Hazards/Warning Systems

ECB - Building and Grounds Maintenance

JLIF - Sex Offender Notification

^E-0250.10161 © EB-R
RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
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 © EBAA REPORTING OF HAZARDS / WARNING SYSTEMS
(PESTICIDE APPLICATION NOTICE)
(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 **site** 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**Manual adoption

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

32-2307

CROSS REF.: IKEA - **Makeup**Make Up Opportunities

RREGGUULLAATTIOONN RREGGUULLAATTIOONN
RREGGUULLAATTIOONN

^E-0261.10261 © EBAA-R

RREGGUULLAATTIOONN RREGGUULLAATTIOONN

REPORTING OF HAZARDS / WARNING SYSTEMS

(PESTICIDE APPLICATION NOTICE)

(Pesticide Application Notice)

The **siteschool** administrator (**head teacher, principal, or other**) 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.

Adopted: date of manual adoption

CROSS REF.: IKEA - **MakeupMake Up** Opportunities

**E-0300 ©AUSD10 EBAB
HAZARDOUS MATERIALS**

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

Adopted: date of manual adoption

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

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
E-0311 [AUSD10](#) EBAB-R
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-0500.1 © 0400 © ACCIDENT PREVENTION AND SAFETY PROCEDURES

Refer to Regulation EBC-RC.

E-0500 © EBBB
ACCIDENT REPORTS

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 promptly. The meaning of *promptly* is defined in the District's insurance policy with the carrier.

Accidents Involving Students

Accident reports provide support for the safe and efficient operation of the school system, and for a comprehensive safety education program for students and school employees. In addition, such reports provide documented information on a significant, though unfortunate, event in the life of the accident victim, and they become vital to the School District should complications, legal or otherwise, arise at a later date. This is especially true if a student, or any other person, suffers serious personal injury as the result of any accident or incident occurring at school or during any school-related activity.

Therefore, the Governing Board requires that a student accident report be completed and submitted immediately following any serious accident or incident involving students, and especially if a student suffers serious personal injury as the result of an accident or incident that occurs during any school-related activity, class, function, or program, whether on or off School District property.

The Governing Board directs the Superintendent and to prepare such rules and regulations as are necessary to implement this policy and to achieve the goals of the accident reporting process.

Goals of Reporting

Some specific goals of the accident reporting process are:

- ♦ To protect students, staff members, and all other persons from physical deficiencies of the school buildings and grounds.
- ♦ To measure uses of the school buildings and grounds (such as movements of pupil groups during peak times and in certain areas of the school) and to modify conditions so as to reduce congestion and accidents.
- ♦ To provide information about types of accidents occurring and the areas in which they occur, and to adjust safety instruction in an effort to reduce the number of future mishaps.
- ♦ To reveal gaps in the instructional program that may be filled by well-planned safety education experiences.
- ♦ To determine relationships between accident experiences and school population. (Are falls caused by faulty traffic patterns during class changes, or are a few students having problems such as coordination or vision that cause them to be unable to cope with the traffic patterns?)
- ♦ To protect the School District and school personnel from suffering unfortunate publicity and from becoming unnecessarily involved in litigation arising out of accident cases.
- ♦ To protect the School District and school personnel if litigation does occur.

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~~Manual adoption

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

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

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
E-0511.1 0511 © EBBB-RAR
RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
ACCIDENT REPORTS

Report of Personal Injury

If any student attending or participating in any school program, function, class, or activity, on or off the school premises, becomes injured, either by accident or by physical assault, to such an extent as could be considered serious or from which complications, legal or otherwise, could arise, the injury must be reported at once to the staff relations division. A student accident report shall be completed by the school nurse, the school health assistant, the school athletic trainer, or the person supervising the student at the time of the accident or incident.

The criteria listed below will be used to determine when an accident report should be submitted. A Student Accident Report shall be completed and submitted within one day after the accident or incident in any of the following situations. For the purposes of these criteria, the word *injury* means any physical occurrence for which observation or medical treatment is necessary or advisable, and includes any occurrence resulting in any observable physical mark.

- ♦ Any injury that occurs while the student is on school property or participating in an approved extracurricular activity or another approved school function:
 - That results in the contact of the student's parent or guardian by the school; or
 - That could cause modification of the student's daily activities; or
 - That occurs while the student is following the direct order of an employee of the District.
- ♦ Any injury that could result in or lead to a claim against the School District or any District employee.
- ♦ Any injury that occurs as a result of a physical assault or mutual combat (a fight).

Procedures

In the event of student accidental injury or injury occurring as a result of physical assault, the following procedures shall be followed:

- ♦ Complete a Student Accident Report Form and submit to the staff relations division within one day.
- ♦ If the injured student has been referred for outside medical attention by the school nurse, school health assistant, school athletic trainer, or other staff member, that person shall immediately notify the associate to the superintendent for district operations by telephone, describing the nature of the accident or injury and the seriousness thereof.
- ♦ If the injured student has been referred for outside medical treatment as the result of a physical assault (a fight), the incident should also be reported to the police, in addition to immediately notifying the associate to the superintendent for district operations, as mentioned above.
- ♦ In any fight between students wherein a weapon is in evidence, whether or not an injury occurs, the altercation should be reported to the police.

Adopted: date of manual adoption

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
E-0512.1 EBBB
ACCIDENT REPORTS
(COMPENSATION CLAIMS)

Worker's Compensation

Whenever an employee of the District suffers an injury that is covered by the Arizona Worker's Compensation Act, a complete report of the injury should be made immediately and submitted to the human resources division for the purpose of applying for Worker's Compensation. Special forms are provided for making such reports. An eight-day limitation is prescribed by state procedures for preparing this report following the job-related injury.

Payment to an Employee Who Is Absent as a Result of a Job-Related Injury

Whenever an employee is absent as a result of job-related injury, the following regulations will be adhered to concerning payment to said employee:

- ♦ The employee may elect whether to:
 - Use accrued sick leave in conjunction with Worker's Compensation benefits (in which case the District shall pay to the employee the difference between normal compensation and the compensation paid pursuant to applicable Worker's Compensation laws).
 - Not use accrued sick leave in conjunction with Worker's Compensation benefits (in which case no sick leave payment shall be made after Worker's Compensation payments are determined).
- ♦ If an employee has accrued sick leave, said sick leave payment may be made to the employee for the period of the industrial injury until such time as the insurance carrier has made a determination of the claim.
- ♦ If injury involves an absence of less than seven days, including weekends, said employee will receive no compensation other than accrued sick leave, if applicable.
- ♦ If industrial injury involves an absence of seven days or more, including weekends, the District's industrial insurance carrier, upon acceptance of the claim, will proceed to make payment to the employee at the rate and for the times as provided by law.
- ♦ Upon first drawing accrued sick leave as a result of job-related injury, the employee shall sign a form stating that the employee understands that, should

Worker's Compensation payments be received, the District will be reimbursed by the employee for any sick leave payments duplicated by Worker's Compensation payments.

♦ Upon the employee's receipt of compensation from the District's insurance carrier, the employee will be indebted to the District for any sick leave payments received from the District and duplicated by Worker's Compensation payments received by said employee. Necessary adjustments shall be made to the District by the employee.

Adopted: date of manual adoption

CROSS REF.: GBGD - Worker's Compensation

(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.

EEXXHHIIBBITT EEXXHHIIBBITT EEXXHHIIBBITT

E-0531 © EBBB-EA

EEXXHHIIBBITT EEXXHHIIBBITT

ACCIDENT REPORTS

STUDENT ACCIDENT REPORT FORM

(TO BE COMPLETED BY NURSE OR PERSON IN ATTENDANCE AT TIME OF INCIDENT AND FORWARDED TO STAFF RELATIONS WITHIN ONE SCHOOL DAY)

NAME _____ **School** _____

Grade ____ **(Last) (First) (MI)**

BIRTH _____ **DATE** _____

Address _____

School _____ **Date of report** _____

Name _____ **Sex:** **Male** **Female** **Grade** ____

Age ____ **Home address** _____

Parent/guardian _____ **name** _____

Phone _____ **Teacher** _____

Date of accident ____ / ____ / ____ **Time of accident** ____
____ (Mo.) Day Year

Where did the incident occur?

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.

After school **Before school** **During school** **Field trip** **Other**
DESCRIBE INJURY (nature and apparent extent of injury, areas of body injured, appearance and behavior of child, etc.)

Fight **Classroom** **Industrial arts/science** **P.E.** **Athletics**
 Bus **Playground** **Other** (please explain)

How did this injury happen?

Signature of person reporting

Was the student seen by the school nurse/athletic trainer? Yes No
Emergency care given? Yes No By whom?

Was family notified? Yes No Explain

Was medical attention recommended? Yes No Explain

Was pupil seen by a doctor? Yes No Name of doctor/hospital

Diagnosis and extent of medical treatment received

Was incident called in to staff relations? Yes No By whom?

Date/time of call _____ Person taking call

FOLLOW-UP (to be completed by administrator). At time of accident/injury, was student:

Violating school regulations? Yes No If YES, what?

Following direct order of District employee? Yes No If YES, explain

Acting on pupil's own responsibility? Yes No If NO, explain

In the future, how could this type of accident be prevented?

Name(s) _____ of _____ witness(es)

Was incident reported to police in event of fight? Yes No

Principal's signature _____ Date

Signature & title of person in attendance

Date

Adopted: date of manual adoption

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

EEXHHIBBITT EEXHHIBBITT EEXHHIBBITT

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.

EEXHHIBBITT EEXHHIBBITT EEXHHIBBITT

**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 © EBC
EMERGENCIES**

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~~Manual adoption

LEGAL REF.: A.R.S. 15-341(A)(1)

E-0561 © EBC-RA
RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN
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.

E-0562 © EBC-RB
RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
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.

E-0563 © EBC-RC
RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
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

E-0564 © EBC-RD
RREEGGUULLAATTIIIOONN RREEGGUULLAATTIIIOONN
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.

E-0565 © EBC-RE
RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
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.

E-0581 © EBC-E
EEXHHIIBBITT EEXHHIIBBITT
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 © EBCD
WEATHER - RELATED AND EMERGENCY CLOSINGS

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: **May 8, 2007** *date of Manual adoption*

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

E-0761 © EBCD-R
RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
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 © ECA
SECURITY**

(BUILDINGS AND GROUNDS PROPERTY MANAGEMENT)

Buildings constitute one of the greatest financial investments of the School District. It is in the best interest of pupils and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper times. Security can also mean the following:

♦ **Minimizing**

The Superintendent will develop plans and procedures that will:

- Enhance the security of District property.
- Minimize fire hazards.
- ♦ Reducing the probability of faulty equipment.
- ♦ Guarding against•Provide for the chance of electrical shock.
- ♦ Keepingkeeping of records and funds in a safe place.
- ♦ Protecting• Protect against vandalism and burglary.

The Superintendent is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above.

Issuance and Care of Keys

Care and security of property and equipment belonging to the District and to staff members, student groups, and individual students are concerns of primary importance to the Governing Board and to all members of the District staff. The public trust and responsibility imposed upon each District employee to ensure the safekeeping and well-being of such property and equipment are manifest and essential. Painstaking and proper care of school plant keys, signed out to appropriate staff recipients, is expected and necessary. A lost or misplaced school key can reap a multitude of repercussions in vandalism, equipment losses, and personal injury.

- 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**Manual adoption
LEGAL REF.: A.R.S. 13-3715

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
E-0911.1 0911 © ECA-R
RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
SECURITY
(ISSUANCE OF KEYS)

Procedures

Each school principal and department administrator will appoint a key control person and one alternate key person to administer this regulation. All school keys are issued and controlled by the key person or alternate upon approval by the designated site administrator, whether for staff members or for persons otherwise employed by the School District. A record of the key issuance is to be kept by the key control person, and such record includes a listing of all keys issued (by key number code), quantity, date of issue, signature of approved recipient, and signature of principal or designee. If the key code is not available, the room number will be used, but never both together. Separate forms will be maintained for each employee.

District Employees

Site keys.

- ♦ School keys for individual classrooms and other work areas will be issued only to the applicable employees. Keys issued to classified personnel are only those considered essential and necessary in the performance of the individual's assigned duties as determined by the applicable supervisor.

Food service:

- ♦ Supervisors and/or designees are issued keys to specific food service areas at the beginning of each school year. These keys will be issued by the food service key control person and must be returned on the last school day of each year to the food service key control person.

Physical resources:

- ♦ Personnel are provided maintenance master keys, which are to be returned to the security key box at the end of an employee's scheduled work day. Maintenance master keys may never be loaned for another person's use.

Site master keys:

- ♦ Site master keys are issued with great discretion and only to the following positions: principal, assistant principal, key control person and alternate, school resource officers when assigned, security officers when assigned, all assigned custodians, assigned food service supervisor, or as authorized by the building principal or designee.

- ♦ A site master key will not be issued to save an individual the inconvenience of carrying several keys to various teaching, coaching, or other locations, nor will it be issued as a convenience item or as a status symbol. The loss of a site master key jeopardizes the internal security of the entire school/department and its operation. These keys are issued to the site's key control person by the School District locksmith only on completion of the appropriate form by the appropriate administrator and on the approval by the Superintendent within the guidelines of this regulation. Site master keys must never be loaned for another person's use.

District/maintenance master keys:

- ♦ A District/maintenance master key may be issued only by the District's locksmith, and only after approval by the Superintendent. District master keys may never be loaned for another person's use.

Issuance of Keys to Contractors

Issuance of keys to construction contractors will be at the discretion of the designated site administrator. Contractors may be required to post a bond covering key and lock replacement costs if a site master is authorized.

If approved, the key control person for the site will issue the key to the contractor. The contractor must return the key to the site key control person before authorization for final payment will be made.

Maintenance contractors who are responsible for maintenance of systems throughout the District - e.g., clocks, HVAC, fire alarms, etc. - may be issued District master keys by the District's locksmith upon approval by the Superintendent. Maintenance contractors shall, whenever possible, notify the site administrator in advance when they will be at a specific site, particularly during evening or weekend hours.

Restrictions

Duplication of keys:

- ♦ No individual will arrange for the duplication of a school key. Duplication of school keys will be undertaken only by the supervisor of physical resources, at the request of the principal or designee. Unauthorized duplication of School District key(s) is a Class 3 misdemeanor. The offending employee shall be subjected to reprimand, suspension, or dismissal.

Loaning keys:

- ♦ Under no circumstance shall a key be issued or loaned to a student.
- ♦ Faculty and staff members shall not exchange keys among themselves.

Safeguarding keys:

- ♦ Under no circumstances shall building access keys be left in desk drawers, on desk tops, on counter tops, etc., where they are highly susceptible to pilferage by unauthorized personnel and students.

Defective keys:

- ♦ School keys that become bent, misshapen, or broken in use are exchanged by the School District without charge to the individual. Such defective keys will be exchanged by the proper key control person.

Notification of lost keys:

- ♦ Any key loss must be reported *immediately* to the key control person for the site, who will then *immediately* notify the District locksmith and site administrator. A written memo indicating the loss, name of the individual who lost the key, where the suspected loss occurred, the date of the loss, the date the loss was first reported, and action taken to prevent reoccurrence will be forwarded within one work day to the associate superintendent responsible for physical resources. This action must take place before a new key will be issued.

Lost keys:

- ♦ If a key for an individual classroom, teacher station, or other specific location is lost, the key will be replaced by the District at a charge of \$7.00 per key to the loser for the first lock, and \$1.00 for each additional lock for each key. The prescribed amount merely covers the cost of the labor, transportation, and key replacement with an approved quality blank.
- ♦ Exceptions and payment schedules may be approved by the Superintendent, based upon extenuating circumstances.

Loss of a site master key:

- ♦ The loss of a site master key will result in a penalty of \$250. Such a loss would necessitate the rekeying of all building locks for the School District locksmith.
- ♦ Exceptions and payment schedules may be approved by the Superintendent, based upon extenuating circumstances.

Loss of a District or maintenance master key:

- ♦ The loss of a District or maintenance master key will result in a penalty of \$500. Such a loss compromises the security of all District facilities.
- ♦ Exceptions and payment schedules may be approved by the Superintendent, based upon extenuating circumstances.

Security of Keys

Each individual issued keys is personally responsible for their safekeeping and is bound by the content of this procedure.

- ♦ *Summer.* At the end of the school year, and prior to closing the school for the summer, all keys issued to academic-year personnel will be collected, inventoried, accounted for, categorized by code number, placed in envelopes, and placed in the vault for safekeeping.

Keys needed by personnel who are retained for summer work will be reissued, at this time, using procedures previously described.

- ♦ *Leave of absence or end of employment.* All keys issued to an individual must be turned in to the site key control person when an employee takes a leave of absence or terminates employment at a site or with the District.
- ♦ *Vacations.* It is recommended that individuals contemplating vacations longer than one week turn in their keys to the proper key control person prior to departing on vacation.

Noncompliance:

Failure to comply with any part of this regulation will result in appropriate disciplinary action. This action may be in the form of monetary penalty, verbal counseling, reprimand, suspension, or dismissal.

Adopted: date of manual adoption

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.

EEXXHHIIBBITT EEXXHHIIBBITT EEXXHHIIBBITT
E-0931 © ECA-EAE
EEXXHHIIBBITT EEXXHHIIBBITT
SECURITY

ROOM KEY AGREEMENT

Last name: First: M.I. Department: Title:
Key number(s) Issue date: Return date:

I, the undersigned acknowledge receipt of the key(s) designated above. I also agree not to loan, transfer, give possession of, misuse, modify, or alter the above key(s). I understand that if I lose the key(s) issued to me, I must *immediately* report that loss to the key control person whose name appears below. I further agree not to cause, allow, or contribute to the making of unauthorized copies of the key(s).

I understand and agree that violation of this agreement may render me responsible for the expenses to rekey the affected areas. I understand that the loss of a key will incur cost of \$7.00 per key for the first lock and \$1.00 for each additional lock for each key, which merely covers the cost of the labor, transportation, and key replacement with an approved quality blank. I also understand and agree that a repeat offense may result in disciplinary action.

Printed name _____
Signature _____ Date _____
Issued by Signature _____ Date _____
_____ Key Control Person
Adopted: date of manual adoption

EEXHHIIBIIT EEXHHIIBIIT EEXHHIIBIIT
E-0932 ECA
SECURITY

SITE MASTER KEY AGREEMENT

Last name: First: M.I. Department: Title:
Key number(s) Issue date: Return date:

I, the undersigned, acknowledge receipt of the key(s) designated above. I also agree not to loan, transfer, give possession of, misuse, modify, or alter the above key(s). I understand that if I lose the key(s) issued to me, I must *immediately* report that loss to the key control person whose name appears below. I further agree not to cause, allow, or contribute to the making of unauthorized copies of the key(s).

I understand and agree that violation of this agreement may render me responsible for the expenses to rekey the affected areas. I understand that the loss of a key will incur a fine of \$250, which covers the cost of the labor, transportation, and the rekeying of the building with approved quality blanks. I also understand and agree that a repeat offense may result in disciplinary action.

Printed name _____
Signature _____ Date _____
Issued by Signature _____ Date _____
_____ Key Control Person
Adopted: date of manual adoption

EEXHHIIBBITT EEXHHIIBBITT EEXHHIIBBITT
E-0933 ECA
SECURITY

DISTRICT MAINTENANCE/MASTER KEY AGREEMENT

Last name: First: M.I. Department: Title:

Key number(s) Issue date: Return date:

I, the undersigned, acknowledge receipt of the key(s) designated above. I also agree not to loan, transfer, give possession of, misuse, modify, or alter the above key(s). I understand that if I lose the key(s) issued to me, I must *immediately* report that loss to the key control person whose name appears below. I further agree not to cause, allow, or contribute to the making of unauthorized copies of the key(s).

I understand and agree that violation of this agreement may render me responsible for the expenses to rekey the affected areas. I understand that the loss of a key will incur a fine of \$500, which covers the cost of the labor, transportation, and the rekeying of the appropriate facilities with approved quality blanks. I also understand and agree that a repeat offense may result in disciplinary action.

Printed name _____

Signature _____ Date _____

Issued by Signature _____ Date _____
_____ Key Control Person

Adopted: date of manual adoption

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.

**E-1050 © ECAC
VANDALISM**

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, **and is further authorized to delegate to another person the authority to sign such complaints and to press charges.**

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**Manual adoption

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

15-842

RREGGUULLAATTIOONN RREGGUULLAATTIOONN
RREGGUULLAATTIOONN
E-1061 © ECAC-R
RREGGUULLAATTIOONN RREGGUULLAATTIOONN
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 **incidentsevery perceived incident** of vandalism and, if known, the names of those responsible.

Adopted: date of manual adoption

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

(personal property)

(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**Manual adoption

LEGAL REF.: A.R.S. 15-341(A)(1)

CROSS REF.: ECA - Security

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

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 preventative maintenance guidelines that will extend the useful life of District facilities, and submit the guidelines 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. The Superintendent is authorized to use the services of specialists for such maintenance, and provision(s) may be made in the annual budget for such services. for review and approval.

Adopted: date of ~~manual~~Manual adoption *Revised:* February 11, 2003
LEGAL REF.: A.R.S. 15-341

**RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN**

E-1211.1

BUILDING AND GROUNDS MAINTENANCE

The direct responsibility for the maintenance, grounds, and custodial services of all buildings and grounds is that of the director of physical resources as directed by the associate superintendent. Authorization of expenditures is subject to the availability of appropriations and/or funds and to approval by the associate superintendent.

The principal of each school shall:

- ♦ Be responsible for reporting, in the form of repair requests, repairs required for the maintenance and care of the buildings.
- ♦ Supervise the custodial and grounds (except elementary) staff of the school in maintaining an adequate program for such care and maintenance.

Operation

The coordination of daily cleaning, heating, ventilating, and general custodial services of all schools is the responsibility of the site administrator., who carries out the prescribed responsibilities with the cooperation of the director of physical resources, the assistant manager of buildings, and through the efforts of the custodial staff.

Grounds

The coordination of daily and general grounds services of all elementary schools is the responsibility of the manager of grounds, who carries out the prescribed responsibilities under the supervision of the director of physical resources and through the efforts of the grounds staff. The coordination of daily and general grounds services of middle and high schools is the responsibility of the site administrator in cooperation with the director of physical resources, the manager of grounds, and through the efforts of the grounds staff.

Maintenance

The coordination of daily and general maintenance services of all schools is the responsibility of the maintenance manager, who carries out the prescribed responsibilities under the supervision of the director of physical resources and through the efforts of the maintenance staff.

The maintenance and repair of audiovisual equipment and of transportation equipment are separately assigned.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341(A)(3)(5)(8)

E-1500 © TRAFFIC AND PARKING PROCEDURES

The Superintendent may promulgate rules to provide for traffic and parking control on District property as needed.

Adopted: date of manual adoption

**RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN**

E-1511

TRAFFIC AND PARKING PROCEDURES

The physical resources department is responsible for servicing the parking areas with respect to:

- ♦ Erecting and maintaining signs, identifying the parking areas, setting speed limits, directing traffic flow, and the like.
- ♦ Marking and identifying parking spaces, including any spaces specifically reserved for school officials, handicapped persons, visitors, Governing Board members, delivery and service vehicles, and the like.

The school principal or supervisor of the facility is responsible for supervising parking areas to warn, or take appropriate action, against rule violations.

Adopted: date of manual adoption

E-1600 © ED
MATERIALS AND EQUIPMENT MANAGEMENT

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 **and equipment** as requisitioned by staff members.

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

Adopted: date of **manual**Manual adoption

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

**E-1650 [AUSD10](#) 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

**RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN
RREEGGUULLAATTIOONN**

E-1661.1 1661 AUDS10 EDA-R

**MATERIALS AND EQUIPMENT RECEIVING AND
WAREHOUSING**

(RECEIVING GOODS AND AUTHORIZING PAYMENTS)

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

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

- ♦ A 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.

Adopted: date of manual adoption

E-1700 © 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 **fixed** inventory **system** of all District furniture and equipment that exceeds **\$300one thousand dollars (\$1,000)** in value.

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

Preventive Maintenance

The Superintendent **mayshall** 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) **mayshall** be made in the annual budget for such services.

Adopted: date of **manualManual** adoption

LEGAL REF.: A.R.S. 15-341(A)(4)

15-721 *et seq.*

Uniform System of Financial Records: III-G-2

CROSS REF.: DID - Inventories

RREGGUULLAATTIOONN RREGGUULLAATTIOONN
RREGGUULLAATTIOONN
E-1711 © EDB-R
RREGGUULLAATTIOONN RREGGUULLAATTIOONN
MAINTENANCE AND CONTROL OF MATERIALS AND
EQUIPMENT

Surplus Equipment

Property that is surplus at any unit shall be transferred to the business **officemanager** 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.

Adopted: date of manual adoption

E-1750 © EDDBA MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

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**Manual adoption

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

15-729

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

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

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.**
- **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 **private commerce providing services or any local business firm that could provide like equipment to private parties.**
- 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: **May 8, 2007** *date of Manual adoption*

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

CROSS REF.: KF - Community Use of School Facilities

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
E-1811.1 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.

Adopted: date of manual adoption

EEXXHHIBBITT EEXXHHIBBITT EEXXHHIBBITT

E-1831 **AUSD10** EDC-E

AUTHORIZED USE OF SCHOOL - OWNED MATERIALS AND EQUIPMENT

EMPLOYEE USE OF DISTRICT EQUIPMENT

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

Employee name _____

Department/school _____

Date _____

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

Estimated replacement cost of equipment _____

Requested date of loan _____

Requested date of return _____

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

_____ Employee Date

Approved: _____

Principal/department head Date Superintendent Date

Adopted: date of manual adoption

E-1950 © EE
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 transportation effort of the District is established by the Governing Board, giving preference to service to students in grades kindergarten (K) through three (3) by providing service closer to their homes.

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: May 8, 2007 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 © EEAA
WALKERS AND RIDERS**

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: **May 8, 2007** 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

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
EEX
XHHIIBBITT EEXHHIIBBITT EEXHHIIBBITT
E-2061 AUUSD10 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 © EEAE
BUS SAFETY PROGRAM

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 applicable regulations of 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 Public Safety, 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 during each 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, 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, 1986 and A.A.C. Title 9, Chapter 17, will conform to all requirements of said act the Act and such state statutes as may govern, rules and regulations governing the operation of the vehicle.

Adopted: May 8, 2007 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)

RREGGUULLAATTIOONN RREGGUULLAATTIOONN
RREGGUULLAATTIOONN
E-2261 © EEAE-RA
RREGGUULLAATTIOONN RREGGUULLAATTIOONN
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.

E-2262 AUUSD10 EEAE-RB
RREGGUULLAATTIOONN RREGGUULLAATTIOONN
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.

RREGGUULLAATTIIONN RREGGUULLAATTIIONN
RREGGUULLAATTIIONN
E-2262 2263 AU\$D10 EEAE-RB RC
RREGGUULLAATTIIONN RREGGUULLAATTIIONN
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.

EEXHHIIBIITT EEXHHIIBIITT EEXHHIIBIITT

E-2281 © EEAE-EEA

EEXHHIIBIITT EEXHHIIBIITT

BUS SAFETY PROGRAM

A.A.C. R17-4-606(D) states, with respect to the authority of bus drivers, "The driver of a school bus is responsible for the orderly conduct and safety of the students and other passengers being transported. All adult passengers, such as coaches, teachers, monitors, etc., are also under the authority of the bus driver. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the student to be denied transportation."

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.

Adopted: date of manual adoption

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 © EEAE-EB
EEXHHIIBBITT EEXHHIIBBITT
BUS SAFETY PROGRAM

SCHOOL BUS INCIDENT REPORT

Bus No. Driver's Name Date

Type of Incident

Student's Name

Incident:

- Failure to remain seated Throwing objects on bus Refusing to obey driver Hanging out of window Fighting Spitting Profanity Disobeying bus monitor Lighting matches Bothering others (see comment) Smoking on bus Vandalism Throwing objects out of bus Other (see comment)

Comments: _____

Signature: _____

Action taken by school:

Signature of School Official

E-2300 © 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~~Manual adoption

LEGAL REF.: A.R.S. 28-414

28-414.01

28-416.01

3228

A.A.C. R17-4-607

R17-4-801508 *et seq.*

E-2350 © EEAEAA DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES

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.

The term *employee* as used in this policy refers to each **Each** employee of the District who is required to have a commercial driver's license (CDL) for the performance of **assigned job functions**.

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.

The term *safety-sensitive functions*, as used in this policy, refers to any job functions performed by an employee whose job description requires the possession of a CDL.

An employee will inform the supervising administrator of any therapeutic drug use.

All offers of employment with the District for a position requiring a CDL 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]

All employees 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.*] Each employee of the district who is required to have a commercial driver's license 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 283.204382.204]

- 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 **that requires, 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 **382.213382.215**]

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 **employee**/driver who engages in the conduct prohibited herein shall:

- Be advised of resources available to the **employeedriver** 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 **employeedriver** 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-**substance 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 **ana 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 **areis** 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: **May 8, 2007** *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

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
E-2361 © EEAEAA-R
RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
DRUG AND ALCOHOL TESTING OF TRANSPORTATION
EMPLOYEES
(FOR EMPLOYEES REQUIRED TO HAVE COMMERCIAL DRIVER'S
LICENSES)

The term *employee* as used in this regulation refers to an employee required to have a commercial driver's license (CDL) for the performance of assigned job functions.

Circumstances under Which Tests for Drivers Are to be Given

All information obtained in the course of testing of employees 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 employees shall be tested annually for drugs and twenty-five percent (25%) of employees 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 employees chosen for testing could be tested for both drugs and alcohol, while the rest could be tested only for drugs.

Postaccident:

♦ **Employees•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 **employee having a CDLdriver** 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 an **employeea driver** is seriously injured and cannot submit to testing at the time of the accident, the **employeedriver** shall provide the necessary authorization for obtaining hospital reports and other documents that may indicate whether **there were** any drugs or alcohol **were** used by the driver prior to the accident. [49 CFR 382.303]

♦ **An employee•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 **employeedriver** 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 **employeedriver** 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 **employeedriver'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, **speeds**speech, body odor, or appearance of **an employee**,**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 **thea** person's appearance, behavior, **speeds**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 **why** 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:

♦ An employee•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 an employeea driver has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the employeedriver will be subject to unannounced follow-up alcohol and/or controlled substance testing. The employeedriver 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 employeedriver is performing, just before performing, or just after performing a safety-sensitive function. [49 CFR 382.311 and 382.605(C)]

Referral:

• Each employeedriver 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 employeedriver 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 **employeesdrivers** to make clear what part of the work day **an employeea driver** must be in compliance with the rule.
- ♦• Specific information concerning **employeedriver** 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 **employeedriver** 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 **employeedriver**.
- ♦• 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 **employeesdrivers** found to have violated the rule, including requirements for removal from duty.
- ♦• Consequences for **an employeea driver** having a concentration of **0.02,0.02** but less than **0.04,0.04** 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 **employeedriver** 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 **employee**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 **substances**substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.*Adopted: date of manual adoption* [49 CFR 382.603]

EEXXHHIIBBITT EEXXHHIIBBITT EEXXHHIIBBITT
E-2381.12381 © EEAEAA-E
EEXXHHIIBBITT EEXXHHIIBBITT
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. **Section 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, etc. 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 **positionsposition** 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]

Adopted: date of manual adoption

E-2400 © EEAEB
BUS PURCHASING AND MAINTENANCE

The District and all 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 that pertain to vehicle standards, periodic inspection, and maintenance of school buses.

Adopted: May 8, 2007 date of Manual adoption

LEGAL REF.: A.R.S. 15-349

28-984

A.A.C. R17-49-606105 *et seq.*

E-2450 © EEAEC
STUDENT CONDUCT ON SCHOOL BUSES

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 **may** 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**Manual adoption

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

A.A.C. R17-4-606(D)

CROSS REF.: EEAEC - Bus Safety Program

JIC - Student Conduct

JK - Student Discipline

RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN
RREEGGUULLAATTIOONN
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-2500 CROSSING GUARDS/ SAFETY
(SCHOOL CROSSINGS)**

The safety and effective movement of vehicular and pedestrian traffic on school property is a primary objective of the District. Therefore, the District shall establish school crossings in accordance with the laws of the state of Arizona.

Adopted: date of manual adoption

CROSS REF.: EEAA - Walkers and Riders

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
E-2511.1 EEAED
CROSSING GUARDS/ SAFETY
(SCHOOL CROSSINGS)

Request for School Crossings

When it has been determined that one or more school crossings should be placed at or near a district school, a written request for school crossing(s) signed by the Superintendent or designee shall be sent to the Arizona Department of Transportation, Traffic Operations Services, on the forms provided through the staff relations office. Upon receipt of a request for evaluation, an inspection of the proposed crossing site will be made by the traffic operations inspector to determine the

- ♦ Physical conditions of the area.
- ♦ Vehicular volume, speed, and other conditions pertaining to traffic.
- ♦ Number and age of children who will use the crosswalk.
- ♦ Proposed method of operation of the school crossing by school authorities.

Established Crossings

When such crossings have been established, the following shall occur:

- ♦ The School District shall provide a crossing guard at any established crosswalk that is not abutting on school grounds.
- ♦ A school crossing guard shall be provided for all such nonabutting crosswalks, and the school crossing guard for such nonabutting crosswalk shall be responsible for enforcing the proper use of the crosswalk by all school children and may escort students or other individuals utilizing the crosswalk across the street during the crossing guard's duty hours.
- ♦ School crossing guards shall be adults who are employees of the District.
- ♦ The individual responsible for placing or removing the portable signs shall be a District employee.
- ♦ Portable signs indicating "school is in session" shall be placed in advance of crosswalks as follows:
 - 75 to 125 feet when operating speeds are 30 mph or less.
 - 125 to 200 feet when operating speeds are 35 to 45 mph.
 - 200 to 300 feet maximum where the posted speed limit is over 45 mph.
- ♦ The "stop when children in crosswalk" portable sign shall be placed at school crossings.
- ♦ The school shall maintain these portable signs when school is in session and for the time periods set forth below, and shall cause them to be removed immediately thereafter.

Placement and Removal of Signs

Time limitations on placement and removal of portable signs shall depend on the opening and closing hours for the individual school, as follows:

- ♦ Signs shall not be placed more than 45 minutes before the beginning of the first class unless an exception has been made by the Department of Transportation.

- ♦ Signs shall be removed within 30 minutes after dismissal of the last class unless an exception has been made by the Department of Transportation.

Sign Maintenance

The District is responsible for furnishing or replacing portable "stop when children in crosswalk" signs, the school speed limit sign, and the portable sign standards. The District shall replace any portable signs when deterioration of the message or excessive damage to the signs is evident.

Permanent signs and pavement markings are the responsibility of the Arizona Department of Transportation.

Restrictions on Operating School Crossings

Portable school crossing signs shall not be placed in the street on Saturdays, Sundays, school holidays, or during hours beyond the normal school day for extracurricular school activities. Normally, portable signs shall not be placed in the roadway during the hours of darkness.

Portable signs shall not be installed as a permanent installation at the side of the road.

Adult supervision in lieu of school crossings should be used where children must cross high-speed highways. Consideration must be given to the overall safety problem.

When not in use, each portable sign shall be placed in a location or position such that the face of the sign will not be visible to approaching traffic.

Adopted: date of manual adoption

E-2600 © EEAF
SPECIAL USE OF BUSES

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 **maywill** be required to reimburse the District for all or a portion of the cost of the transportation.

The Governing Board may lease buses to any person, group, or organization for purposes as provided in A.R.S. 15-1105.

Adopted: date of **manualManual** adoption

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

CROSS REF.: IJOA - Field Trips

E-2700 © EEAG
STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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**Manual adoption

LEGAL REF.: A.R.S. **28-414.01**

15-341

RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN
RREEGGUULLAATTIOONN
E-2711 © EEAG-R
RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN
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.

Adopted: date of manual adoption

**E-2850 © EEB BUSINESS AND PERSONNEL TRANSPORTATION SERVICES
(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. It, 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 District vehicles. 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

When travel is authorized, reimbursement for mileage 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 a trip. Reimbursement is not made for mileage going to and from the employee's regular place of work. An employee whose compensation includes an allocation for automobile use or mileage is not entitled to reimbursement under this policy.

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 transportation office shall immediately report the accident to the District's legal department, which shall notify the District's insurance company.

Adopted: **May 8, 2007** date of Manual adoption

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

38-538

CROSS REF.: DKC - Expense Authorization/Reimbursement

EBBB - Accident Reports

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
E-2861 AUUSD10 EEB-RA
BUSINESS AND PERSONNEL TRANSPORTATION SERVICES
(District Vehicles)

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

Employees Driving District Vehicles

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

If an employee assigned a District vehicle suffers a long-term illness (in excess of five 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 **manualManual** adoption

Revised: August 22, 2000

RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN
RREEGGUULLAATTIIOONN
E-2862 [AUSD10](#) EEB-RB
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.

Adopted: date of manual adoption

Revised: August 22, 2000

E-3050 © EEBD BUSINESS TRANSPORTATION RECORDS AND REPORTS

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**Manual adoption

LEGAL REF.: A.R.S. 15-321(C)

15-901(A)(7)

15-903(C)(3)

A.A.C. R17-4-612(B)(C)

^E-3100 © EF
FOOD SERVICES

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: May 8, 2007 [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

EXXHHIBBITT EXXHHIBBITT EXXHHIBBITT
^E-3111 © EF-R RA
RREGGUULLAATTIOONN RREGGUULLAATTIOONN
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.

E-3112 AUSD10 EF-RB
RREGGUULLAATTIOONN RREGGUULLAATTIOONN
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.

EXXHHIBBITT EXXHHIBBITT EXXHHIBBITT

E-3131 © EF-E

EXXHHIBBITT EXXHHIBBITT

**FOOD SERVICES
CODE OF STANDARDS**

It is the duty of the District's Governing Board members and employees to maintain professional ethics at all times. 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 **District policy 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

Adopted: date of manual adoption *Revised:* April 9, 2002

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 © EFC
FREE AND REDUCED - PRICE FOOD SERVICES

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: **May 8, 2007** 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, **U.S.F.R.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

REGGULLATTIIONN REGGULLATTIIONN
REGGULLATTIIONN
^E-3311 © EFC-R
REGGULLATTIIONN REGGULLATTIIONN
FREE AND REDUCED - PRICE FOOD SERVICES

The District manager of food service shall be the determining official who will review applications and make determinations of eligibility for children for free or reduced-price meals. The District manager will use the criteria outlined in these regulations. 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.

At the beginning of each school year and whenever there is a change in eligibility criteria, the District manager shall send to the parent or guardian of each child, a letter including a form on which to make application for free or reduced-price meals.

Parents will be requested to complete the application and return it to the District food service office for review. Such applications and documentation of action taken will be maintained for five (5) years after the end of the fiscal year to which they pertain.

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 may be filed at any time during the year, and any parent enrolling a child in a school for the first time, at any time during the year, shall be supplied with such documents. The eligibility for free or reduced-price meals for a child who transfers from one school to another will be transferred to and honored by the receiving school for whatever programs it operates price meals programs shall be available to students at all times during the regular school day.

All children from a family will receive the same benefits.

Parents or guardians will be notified individually within ten (10) working days of the acceptance or denial of their applications. Children will be served meals immediately upon the establishment of their eligibility.

If an application is rejected, the reason will be stated and parents or guardians will be informed of the hearing procedure.

The food service department shall establish the following procedures for collecting from children who pay for their meals and to account for the number of free and reduced-price meals served. This procedure is to be used so that no other child in the school will consciously be made aware of the identity of the children receiving reduced-price or free meals.

- ♦ *Item 1.* Upon authorization of free or reduced-price meals, the cafeteria supervisor and parents are notified. If approved for free meals, a lunch card is prepared and put on file and distributed. (See Item 2.) Approved reduced-price meals allow parents to purchase a lunch card in the same procedure as for a full-cost meal as noted in Item 3.

- ♦ *Item 2.* Tickets are distributed from the cafeteria supervisor's office daily prior to serving time. All tickets are identical in design for all students. Tickets remain under cafeteria control and are given to the teacher in a class envelope. They are passed out to the students as they enter the serving line; the tickets are left with the cashier to be punched and counted as to type of ticket: free, reduced-price or full-cost meals.

- ♦ *Item 3.* Ticket purchases may be made daily from the cafeteria supervisor's office. Tickets are available for one (1), two (2), three (3), or four (4) weeks per card. Ticket sales are recorded and processed with distribution as indicated in Item #2.

Criteria for Eligibility

Family income and other criteria for eligibility for free or reduced-price meals are established by the federal government.

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.

In the operation of the No child feeding program, no child will shall be discriminated against because of gender, sexual orientation, race, color, creed national origin, religion/religious beliefs, age, marital status, national origin, disability, citizenship status, political beliefs/affiliation, home language, family, social or cultural background, age, sex or handicap.

Appeals; Hearing Procedure

When eligibility for free or reduced-price meals is denied or when continued eligibility is challenged, parents or guardians may appeal by means of a hearing procedure. The hearing official is the Superintendent or designee.

The hearing procedure shall provide:

- ♦ A simple, publicly announced method for a family to make an oral or written request for a hearing.
- ♦ An opportunity for the family to be assisted or represented by an attorney or other person in presenting its appeal.
- ♦ An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
- ♦ That the hearing shall be held with reasonable promptness and convenience to the family and that adequate notice shall be given to the family as to time and place of the hearing.
- ♦ An opportunity for the family to present oral or documentary evidence and arguments supporting its position without undue interference.

- ♦ An opportunity for the family to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- ♦ That the hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal.
- ♦ That the decision of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record.
- ♦ That the family and any designated representative shall be notified in writing of the decision of the hearing official.
- ♦ That a written record shall be prepared with respect to each hearing, which shall include the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefor, and a copy of the notification to the family of the decision of the hearing official.
- ♦ That such written record of each hearing shall be preserved for a period of five (5) years and shall be available for examination by the family or its representative at any reasonable time and place during such period.

If a 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 the continued eligibility of any child for a free meal is made on the part of the School District, the child shall be provided free lunches until a final determination is made.

Adopted: date of manual adoption *Revised:* August 13, 2002

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 © EFE
COMPETITIVE FOOD SALES / VENDING MACHINES
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: **March 3, 2006** *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 © EGAD
COPYRIGHT COMPLIANCE

The District **prohibits** **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: **May 8, 2007** date of Manual adoption

LEGAL REF.: **P.L. 94-553**

17 U.S.C. 101 et seq.

CROSS REF.: GCS - Professional Research and Publishing

E-3911 EGAD

COPYRIGHT COMPLIANCE

The District and its employees shall comply with all copyright laws, and the District shall make available the following data to aid the school staff in said compliance.

Copyright Handbook

The Arizona Department of Education has prepared a copyright handbook, which consists of the following main parts:

- ♦ A detailed summary and discussion of portions of the law.
- ♦ An appendix with guidelines for:
 - Reproduction,
 - Recommended warnings and notices,
 - Suggested forms,
 - A checklist of permitted, prohibited, and questionable uses of copyrighted works.

These guidelines have been written primarily for use by the educational community and incorporate the most important portions of the copyright laws so that infringements can be reduced. Legal advisors were consulted during the preparation of these guidelines and, where the law was unclear, there is a check mark in the "Not Sure" column.

Handbook Location

The Arizona Department of Education copyright handbook is available in every building within the District.

The entire Copyright Law of 1976 can be found in any law library and most public libraries as Title 17 of the United States Code. A copy may also be obtained from the Register of Copyrights, Library of Congress, Washington, D.C. 20559.

School administrators will make available a copy of the guidelines provided by the Arizona Department of Education, and may post pertinent data in an appropriate area within the school site.

Publication or Creation of Materials

In the event of development of products, the following procedures shall be followed:

- ♦ The employee(s) shall file a notice of intent to publish or manufacture with the person to whom the employee(s) is administratively responsible.
- ♦ The supervisor shall then prepare a report containing the following information:
 - Description of the product.
 - The name of the person(s) involved in creating the product.
 - The percentage of duty time, if any, of the person's normal job responsibility that was devoted to creating the product.
- ♦ The report shall then be filed with the office of the Superintendent.

- ♦ The Superintendent shall thereupon appoint a committee of three persons having knowledge of the product (excluding those involved in creating it).
- ♦ The committee shall review the report and make a recommendation to the Superintendent for action.
- ♦ Prior to making a decision, the Superintendent will confer with the person(s) eligible to receive royalties to help assure a mutually satisfactory arrangement.
- ♦ Should any employee(s) involved be dissatisfied with a decision so made by the Superintendent, appeal may be taken to the Governing Board.

Adopted: date of manual adoption

E-3950 © 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: **May 8, 2007** *date of Manual adoption*

**^E-4000 © EGAEA
ELECTRONIC MAIL**

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 **recordkeepingrecord 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**,
- and shall contain explicit sender and receiver identification.

The following guidelines shall be adhered to in order to establish a **recordkeepingrecord 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: **May 8, 2007** [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 **105**

I05-004

Records Retention and Disposition for Arizona School Districts (2004), Records Management Division of the Department of Library, Archives, and Public Records
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 AU\$D10 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~~Manual adoption *Revised:* September 26, 2000

^E-4250 © EGD
USE OF TECHNOLOGY IN OFFICE SERVICES

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 © EGE
OFFICE SERVICES RECORDS AND REPORTS

Refer to Policy EHB.

E-4500 © EHB
DATA / RECORDS RETENTION
(records management)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 **manualManual** adoption

LEGAL REF.: A.R.S. 15-271

15-272

15-521(A)(6)

23-721

23-926

23-962

38-421

38-423

38-424

39-101

39-103

39-121

41-**13381346** *et seq.*

44-1373

A.A.C. R7-2-803

E-4511 © EHB-R
RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN
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: **May 8, 2007** [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

**RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN
RREEGGUULLAATTIOONN**

E-4561.1 4561 AUUSD10 EI-R

INSURANCE PROGRAMS / RISK MANAGEMENT

Fire and Extended Coverage

There shall be a periodic appraisal by a competent engineer of all buildings and contents. Appraisals shall be reviewed and necessary changes shall be made annually.

All insurance shall be allocated to agents as the Governing Board shall direct. The insurance advisor, who has been selected by the bidding process, shall advise the Governing Board and the Superintendent in insurance matters.

Vehicle Insurance

All vehicles shall be adequately covered by insurance according to the uses to which they are put.

School buses or other vehicles regularly transporting pupils shall be covered with liability insurance in the maximum amounts available.

Student Accident Insurance

The District shall not sponsor any program of accident insurance for pupils but may make such programs available.

General Liability Insurance

Until deemed inadvisable or unlawful, the District shall carry liability insurance covering all school-related functions.

Miscellaneous Insurance

Other insurance may be carried, at the discretion of the Governing Board.

Insurance Advisor

Appointment and qualifications:

- ♦ 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.

Adopted: date of manual adoption