November Regular Governing Board Meeting

Thursday, November 5, 2026 6:00 PM
District Office, Room 180, 220 Ruger Rd. , Suite 2, Prescott, AZ 86301

1. **OPENING ITEMS**

1.A. Call to Order Regular Session Mountain Institute Governing Board Meeting at 6PM

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Moment of Silence

1.E. Approval of Board Agenda

2. **PUBLIC PARTICIPATION**

3. **INFORMATION/PRESENTATIONS**

4. **SUMMARY OF CURRENT EVENTS**

4.A. Governing Board

4.B. Superintendent

5. **CONSENT AGENDA**

5.A. Personnel

5.A.1. Part Time Mainenance Person

5.A.2. Cosmetology Instructor

5.B. Minutes

5.C. Voucher Approval

5.D. Governing Board Approval of Food Purchases for District Events

5.E. Intergovernmental Agreements, Contracts, and other Agreement Approval

5.F. Inventory Disposal

5.G. Approval of Consent Agenda

6. **DISCUSSION ITEMS**

6.A. Student Services Update

6.B. Programs Update

7. **DISCUSSION/POSSIBLE ACTION ITEMS**

7.A.	Finance Report	
7.B.	Facilities and Construction Update	
7.C.	District Support Stipend	
7.D.	Student Scholarship Application	**Speaker(s):** Shaun Rose
7.E.	CTSO Officer Approval (10 Chapters)	
7.F.	MICTED District Office Staff Merit Pay	
7.G.	Policy - Second Read	**Speaker(s):** Amanda Graybill
7.H.	2.A. *Executive Session - Pursuant to ARS 38-431-03 (A)(1)(3) the Governing Board may vote to convene in Executive Session to discuss the Superintendent contract. Any legal action related to the discussion will occur in open session.	
7.I.	Superintendent Contract Negotiations	
8.	**CLOSING ITEMS**	
9.	**ANNOUNCEMENTS**	
10.	**NEXT SCHEDULED BOARD MEETING**	
11.	**ADJOURNMENT**	
12.	**Adult Student Refund Policy**	

MOUNTAIN INSTITUTE
CTED - CAREER & TECHNICAL EDUCATION

Mountain Institute CTED, District #2

220 Ruger Road• Suite 2, Prescott, Arizona 86301
Phone: 928.771.0791
www.micted.net

Governing Board:
Michelle Gronek Chairman
Kurtis Keele, Member
Tom Thurman, Member
Dave Klever, Member
Beth Cummins, Member
Marty Grossman, Member
Edee Spain, Member

Edie Hulburd, Data Coordinator
Amanda Graybill, Administrative Assistant II
Heather Workman, Administrative Assistant I
Amanda Moses, Receptionist

Shaun Rose, Student Services Director
Michelle Perey, Program Director

Superintendent:
Bill Stiteler

High School Cosmetology Program

INSTRUCTOR

Job Posting – Full Time
Position is posted and open until filled

Job Summary and Work Environment:

The Cosmetology Instructor supports the educational and hands-on functions of the Cosmetology program by providing high-quality instruction and skill development in haircutting, hair styling, hair color, chemical texture services, makeup application, manicures and pedicures, waxing, and facials. This role involves working in a classroom and salon lab setting with exposure to various chemicals, tools, and equipment commonly used in cosmetology. The instructor must adhere to industry safety protocols and maintain a professional learning environment.

Qualifications:

- Valid Arizona Board of Cosmetology Instructor's License required.
- Experience: Industry-related experience in cosmetology required; prior teaching experience preferred.
- Must hold a Level 1 IVP Fingerprint Clearance Card.
- Must be able to acquire CPR certification

Skills:

- Strong organizational and multitasking abilities.
- Excellent attention to detail and ability to model industry standards.
- Proficiency with cosmetology tools, equipment, and techniques.
- Ability to work effectively both independently and as part of a team.
- Strong communication skills for interacting with high school students, faculty, and other staff.

Responsibilities:

- Deliver engaging classroom and lab instruction in all areas of cosmetology.
- Ensure student and client safety by adhering to all sanitation and safety regulations.
- Maintain and manage inventory of salon supplies and request replacements as needed.
- Assist students in mastering technical skills and preparing for state board exams.
- Maintain salon lab equipment in proper working order and schedule maintenance as necessary.
- Adhere to safety guidelines and protocols to ensure a safe working environment.
- Monitor and enforce laboratory safety regulations and report any safety hazards or incidents.

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Tom Thurman, Member
Dave Klever, Member
Beth Cummins, Member
Marty Grossman, Member
Edee Spain, Member

Edie Hulburd, SIS/Data Coordinator
Amanda Graybill, Administrative Assistant II
Heather Workman, Administrative Assistant I
Amanda Moses, CTE Specialist

Shaun Rose, Student Services Director
Michelle Perey, Associate

Superintendent:
Bill Stiteler

High School Cosmetology Program
INSTRUCTOR

Job Posting - Full Time
Position is posted and open until filled

Additional Details:

- Location: MICTED – 2989 Centerpointe E, Prescott AZ 86301
- Full Time Position
- Compensation – Starting $60,000 - $75,000 annually
- Contract Term: August 2027 – May 2028
- This position reports to MICTED Program Director
- It is mandatory to participate in the Arizona State Retirement System plan (ASRS), which includes a regular contribution each pay period of approximately 12%. MICTED matches the retirement contribution dollar for dollar.

An Equal Opportunity Employer
Mountain Institute CTED is an equal opportunity employer. We do not discriminate agains any individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, relitions, veteran or military status, sexual orientation, gender expression or identity, or socioeconomic status. In accordance with Arizona law and Governing Board policy. Mountain Institute CTED maintains a smoke-free, tobacco-free work environment.

Application Procedure:
Completed Mountain Institute CTED Certified Employment Application (Available on MICTED website employment page – www.micted.net

All questions/contact concerning this position should be emailed to Amanda Graybill, Administrative Assistant at employment@micted.net . Please do not contact MICTED personnel or district board members unless permission is granted.

Submit complete application packet to:
Mountain Institute CTED
Attn: Amanda Graybill
employment@micted.net, Phone: 928.771.0791 Option #4

October Regular Governing Board Meeting - Thursday, October 1, 2026

Thursday, October 1, 2026
6:00 PM
District Office, Room 180, 220 Ruger Rd. , Suite 2, Prescott, AZ 86301

1. OPENING ITEMS
   A. Call to Order Regular Session Mountain Institute Governing Board Meeting at 6PM

      Meeting called to order at 6:pm
   B. Roll Call
      Ash Fork - Kurtis Keele -
      Bagdad - Beth Cummins -
      Chino Valley - Vacant -
      Humboldt - Marty Grossman (Board Chair) -
      Mayer - Tom Thurman (Vice Chair)-
      Prescott - Dave Klever -
      Seligman - Vacant -

      Ash Fork - Kurtis Keele - In Person
      Bagdad - Beth Cummins - In Person joining at 6:18 p.m.
      Chino Valley - Vacant -
      Humboldt - Marty Grossman (Board Chair) - In Person
      Mayer - Tom Thurman (Vice Chair)- In Person
      Prescott - Dave Klever - In Person
      Seligman - Vacant -
   C. Pledge of Allegiance
      Board Chair will lead attendees in the Pledge of Allegiance.
   D. Moment of Silence
      Board Chair will lead attendees in a moment of silence.
   E. Approval of Board Agenda
      I move to approve the governing board agenda for October 1, 2026. This motion, made by Kurtis Keele and seconded by Dave Klever, Carried.

      Beth Cummins: Yea

      Marty Grossman: Yea

Kurtis Keele: Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

What is the discussion?

2. PUBLIC PARTICIPATION

   This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. 38-431.01 (H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.
   Public comments are welcome. Policy limits speakers to three (3) minutes per topic and a combined total of 30 minutes per meeting (unless waived by a vote of the Board).
   None at this time

3. INFORMATION/PRESENTATIONS

   None at this time.

4. SUMMARY OF CURRENT EVENTS

   A. Governing Board

      Each of the seven member district representatives are asked to give an update of any information that pertains to their district.

      Ash Fork - Kurtis Keele -
      Bagdad - Beth Cummins -
      Chino Valley - Vacant -
      Humboldt - Marty Grossman -
      Mayer - Tom Thurman -
      Prescott - Dave Klever -
      Seligman - Vacant -

      Dave: Homecoming week with lots of events coming up; Stagecraft is back as a CTE program; OSHA 10 training in progress; PHS is at capacity with a lot of full classrooms; fall break is around the corner
      Kurtis: Instructor, Chris has received his state certification for EMT; Ash Fork is looking to get courses approved for the Spring
      Tom: Mayer is picking up programming; Mat Force came to the school to work with the kids; Verde Valley Sanctuary came in to work with the kids, they talk about things like bullying;
      Marty: Provided a Superintendent Search update; Attended the Law Conference; 9/15/26 attended state of the county luncheon; Attended a meeting on prop 407; Toured Allied Health with Dignity Health and MICTED; Attended the education talk to hear about

   B. Superintendent

      Superintendent will discuss and provide information on the following items:

- Prop 320
- OAG Meeting

  -Proposition 320- Career and Technical Eduation District (CTED) Superintendents met with the Auditor General's office last week regarding this proposition.

5. CONSENT AGENDA
   A. Minutes
      Approval of minutes from previous board meeting.
   B. Voucher Approval
      Approval of minutes from previous board meeting.
   C. CTSO Fundraisers
      The District requests the Board's approval to authorize MICTED administrators to approve CTSO fundraising events for FY27.
      These events can include, but are not limited to:
      -Car Washes
      -Food Sales
      -Collaboration with Restaurants
      -Direct Donations
   D. Governing Board Approval of Food Purchases for District Events
      Food purchases will be approved on a monthly basis, whenever possible, for transparency. The District anticipates purchasing food for the following events:

      -November Board Meeting
      -Professional Development and In Service
      -Lunch for students and staff attending Red Zone Leadership in Phx
   E. Approval of Consent Agenda
      All matters listed under the Consent Agenda are routine by the Governing Board and will be enacted by one motion. There will be no separate discussion on these items unless a Governing Board member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
      I move to approve the consenta agenda as presented. This motion, made by Dave Klever and seconded by Kurtis Keele, Carried.

Beth Cummins:	Yea
Marty Grossman:	Yea
Kurtis Keele:	Yea
Dave Klever:	Yea
Tom Thurman:	Yea

      Yea: 5, Nay: 0
6. DISCUSSION ITEMS
   A. Student Services Update
      Shaun Rose
      The Associate Superintendent of Student Services will present updates on the following:

- Enrollment Update
- Academic Alerts Update
- Counselor Playbook

      The Associate Superintendent of Student Services discussed the following:
      Enrollment Update
      Academic Alerts Update
      Counselor Playbook

B. Programs Update
Michelle Perey
The Associate Superintendent of Programs will present updates on the following:

Reverse Curriculum Mapping - Preparation for ADE Monitoring -
Bagdad HS
Bradshaw Mountain HS
Prescott HS
Mayer HS
MICTED (Shaun & I)

CTSO and Program Events -
SkillsUSA Fall Leadership Conference- Fire Science
Dogtoberfest 10/4 - Vet Assisting
Fire Prevention Week - Fire Science - Mountain View El - 10/6
Fundraiser-Artisan Marketplace - Dental Assisting 10/10
HOSA Officer Camp - Medical Assisting 10/19-10/21
Candy Sale - Medical Assisting - October
Skills Officer Camp - Fire Science 11/4-11/6
Red Zone Leadership Conference - All Programs 11/13

In addition - Working with teachers - classroom visits, completing and reviewing self-evaluations, and setting instructor Professional Goals for the school year.
The Associate Superintendent of Programs discussed the following:

Reverse Curriculum Mapping - Preparation for ADE Monitoring -
Bagdad HS
Bradshaw Mountain HS
Prescott HS
Mayer HS
MICTED (Shaun & I)

CTSO and Program Events -
SkillsUSA Fall Leadership Conference- Fire Science
Dogtoberfest 10/4 - Vet Assisting
Fire Prevention Week - Fire Science - Mountain View El - 10/6
Fundraiser-Artisan Marketplace - Dental Assisting 10/10
HOSA Officer Camp - Medical Assisting 10/19-10/21
Candy Sale - Medical Assisting - October
Skills Officer Camp - Fire Science 11/4-11/6
Red Zone Leadership Conference - All Programs 11/13

In addition - Working with teachers - classroom visits, completing and reviewing self-evaluations, and setting instructor Professional Goals for the school year.

C. Prop 320

Bill Stiteler
Superintendent will discuss Prop 320
This topic was addressed during the superintendent update.

D. Transportation and Bus Update
Bill Stiteler
Superintendent will provide an update about transportation and buses.
Superintendent provided an update on transportation including what buses we have in service and how it is being managed now that we have a transportation coordinator on staff.

E. Updates from Marty Grossman, Board Chair
Marty Grossman
Marty Grossman will provide updates on the following:

- Law Conference
- County Meeting

Marty provided an update on the Law Conference and the breakout sessions he attended. The annual conference will be held at a different location this year.

F. Policy - First Read
Amanda Graybill
Please see the Excel file titled "policy review" for a summary of each policy recommended action. This file will be updated as each policy is reviewed by the district.

1) PA's related to the model policy review
Last year, the Arizona School Board Association (ASBA) conducted a full review of their model policy manual. According to ASBA, "the manual update is a team effort of policy and legal experts, as well as district and educational leaders, who are vetting each document prior to sending each section." Below, I have provided the page numbers in each PA that will give you an idea as to why a policy was updated or removed.

PA 917-958 In the files titled "PA 917-958 Part 1 and 2," pages 4-12 will give you a brief statement as to why the policy is being updated. This file also compares the current policy with the proposed changes. The Assistant to the Governing Board still needs to comb through to look for District-specific changes.

PA 961-1046 In the files titled "PA 961-1046 Part 1, 2, 3, and 4," pages 7-26 will give you a brief statement as to why the policy is being updated. This file also compares the current policy with the proposed changes. The Assistant to the Governing Board still needs to comb through to look for District-specific changes.

PA 1047-1064 In the files titled "PA 1047-1064 Part 1 and 2," pages 2-7 will give you a brief statement as to why the policy is being updated. This file also compares the current policy with the proposed changes. The Assistant to the Governing Board still needs to comb through to look for District-specific changes.

2) PA 959, 960, 1065, 1066, 1067, 1068, and 1069 are not related to the model policy review mentioned above.

* Please note that the conversion from PolicyBridge added strange characters/symbols in some areas. This will not be included in the adoption of any policy.

These proposed changes are informational at this time. They will appear on the November board meeting for a second read and potential adoption.

Policy was presented as first read.

G. Performance Audit Updates
Bill Stiteler
Audit finding Breakdown - 10, 5 & 4
The performance audit that begin in fiscal year 2022 is now completed at this time.

7. DISCUSSION/POSSIBLE ACTION ITEMS

A. Finance Report
Bill Stiteler
CTSO Balances and Activity:
Auto
Balance: $250
Activity: None
Construction
Balance: $250
Activity: None
Culinary
Balance: $250
Activity: None
Welding
Balance: $250
Activity: None
Dental
Balance: $0.10
Activity: None
Medical I-Traci
Balance: $480.36
Activity: None
Fire
Balance: $126.94
Activity: None
Medical II-Natalie
Balance: $408.35
Activity: None
Vet Assisting
Balance: $1933.83
Activity: None

Financial statements will be added on 10/1 when they become available
I move to approve the finance report as presented. This motion, made by Dave Klever and seconded by Kurtis Keele, Carried.

Beth Cummins:	Yea
Marty Grossman:	Yea
Kurtis Keele:	Yea
Dave Klever:	Yea
Tom Thurman:	Yea

Yea: 5, Nay: 0
Superintendent discussed finances and attached reports

B. Facilities and Construction Update
Bill Stiteler
Superintendent will discuss any updates on current facilities and any current district needs related to facilities. A motion will be added if needed.
Superintendent reports that we are currently working to get card readers up and running at Centerpointe. We continue to have issues with drainage during the rain. No update from the home owners association at this time. No motion needed at this time.

C. Partner Instructor CTSO Stipend 26-27
Michelle Perey
Approval for annual stipend to be offered for CTSO chapters run through Yavapai College or partner instructors.
I move to approve the CTSO stipend for Yavapai College or partner instructors. This motion, made by Kurtis Keele and seconded by Beth Cummins, Carried.

Beth Cummins:	Yea
Marty Grossman:	Yea
Kurtis Keele:	Yea
Dave Klever:	Yea
Tom Thurman:	Yea

Yea: 5, Nay: 0
Michelle presented the CTSO stipend for Yavapai College instructors.

D. Audit Engagement Letter
Bill Stiteler
The Board will have an opportunity to discuss or ask questions regarding the attached audit engagement letter from Advisent. The portal is open for our annual audit and the auditors will be visiting the district in January.
I move to approve the scheduled FY26 audit as discussed. This motion, made by Beth Cummins and seconded by Tom Thurman, Carried.

Beth Cummins:	Yea
Marty Grossman:	Yea
Kurtis Keele:	Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

The Board had an opportunity to discuss or ask questions regarding the attached audit engagement letter from Advisent. The portal is open for our annual audit and the auditors will be visiting the district in January.

E. Satellite budget approvals

Bill Stiteler

Governing Board will review and approve satellite budgets

I move to approve satellite budgets as presented. This motion, made by Tom Thurman and seconded by Beth Cummins, Carried.

Beth Cummins: Yea

Marty Grossman: Yea

Kurtis Keele: Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

The superintendent discussed budgets and plans. Superintendent will work with the districts on spend down.

F. Arizona School Board Association (ASBA) Awards

Marty Grossman

Superintendent is seeking approval to submit award nominations to ASBA

I move to allow the superintendent to submit nominations to ASBA as discussed. This motion, made by Kurtis Keele and seconded by Dave Klever, Carried.

Beth Cummins: Yea

Marty Grossman: Yea

Kurtis Keele: Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

Superintendent is seeking approval to submit award nominations to ASBA

G. Centerpointe Plaque Approval

Bill Stiteler

Superintendent is seeking final approval for the plaque that will be used for the dedication at the Centerpointe Building. The approximate cost will be $3000 for the plaque, install will be an additional cost.

I move to approve the purchase of the plaque as presented. This motion, made by Beth Cummins and seconded by Tom Thurman, Carried.

Beth Cummins: Yea

Marty Grossman: Yea

Kurtis Keele: Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

The superintendent is seeking final approval for the plaque that will be used for the dedication at the Centerpointe Building. The approximate cost will be $3000 for the plaque, install will be an additional cost.

H. Purchase of a Registered Apprenticeship Manual.

Bill Stiteler

The District is seeking approval to purchase a manual for registered apprenticeships. Currently, the District is looking to purchase this manual from Chelsea Ortiz (Superintendent's daughter). The cost of the manual will not exceed $3000.00

I move to approve/not approve the purchase of a registered apprenticeship manual as discussed. This motion, made by Dave Klever and seconded by Kurtis Keele, Carried.

Beth Cummins: Yea

Marty Grossman: Yea

Kurtis Keele: Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

The District is seeking approval to purchase a manual for registered apprenticeships. Currently, the District is looking to purchase this manual from Chelsea Ortiz (Superintendent's daughter). The cost of the manual will not exceed $3000.00

I. FY26 Annual Financial Report (AFR) Approval

Bill Stiteler

Superintendent will present the FY26 AFR for approval

I move to approve the fiscal year 2026 Annual Financial Report as presented. This motion, made by Tom Thurman and seconded by Kurtis Keele, Carried.

Beth Cummins: Yea

Marty Grossman: Yea

Kurtis Keele: Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

Superintendent will present the FY26 AFR for approval.

J. 9th & 13th Year Funding

Bill Stiteler

Look at 13th Year Funding Issues and Expansion of 9th grade funding opportunity

I move to approve the funding structure as presented. This motion, made by Kurtis Keele and seconded by Dave Klever, Carried.

Beth Cummins: Yea

Marty Grossman: Yea

Kurtis Keele: Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

Superintendent explained 9th grade and 13th year funding and how the district collects it. Superintendent will be meeting with the state on Monday to see where this goes.

K. Adoption of policy DJE

Amanda Graybill

Policy BGB allows for the Board to adopt or amend a policy at a single meeting with a majority vote. The District is requesting that we adopt policy DJE using this policy. DJE is related to purchasing procedures and will raise the threshold at which competitive bids are required.

I move to approve policy DJE. This motion, made by Dave Klever and seconded by Beth Cummins, Carried.

Beth Cummins: Yea

Marty Grossman: Yea

Kurtis Keele: Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

Policy BGB allows for the Board to adopt or amend a policy at a single meeting with a majority vote. The District is requesting that we adopt policy DJE using this policy. DJE is related to purchasing procedures and will raise the threshold at which competitive bids are required.

8. CLOSING ITEMS
9. ANNOUNCEMENTS

-Application review will be at 9 am at the CTEC campus on October 28th.

-Interviews will begin at 9 am at the CTED campus on November 9th. A meet and greet will follow.

-Application review will be at 9 am at the CTEC campus on October 28th.

-Interviews will begin at 9 am at the CTED campus on November 9th. A meet and greet will follow.

10. NEXT SCHEDULED BOARD MEETING

Next scheduled board meeting will be November 5 at 6pm at 220 Ruger Rd. Suite 2 in room 180.

Next scheduled board meeting will be November 5 at 6pm at 220 Ruger Rd. Suite 2 in room 180.

11. ADJOURNMENT

I move to adjourn. This motion, made by Kurtis Keele and seconded by Dave Klever, Carried.

Beth Cummins: Yea

Marty Grossman: Yea

Kurtis Keele: Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

Special Governing Board Meeting - Wednesday, October 28, 2026

Wednesday, October 28, 2026
10:00 AM
District Office, Room 180, 220 Ruger Rd. , Suite 2, Prescott, AZ 86301

1. OPENING ITEMS
   A. Call to Order Regular Session Mountain Institute Governing Board Meeting at 10AM

   B. Roll Call
   Ash Fork - Kurtis Keele -
   Bagdad - Beth Cummins -
   Chino Valley - Vacant -
   Humboldt - Marty Grossman (Board Chair) -
   Mayer - Tom Thurman (Vice Chair)-
   Prescott - Dave Klever -
   Seligman - Vacant -

   Ash Fork - Kurtis Keele - Present
   Bagdad - Beth Cummins - Present
   Chino Valley - Vacant -
   Humboldt - Marty Grossman (Board Chair) - Present
   Mayer - Tom Thurman (Vice Chair)- Present
   Prescott - Dave Klever - Present
   Seligman - Vacant -

   C. Pledge of Allegiance
   Board Chair will lead attendees in the Pledge of Allegiance.
   D. Moment of Silence
   Board Chair will lead attendees in a moment of silence.
   E. Approval of Board Agenda
   I move to approve the governing board agenda for October 28, 2026. This motion, made by Tom Thurman and seconded by Kurtis Keele, Carried.

Beth Cummins:	Yea
Marty Grossman:	Yea
Kurtis Keele:	Yea

Dave Klever: Yea

Tom Thurman: Yea

Yea: 5, Nay: 0

2. DISCUSSION/POSSIBLE ACTION ITEMS
   A. *Executive Session - Pursuant to ARS38-431-03 (A)(1), the Governing Board may vote to convene in Executive Session to discuss applications and terms of employment in preparation to hire a new Superintendent. Any legal action related to the proposed contract will occur in open session.
   I move to enter into executive session, according to ARS38-431-03 (A)(1), to discuss applications and terms of employment in preparation to hire a new Superintendent. Any legal action related to the proposed contract will occur in open session. This motion, made by Kurtis Keele and seconded by Beth Cummins, Carried.

   Beth Cummins: Yea

   Marty Grossman: Yea

   Kurtis Keele: Yea

   Dave Klever: Yea

   Tom Thurman: Yea

   Yea: 5, Nay: 0

   B. The Governing Board convened in executive session to discuss the applications that have been received for the Superintendent position. They will decide which applicants to interview and what times they will offer interviews.
   I move to direct our consultant, Tim Carter, to invite the following candidnates to meet with the MICTED Governing Board on November 9th for an in person interview for the posisiton of District Superintendent. -Laura Jaime -Shaun Rose -Kay Morris -Michael Deiana. This motion, made by Marty Grossman and seconded by Kurtis Keele, Carried.

   Beth Cummins: Yea

   Marty Grossman: Yea

   Kurtis Keele: Yea

   Dave Klever: Yea

   Tom Thurman: Yea

   Yea: 5, Nay: 0

3. CLOSING ITEMS
   A. Announcements
   B. Next Scheduled Board Meeting
   Next scheduled board meeting will be November 5 at 6pm at 220 Ruger Rd. Suite 2 in room 180
   C. Adjournment
   I move to adjourn. This motion, made by Kurtis Keele and seconded by Beth Cummins, Carried.

   Beth Cummins: Yea

   Marty Grossman: Yea

   Kurtis Keele: Yea

   Dave Klever: Yea

   Tom Thurman: Yea

   Yea: 5, Nay: 0

MOUNTAIN INSTITUTE VOUCHER

Entity Number: 13-8-82

Voucher No: 7 **Voucher Date:** 10/02/2026 Prepared By: CS

Pay Period: 7
Pay Cycle: BIWEEKLY

Printed: 09/28/2026 12:56:10 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $52,163.06 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

Administrator

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT_	BOARD MEMBER - SELIGMAN

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	$28,089.15	$2,139.51	$2,820.30	$466.23	$33,515.19
010	$15,931.82	$1,213.32	$1,452.73	$50.00	$18,647.87
	$44,020.97	$3,352.83	$4,273.03	$516.23	$52,163.06

PR #: Voucher Number
Ded Deduction on Voucher

Substitute for ADE 40-101

MOUNTAIN INSTITUTE

AZ - County Fund Balances

Fiscal Year: 2026-2027

Voucher No: 7 **Voucher Date:**

Pay Period: 7
Pay Cycle: BIWEEKLY

Fund	Expense Amount	Budget Balances		Cash Balances		Encumbrance Balances	
		Before	After	Before	After	Before	After
001	33,515.19	4,575,034.78	4,541,519.59	2,877,354.61	2,843,839.42	3,494,823.40	3,461,308.21
010	18,647.87	736,696.69	718,048.82	142,951.53	124,303.66	296,119.25	277,471.38
Total:	52,163.06	5,311,731.47	5,259,568.41	3,020,306.14	2,968,143.08	3,790,942.65	3,738,779.59

End of Report

MOUNTAIN INSTITUTE

Payroll Fund Totals

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	7	09/12/2026	09/25/2026	10/02/2026

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	28,089.15	2,139.51	3,186.53	100.00	33,515.19
010	15,931.82	1,213.32	1,452.73	50.00	18,647.87
Period Total:	**$44,020.97**	**$3,352.83**	**$4,639.26**	**$150.00**	**$52,163.06**
Grand Totals:	**$44,020.97**	**$3,352.83**	**$4,639.26**	**$150.00**	**$52,163.06**

End of Report

MOUNTAIN INSTITUTE

Payroll Distribution Report

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:	Group:
BIWEEKLY	7	09/12/2026	09/25/2026	10/02/2026	

ACCOUNT NUMBER	SOC.SEC.#	EMPLOYEE	Period	Gross Wages	Overtime Wages	Social Security	Medicare	Retirement	Workers Compensation	Other Benefits	Total
001.300.2320.6140.500	XXX-XX-0008	STITELER, WILLIAM F	7.00	$5,673.87	$0.00	$349.96	$81.85	$679.73	$0.00	$0.00	$6,785.41
001.300.2320.6150.500	XXX-XX-1276	GRAYBILL, AMANDA J	7.00	$1,454.52	$0.00	$89.12	$20.84	$174.25	$0.00	$0.00	$1,738.73
001.300.2320.6290.500	XXX-XX-1276	GRAYBILL, AMANDA J	7.00	$50.00	$0.00	$3.06	$0.72	$5.99	$0.00	$0.00	$59.77
OTHER EMPLOYEE BENEFITS	XXX-XX-0008	STITELER, WILLIAM F	7.00	$1,050.00	$0.00	$64.76	$15.14	$125.79	$0.00	$0.00	$1,255.69
001.300.2490.6141.500	XXX-XX-9926	PEREY, MICHELLE A	7.00	$3,825.49	$0.00	$237.18	$55.47	$361.51	$0.00	$0.00	$4,479.65
PROGRAM DIRECTOR	XXX-XX-3192	ROSE, SHAUN-MARIE	7.00	$3,814.66	$0.00	$233.45	$54.59	$457.00	$0.00	$49.35	$4,609.05
001.300.2490.6150.500	XXX-XX-9154	WORKMAN, HEATHER M	7.00	$2,101.84	$0.00	$130.31	$30.48	$251.80	$0.00	$0.00	$2,514.43
001.300.2490.6290.500	XXX-XX-9926	PEREY, MICHELLE A	7.00	$50.00	$0.00	$3.10	$0.72	$4.72	$0.00	$0.00	$58.54
OTHER EMPLOYEE BENEFITS	XXX-XX-9154	WORKMAN, HEATHER M	7.00	$50.00	$0.00	$3.10	$0.72	$5.99	$0.00	$0.00	$59.81
001.300.2510.6290.500	XXX-XX-3192	ROSE, SHAUN-MARIE	7.00	$50.00	$0.00	$3.06	$0.72	$5.99	$0.00	$0.65	$60.42
001.300.2570.6150.500	XXX-XX-1276	GRAYBILL, AMANDA J	7.00	$1,454.52	$0.00	$89.12	$20.84	$174.25	$0.00	$0.00	$1,738.73
001.300.2580.6150.500	XXX-XX-9670	HULBURD, EDITH M	7.00	$2,168.97	$0.00	$134.48	$31.45	$259.85	$0.00	$0.00	$2,594.75
001.300.2580.6290.500	XXX-XX-9670	HULBURD, EDITH M	7.00	$50.00	$0.00	$3.10	$0.73	$5.98	$0.00	$0.00	$59.81
001.300.2590.6150.500	XXX-XX-1454	MOSES, AMANDA S	7.00	$1,963.78	$0.00	$121.75	$28.47	$235.26	$0.00	$48.76	$2,398.02
001.300.2590.6290.500	XXX-XX-1454	MOSES, AMANDA S	7.00	$50.00	$0.00	$3.10	$0.73	$6.00	$0.00	$1.24	$61.07
001.300.2710.6150.500	XXX-XX-7531	VERGALLA, BONNIE J	7.00	$718.75	$0.00	$44.56	$10.42	$86.10	$0.00	$0.00	$859.83
001.319.1000.6112.607	XXX-XX-9118	FRENCH, LISA H	7.00	$374.89	$0.00	$23.24	$5.44	$44.91	$0.00	$0.00	$448.48
001.319.1000.6290.607	XXX-XX-9118	FRENCH, LISA H	7.00	$25.00	$0.00	$1.55	$0.36	$3.00	$0.00	$0.00	$29.91
001.336.1000.6112.603	XXX-XX-0972	DOUGHERTY, MICHAEL SCOTT	7.00	$1,657.39	$0.00	$102.76	$24.03	$198.55	$0.00	$0.00	$1,982.73
001.336.1000.6290.606	XXX-XX-0972	DOUGHERTY, MICHAEL SCOTT	7.00	$32.36	$0.00	$2.01	$0.47	$3.88	$0.00	$0.00	$38.72
OTHER EMPLOYEE BENEFITS	XXX-XX-3657	HAMM, TRACI	7.00	$32.36	$0.00	$1.95	$0.46	$3.88	$0.00	$0.00	$38.65
001.366.1000.6112.607	XXX-XX-1163	SHEPARD, DONNA M	7.00	$50.00	$0.00	$3.04	$0.71	$5.99	$0.00	$0.00	$59.74
001.400.2710.6150.500	XXX-XX-0138	MONTANO, NORMAN O	7.00	$672.00	$0.00	$41.66	$9.74	$0.00	$0.00	$0.00	$723.40
CLASSIFIED SALARIES	XXX-XX-7531	VERGALLA, BONNIE J	7.00	$718.75	$0.00	$44.57	$10.42	$86.11	$0.00	$0.00	$859.85
010.319.1000.6112.607	XXX-XX-9118	FRENCH, LISA H	7.00	$2,475.96	$0.00	$153.51	$35.90	$296.62	$0.00	$0.00	$2,961.99
010.319.1000.6290.607	XXX-XX-9118	FRENCH, LISA H	7.00	$25.00	$0.00	$1.55	$0.36	$2.99	$0.00	$0.00	$29.90
010.321.1000.6112.607	XXX-XX-2402	CARTIER, DENISE M	7.00	$2,990.05	$0.00	$185.38	$43.36	$358.21	$0.00	$0.00	$3,577.00
TEACHERS SALARY	XXX-XX-7002	LU, CONSTANT	7.00	$1,667.86	$0.00	$103.41	$24.18	$0.00	$0.00	$0.00	$1,795.45
010.321.1000.6290.607	XXX-XX-7002	LU, CONSTANT	7.00	$50.00	$0.00	$3.10	$0.73	$0.00	$0.00	$0.00	$53.83
010.321.1900.6150.607	XXX-XX-6433	LU, ERLYN	7.00	$196.06	$0.00	$12.16	$2.84	$0.00	$0.00	$0.00	$211.06
010.336.1000.6112.603	XXX-XX-0972	DOUGHERTY, MICHAEL SCOTT	7.00	$1,019.27	$0.00	$63.19	$14.78	$122.11	$0.00	$0.00	$1,219.35

MOUNTAIN INSTITUTE

Payroll Journal

Fiscal Year: 2026-2027
Group:
Category:

☐ Compare two periods
Type:
Difference: $0.00
☐ With Wage Basis
☐ Include time card positions
Employee: %

Includes Unpaid Periods
Sorted by Name

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	7	09/12/2026	09/25/2026	10/02/2026

Name of Employee / Funding	SSN / Employee ID	Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
CARTIER, DENISE M	XXX-XX-2402	CA72402					
010.321.1000.6112.607		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00
010.321.1000.6112.607		DENTAL ASSISTING INSTRUCTOR	56.65	60.00	0.00	$2,940.05	$0.00
			Totals:	60.00	0.00	$2,990.05	$0.00
DOUGHERTY, MICHAEL SCOTT	XXX-XX-0972	DO80972					
001.336.1000.6290.606		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$32.36	$0.00
010.336.1000.6290.606		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$17.64	$0.00
001.336.1000.6112.603		FIRE SCIENCES INSTRUCTOR	44.48	49.54	0.00	$1,657.39	$0.00
010.336.1000.6112.603		FIRE SCIENCES INSTRUCTOR	44.48	30.46	0.00	$1,019.27	$0.00
			Totals:	80.00	0.00	$2,726.66	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match
CARTIER, DENISE M Net Amount		$0.00
FEDERAL W/H TAX	$280.02	$0.00
FICA - SOCIAL SECURITY	$185.38	$185.38
FICA - MEDICARE	$43.36	$43.36
DIRECT DEPOSIT SUREPAY	$2,083.55	$0.00
ASRS RETIREMENT CERT 50/50	$354.92	$354.92
ASRS LTD CERT	$3.29	$3.29
STATE W/H TAX	$39.53	$0.00
Total Deductions:	$2,990.05	$586.95
DOUGHERTY, MICHAEL SCOTT Net Amount		$0.00
FEDERAL W/H TAX	$204.52	$0.00
FICA - SOCIAL SECURITY	$169.05	$169.05
FICA - MEDICARE	$39.54	$39.54
DENTAL INSURANCE	$27.90	$0.00
DIRECT DEPOSIT SUREPAY	$1,886.91	$0.00
ASRS RETIREMENT CERT 50/50	$323.65	$323.65
ASRS LTD CERT	$3.00	$3.00
STATE W/H TAX	$72.09	$0.00
Total Deductions:	$2,726.66	$535.24

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
FRENCH, LISA H							
	XXX-XX-9118	FR79118					
001.319.1000.6290.607		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$25.00	$0.00
010.319.1000.6290.607		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$25.00	$0.00
001.319.1000.6112.607		COSMETOLOGY INSTRUCTOR	47.38	10.52	0.00	$374.89	$0.00
010.319.1000.6112.607		COSMETOLOGY INSTRUCTOR	47.38	69.48	0.00	$2,475.96	$0.00
			Totals:	80.00	0.00	$2,900.85	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match
Net Amount	$0.00	
FEDERAL W/H TAX	$222.94	$0.00
FICA - SOCIAL SECURITY	$179.85	$179.85
FICA - MEDICARE	$42.06	$42.06
DIRECT DEPOSIT SUREPAY	$2,019.00	$0.00
ASRS RETIREMENT CERT 50/50	$344.33	$344.33
ASRS LTD CERT	$3.19	$3.19
STATE W/H TAX	$89.48	$0.00
Total Deductions:	$2,900.85	$569.43

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
GRAYBILL, AMANDA J							
	XXX-XX-1276	LO71276					
001.300.2320.6150.500		ADMIN ASST II/FINANCE OFFICER	36.36	40.00	0.00	$1,454.52	$0.00
001.300.2570.6150.500		ADMIN ASST II/FINANCE OFFICER	36.36	40.00	0.00	$1,454.52	$0.00
001.300.2320.6290.500		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00
			Totals:	80.00	0.00	$2,959.04	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match
Net Amount	$0.00	
FEDERAL W/H TAX	$226.43	$0.00
FICA - SOCIAL SECURITY	$181.30	$181.30
FICA - MEDICARE	$42.40	$42.40
DENTAL INSURANCE	$28.69	$0.00
VISION INSURANCE	$6.84	$0.00
DIRECT DEPOSIT SUREPAY	$2,019.71	$0.00
HEALTH INSURANCE-MEDICAL	$34.86	$0.00
ASRS RETIREMENT CLASS 50/50	$351.24	$351.24
ASRS LTD CLASS	$3.25	$3.25
STATE W/H TAX	$64.32	$0.00
Total Deductions:	$2,959.04	$578.19

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
HAMM, TRACI								Net Amount		$0.00
	XXX-XX-3657	HA33657								
001.336.1000.6290.606		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$32.36	$0.00	FEDERAL W/H TAX	$0.00	$0.00
010.336.1000.6290.606		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$17.64	$0.00	FICA - SOCIAL SECURITY	$84.45	$84.45
010.349.1000.6112.602		HEALTH CAREERS INSTRUCTOR	0.00	0.00	0.00	$1,348.77	$0.00	FICA - MEDICARE	$19.75	$19.75
								DIRECT DEPOSIT SUREPAY	$1,066.48	$0.00
		Totals:		0.00	0.00	$1,398.77	$0.00	HEALTH INSURANCE-MEDICAL	$36.60	$0.00
								ASRS RETIREMENT CERT 50/50	$166.03	$166.03
								ASRS LTD CERT	$1.54	$1.54
								STATE W/H TAX	$23.92	$0.00
								Total Deductions:	$1,398.77	$271.77
HULBURD, EDITH M								Net Amount		$0.00
	XXX-XX-9670	HU29670								
001.300.2580.6290.500		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00	FEDERAL W/H TAX	$71.71	$0.00
001.300.2580.6150.500		SIS/DATA COORDINATOR	27.11	80.00	0.00	$2,168.97	$0.00	FICA - SOCIAL SECURITY	$137.58	$137.58
								FICA - MEDICARE	$32.18	$32.18
		Totals:		80.00	0.00	$2,218.97	$0.00	DIRECT DEPOSIT SUREPAY	$1,653.00	$0.00
								ASRS RETIREMENT CLASS 50/50	$263.39	$263.39
								ASRS LTD CLASS	$2.44	$2.44
								STATE W/H TAX	$58.67	$0.00
								Total Deductions:	$2,218.97	$435.59
LU, CONSTANT								Net Amount		$0.00
	XXX-XX-7002	LU07002								
010.321.1000.6290.607		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00	FEDERAL W/H TAX	$0.00	$0.00
010.321.1000.6112.607		DENTAL ASSISTING INSTRUCTOR	32.14	60.00	0.00	$1,667.86	$0.00	FICA - SOCIAL SECURITY	$106.51	$106.51
								FICA - MEDICARE	$24.91	$24.91
		Totals:		60.00	0.00	$1,717.86	$0.00	DIRECT DEPOSIT SUREPAY	$1,552.08	$0.00
								STATE W/H TAX	$34.36	$0.00
								Total Deductions:	$1,717.86	$131.42

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match
LU, ERLYN								Net Amount	$0.00	
	XXX-XX-6433	LU16433								
010.321.1900.6150.607		DENTAL ASSISTING TEACHER ASSISTANT	31.37	6.25	0.00	$196.06	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$12.16	$12.16
		Totals:		6.25	0.00	$196.06	$0.00	FICA - MEDICARE	$2.84	$2.84
								DIRECT DEPOSIT SUREPAY	$177.14	$0.00
								STATE W/H TAX	$3.92	$0.00
								Total Deductions:	$196.06	$15.00
MONTANO, NORMAN O								Net Amount	$0.00	
	XXX-XX-0138	MO90138								
001.400.2710.6150.500		DRIVER	21.00	32.00	0.00	$672.00	$0.00	FEDERAL W/H TAX	$5.28	$0.00
								FICA - SOCIAL SECURITY	$41.66	$41.66
		Totals:		32.00	0.00	$672.00	$0.00	FICA - MEDICARE	$9.74	$9.74
								DIRECT DEPOSIT SUREPAY	$591.80	$0.00
								STATE W/H TAX	$23.52	$0.00
								Total Deductions:	$672.00	$51.40
MOSES, AMANDA S								Net Amount	$0.00	
	XXX-XX-1454	MO41454								
001.300.2590.6290.500		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00	FEDERAL W/H TAX	$87.89	$0.00
001.300.2590.6150.500		RECEPTIONIST	24.55	80.00	0.00	$1,963.78	$0.00	FICA - SOCIAL SECURITY	$124.85	$124.85
								FICA - MEDICARE	$29.20	$29.20
		Totals:		80.00	0.00	$2,013.78	$0.00	DENTAL INSURANCE	$28.69	$0.00
								VISION INSURANCE	$6.84	$0.00
								DIRECT DEPOSIT SUREPAY	$1,459.56	$0.00
								ASRS RETIREMENT CLASS 50/50	$239.04	$239.04
								ASRS LTD CLASS	$2.22	$2.22
								HEALTH SAVINGS ACCOUNT	$0.00	$50.00
								STATE W/H TAX	$35.49	$0.00
								Total Deductions:	$2,013.78	$445.31

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match
O"BRIEN, KASH								Net Amount	$0.00	
	XXX-XX-8672	OB18672								
010.368.1900.6150.603		Welding Teaching Assistant	25.50	33.00	0.00	$841.50	$0.00	FEDERAL W/H TAX	$22.23	$0.00
								FICA - SOCIAL SECURITY	$52.17	$52.17
		Totals:		33.00	0.00	$841.50	$0.00	FICA - MEDICARE	$12.20	$12.20
								DIRECT DEPOSIT SUREPAY	$742.28	$0.00
								STATE W/H TAX	$12.62	$0.00
								Total Deductions:	$841.50	$64.37
ORTIZ-NUNO, NATALIE								Net Amount	$0.00	
	XXX-XX-5929	OR15929								
010.349.1000.6290.602		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00	FEDERAL W/H TAX	$81.77	$0.00
010.349.1000.6112.602		HEALTH CAREERS INSTRUCTOR	32.99	80.00	0.00	$2,283.15	$0.00	FICA - SOCIAL SECURITY	$144.66	$144.66
								FICA - MEDICARE	$33.83	$33.83
		Totals:		80.00	0.00	$2,333.15	$0.00	VISION INSURANCE	$6.31	$0.00
								DIRECT DEPOSIT SUREPAY	$1,715.10	$0.00
								ASRS RETIREMENT CLASS 50/50	$276.94	$276.94
								ASRS LTD CLASS	$2.57	$2.57
								HEALTH SAVINGS ACCOUNT	$0.00	$50.00
								STATE W/H TAX	$71.97	$0.00
								Total Deductions:	$2,333.15	$508.00
PEREY, MICHELLE A								Net Amount	$0.00	
	XXX-XX-9926	PE29926								
001.300.2490.6141.500		ASSOC. SUPERINTENDENT OF PROGRAMS	0.00	0.00	0.00	$3,825.49	$0.00	FEDERAL W/H TAX	$297.37	$0.00
001.300.2490.6290.500		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00	FICA - SOCIAL SECURITY	$240.28	$240.28
								FICA - MEDICARE	$56.19	$56.19
		Totals:		0.00	0.00	$3,875.49	$0.00	DENTAL INSURANCE	$26.58	$0.00
								VISION INSURANCE	$6.01	$0.00
								DIRECT DEPOSIT SUREPAY	$3,113.42	$0.00
								STATE W/H TAX	$135.64	$0.00
								ASRS - ACR CERTIFIED	$0.00	$366.23
								Total Deductions:	$3,875.49	$662.70

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
ROBL, NANCY								Net Amount		$0.00
	XXX-XX-8374	RO18374								
010.366.1900.6150.607		VETERINARY ASSISTING TA	25.00	42.00	0.00	$1,050.00	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$65.10	$65.10
			Totals:	42.00	0.00	$1,050.00	$0.00	FICA - MEDICARE	$15.23	$15.23
								DIRECT DEPOSIT SUREPAY	$948.67	$0.00
								STATE W/H TAX	$21.00	$0.00
								Total Deductions:	$1,050.00	$80.33
ROSE, SHAUN-MARIE								Net Amount		$0.00
	XXX-XX-3192	RO83192								
001.300.2490.6141.500		ASSOC SUPERINTENDENT OF STUDENT SERVICES	47.68	80.00	0.00	$3,814.66	$0.00	FEDERAL W/H TAX	$355.02	$0.00
001.300.2510.6290.500		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00	FICA - SOCIAL SECURITY	$236.51	$236.51
								FICA - MEDICARE	$55.31	$55.31
			Totals:	80.00	0.00	$3,864.66	$0.00	DIRECT DEPOSIT SUREPAY	$2,604.15	$0.00
								ASRS RETIREMENT CERT 50/50	$458.74	$458.74
								ASRS LTD CERT	$4.25	$4.25
								HEALTH SAVINGS ACCOUNT	$50.00	$50.00
								STATE W/H TAX	$100.68	$0.00
								Total Deductions:	$3,864.66	$804.81
SHEPARD, DONNA M								Net Amount		$0.00
	XXX-XX-1163	SH31163								
001.366.1000.6112.607		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00	FEDERAL W/H TAX	$117.87	$0.00
010.366.1000.6112.607		DENTAL ASSISTING INSTRUCTOR	31.56	80.00	0.00	$1,898.92	$0.00	FICA - SOCIAL SECURITY	$118.56	$118.56
								FICA - MEDICARE	$27.73	$27.73
			Totals:	80.00	0.00	$1,948.92	$0.00	DIRECT DEPOSIT SUREPAY	$1,364.25	$0.00
								HEALTH INSURANCE-MEDICAL	$36.60	$0.00
								ASRS RETIREMENT CERT 50/50	$231.34	$231.34
								ASRS LTD CERT	$2.14	$2.14
								STATE W/H TAX	$50.43	$0.00
								Total Deductions:	$1,948.92	$379.77

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
STITELER, WILLIAM F	**XXX-XX-0008**	**ST10008**					
001.300.2320.6290.500		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$150.00	$0.00
001.300.2320.6140.500		SUPERINTENDENT	70.92	80.00	0.00	$5,673.87	$0.00
001.300.2320.6290.500		VEHICLE ALLOWANCE	0.00	0.00	0.00	$900.00	$0.00
			Totals:	80.00	0.00	$6,723.87	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
Net Amount		$0.00
FEDERAL W/H TAX	$414.62	$0.00
FICA - SOCIAL SECURITY	$414.72	$414.72
FICA - MEDICARE	$96.99	$96.99
DENTAL INSURANCE	$26.58	$0.00
TAX CREDIT	$30.77	$0.00
VISION INSURANCE	$6.01	$0.00
DIRECT DEPOSIT SUREPAY	$3,572.92	$0.00
TSA 403b	$1,203.70	$0.00
HEALTH INSURANCE-MEDICAL	$34.86	$0.00
ASRS RETIREMENT CERT 50/50	$798.12	$798.12
ASRS LTD CERT	$7.40	$7.40
STATE W/H TAX	$117.18	$0.00
Total Deductions:	$6,723.87	$1,317.23

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
VERGALLA, BONNIE J	**XXX-XX-7531**	**VE67531**					
001.300.2710.6150.500		Transportation Coordinator/Driver	23.00	31.25	0.00	$718.75	$0.00
001.400.2710.6150.500		Transportation Coordinator/Driver	23.00	31.25	0.00	$718.75	$0.00
			Totals:	62.50	0.00	$1,437.50	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
Net Amount		$0.00
FEDERAL W/H TAX	$118.18	$0.00
FICA - SOCIAL SECURITY	$89.13	$89.13
FICA - MEDICARE	$20.84	$20.84
TAX CREDIT	$16.67	$0.00
DIRECT DEPOSIT SUREPAY	$988.80	$0.00
ASRS RETIREMENT CLASS 50/50	$170.63	$170.63
ASRS LTD CLASS	$1.58	$1.58
STATE W/H TAX	$31.67	$0.00
Total Deductions:	$1,437.50	$282.18

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
WORKMAN, HEATHER M							
	XXX-XX-9154	**WO09154**					
001.300.2490.6150.500		ADMIN ASST I	26.27	80.00	0.00	$2,101.84	$0.00
001.300.2490.6290.500		CELL PHONE ALLOWANCE	0.00	0.00	0.00	$50.00	$0.00
			Totals:	80.00	0.00	$2,151.84	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match
Net Amount		$0.00
FEDERAL W/H TAX	$143.72	$0.00
FICA - SOCIAL SECURITY	$133.41	$133.41
FICA - MEDICARE	$31.20	$31.20
DIRECT DEPOSIT SUREPAY	$1,519.35	$0.00
ASRS RETIREMENT CLASS 50/50	$255.42	$255.42
ASRS LTD CLASS	$2.37	$2.37
STATE W/H TAX	$66.37	$0.00
Total Deductions:	$2,151.84	$422.40

End of Report

MOUNTAIN INSTITUTE

Payroll Journal Totals

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	7	09/12/2026	09/25/2026	10/02/2026

Item	Amount	Match-Amount	Wage Basis	Payee
Bank Account: TREASURER For Treasurer Posting				
GROSS PAY:	44,020.97			
OVERTIME:	0.00			
ASRS - ACR CERTIFIED	0.00	366.23	3,875.49	Mountain Inst JTED - ASRS
ASRS LTD CERT	24.81	24.81	22,553.78	Mountain Inst JTED - ASRS
ASRS LTD CLASS	14.43	14.43	13,114.28	Mountain Inst JTED - ASRS
ASRS RETIREMENT CERT 50/50	2,677.13	2,677.13	22,553.78	Mountain Inst JTED - ASRS
ASRS RETIREMENT CLASS 50/50	1,556.66	1,556.66	13,114.28	Mountain Inst JTED - ASRS
DENTAL INSURANCE	138.44	0.00	18,298.84	MOUNTAIN INSTITUTE 02
DIRECT DEPOSIT SUREPAY	31,078.17	0.00	0.00	Yavapai County Sch Superintendent
FEDERAL W/H TAX	2,649.57	0.00	38,390.56	Mountain Inst JTED - Fed
FICA - MEDICARE	635.50	635.50	43,828.05	Mountain Inst JTED - Fed
FICA - SOCIAL SECURITY	2,717.33	2,717.33	43,828.05	Mountain Inst JTED - Fed
HEALTH INSURANCE-MEDICAL	142.92	0.00	13,030.60	MOUNTAIN INSTITUTE 02
HEALTH SAVINGS ACCOUNT	50.00	150.00	8,211.59	HEALTH EQUITY, INC.
STATE W/H TAX	1,052.86	0.00	38,390.56	Mountain Inst JTED - State
TAX CREDIT	47.44	0.00	8,161.37	MOUNTAIN INSTITUTE 02
TSA 403b	1,203.70	0.00	5,673.87	TSA CONSULTING GROUP, INC
VISION INSURANCE	32.01	0.00	17,905.33	MOUNTAIN INSTITUTE 02
Deductions Total:	44,020.97	8,142.09		
Employee Net:	0.00			
Bank Acct Total:	52,163.06			

Grand Total: 52,163.06

End of Report

MOUNTAIN INSTITUTE

Direct Deposit Listing

☐ Subtotal by Bank
☐ Prenote Test File

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	7	09/12/2026	09/25/2026	10/02/2026

	Tran Code	ABA ROUTING NUMBER	ACCOUNT NUMBER	AMOUNT	EMP. NUM.	NAME
1	22	1221-0563-4	7802332	$2,083.55	CA72402	CARTIER, DENISE M
2	22	3221-7249-6	450205620757	$1,886.91	DO80972	DOUGHERTY, MICHAEL SCOTT
3	22	1221-0170-6	000273348397	$2,019.00	FR79118	FRENCH, LISA H
4	22	3221-7249-6	450190674751	$2,019.71	LO71276	GRAYBILL, AMANDA J
5	22	1221-0170-6	457035839718	$1,066.48	HA33657	HAMM, TRACI
6	22	1070-0219-2	1350465158	$1,653.00	HU29670	HULBURD, EDITH M
7	22	1250-0010-5	153598074273	$1,552.08	LU07002	LU, CONSTANT
8	22	3221-7249-6	063296798776	$177.14	LU16433	LU, ERLYN
9	22	3221-7215-3	1900000300463	$591.80	MO90138	MONTANO, NORMAN O
10	22	3222-8200-1	400958862708	$1,459.56	MO41454	MOSES, AMANDA S
11	22	3221-7249-6	63296556125	$742.28	OB18672	O"BRIEN, KASH
12	22	1221-0527-8	1209057528	$1,715.10	OR15929	ORTIZ-NUNO, NATALIE
13	22	1221-0002-4	027476244	$3,113.42	PE29926	PEREY, MICHELLE A
14	22	1221-0532-0	5030025786	$948.67	RO18374	ROBL, NANCY
15	22	3221-7249-6	450226666755	$2,604.15	RO83192	ROSE, SHAUN-MARIE
16	22	3221-7215-3	1900000416307	$1,364.25	SH31163	SHEPARD, DONNA M
17	22	1140-0009-3	212176998	$3,572.92	ST10008	STITELER, WILLIAM F
18	22	3221-7215-3	1900000300463	$988.80	VE67531	VERGALLA, BONNIE J
19	22	1221-0002-4	650558091	$1,519.35	WO09154	WORKMAN, HEATHER M

BATCH TOTALS:.....	$31,078.17
COMPANY TOTALS:.....	$31,078.17

End of Report

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2026 - 2027

Bank Account: Treasurer YAVAPAI

From Date: 10/01/2026 **To Date:** 10/01/2026

From Check: 966435 **To Check:** 966441

From Voucher: 7 **To Voucher:** 7

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
966435	10/01/2026	HEALTH EQUITY, INC.	$200.00	7	Printed	Payroll Ded	☐		
966436	10/01/2026	Mountain Inst JTED - ASRS	$8,912.29	7	Printed	Payroll Ded	☐		
966437	10/01/2026	Mountain Inst JTED - Fed	$9,355.23	7	Printed	Payroll Ded	☐		
966438	10/01/2026	Mountain Inst JTED - State	$1,052.86	7	Printed	Payroll Ded	☐		
966439	10/01/2026	MOUNTAIN INSTITUTE 02	$360.81	7	Printed	Payroll Ded	☐		
966440	10/01/2026	TSA CONSULTING GROUP, INC	$1,203.70	7	Printed	Payroll Ded	☐		
966441	10/01/2026	Yavapai County Sch Superintendent	$31,078.17	7	Printed	Payroll Ded	☐		
		Total Amount:	$52,163.06						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Entity Number: 13-8-82

Voucher No: 8 **Voucher Date:** 10/16/2026 Prepared By:

Pay Period: 8
Pay Cycle: BIWEEKLY

Printed: 10/11/2026 10:28:39 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $50,372.61 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

Administrator

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT_	BOARD MEMBER - SELIGMAN

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	$26,518.93	$2,019.54	$2,638.17	$461.51	$31,638.15
010	$16,030.22	$1,220.70	$1,433.54	$50.00	$18,734.46
	$42,549.15	$3,240.24	$4,071.71	$511.51	$50,372.61

PR #: Voucher Number
Ded Deduction Voucher

Substitute for ADE 40-101

MOUNTAIN INSTITUTE

AZ - County Fund Balances

Fiscal Year: 2026-2027

Voucher No: 8 **Voucher Date:**

Pay Period: 8
Pay Cycle: BIWEEKLY

Fund	Expense Amount	Budget Balances		Cash Balances		Encumbrance Balances	
		Before	After	Before	After	Before	After
001	31,638.15	4,949,090.46	4,917,452.31	2,502,195.63	2,470,557.48	3,165,678.87	3,134,040.72
010	18,734.46	419,353.82	400,619.36	161,336.60	142,602.14	281,429.41	262,694.95
Total:	50,372.61	5,368,444.28	5,318,071.67	2,663,532.23	2,613,159.62	3,447,108.28	3,396,735.67

End of Report

MOUNTAIN INSTITUTE

Payroll Fund Totals

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	8	09/26/2026	10/09/2026	10/16/2026

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	26,518.93	2,019.54	2,999.68	100.00	31,638.15
010	16,030.22	1,220.70	1,433.54	50.00	18,734.46
Period Total:	**$42,549.15**	**$3,240.24**	**$4,433.22**	**$150.00**	**$50,372.61**
Grand Totals:	**$42,549.15**	**$3,240.24**	**$4,433.22**	**$150.00**	**$50,372.61**

End of Report

MOUNTAIN INSTITUTE

Payroll Distribution Report

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:	Group:
BIWEEKLY	8	09/26/2026	10/09/2026	10/16/2026	

ACCOUNT NUMBER	SOC.SEC.#	EMPLOYEE	Period	Gross Wages	Overtime Wages	Social Security	Medicare	Retirement	Workers Compensation	Other Benefits	Total
001.300.2320.6140.500	XXX-XX-0008	STITELER, WILLIAM F	8.00	$5,673.87	$0.00	$349.62	$81.77	$679.73	$0.00	$0.00	$6,784.99
001.300.2320.6150.500	XXX-XX-1276	GRAYBILL, AMANDA J	8.00	$1,454.52	$0.00	$89.10	$20.84	$174.25	$0.00	$0.00	$1,738.71
001.300.2490.6141.500	XXX-XX-9926	PEREY, MICHELLE A	8.00	$3,825.49	$0.00	$237.18	$55.47	$361.51	$0.00	$0.00	$4,479.65
PROGRAM DIRECTOR	XXX-XX-3192	ROSE, SHAUN-MARIE	8.00	$3,814.66	$0.00	$233.41	$54.59	$457.00	$0.00	$50.00	$4,609.66
001.300.2490.6150.500	XXX-XX-9154	WORKMAN, HEATHER M	8.00	$2,101.84	$0.00	$130.31	$30.48	$251.80	$0.00	$0.00	$2,514.43
001.300.2570.6150.500	XXX-XX-1276	GRAYBILL, AMANDA J	8.00	$1,454.52	$0.00	$89.10	$20.84	$174.25	$0.00	$0.00	$1,738.71
001.300.2580.6150.500	XXX-XX-9670	HULBURD, EDITH M	8.00	$2,168.97	$0.00	$134.48	$31.45	$259.85	$0.00	$0.00	$2,594.75
001.300.2590.6150.500	XXX-XX-1454	MOSES, AMANDA S	8.00	$1,963.78	$0.00	$121.75	$28.47	$235.26	$0.00	$50.00	$2,399.26
001.300.2710.6150.500	XXX-XX-7531	VERGALLA, BONNIE J	8.00	$678.50	$0.00	$42.06	$9.84	$81.28	$0.00	$0.00	$811.68
001.319.1000.6112.607	XXX-XX-9118	FRENCH, LISA H	8.00	$374.89	$0.00	$23.24	$5.44	$44.91	$0.00	$0.00	$448.48
001.336.1000.6112.603	XXX-XX-0972	DOUGHERTY, MICHAEL SCOTT	8.00	$1,657.39	$0.00	$102.76	$24.03	$198.55	$0.00	$0.00	$1,982.73
001.400.2710.6150.500	XXX-XX-0138	MONTANO, NORMAN O	8.00	$672.00	$0.00	$41.66	$9.74	$0.00	$0.00	$0.00	$723.40
CLASSIFIED SALARIES	XXX-XX-7531	VERGALLA, BONNIE J	8.00	$678.50	$0.00	$42.07	$9.84	$81.29	$0.00	$0.00	$811.70
010.319.1000.6112.607	XXX-XX-9118	FRENCH, LISA H	8.00	$2,475.96	$0.00	$153.51	$35.90	$296.63	$0.00	$0.00	$2,962.00
010.321.1000.6112.607	XXX-XX-2402	CARTIER, DENISE M	8.00	$2,940.05	$0.00	$182.28	$42.63	$352.21	$0.00	$0.00	$3,517.17
TEACHERS SALARY	XXX-XX-7002	LU, CONSTANT	8.00	$1,667.86	$0.00	$103.41	$24.18	$0.00	$0.00	$0.00	$1,795.45
010.321.1900.6150.607	XXX-XX-6433	LU, ERLYN	8.00	$291.74	$0.00	$18.09	$4.23	$0.00	$0.00	$0.00	$314.06
010.336.1000.6112.603	XXX-XX-0972	DOUGHERTY, MICHAEL SCOTT	8.00	$1,019.27	$0.00	$63.19	$14.78	$122.11	$0.00	$0.00	$1,219.35
010.349.1000.6112.602	XXX-XX-3657	HAMM, TRACI	8.00	$1,348.77	$0.00	$81.35	$19.03	$161.58	$0.00	$0.00	$1,610.73
TEACHERS SALARY	XXX-XX-5929	ORTIZ-NUNO, NATALIE	8.00	$2,283.15	$0.00	$141.56	$33.11	$273.52	$0.00	$50.00	$2,781.34
010.366.1000.6112.607	XXX-XX-1163	SHEPARD, DONNA M	8.00	$1,898.92	$0.00	$115.46	$27.00	$227.49	$0.00	$0.00	$2,268.87
010.366.1900.6150.607	XXX-XX-8374	ROBL, NANCY	8.00	$1,237.50	$0.00	$76.73	$17.94	$0.00	$0.00	$0.00	$1,332.17
010.368.1900.6150.603	XXX-XX-8672	O"BRIEN, KASH	8.00	$867.00	$0.00	$53.75	$12.57	$0.00	$0.00	$0.00	$933.32
			TOTALS:	$42,549.15	$0.00	$2,626.07	$614.17	$4,433.22	$0.00	$150.00	$50,372.61

End of Report

MOUNTAIN INSTITUTE

Payroll Journal

Fiscal Year: 2026-2027
Group:
Category:

Includes Unpaid Periods

Compare two periods
Type:
Difference: $0.00
With Wage Basis
Include time card positions
Employee: %

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	8	09/26/2026	10/09/2026	10/16/2026

Sorted by Name

Name of Employee / Funding	SSN / Employee ID	Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
CARTIER, DENISE M	XXX-XX-2402 / CA72402						
010.321.1000.6112.607		DENTAL ASSISTING INSTRUCTOR	56.65	60.00	0.00	$2,940.05	$0.00
			Totals:	60.00	0.00	$2,940.05	$0.00
DOUGHERTY, MICHAEL SCOTT	XXX-XX-0972 / DO80972						
001.336.1000.6112.603		FIRE SCIENCES INSTRUCTOR	44.48	49.54	0.00	$1,657.39	$0.00
010.336.1000.6112.603		FIRE SCIENCES INSTRUCTOR	44.48	30.46	0.00	$1,019.27	$0.00
			Totals:	80.00	0.00	$2,676.66	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
CARTIER, DENISE M Net Amount		$0.00
FEDERAL W/H TAX	$274.74	$0.00
FICA - SOCIAL SECURITY	$182.28	$182.28
FICA - MEDICARE	$42.63	$42.63
DIRECT DEPOSIT SUREPAY	$2,049.32	$0.00
ASRS RETIREMENT CERT 50/50	$348.98	$348.98
ASRS LTD CERT	$3.23	$3.23
STATE W/H TAX	$38.87	$0.00
Total Deductions:	$2,940.05	$577.12
DOUGHERTY, MICHAEL SCOTT Net Amount		$0.00
FEDERAL W/H TAX	$199.23	$0.00
FICA - SOCIAL SECURITY	$165.95	$165.95
FICA - MEDICARE	$38.81	$38.81
DENTAL INSURANCE	$27.90	$0.00
DIRECT DEPOSIT SUREPAY	$1,853.34	$0.00
ASRS RETIREMENT CERT 50/50	$317.72	$317.72
ASRS LTD CERT	$2.94	$2.94
STATE W/H TAX	$70.77	$0.00
Total Deductions:	$2,676.66	$525.42

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
FRENCH, LISA H							
	XXX-XX-9118	**FR79118**					
001.319.1000.6112.607		COSMETOLOGY INSTRUCTOR	47.38	10.52	0.00	$374.89	$0.00
010.319.1000.6112.607		COSMETOLOGY INSTRUCTOR	47.38	69.48	0.00	$2,475.96	$0.00
			Totals:	80.00	0.00	$2,850.85	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
Net Amount		$0.00
FEDERAL W/H TAX	$217.65	$0.00
FICA - SOCIAL SECURITY	$176.75	$176.75
FICA - MEDICARE	$41.34	$41.34
DIRECT DEPOSIT SUREPAY	$1,985.63	$0.00
ASRS RETIREMENT CERT 50/50	$338.40	$338.40
ASRS LTD CERT	$3.14	$3.14
STATE W/H TAX	$87.94	$0.00
Total Deductions:	$2,850.85	$559.63

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
GRAYBILL, AMANDA J							
	XXX-XX-1276	**LO71276**					
001.300.2320.6150.500		ADMIN ASST II/FINANCE OFFICER	36.36	40.00	0.00	$1,454.52	$0.00
001.300.2570.6150.500		ADMIN ASST II/FINANCE OFFICER	36.36	40.00	0.00	$1,454.52	$0.00
			Totals:	80.00	0.00	$2,909.04	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
Net Amount		$0.00
FEDERAL W/H TAX	$219.62	$0.00
FICA - SOCIAL SECURITY	$178.20	$178.20
FICA - MEDICARE	$41.68	$41.68
DENTAL INSURANCE	$28.69	$0.00
VISION INSURANCE	$6.84	$0.00
DIRECT DEPOSIT SUREPAY	$1,987.43	$0.00
HEALTH INSURANCE-MEDICAL	$34.86	$0.00
ASRS RETIREMENT CLASS 50/50	$345.30	$345.30
ASRS LTD CLASS	$3.20	$3.20
STATE W/H TAX	$63.22	$0.00
Total Deductions:	$2,909.04	$568.38

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
HAMM, TRACI								Net Amount		$0.00
	XXX-XX-3657	**HA33657**								
010.349.1000.6112.602		HEALTH CAREERS INSTRUCTOR	0.00	0.00	0.00	$1,348.77	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$81.35	$81.35
			Totals:	0.00	0.00	$1,348.77	$0.00	FICA - MEDICARE	$19.03	$19.03
								DIRECT DEPOSIT SUREPAY	$1,027.17	$0.00
								HEALTH INSURANCE-MEDICAL	$36.60	$0.00
								ASRS RETIREMENT CERT 50/50	$160.10	$160.10
								ASRS LTD CERT	$1.48	$1.48
								STATE W/H TAX	$23.04	$0.00
								Total Deductions:	$1,348.77	$261.96
HULBURD, EDITH M								Net Amount		$0.00
	XXX-XX-9670	**HU29670**								
001.300.2580.6150.500		SIS/DATA COORDINATOR	27.11	80.00	0.00	$2,168.97	$0.00	FEDERAL W/H TAX	$67.30	$0.00
								FICA - SOCIAL SECURITY	$134.48	$134.48
			Totals:	80.00	0.00	$2,168.97	$0.00	FICA - MEDICARE	$31.45	$31.45
								DIRECT DEPOSIT SUREPAY	$1,618.54	$0.00
								ASRS RETIREMENT CLASS 50/50	$257.46	$257.46
								ASRS LTD CLASS	$2.39	$2.39
								STATE W/H TAX	$57.35	$0.00
								Total Deductions:	$2,168.97	$425.78
LU, CONSTANT								Net Amount		$0.00
	XXX-XX-7002	**LU07002**								
010.321.1000.6112.607		DENTAL ASSISTING INSTRUCTOR	32.14	60.00	0.00	$1,667.86	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$103.41	$103.41
			Totals:	60.00	0.00	$1,667.86	$0.00	FICA - MEDICARE	$24.18	$24.18
								DIRECT DEPOSIT SUREPAY	$1,506.91	$0.00
								STATE W/H TAX	$33.36	$0.00
								Total Deductions:	$1,667.86	$127.59

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
LU, ERLYN								Net Amount		$0.00
	XXX-XX-6433	**LU16433**								
010.321.1900.6150.607		DENTAL ASSISTING TEACHER ASSISTANT	31.37	9.30	0.00	$291.74	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$18.09	$18.09
			Totals:	9.30	0.00	$291.74	$0.00	FICA - MEDICARE	$4.23	$4.23
								DIRECT DEPOSIT SUREPAY	$263.59	$0.00
								STATE W/H TAX	$5.83	$0.00
								Total Deductions:	$291.74	$22.32
MONTANO, NORMAN O								Net Amount		$0.00
	XXX-XX-0138	**MO90138**								
001.400.2710.6150.500		DRIVER	21.00	32.00	0.00	$672.00	$0.00	FEDERAL W/H TAX	$5.28	$0.00
								FICA - SOCIAL SECURITY	$41.66	$41.66
			Totals:	32.00	0.00	$672.00	$0.00	FICA - MEDICARE	$9.74	$9.74
								DIRECT DEPOSIT SUREPAY	$591.80	$0.00
								STATE W/H TAX	$23.52	$0.00
								Total Deductions:	$672.00	$51.40
MOSES, AMANDA S								Net Amount		$0.00
	XXX-XX-1454	**MO41454**								
001.300.2590.6150.500		RECEPTIONIST	24.55	80.00	0.00	$1,963.78	$0.00	FEDERAL W/H TAX	$82.60	$0.00
								FICA - SOCIAL SECURITY	$121.75	$121.75
			Totals:	80.00	0.00	$1,963.78	$0.00	FICA - MEDICARE	$28.47	$28.47
								DENTAL INSURANCE	$28.69	$0.00
								VISION INSURANCE	$6.84	$0.00
								DIRECT DEPOSIT SUREPAY	$1,425.56	$0.00
								ASRS RETIREMENT CLASS 50/50	$233.10	$233.10
								ASRS LTD CLASS	$2.16	$2.16
								HEALTH SAVINGS ACCOUNT	$0.00	$50.00
								STATE W/H TAX	$34.61	$0.00
								Total Deductions:	$1,963.78	$435.48

Name of Employee	SSN	Employee ID		HOURS		INCOME		DEDUCTIONS EMPLOYEE		
Funding		Description	Rate	Reg	O/T	Regular	Overtime	Description:	Amount	Match Net Amount
O"BRIEN, KASH								Net Amount		$0.00
	XXX-XX-8672	**OB18672**								
010.368.1900.6150.603		Welding Teaching Assistant	25.50	34.00	0.00	$867.00	$0.00	FEDERAL W/H TAX	$24.78	$0.00
								FICA - SOCIAL SECURITY	$53.75	$53.75
			Totals:	34.00	0.00	$867.00	$0.00	FICA - MEDICARE	$12.57	$12.57
								DIRECT DEPOSIT SUREPAY	$762.89	$0.00
								STATE W/H TAX	$13.01	$0.00
								Total Deductions:	$867.00	$66.32
ORTIZ-NUNO, NATALIE								Net Amount		$0.00
	XXX-XX-5929	**OR15929**								
010.349.1000.6112.602		HEALTH CAREERS INSTRUCTOR	32.99	80.00	0.00	$2,283.15	$0.00	FEDERAL W/H TAX	$77.37	$0.00
								FICA - SOCIAL SECURITY	$141.56	$141.56
			Totals:	80.00	0.00	$2,283.15	$0.00	FICA - MEDICARE	$33.11	$33.11
								VISION INSURANCE	$6.31	$0.00
								DIRECT DEPOSIT SUREPAY	$1,680.86	$0.00
								ASRS RETIREMENT CLASS 50/50	$271.01	$271.01
								ASRS LTD CLASS	$2.51	$2.51
								HEALTH SAVINGS ACCOUNT	$0.00	$50.00
								STATE W/H TAX	$70.42	$0.00
								Total Deductions:	$2,283.15	$498.19
PEREY, MICHELLE A								Net Amount		$0.00
	XXX-XX-9926	**PE29926**								
001.300.2490.6141.500		ASSOC. SUPERINTENDENT OF PROGRAMS	0.00	0.00	0.00	$3,825.49	$0.00	FEDERAL W/H TAX	$291.37	$0.00
								FICA - SOCIAL SECURITY	$237.18	$237.18
			Totals:	0.00	0.00	$3,825.49	$0.00	FICA - MEDICARE	$55.47	$55.47
								DENTAL INSURANCE	$26.58	$0.00
								VISION INSURANCE	$6.01	$0.00
								DIRECT DEPOSIT SUREPAY	$3,074.99	$0.00
								STATE W/H TAX	$133.89	$0.00
								ASRS - ACR CERTIFIED	$0.00	$361.51
								Total Deductions:	$3,825.49	$654.16

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
ROBL, NANCY								Net Amount		$0.00
	XXX-XX-8374	RO18374								
010.366.1900.6150.607		VETERINARY ASSISTING TA	25.00	49.50	0.00	$1,237.50	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$76.73	$76.73
			Totals:	49.50	0.00	$1,237.50	$0.00	FICA - MEDICARE	$17.94	$17.94
								DIRECT DEPOSIT SUREPAY	$1,118.08	$0.00
								STATE W/H TAX	$24.75	$0.00
								Total Deductions:	$1,237.50	$94.67
ROSE, SHAUN-MARIE								Net Amount		$0.00
	XXX-XX-3192	RO83192								
001.300.2490.6141.500		ASSOC SUPERINTENDENT OF STUDENT SERVICES	47.68	80.00	0.00	$3,814.66	$0.00	FEDERAL W/H TAX	$349.73	$0.00
								FICA - SOCIAL SECURITY	$233.41	$233.41
			Totals:	80.00	0.00	$3,814.66	$0.00	FICA - MEDICARE	$54.59	$54.59
								DIRECT DEPOSIT SUREPAY	$2,570.57	$0.00
								ASRS RETIREMENT CERT 50/50	$452.80	$452.80
								ASRS LTD CERT	$4.20	$4.20
								HEALTH SAVINGS ACCOUNT	$50.00	$50.00
								STATE W/H TAX	$99.36	$0.00
								Total Deductions:	$3,814.66	$795.00
SHEPARD, DONNA M								Net Amount		$0.00
	XXX-XX-1163	SH31163								
010.366.1000.6112.607		DENTAL ASSISTING INSTRUCTOR	31.56	80.00	0.00	$1,898.92	$0.00	FEDERAL W/H TAX	$112.58	$0.00
								FICA - SOCIAL SECURITY	$115.46	$115.46
			Totals:	80.00	0.00	$1,898.92	$0.00	FICA - MEDICARE	$27.00	$27.00
								DIRECT DEPOSIT SUREPAY	$1,330.68	$0.00
								HEALTH INSURANCE-MEDICAL	$36.60	$0.00
								ASRS RETIREMENT CERT 50/50	$225.40	$225.40
								ASRS LTD CERT	$2.09	$2.09
								STATE W/H TAX	$49.11	$0.00
								Total Deductions:	$1,898.92	$369.95

Name of Employee / Funding	SSN / Employee ID	Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
STITELER, WILLIAM F								Net Amount		$0.00
	XXX-XX-0008	ST10008								
001.300.2320.6140.500		SUPERINTENDENT	70.92	80.00	0.00	$5,673.87	$0.00	FEDERAL W/H TAX	$303.57	$0.00
								FICA - SOCIAL SECURITY	$349.62	$349.62
		Totals:		80.00	0.00	$5,673.87	$0.00	FICA - MEDICARE	$81.77	$81.77
								DENTAL INSURANCE	$26.58	$0.00
								TAX CREDIT	$30.77	$0.00
								VISION INSURANCE	$6.01	$0.00
								DIRECT DEPOSIT SUREPAY	$2,863.21	$0.00
								TSA 403b	$1,203.70	$0.00
								HEALTH INSURANCE-MEDICAL	$34.86	$0.00
								ASRS RETIREMENT CERT 50/50	$673.49	$673.49
								ASRS LTD CERT	$6.24	$6.24
								STATE W/H TAX	$94.05	$0.00
								Total Deductions:	$5,673.87	$1,111.12
VERGALLA, BONNIE J								Net Amount		$0.00
	XXX-XX-7531	VE67531								
001.300.2710.6150.500		Transportation Coordinator/Driver	23.00	29.50	0.00	$678.50	$0.00	FEDERAL W/H TAX	$109.66	$0.00
001.400.2710.6150.500		Transportation Coordinator/Driver	23.00	29.50	0.00	$678.50	$0.00	FICA - SOCIAL SECURITY	$84.13	$84.13
								FICA - MEDICARE	$19.68	$19.68
		Totals:		59.00	0.00	$1,357.00	$0.00	TAX CREDIT	$16.67	$0.00
								DIRECT DEPOSIT SUREPAY	$934.39	$0.00
								ASRS RETIREMENT CLASS 50/50	$161.08	$161.08
								ASRS LTD CLASS	$1.49	$1.49
								STATE W/H TAX	$29.90	$0.00
								Total Deductions:	$1,357.00	$266.38

Name of Employee	SSN	Employee ID		HOURS		INCOME		DEDUCTIONS EMPLOYEE		
Funding		Description	Rate	Reg	O/T	Regular	Overtime	Description:	Amount	Match Net Amount
WORKMAN, HEATHER M									Net Amount	$0.00
	XXX-XX-9154	**WO09154**								
001.300.2490.6150.500		ADMIN ASST I	26.27	80.00	0.00	$2,101.84	$0.00	FEDERAL W/H TAX	$138.44	$0.00
								FICA - SOCIAL SECURITY	$130.31	$130.31
			Totals:	80.00	0.00	$2,101.84	$0.00	FICA - MEDICARE	$30.48	$30.48
								DIRECT DEPOSIT SUREPAY	$1,485.98	$0.00
								ASRS RETIREMENT CLASS 50/50	$249.49	$249.49
								ASRS LTD CLASS	$2.31	$2.31
								STATE W/H TAX	$64.83	$0.00
								Total Deductions:	$2,101.84	$412.59

End of Report

MOUNTAIN INSTITUTE

Payroll Journal Totals

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	8	09/26/2026	10/09/2026	10/16/2026

Item	Amount	Match-Amount	Wage Basis	Payee
Bank Account: TREASURER For Treasurer Posting				
GROSS PAY:	42,549.15			
OVERTIME:	0.00			
ASRS - ACR CERTIFIED	0.00	361.51	3,825.49	Mountain Inst JTED - ASRS
ASRS LTD CERT	23.32	23.32	21,203.78	Mountain Inst JTED - ASRS
ASRS LTD CLASS	14.06	14.06	12,783.78	Mountain Inst JTED - ASRS
ASRS RETIREMENT CERT 50/50	2,516.89	2,516.89	21,203.78	Mountain Inst JTED - ASRS
ASRS RETIREMENT CLASS 50/50	1,517.44	1,517.44	12,783.78	Mountain Inst JTED - ASRS
DENTAL INSURANCE	138.44	0.00	17,048.84	MOUNTAIN INSTITUTE 02
DIRECT DEPOSIT SUREPAY	30,130.94	0.00	0.00	Yavapai County Sch Superintendent
FEDERAL W/H TAX	2,473.92	0.00	37,118.20	Mountain Inst JTED - Fed
FICA - MEDICARE	614.17	614.17	42,356.23	Mountain Inst JTED - Fed
FICA - SOCIAL SECURITY	2,626.07	2,626.07	42,356.23	Mountain Inst JTED - Fed
HEALTH INSURANCE-MEDICAL	142.92	0.00	11,830.60	MOUNTAIN INSTITUTE 02
HEALTH SAVINGS ACCOUNT	50.00	150.00	8,061.59	HEALTH EQUITY, INC.
STATE W/H TAX	1,017.83	0.00	37,118.20	Mountain Inst JTED - State
TAX CREDIT	47.44	0.00	7,030.87	MOUNTAIN INSTITUTE 02
TSA 403b	1,203.70	0.00	5,673.87	TSA CONSULTING GROUP, INC
VISION INSURANCE	32.01	0.00	16,655.33	MOUNTAIN INSTITUTE 02
Deductions Total:	42,549.15	7,823.46		
Employee Net:	0.00			
Bank Acct Total:	50,372.61			

Grand Total: 50,372.61

End of Report

MOUNTAIN INSTITUTE

Direct Deposit Listing

☐ Subtotal by Bank
☐ Prenote Test File

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	8	09/26/2026	10/09/2026	10/16/2026

	Tran Code	ABA ROUTING NUMBER	ACCOUNT NUMBER	AMOUNT	EMP. NUM.	NAME
1	22	1221-0563-4	7802332	$2,049.32	CA72402	CARTIER, DENISE M
2	22	3221-7249-6	450205620757	$1,853.34	DO80972	DOUGHERTY, MICHAEL SCOTT
3	22	1221-0170-6	000273348397	$1,985.63	FR79118	FRENCH, LISA H
4	22	3221-7249-6	450190674751	$1,987.43	LO71276	GRAYBILL, AMANDA J
5	22	1221-0170-6	457035839718	$1,027.17	HA33657	HAMM, TRACI
6	22	1070-0219-2	1350465158	$1,618.54	HU29670	HULBURD, EDITH M
7	22	1250-0010-5	153598074273	$1,506.91	LU07002	LU, CONSTANT
8	22	3221-7249-6	063296798776	$263.59	LU16433	LU, ERLYN
9	22	3221-7215-3	1900000300463	$591.80	MO90138	MONTANO, NORMAN O
10	22	3222-8200-1	400958862708	$1,425.56	MO41454	MOSES, AMANDA S
11	22	3221-7249-6	63296556125	$762.89	OB18672	O"BRIEN, KASH
12	22	1221-0527-8	1209057528	$1,680.86	OR15929	ORTIZ-NUNO, NATALIE
13	22	1221-0002-4	027476244	$3,074.99	PE29926	PEREY, MICHELLE A
14	22	1221-0532-0	5030025786	$1,118.08	RO18374	ROBL, NANCY
15	22	3221-7249-6	450226666755	$2,570.57	RO83192	ROSE, SHAUN-MARIE
16	22	3221-7215-3	1900000416307	$1,330.68	SH31163	SHEPARD, DONNA M
17	22	1140-0009-3	212176998	$2,863.21	ST10008	STITELER, WILLIAM F
18	22	3221-7215-3	1900000300463	$934.39	VE67531	VERGALLA, BONNIE J
19	22	1221-0002-4	650558091	$1,485.98	WO09154	WORKMAN, HEATHER M

BATCH TOTALS:.....	$30,130.94
COMPANY TOTALS:.....	$30,130.94

End of Report

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2026 - 2027

Bank Account: Treasurer YAVAPAI

From Date: 10/14/2026 **To Date:** 10/14/2026

From Check: 967989 **To Check:** 967995

From Voucher: 8 **To Voucher:** 8

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
967989	10/14/2026	HEALTH EQUITY, INC.	$200.00	8	Printed	Payroll Ded	☐		
967990	10/14/2026	Mountain Inst JTED - ASRS	$8,504.93	8	Printed	Payroll Ded	☐		
967991	10/14/2026	Mountain Inst JTED - Fed	$8,954.40	8	Printed	Payroll Ded	☐		
967992	10/14/2026	Mountain Inst JTED - State	$1,017.83	8	Printed	Payroll Ded	☐		
967993	10/14/2026	MOUNTAIN INSTITUTE 02	$360.81	8	Printed	Payroll Ded	☐		
967994	10/14/2026	TSA CONSULTING GROUP, INC	$1,203.70	8	Printed	Payroll Ded	☐		
967995	10/14/2026	Yavapai County Sch Superintendent	$30,130.94	8	Printed	Payroll Ded	☐		
		Total Amount:	$50,372.61						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Entity Number: 13-8-82

Voucher No: 9 **Voucher Date:** 10/30/2026 Prepared By: as

Pay Period: 9
Pay Cycle: BIWEEKLY

Printed: 10/26/2026 11:08:23 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $47,998.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

Administrator

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT_	BOARD MEMBER - SELIGMAN

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	$25,527.43	$1,947.51	$2,559.64	$361.51	$30,396.09
010	$15,024.93	$1,143.80	$1,433.54	$0.00	$17,602.27
	$40,552.36	$3,091.31	$3,993.18	$361.51	$47,998.36

PR #: Voucher Number
Ded Deduction Voucher

Substitute for ADE 40-101

MOUNTAIN INSTITUTE

AZ - County Fund Balances

Fiscal Year: 2026-2027

Voucher No: 9 **Voucher Date:**

Pay Period: 9
Pay Cycle: BIWEEKLY

Fund	Expense Amount	Budget Balances		Cash Balances		Encumbrance Balances	
		Before	After	Before	After	Before	After
001	30,396.09	4,913,992.40	4,883,596.31	2,467,097.57	2,436,701.48	3,131,938.60	3,101,542.51
010	17,602.27	394,919.36	377,317.09	136,902.14	119,299.87	265,520.79	247,918.52
Total:	47,998.36	5,308,911.76	5,260,913.40	2,603,999.71	2,556,001.35	3,397,459.39	3,349,461.03

End of Report

MOUNTAIN INSTITUTE

Payroll Fund Totals

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	9	10/10/2026	10/23/2026	10/30/2026

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	25,527.43	1,947.51	2,921.15	0.00	30,396.09
010	15,024.93	1,143.80	1,433.54	0.00	17,602.27
Period Total:	**$40,552.36**	**$3,091.31**	**$4,354.69**	**$0.00**	**$47,998.36**
Grand Totals:	**$40,552.36**	**$3,091.31**	**$4,354.69**	**$0.00**	**$47,998.36**

End of Report

MOUNTAIN INSTITUTE

Payroll Distribution Report

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:	Group:
BIWEEKLY	9	10/10/2026	10/23/2026	10/30/2026	

ACCOUNT NUMBER	SOC.SEC.#	EMPLOYEE	Period	Gross Wages	Overtime Wages	Social Security	Medicare	Retirement	Workers Compensation	Other Benefits	Total
001.300.2320.6140.500	XXX-XX-0008	STITELER, WILLIAM F	9.00	$5,673.87	$0.00	$349.62	$81.77	$679.73	$0.00	$0.00	$6,784.99
001.300.2320.6150.500	XXX-XX-1276	GRAYBILL, AMANDA J	9.00	$1,454.52	$0.00	$89.10	$20.84	$174.25	$0.00	$0.00	$1,738.71
001.300.2490.6141.500	XXX-XX-9926	PEREY, MICHELLE A	9.00	$3,825.49	$0.00	$237.18	$55.47	$361.51	$0.00	$0.00	$4,479.65
PROGRAM DIRECTOR	XXX-XX-3192	ROSE, SHAUN-MARIE	9.00	$3,814.66	$0.00	$236.51	$55.31	$457.00	$0.00	$0.00	$4,563.48
001.300.2490.6150.500	XXX-XX-9154	WORKMAN, HEATHER M	9.00	$2,101.84	$0.00	$130.31	$30.48	$251.80	$0.00	$0.00	$2,514.43
001.300.2570.6150.500	XXX-XX-1276	GRAYBILL, AMANDA J	9.00	$1,454.52	$0.00	$89.10	$20.84	$174.25	$0.00	$0.00	$1,738.71
001.300.2580.6150.500	XXX-XX-9670	HULBURD, EDITH M	9.00	$2,168.97	$0.00	$134.48	$31.45	$259.85	$0.00	$0.00	$2,594.75
001.300.2590.6150.500	XXX-XX-1454	MOSES, AMANDA S	9.00	$1,963.78	$0.00	$121.75	$28.47	$235.26	$0.00	$0.00	$2,349.26
001.300.2710.6150.500	XXX-XX-7531	VERGALLA, BONNIE J	9.00	$350.75	$0.00	$21.74	$5.08	$42.01	$0.00	$0.00	$419.58
001.319.1000.6112.607	XXX-XX-9118	FRENCH, LISA H	9.00	$374.89	$0.00	$23.24	$5.44	$44.91	$0.00	$0.00	$448.48
001.336.1000.6112.603	XXX-XX-0972	DOUGHERTY, MICHAEL SCOTT	9.00	$1,657.39	$0.00	$102.76	$24.03	$198.55	$0.00	$0.00	$1,982.73
001.400.2710.6150.500	XXX-XX-0138	MONTANO, NORMAN O	9.00	$336.00	$0.00	$20.83	$4.87	$0.00	$0.00	$0.00	$361.70
CLASSIFIED SALARIES	XXX-XX-7531	VERGALLA, BONNIE J	9.00	$350.75	$0.00	$21.75	$5.09	$42.03	$0.00	$0.00	$419.62
010.319.1000.6112.607	XXX-XX-9118	FRENCH, LISA H	9.00	$2,475.96	$0.00	$153.51	$35.90	$296.63	$0.00	$0.00	$2,962.00
010.321.1000.6112.607	XXX-XX-2402	CARTIER, DENISE M	9.00	$2,940.05	$0.00	$182.28	$42.63	$352.21	$0.00	$0.00	$3,517.17
TEACHERS SALARY	XXX-XX-7002	LU, CONSTANT	9.00	$1,667.86	$0.00	$103.41	$24.18	$0.00	$0.00	$0.00	$1,795.45
010.321.1900.6150.607	XXX-XX-6433	LU, ERLYN	9.00	$313.70	$0.00	$19.45	$4.55	$0.00	$0.00	$0.00	$337.70
010.336.1000.6112.603	XXX-XX-0972	DOUGHERTY, MICHAEL SCOTT	9.00	$1,019.27	$0.00	$63.19	$14.78	$122.11	$0.00	$0.00	$1,219.35
010.349.1000.6112.602	XXX-XX-3657	HAMM, TRACI	9.00	$1,348.77	$0.00	$81.35	$19.03	$161.58	$0.00	$0.00	$1,610.73
TEACHERS SALARY	XXX-XX-5929	ORTIZ-NUNO, NATALIE	9.00	$2,283.15	$0.00	$141.56	$33.11	$273.52	$0.00	$0.00	$2,731.34
010.366.1000.6112.607	XXX-XX-1163	SHEPARD, DONNA M	9.00	$1,898.92	$0.00	$115.46	$27.00	$227.49	$0.00	$0.00	$2,268.87
010.366.1900.6150.607	XXX-XX-8374	ROBL, NANCY	9.00	$643.75	$0.00	$39.91	$9.33	$0.00	$0.00	$0.00	$692.99
010.368.1900.6150.603	XXX-XX-8672	O"BRIEN, KASH	9.00	$433.50	$0.00	$26.88	$6.29	$0.00	$0.00	$0.00	$466.67
			TOTALS:	$40,552.36	$0.00	$2,505.37	$585.94	$4,354.69	$0.00	$0.00	$47,998.36

End of Report

MOUNTAIN INSTITUTE

Payroll Journal

Category:

Fiscal Year: 2026-2027
Group:

Includes Unpaid Periods

Sorted by Name

☐ Compare two periods
Type:
Difference: $0.00
☐ With Wage Basis
☐ Include time card positions
Employee: %

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	9	10/10/2026	10/23/2026	10/30/2026

Name of Employee / Funding	SSN / Employee ID	Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
CARTIER, DENISE M	XXX-XX-2402 / CA72402						
010.321.1000.6112.607		DENTAL ASSISTING INSTRUCTOR	56.65	30.00	0.00	$2,940.05	$0.00
			Totals:	30.00	0.00	$2,940.05	$0.00
DOUGHERTY, MICHAEL SCOTT	XXX-XX-0972 / DO80972						
001.336.1000.6112.603		FIRE SCIENCES INSTRUCTOR	44.48	24.77	0.00	$1,657.39	$0.00
010.336.1000.6112.603		FIRE SCIENCES INSTRUCTOR	44.48	15.23	0.00	$1,019.27	$0.00
			Totals:	40.00	0.00	$2,676.66	$0.00

DEDUCTIONS EMPLOYEE — Description:	Amount	Match Net Amount
CARTIER, DENISE M — Net Amount		$0.00
FEDERAL W/H TAX	$274.74	$0.00
FICA - SOCIAL SECURITY	$182.28	$182.28
FICA - MEDICARE	$42.63	$42.63
DIRECT DEPOSIT SUREPAY	$2,049.32	$0.00
ASRS RETIREMENT CERT 50/50	$348.98	$348.98
ASRS LTD CERT	$3.23	$3.23
STATE W/H TAX	$38.87	$0.00
Total Deductions:	$2,940.05	$577.12
DOUGHERTY, MICHAEL SCOTT — Net Amount		$0.00
FEDERAL W/H TAX	$199.23	$0.00
FICA - SOCIAL SECURITY	$165.95	$165.95
FICA - MEDICARE	$38.81	$38.81
DENTAL INSURANCE	$27.90	$0.00
DIRECT DEPOSIT SUREPAY	$1,853.34	$0.00
ASRS RETIREMENT CERT 50/50	$317.72	$317.72
ASRS LTD CERT	$2.94	$2.94
STATE W/H TAX	$70.77	$0.00
Total Deductions:	$2,676.66	$525.42

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime
FRENCH, LISA H							
	XXX-XX-9118	**FR79118**					
001.319.1000.6112.607		COSMETOLOGY INSTRUCTOR	47.38	5.26	0.00	$374.89	$0.00
010.319.1000.6112.607		COSMETOLOGY INSTRUCTOR	47.38	34.74	0.00	$2,475.96	$0.00
			Totals:	40.00	0.00	$2,850.85	$0.00

DEDUCTIONS EMPLOYEE Description:	Amount	Match
Net Amount		$0.00
FEDERAL W/H TAX	$217.65	$0.00
FICA - SOCIAL SECURITY	$176.75	$176.75
FICA - MEDICARE	$41.34	$41.34
DIRECT DEPOSIT SUREPAY	$1,985.63	$0.00
ASRS RETIREMENT CERT 50/50	$338.40	$338.40
ASRS LTD CERT	$3.14	$3.14
STATE W/H TAX	$87.94	$0.00
Total Deductions:	$2,850.85	$559.63

Net Amount		
GRAYBILL, AMANDA J		
	XXX-XX-1276	**LO71276**
001.300.2320.6150.500	ADMIN ASST II/FINANCE OFFICER	36.36 40.00 0.00 $1,454.52 $0.00
001.300.2570.6150.500	ADMIN ASST II/FINANCE OFFICER	36.36 40.00 0.00 $1,454.52 $0.00
	Totals:	80.00 0.00 $2,909.04 $0.00

Net Amount		$0.00
FEDERAL W/H TAX	$219.62	$0.00
FICA - SOCIAL SECURITY	$178.20	$178.20
FICA - MEDICARE	$41.68	$41.68
DENTAL INSURANCE	$28.69	$0.00
VISION INSURANCE	$6.84	$0.00
DIRECT DEPOSIT SUREPAY	$1,987.43	$0.00
HEALTH INSURANCE-MEDICAL	$34.86	$0.00
ASRS RETIREMENT CLASS 50/50	$345.30	$345.30
ASRS LTD CLASS	$3.20	$3.20
STATE W/H TAX	$63.22	$0.00
Total Deductions:	$2,909.04	$568.38

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
HAMM, TRACI								Net Amount		$0.00
	XXX-XX-3657	**HA33657**								
010.349.1000.6112.602		HEALTH CAREERS INSTRUCTOR	0.00	0.00	0.00	$1,348.77	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$81.35	$81.35
			Totals:	0.00	0.00	$1,348.77	$0.00	FICA - MEDICARE	$19.03	$19.03
								DIRECT DEPOSIT SUREPAY	$1,027.17	$0.00
								HEALTH INSURANCE-MEDICAL	$36.60	$0.00
								ASRS RETIREMENT CERT 50/50	$160.10	$160.10
								ASRS LTD CERT	$1.48	$1.48
								STATE W/H TAX	$23.04	$0.00
								Total Deductions:	$1,348.77	$261.96
HULBURD, EDITH M								Net Amount		$0.00
	XXX-XX-9670	**HU29670**								
001.300.2580.6150.500		SIS/DATA COORDINATOR	27.11	80.00	0.00	$2,168.97	$0.00	FEDERAL W/H TAX	$67.30	$0.00
								FICA - SOCIAL SECURITY	$134.48	$134.48
			Totals:	80.00	0.00	$2,168.97	$0.00	FICA - MEDICARE	$31.45	$31.45
								DIRECT DEPOSIT SUREPAY	$1,618.54	$0.00
								ASRS RETIREMENT CLASS 50/50	$257.46	$257.46
								ASRS LTD CLASS	$2.39	$2.39
								STATE W/H TAX	$57.35	$0.00
								Total Deductions:	$2,168.97	$425.78
LU, CONSTANT								Net Amount		$0.00
	XXX-XX-7002	**LU07002**								
010.321.1000.6112.607		DENTAL ASSISTING INSTRUCTOR	32.14	30.00	0.00	$1,667.86	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$103.41	$103.41
			Totals:	30.00	0.00	$1,667.86	$0.00	FICA - MEDICARE	$24.18	$24.18
								DIRECT DEPOSIT SUREPAY	$1,506.91	$0.00
								STATE W/H TAX	$33.36	$0.00
								Total Deductions:	$1,667.86	$127.59

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
LU, ERLYN								Net Amount		$0.00
	XXX-XX-6433	LU16433								
010.321.1900.6150.607		DENTAL ASSISTING TEACHER ASSISTANT	31.37	10.00	0.00	$313.70	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$19.45	$19.45
		Totals:		10.00	0.00	$313.70	$0.00	FICA - MEDICARE	$4.55	$4.55
								DIRECT DEPOSIT SUREPAY	$283.43	$0.00
								STATE W/H TAX	$6.27	$0.00
								Total Deductions:	$313.70	$24.00
MONTANO, NORMAN O								Net Amount		$0.00
	XXX-XX-0138	MO90138								
001.400.2710.6150.500		DRIVER	21.00	16.00	0.00	$336.00	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$20.83	$20.83
		Totals:		16.00	0.00	$336.00	$0.00	FICA - MEDICARE	$4.87	$4.87
								DIRECT DEPOSIT SUREPAY	$298.54	$0.00
								STATE W/H TAX	$11.76	$0.00
								Total Deductions:	$336.00	$25.70
MOSES, AMANDA S								Net Amount		$0.00
	XXX-XX-1454	MO41454								
001.300.2590.6150.500		RECEPTIONIST	24.55	80.00	0.00	$1,963.78	$0.00	FEDERAL W/H TAX	$82.60	$0.00
								FICA - SOCIAL SECURITY	$121.75	$121.75
		Totals:		80.00	0.00	$1,963.78	$0.00	FICA - MEDICARE	$28.47	$28.47
								DENTAL INSURANCE	$28.69	$0.00
								VISION INSURANCE	$6.84	$0.00
								DIRECT DEPOSIT SUREPAY	$1,425.56	$0.00
								ASRS RETIREMENT CLASS 50/50	$233.10	$233.10
								ASRS LTD CLASS	$2.16	$2.16
								STATE W/H TAX	$34.61	$0.00
								Total Deductions:	$1,963.78	$385.48

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
O"BRIEN, KASH								Net Amount		$0.00
	XXX-XX-8672	OB18672								
010.368.1900.6150.603		Welding Teaching Assistant	25.50	17.00	0.00	$433.50	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$26.88	$26.88
		Totals:		17.00	0.00	$433.50	$0.00	FICA - MEDICARE	$6.29	$6.29
								DIRECT DEPOSIT SUREPAY	$393.83	$0.00
								STATE W/H TAX	$6.50	$0.00
								Total Deductions:	$433.50	$33.17
ORTIZ-NUNO, NATALIE								Net Amount		$0.00
	XXX-XX-5929	OR15929								
010.349.1000.6112.602		HEALTH CAREERS INSTRUCTOR	32.99	40.00	0.00	$2,283.15	$0.00	FEDERAL W/H TAX	$77.37	$0.00
								FICA - SOCIAL SECURITY	$141.56	$141.56
		Totals:		40.00	0.00	$2,283.15	$0.00	FICA - MEDICARE	$33.11	$33.11
								VISION INSURANCE	$6.31	$0.00
								DIRECT DEPOSIT SUREPAY	$1,680.86	$0.00
								ASRS RETIREMENT CLASS 50/50	$271.01	$271.01
								ASRS LTD CLASS	$2.51	$2.51
								STATE W/H TAX	$70.42	$0.00
								Total Deductions:	$2,283.15	$448.19
PEREY, MICHELLE A								Net Amount		$0.00
	XXX-XX-9926	PE29926								
001.300.2490.6141.500		ASSOC. SUPERINTENDENT OF PROGRAMS	0.00	0.00	0.00	$3,825.49	$0.00	FEDERAL W/H TAX	$291.37	$0.00
								FICA - SOCIAL SECURITY	$237.18	$237.18
		Totals:		0.00	0.00	$3,825.49	$0.00	FICA - MEDICARE	$55.47	$55.47
								DENTAL INSURANCE	$26.58	$0.00
								VISION INSURANCE	$6.01	$0.00
								DIRECT DEPOSIT SUREPAY	$3,074.99	$0.00
								STATE W/H TAX	$133.89	$0.00
								ASRS - ACR CERTIFIED	$0.00	$361.51
								Total Deductions:	$3,825.49	$654.16

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match Net Amount
ROBL, NANCY								Net Amount		$0.00
	XXX-XX-8374	RO18374								
010.366.1900.6150.607		VETERINARY ASSISTING TA	25.00	25.75	0.00	$643.75	$0.00	FEDERAL W/H TAX	$0.00	$0.00
								FICA - SOCIAL SECURITY	$39.91	$39.91
			Totals:	25.75	0.00	$643.75	$0.00	FICA - MEDICARE	$9.33	$9.33
								DIRECT DEPOSIT SUREPAY	$581.63	$0.00
								STATE W/H TAX	$12.88	$0.00
								Total Deductions:	$643.75	$49.24
ROSE, SHAUN-MARIE								Net Amount		$0.00
	XXX-XX-3192	RO83192								
001.300.2490.6141.500		ASSOC SUPERINTENDENT OF STUDENT SERVICES	47.68	80.00	0.00	$3,814.66	$0.00	FEDERAL W/H TAX	$355.73	$0.00
								FICA - SOCIAL SECURITY	$236.51	$236.51
			Totals:	80.00	0.00	$3,814.66	$0.00	FICA - MEDICARE	$55.31	$55.31
								DIRECT DEPOSIT SUREPAY	$2,609.25	$0.00
								ASRS RETIREMENT CERT 50/50	$452.80	$452.80
								ASRS LTD CERT	$4.20	$4.20
								STATE W/H TAX	$100.86	$0.00
								Total Deductions:	$3,814.66	$748.82
SHEPARD, DONNA M								Net Amount		$0.00
	XXX-XX-1163	SH31163								
010.366.1000.6112.607		DENTAL ASSISTING INSTRUCTOR	31.56	40.00	0.00	$1,898.92	$0.00	FEDERAL W/H TAX	$112.58	$0.00
								FICA - SOCIAL SECURITY	$115.46	$115.46
			Totals:	40.00	0.00	$1,898.92	$0.00	FICA - MEDICARE	$27.00	$27.00
								DIRECT DEPOSIT SUREPAY	$1,330.68	$0.00
								HEALTH INSURANCE-MEDICAL	$36.60	$0.00
								ASRS RETIREMENT CERT 50/50	$225.40	$225.40
								ASRS LTD CERT	$2.09	$2.09
								STATE W/H TAX	$49.11	$0.00
								Total Deductions:	$1,898.92	$369.95

Name of Employee / Funding	SSN	Employee ID / Description	Rate	HOURS Reg	HOURS O/T	INCOME Regular	INCOME Overtime	DEDUCTIONS EMPLOYEE Description:	Amount	Match
STITELER, WILLIAM F								Net Amount	$0.00	
	XXX-XX-0008	ST10008								
001.300.2320.6140.500		SUPERINTENDENT	70.92	80.00	0.00	$5,673.87	$0.00	FEDERAL W/H TAX	$303.57	$0.00
								FICA - SOCIAL SECURITY	$349.62	$349.62
			Totals:	80.00	0.00	$5,673.87	$0.00	FICA - MEDICARE	$81.77	$81.77
								DENTAL INSURANCE	$26.58	$0.00
								TAX CREDIT	$30.77	$0.00
								VISION INSURANCE	$6.01	$0.00
								DIRECT DEPOSIT SUREPAY	$2,863.21	$0.00
								TSA 403b	$1,203.70	$0.00
								HEALTH INSURANCE-MEDICAL	$34.86	$0.00
								ASRS RETIREMENT CERT 50/50	$673.49	$673.49
								ASRS LTD CERT	$6.24	$6.24
								STATE W/H TAX	$94.05	$0.00
								Total Deductions:	$5,673.87	$1,111.12
VERGALLA, BONNIE J								Net Amount	$0.00	
	XXX-XX-7531	VE67531								
001.300.2710.6150.500		Transportation Coordinator/Driver	23.00	15.25	0.00	$350.75	$0.00	FEDERAL W/H TAX	$50.00	$0.00
001.400.2710.6150.500		Transportation Coordinator/Driver	23.00	15.25	0.00	$350.75	$0.00	FICA - SOCIAL SECURITY	$43.49	$43.49
								FICA - MEDICARE	$10.17	$10.17
			Totals:	30.50	0.00	$701.50	$0.00	TAX CREDIT	$16.67	$0.00
								DIRECT DEPOSIT SUREPAY	$481.67	$0.00
								ASRS RETIREMENT CLASS 50/50	$83.27	$83.27
								ASRS LTD CLASS	$0.77	$0.77
								STATE W/H TAX	$15.46	$0.00
								Total Deductions:	$701.50	$137.70

Name of Employee	SSN	Employee ID		HOURS		INCOME		DEDUCTIONS EMPLOYEE		
Funding		Description	Rate	Reg	O/T	Regular	Overtime	Description:	Amount	Match Net Amount
WORKMAN, HEATHER M								Net Amount	$0.00	
	XXX-XX-9154	**WO09154**								
001.300.2490.6150.500		ADMIN ASST I	26.27	80.00	0.00	$2,101.84	$0.00	FEDERAL W/H TAX	$138.44	$0.00
								FICA - SOCIAL SECURITY	$130.31	$130.31
			Totals:	80.00	0.00	$2,101.84	$0.00	FICA - MEDICARE	$30.48	$30.48
								DIRECT DEPOSIT SUREPAY	$1,485.98	$0.00
								ASRS RETIREMENT CLASS 50/50	$249.49	$249.49
								ASRS LTD CLASS	$2.31	$2.31
								STATE W/H TAX	$64.83	$0.00
								Total Deductions:	$2,101.84	$412.59

End of Report

MOUNTAIN INSTITUTE

Payroll Journal Totals

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	9	10/10/2026	10/23/2026	10/30/2026

Item	Amount	Match-Amount	Wage Basis	Payee
Bank Account: TREASURER For Treasurer Posting				
GROSS PAY:	40,552.36			
OVERTIME:	0.00			
ASRS - ACR CERTIFIED	0.00	361.51	3,825.49	Mountain Inst JTED - ASRS
ASRS LTD CERT	23.32	23.32	21,203.78	Mountain Inst JTED - ASRS
ASRS LTD CLASS	13.34	13.34	12,128.28	Mountain Inst JTED - ASRS
ASRS RETIREMENT CERT 50/50	2,516.89	2,516.89	21,203.78	Mountain Inst JTED - ASRS
ASRS RETIREMENT CLASS 50/50	1,439.63	1,439.63	12,128.28	Mountain Inst JTED - ASRS
DENTAL INSURANCE	138.44	0.00	17,048.84	MOUNTAIN INSTITUTE 02
DIRECT DEPOSIT SUREPAY	28,537.97	0.00	0.00	Yavapai County Sch Superintendent
FEDERAL W/H TAX	2,390.20	0.00	35,249.22	Mountain Inst JTED - Fed
FICA - MEDICARE	585.94	585.94	40,409.44	Mountain Inst JTED - Fed
FICA - SOCIAL SECURITY	2,505.37	2,505.37	40,409.44	Mountain Inst JTED - Fed
HEALTH INSURANCE-MEDICAL	142.92	0.00	11,830.60	MOUNTAIN INSTITUTE 02
STATE W/H TAX	975.19	0.00	35,249.22	Mountain Inst JTED - State
TAX CREDIT	47.44	0.00	6,375.37	MOUNTAIN INSTITUTE 02
TSA 403b	1,203.70	0.00	5,673.87	TSA CONSULTING GROUP, INC
VISION INSURANCE	32.01	0.00	16,655.33	MOUNTAIN INSTITUTE 02
Deductions Total:	40,552.36	7,446.00		
Employee Net:	0.00			
Bank Acct Total:	47,998.36			

Grand Total: 47,998.36

End of Report

MOUNTAIN INSTITUTE

Direct Deposit Listing

☐ Subtotal by Bank
☐ Prenote Test File

Fiscal Year: 2026-2027

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
BIWEEKLY	9	10/10/2026	10/23/2026	10/30/2026

	Tran Code	ABA ROUTING NUMBER	ACCOUNT NUMBER	AMOUNT	EMP. NUM.	NAME
1	22	1221-0563-4	7802332	$2,049.32	CA72402	CARTIER, DENISE M
2	22	3221-7249-6	450205620757	$1,853.34	DO80972	DOUGHERTY, MICHAEL SCOTT
3	22	1221-0170-6	000273348397	$1,985.63	FR79118	FRENCH, LISA H
4	22	3221-7249-6	450190674751	$1,987.43	LO71276	GRAYBILL, AMANDA J
5	22	1221-0170-6	457035839718	$1,027.17	HA33657	HAMM, TRACI
6	22	1070-0219-2	1350465158	$1,618.54	HU29670	HULBURD, EDITH M
7	22	1250-0010-5	153598074273	$1,506.91	LU07002	LU, CONSTANT
8	22	3221-7249-6	063296798776	$283.43	LU16433	LU, ERLYN
9	22	3221-7215-3	1900000300463	$298.54	MO90138	MONTANO, NORMAN O
10	22	3222-8200-1	400958862708	$1,425.56	MO41454	MOSES, AMANDA S
11	22	3221-7249-6	63296556125	$393.83	OB18672	O"BRIEN, KASH
12	22	1221-0527-8	1209057528	$1,680.86	OR15929	ORTIZ-NUNO, NATALIE
13	22	1221-0002-4	027476244	$3,074.99	PE29926	PEREY, MICHELLE A
14	22	1221-0532-0	5030025786	$581.63	RO18374	ROBL, NANCY
15	22	3221-7249-6	450226666755	$2,609.25	RO83192	ROSE, SHAUN-MARIE
16	22	3221-7215-3	1900000416307	$1,330.68	SH31163	SHEPARD, DONNA M
17	22	1140-0009-3	212176998	$2,863.21	ST10008	STITELER, WILLIAM F
18	22	3221-7215-3	1900000300463	$481.67	VE67531	VERGALLA, BONNIE J
19	22	1221-0002-4	650558091	$1,485.98	WO09154	WORKMAN, HEATHER M

BATCH TOTALS:.....	$28,537.97
COMPANY TOTALS:.....	$28,537.97

End of Report

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2026 - 2027

Bank Account: Treasurer YAVAPAI

From Date: 10/28/2026 **To Date:** 10/28/2026

From Check: 969117 **To Check:** 969122

From Voucher: 9 **To Voucher:** 9

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
969117	10/28/2026	Mountain Inst JTED - ASRS	$8,347.87	9	Printed	Payroll Ded	☐		
969118	10/28/2026	Mountain Inst JTED - Fed	$8,572.82	9	Printed	Payroll Ded	☐		
969119	10/28/2026	Mountain Inst JTED - State	$975.19	9	Printed	Payroll Ded	☐		
969120	10/28/2026	MOUNTAIN INSTITUTE 02	$360.81	9	Printed	Payroll Ded	☐		
969121	10/28/2026	TSA CONSULTING GROUP, INC	$1,203.70	9	Printed	Payroll Ded	☐		
969122	10/28/2026	Yavapai County Sch Superintendent	$28,537.97	9	Printed	Payroll Ded	☐		

Total Amount: $47,998.36

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2715 **Voucher Date:** 09/29/2026 Prepared By: as

Printed: 09/29/2026 05:47:51 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $4,684.40 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT_	BOARD MEMBER - SELIGMAN

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$1,547.48
610	UNRESTRICTED CAPITAL OUTLAY	$3,136.92
		$4,684.40

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2715 **Voucher Date:** 09/29/2026 Prepared By:

Printed: 09/29/2026 05:19:11 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $4,684.40 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

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MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
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BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT	BOARD MEMBER - SELIGMAN

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$1,547.48
610	UNRESTRICTED CAPITAL OUTLAY	$3,136.92
		$4,684.40

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2715 **09/29/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
AMAZON CAPITAL SERVICES							
Check Group:							
Centerpointe Janitorial Supplies		5	215	1jdv-gwyt-dcch 9/29/2026	001.300.2610.6610.607 Undesignated		$122.28
					Check #: 0		
						PO/InvoiceTotal:	$122.28
Check Group:							
wireless keyboard		1	218	19gv-kfk3-gyth 9/29/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$40.43
					Check #: 0		
						PO/InvoiceTotal:	$40.43
Check Group:							
Respirators		6	221	1qt7-g4kg-qqrl 9/29/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS		$121.86
Disinfecting Wipes		1	221	1qt7-g4kg-qqrl 9/29/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS		$16.43
Tax & Shipping		1	221	1qt7-g4kg-qqrl 9/29/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS		$12.87
					Check #: 0		
						PO/InvoiceTotal:	$151.16
						Vendor Total:	$313.87
B&W FIRE SECURITY SYSTEMS LLC							
Check Group:							
Fire Alarm Monitoring		1	227	698157 9/29/2026	001.319.2670.6810.607 Undesignated		$45.00
Fire Alarm Monitoring		1	227	698157 9/29/2026	001.321.2670.6810.607 Undesignated		$45.00
Fire Alarm Monitoring		1	227	698157 9/29/2026	001.366.2670.6810.607 Undesignated		$45.00
					Check #: 0		

Voucher Detail Listing

Voucher Batch Number: 2715 **09/29/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						PO/InvoiceTotal:	$135.00
						Vendor Total:	$135.00
CASTLE BRANCH-A DISA COMPANY							
Check Group:							
MA		2	63	1039504-in 9/29/2026	001.349.1000.6810.602 DUES AND FEES		$116.09
Dental		2	63	1039504-in 9/29/2026	001.321.1000.6810.607 DUES AND FEES		$169.38
					Check #: 0		
						PO/InvoiceTotal:	$285.47
						Vendor Total:	$285.47
COMPLETE BOOK & MEDIA SUPPLY, LLC							
Check Group:							
Fundamentals of Case Management Practice		14	208	2182854 9/29/2026	610.351.1000.6642.610 Undesignated		$2,870.00
Tax		1	208	2182854 9/29/2026	610.351.1000.6642.610 Undesignated		$266.92
					Check #: 0		
						PO/InvoiceTotal:	$3,136.92
						Vendor Total:	$3,136.92
CYNTHIA JEAN PERPICH							
Check Group:							
Social Media/Marketing		14	140	7 9/29/2026	001.300.2560.6340.500 TECHNICAL SERVICES		$350.00
					Check #: 0		
						PO/InvoiceTotal:	$350.00
						Vendor Total:	$350.00
MARIANNA INDUSTRIE, INC							
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 2715 **09/29/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Barbicide Disinfectant Gallon		8	209	054011-26 9/29/2026	001.319.1000.6610.607 Undesignated	$216.00
Hair Shaper Blades		12	209	054011-26 9/29/2026	001.319.1000.6610.607 Undesignated	$48.60
Bleach Guard Towels		30	209	054011-26 9/29/2026	001.319.1000.6610.607 Undesignated	$108.00
Tax & Shipping		1	209	054011-26 9/29/2026	001.319.1000.6610.607 Undesignated	$90.54

Check #: 0

PO/InvoiceTotal:	$463.14
Vendor Total:	$463.14
Grand Total:	$4,684.40

End of Report

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE WA 98124-5184

B&W FIRE SECURITY SYSTEMS LLC
8544 E EASTRIDGE RD
PRESCOTT VALLEY AZ 86314

CASTLE BRANCH-A DISA COMPANY
PO BOX 737769
DALAS TX 75373-7769

COMPLETE BOOK & MEDIA SUPPLY, LLC
1200 TORO GRANDE DR.
SUITE200
CEDAR PARK TX 78613

CYNTHIA JEAN PERPICH
542 BROADVIEW DR
PRESCOTT AZ 86303

MARIANNA INDUSTRIE, INC
11222 I STREET
OMAHA NE 68137

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2026 - 2027

Bank Account: Treasurer YAVAPAI

From Date:	09/29/2026	**To Date:**	09/29/2026
From Check:	966727	**To Check:**	966732
From Voucher:	2715	**To Voucher:**	2715

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
966727	09/29/2026	AMAZON CAPITAL SERVICES	$313.87	2715	Printed	Expense	☐		
966728	09/29/2026	B&W FIRE SECURITY SYSTEMS LLC	$135.00	2715	Printed	Expense	☐		
966729	09/29/2026	CASTLE BRANCH-A DISA COMPANY	$285.47	2715	Printed	Expense	☐		
966730	09/29/2026	COMPLETE BOOK & MEDIA SUPPLY,	$3,136.92	2715	Printed	Expense	☐		
966731	09/29/2026	CYNTHIA JEAN PERPICH	$350.00	2715	Printed	Expense	☐		
966732	09/29/2026	MARIANNA INDUSTRIE, INC	$463.14	2715	Printed	Expense	☐		
		Total Amount:	$4,684.40						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2716 **Voucher Date:** 09/30/2026 Prepared By: ag

Printed: 09/30/2026 10:23:08 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $391,331.65 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT_	BOARD MEMBER - SELIGMAN

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$391,331.65
		$391,331.65

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2716 **Voucher Date:** 09/30/2026 Prepared By:

Printed: 09/30/2026 09:35:46 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $391,331.65 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT_	BOARD MEMBER - SELIGMAN

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$391,331.65
		$391,331.65

Created By: 828.aloerke **Posted By:** 828.aloerke **Date:** 09/30/2026 09:35:35 Page: 1

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2716 **09/30/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
ASH FORK USD #31						
Check Group:						
596 Estimated Passthrough		1	95	09302026 9/30/2026	001.300.1000.6870.501 PASS-THRU PAYMENTS-SATELLITE ALLOCATIONS	$14,722.13
					Check #: 0	
					PO/InvoiceTotal:	$14,722.13 ✓
					Vendor Total:	$14,722.13
BAGDAD USD #20						
Check Group:						
596 Estimated passthrough		1	96	09302026 9/30/2026	001.300.1000.6870.502 PASS-THRU PAYMENTS-SATELLITE ALLOCATIONS	$25,604.74
					Check #: 0	
					PO/InvoiceTotal:	$25,604.74 ✓
					Vendor Total:	$25,604.74
CHINO VALLEY USD #51						
Check Group:						
596 Estimated Passthrough		1	93	09302026 9/30/2026	001.300.1000.6870.503 PASS-THRU PAYMENTS-SATELLITE ALLOCATIONS	$84,452.81
					Check #: 0	
					PO/InvoiceTotal:	$84,452.81 ✓
					Vendor Total:	$84,452.81
HUSD #22						
Check Group:						
596 Estimated Passthrough		1	97	09302026 9/30/2026	001.300.1000.6870.504 PASS-THRU PAYMENTS-SATELLITE ALLOCATIONS	$163,058.15
					Check #: 0	
					PO/InvoiceTotal:	$163,058.15 ✓
					Vendor Total:	$163,058.15
MAYER USD #43						
Check Group:						

Voucher Detail Listing

Voucher Batch Number: 2716 **09/30/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
596 Estimated Passthrough		1	98	09302026 9/30/2026	001.300.1000.6870.505 PASS-THRU PAYMENTS-SATELLITE ALLOCATIONS	$7,753.75
					Check #: 0	
					PO/InvoiceTotal:	$7,753.75 ✓
					Vendor Total:	$7,753.75
PRESCOTT UNIFIED SCHOOL DIST. #1						
Check Group:						
596 Estimated Passthrough		1	92	09302026 9/30/2026	001.300.1000.6870.507 PASS-THRU PAYMENTS-SATELLITE ALLOCATIONS	$92,661.77
					Check #: 0	
					PO/InvoiceTotal:	$92,661.77 ✓
					Vendor Total:	$92,661.77
SELIGMAN USD # 40						
Check Group:						
596 Estimated Passthrough		1	53	09302026 9/30/2026	001.300.1000.6870.507 PASS-THRU PAYMENTS-SATELLITE ALLOCATIONS	$3,078.30
					Check #: 0	
					PO/InvoiceTotal:	$3,078.30 ✓
					Vendor Total:	$3,078.30
					Grand Total:	$391,331.65

End of Report

ASH FORK USD #31
PO BOX 247
ASH FORK AZ 86320

BAGDAD USD #20
PO BOX 427
BAGDAD AZ 86321

CHINO VALLEY USD #51
650 EAST CENTER ST
CHINO VALLEY AZ 86323

HUSD #22
6411 N ROBERT RD
PRESCOTT VALLEY AZ 86314

MAYER USD #43
PO BOX 1059
MAYER AZ 86333

PRESCOTT UNIFIED SCHOOL DIST. #1
300 E. GURLEY ST.
PRESCOTT AZ 86301

SELIGMAN USD # 40
PO BOX 650
SELIGMAN AZ 86337

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2026 - 2027

Bank Account: Treasurer YAVAPAI

From Date:	09/30/2026	**To Date:**	09/30/2026
From Check:	966733	**To Check:**	966739
From Voucher:	2716	**To Voucher:**	2716

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
966733	09/30/2026	ASH FORK USD #31	$14,722.13	2716	Printed	Expense	☐		
966734	09/30/2026	BAGDAD USD #20	$25,604.74	2716	Printed	Expense	☐		
966735	09/30/2026	CHINO VALLEY USD #51	$84,452.81	2716	Printed	Expense	☐		
966736	09/30/2026	HUSD #22	$163,058.15	2716	Printed	Expense	☐		
966737	09/30/2026	MAYER USD #43	$7,753.75	2716	Printed	Expense	☐		
966738	09/30/2026	PRESCOTT UNIFIED SCHOOL DIST.	$92,661.77	2716	Printed	Expense	☐		
966739	09/30/2026	SELIGMAN USD # 40	$3,078.30	2716	Printed	Expense	☐		
		Total Amount:	$391,331.65						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2717 **Voucher Date:** 10/08/2026 Prepared By:

Printed: 10/09/2026 10:31:33 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $48,073.99 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT	BOARD MEMBER - SELIGMAN

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$10,210.00
349	NATIONAL FOREST FEES	$20,000.00
374	E-RATE TELE-COMMUNICATIONS	$720.00
610	UNRESTRICTED CAPITAL OUTLAY	$17,143.99
		$48,073.99

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2717 **Voucher Date:** 10/08/2026 Prepared By:

Printed: 10/08/2026 01:52:16 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $48,073.99 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

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MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT_	BOARD MEMBER - SELIGMAN

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$10,210.00
349	NATIONAL FOREST FEES	$20,000.00
374	E-RATE TELE-COMMUNICATIONS	$720.00
610	UNRESTRICTED CAPITAL OUTLAY	$17,143.99
		$48,073.99

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2717 **10/08/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
APS							
Check Group:							
Power at Centerpointe		0.33	110	10082026 10/8/2026	001.321.2610.6810.607 Undesignated		$138.78
Power at Centerpointe		0.32	110	10082026 10/8/2026	001.366.2610.6810.607 Undesignated		$134.58
Power at Centerpoint		0.35	110	10082026 10/8/2026	001.319.2610.6810.607 Undesignated		$147.20
					Check #: 0		
						PO/InvoiceTotal:	$420.56 ✓
						Vendor Total:	$420.56 ✓
AZ ASSOCIATION OF SCHOOL BUS OFFICALS							
Check Group:							
Various Training		2	230	200056572 10/8/2026	001.300.2570.6810.500 DUES AND FEES		$190.00
					Check #: 0		
						PO/InvoiceTotal:	$190.00 ✓
						Vendor Total:	$190.00 ✓
Budget Storage							
Check Group:							
Storage Unit Rental		1	71	0195157 10/8/2026	001.300.2610.6441.500 RENTING LAND AND BUILDINGS		$300.00
					Check #: 0		
						PO/InvoiceTotal:	$300.00 ✓
						Vendor Total:	$300.00 ✓
CASEY ROSE CROWLEY							
Check Group:							
Ed Professions Instructional Services		21	198	3 10/8/2026	001.326.2212.6810.606 Undesignated		$840.00
					Check #: 0		

Voucher Detail Listing

Voucher Batch Number: 2717 **10/08/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					PO/InvoiceTotal:	$840.00
					Vendor Total:	$840.00
CATEGORY NETWORKS LLC						
Check Group:						
Video Intercom Reader		2	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$2,758.62
5 Year Intercom License capacity increase		2	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$2,758.62
5 Year Camera License capacity increase		2	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$1,516.62
Outdoor Camera		2	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$2,620.62
Wireless Door Sensor		2	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$136.62
Wireless Hub		1	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$413.31
Pullman Latchbolt		2	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$884.42
Altronix Power Supply		1	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$268.55
Installation Labor		1	127	8675807 10/8/2026	610.319.2670.6340.607 Undesignated	$4,000.00
Tax & Shipping		1	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$1,235.99
Conduit Surface Mount		2	127	8675807 10/8/2026	610.319.2670.6737.607 Undesignated	$550.62
					Check #: 0	
					PO/InvoiceTotal:	$17,143.99
					Vendor Total:	$17,143.99
CHELSEA ORTIZ						

Voucher Detail Listing

Voucher Batch Number: 2717 **10/08/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Check Group:							
apprenticeship handbook and employer		1	241	10082026 10/8/2026	001.300.2530.6810.500 DUES AND FEES		$3,000.00
					Check #: 0		
						PO/InvoiceTotal:	$3,000.00
						Vendor Total:	$3,000.00
CHRISTOPHER F ROBLES							
Check Group:							
Cleaning at Centerpointe		1	85	2 10/8/2026	001.321.2610.6810.607 Undesignated		$113.66
Cleaning at Centerpointe		1	85	2 10/8/2026	001.366.2610.6810.607 Undesignated		$113.66
Cleaning at Centerpointe		1	85	2 10/8/2026	001.319.2610.6810.607 Undesignated		$113.68
					Check #: 0		
						PO/InvoiceTotal:	$341.00
						Vendor Total:	$341.00
HENRY SCHEIN-ONE							
Check Group:							
Dentrix Support Contracted		1	111	10082026a 10/8/2026	001.321.2230.6810.607 DUES AND FEES		$256.86
Dentrix Support Contracted		1	111	inv-7358965 10/8/2026	001.321.2230.6810.607 DUES AND FEES		$240.17
					Check #: 0		
						PO/InvoiceTotal:	$497.03
						Vendor Total:	$497.03
HOSA NATIONAL							
Check Group:							
Student Registration		26	225	10082026a 10/8/2026	001.349.1000.6810.602 DUES AND FEES		$520.00

Voucher Detail Listing

Voucher Batch Number: 2717 **10/08/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Advisor Registration		1	225	10082026a 10/8/2026	001.349.1000.6810.602 DUES AND FEES		$20.00
					Check #: 0		
						PO/InvoiceTotal:	$540.00
Check Group:							
Student Registration		12	226	99770940 10/8/2026	001.321.1000.6810.607 DUES AND FEES		$240.00
					Check #: 0		
						PO/InvoiceTotal:	$240.00
Check Group:							
Advisor Registration		2	228	10082026 10/8/2026	001.366.1000.6810.607 DUES AND FEES		$40.00
Student Registration		37	228	10082026 10/8/2026	001.366.1000.6810.607 DUES AND FEES		$740.00
					Check #: 0		
						PO/InvoiceTotal:	$780.00
						Vendor Total:	$1,560.00
HOSA-FUTURE HEALTH PROFESSIONALS							
Check Group:							
HOSA Leadership Camp Student Registration		4	223	10082026 10/8/2026	001.321.1000.6810.607 DUES AND FEES		$900.00
HOSA Leadership Camp Advisor Registration		1	223	10082026 10/8/2026	001.321.1000.6810.607 DUES AND FEES		$225.00
					Check #: 0		
						PO/InvoiceTotal:	$1,125.00
						Vendor Total:	$1,125.00
IDENTISYS INCORPORATED							
Check Group:							
ID cards pack of 500		1	103	782320 10/8/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$59.00

Voucher Detail Listing

Voucher Batch Number: 2717 **10/08/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
ID Printer Ink Ribbon		1	103	782320 10/8/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$59.00
Tax & Shipping		1	103	782320 10/8/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$49.14
					Check #: 0		
						PO/InvoiceTotal:	$167.14
						Vendor Total:	$167.14
MICHELLE PEREY							
Check Group:							
Marketing Supplies for Fall Festival		1	240	10082026 10/8/2026	001.300.2560.6610.500 GENERAL SUPPLIES		$48.58
					Check #: 0		
						PO/InvoiceTotal:	$48.58
						Vendor Total:	$48.58
OFFICE DEPOT							
Check Group:							
District Office Supplies		0.25	48	484242252001 10/8/2026	001.300.2510.6610.500 GENERAL SUPPLIES		$80.54
MA Supplies		0.25	48	484242252001 10/8/2026	001.349.1000.6610.602 GENERAL SUPPLIES		$80.54
Vet Assisting Supplies		0.23	48	484242252001 10/8/2026	001.366.1000.6610.607 SUPPLIES AND MATERIALS		$74.10
Dental Assisting Supplies		0.27	48	484242252001 10/8/2026	001.321.1000.6610.607 GENERAL SUPPLIES		$86.99
					Check #: 0		
						PO/InvoiceTotal:	$322.17
						Vendor Total:	$322.17
SCRUBS 4 LESS							
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 2717 **10/08/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Marketing Shirts		2	238	213168-1 10/8/2026	001.300.2560.6610.500 GENERAL SUPPLIES	$59.43
					Check #: 0	
					PO/InvoiceTotal:	$59.43
					Vendor Total:	$59.43
Shred-It USA						
Check Group:						
District Office Shredding Fees		1	72	8015635676 10/8/2026	001.300.2510.6810.500 DUES AND FEES	$183.49
					Check #: 0	
					PO/InvoiceTotal:	$183.49
					Vendor Total:	$183.49
SIR SPEEDY #2143						
Check Group:						
Envelopes		1	236	213122 10/8/2026	001.300.2560.6532.500 OTHER COMMUNICATION SERVICES	$546.50
					Check #: 0	
					PO/InvoiceTotal:	$546.50
					Vendor Total:	$546.50
SKILLS USA ARIZONA						
Check Group:						
CTSO Registration		19	224	m474215 10/8/2026	001.368.1000.6810.603 DUES AND FEES	$380.00
CTSO Registration		1	224	m474215 10/8/2026	001.368.1000.6810.603 DUES AND FEES	$25.00
					Check #: 0	
					PO/InvoiceTotal:	$405.00
					Vendor Total:	$405.00
THE LEDBETTER LAW FIRM, P.L.C.						
Check Group:						

Voucher Detail Listing

Voucher Batch Number: 2717 **10/08/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Amicus Brief		1	242	44705 10/8/2026	349.300.2330.6810.500 Undesignated		$20,000.00
					Check #: 0		
						PO/InvoiceTotal:	$20,000.00
						Vendor Total:	$20,000.00
WILLIAM STITELER							
Check Group:							
Food for Gov. Bd. Mtg		1	239	10082026 10/8/2026	001.300.2310.6610.500 GENERAL SUPPLIES		$57.10
					Check #: 0		
						PO/InvoiceTotal:	$57.10
						Vendor Total:	$57.10
YAVAPAI COLLEGE							
Check Group:							
BLS Cards-Dental		21	237	09292026-micted-dent 10/8/2026	001.321.1000.6610.607 GENERAL SUPPLIES		$147.00
					Check #: 0		
						PO/InvoiceTotal:	$147.00
						Vendor Total:	$147.00
YCETC							
Check Group:							
Internet Access @77%		3000	61	26-1131 10/8/2026	374.300.2610.6531.500 Telephone		$420.00
Administrative Fee		3000	61	26-1131 10/8/2026	374.300.2610.6531.500 Telephone		$300.00
					Check #: 0		
						PO/InvoiceTotal:	$720.00
						Vendor Total:	$720.00

Voucher Detail Listing

Voucher Batch Number: 2717 **10/08/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount

Grand Total: $48,073.99

End of Report

APS
400 N 5TH STREET MS 8657
PHOENIX AZ 85004

AZ ASSOCIATION OF SCHOOL BUS

2100 N CENTRAL AVE #202
PHOENIX AZ 85004

Budget Storage
9101 East Valley Rd
Prescott Valley AZ 86314

CASEY ROSE CROWLEY
333 N VIRGINIA ST.
PRESCOTT AZ 86301

CATEGORY NETWORKS LLC
250 W Navajo Rd
Tucson AZ 85705

CHELSEA ORTIZ
38482 BARLOW PARKWAY
SANDY OR 97055

CHRISTOPHER F ROBLES
8113 ROSALIE
PRESCOTT VALLEY AZ 86314

HENRY SCHEIN-ONE
DEPT. CH 14200
PALATINE IL 60055-4200

HOSA NATIONAL
548 SILICON DRIVE, SUITE 101
SOUTHLAKE TX 76092

HOSA-FUTURE HEALTH PROFESSIONALS
P.O. Box 1440
Owasso OK 74055

IDENTISYS INCORPORATED
7630 COMMERCE WAY
EDEN PRAIRIE MN 55344

MICHELLE PEREY
1675 N SAN ANTONIO RD
CHINO VALLEY AZ 86323

OFFICE DEPOT
PO BOX 633211
CINCINNATI OH 45263-3211

SCRUBS 4 LESS
7800 E. State Route 69
Suite B-1
PRESCOTT VALLEY AZ 86314

Shred-It USA
28883 Network Place
Chicago IL 60673-1288

SIR SPEEDY #2143
1961 COMMERCE CENTER CIRCLE
PRESCOTT AZ 86301

SKILLS USA ARIZONA
PO BOX 1440
OWASSO OK 74055

THE LEDBETTER LAW FIRM, P.L.C.
1003 N MAIN ST.
COTTONWOOD AZ 86326

WILLIAM STITELER
13029 E ACOSTA ST
DEWEY AZ 86327

YAVAPAI COLLEGE
ATTN: BUSINESS OFFICE
1100 E. SHELDON ST.
PRESCOTT AZ 86301

YCETC
ATTENTION: RACHEL FISHER
4745 ALDRICH DRIVE S.
PRESCOTT AZ 86305

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2026 - 2027

Bank Account: Treasurer YAVAPAI

From Date: 10/09/2026 **To Date:** 10/09/2026

From Check: 967921 **To Check:** 967941

From Voucher: 2717 **To Voucher:** 2717

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
967921	10/09/2026	APS	$420.56	2717	Printed	Expense	☐		
967922	10/09/2026	AZ ASSOCIATION OF SCHOOL BUS O	$190.00	2717	Printed	Expense	☐		
967923	10/09/2026	Budget Storage	$300.00	2717	Printed	Expense	☐		
967924	10/09/2026	CASEY ROSE CROWLEY	$840.00	2717	Printed	Expense	☐		
967925	10/09/2026	CATEGORY NETWORKS LLC	$17,143.99	2717	Printed	Expense	☐		
967926	10/09/2026	CHELSEA ORTIZ	$3,000.00	2717	Printed	Expense	☐		
967927	10/09/2026	CHRISTOPHER F ROBLES	$341.00	2717	Printed	Expense	☐		
967928	10/09/2026	HENRY SCHEIN-ONE	$497.03	2717	Printed	Expense	☐		
967929	10/09/2026	HOSA NATIONAL	$1,560.00	2717	Printed	Expense	☐		
967930	10/09/2026	HOSA-FUTURE HEALTH PROFESSIONA	$1,125.00	2717	Printed	Expense	☐		
967931	10/09/2026	IDENTISYS INCORPORATED	$167.14	2717	Printed	Expense	☐		
967932	10/09/2026	MICHELLE PEREY	$48.58	2717	Printed	Expense	☐		
967933	10/09/2026	OFFICE DEPOT	$322.17	2717	Printed	Expense	☐		
967934	10/09/2026	SCRUBS 4 LESS	$59.43	2717	Printed	Expense	☐		
967935	10/09/2026	Shred-It USA	$183.49	2717	Printed	Expense	☐		
967936	10/09/2026	SIR SPEEDY #2143	$546.50	2717	Printed	Expense	☐		
967937	10/09/2026	SKILLS USA ARIZONA	$405.00	2717	Printed	Expense	☐		
967938	10/09/2026	THE LEDBETTER LAW FIRM, P.L.C.	$20,000.00	2717	Printed	Expense	☐		
967939	10/09/2026	WILLIAM STITELER	$57.10	2717	Printed	Expense	☐		
967940	10/09/2026	YAVAPAI COLLEGE	$147.00	2717	Printed	Expense	☐		
967941	10/09/2026	YCETC	$720.00	2717	Printed	Expense	☐		
		Total Amount:	$48,073.99						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2718 **Voucher Date:** 10/20/2026 Prepared By: as

Printed: 10/20/2026 05:30:56 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $14,614.56 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT_	BOARD MEMBER - SELIGMAN

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$8,134.56
010	CLASSROOM SITE FUND	$5,700.00
610	UNRESTRICTED CAPITAL OUTLAY	$780.00
		$14,614.56

Created By: 828.aloerke **Posted By:** 828.aloerke **Date:** 10/20/2026 14:53:24 Page: 1

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2718 **10/20/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
AMANDA MOSES							
Check Group:							
Mileage/Meals for Training		1	86	10202026 10/20/2026	001.300.2570.6580.500 TRAVEL		$339.95
					Check #: 0		
						PO/InvoiceTotal:	$339.95
						Vendor Total:	$339.95
AMAZON CAPITAL SERVICES							
Check Group:							
Ziploc Bags		1	231	11nq-7tj3-9j4w 10/20/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS		$16.79
Tax & Shipping		1	231	11nq-7tj3-9j4w 10/20/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS		$1.56
					Check #: 0		
						PO/InvoiceTotal:	$18.35
Check Group:							
Upholstery Consumable Supplies		22	235	17kg-3qdg-qd6p 10/20/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS		$414.49
Tax & Shipping		1	235	17kg-3qdg-qd6p 10/20/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS		$38.57
					Check #: 0		
						PO/InvoiceTotal:	$453.06
Check Group:							
Replacement Chromebook Chargers		11	243	1c9w-dfc6-pmfd 10/20/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$145.43
Tax & Shipping		1	243	1c9w-dfc6-pmfd 10/20/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$13.53
					Check #: 0		
						PO/InvoiceTotal:	$158.96
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 2718 **10/20/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Pencil Cases for Shears set pf 24		2	244	1hqg-vfgl-7vhh 10/20/2026	001.319.1000.6610.607 Undesignated		$87.98
Tax & Shipping		1	244	1hqg-vfgl-7vhh 10/20/2026	001.319.1000.6610.607 Undesignated		$8.18
					Check #: 0		
						PO/InvoiceTotal:	$96.16 ✓
						Vendor Total:	$726.53
AZ SCHOOL BOARDS ASSOCIATION							
Check Group:							
County Meeting Registration		3	249	61301 10/20/2026	001.300.2310.6810.500 DUES AND FEES		$135.00
County Meeting Registration		1	249	61344 10/20/2026	001.300.2310.6810.500 DUES AND FEES		$45.00
					Check #: 0		
						PO/InvoiceTotal:	$180.00 ✓
						Vendor Total:	$180.00
BURKHART DENTAL SUPPLY							
Check Group:							
Dental Assisting Supplies		5	219	q109639 10/20/2026	001.321.1000.6610.607 GENERAL SUPPLIES		$1,985.51
					Check #: 0		
						PO/InvoiceTotal:	$1,985.51 ✓
						Vendor Total:	$1,985.51
CATEGORY NETWORKS LLC							
Check Group:							
Verkada Key Cards pack of 100		0.333333333	201	8675808 10/20/2026	001.319.2660.6610.607 Undesignated		$149.25
Verkada Key Cards pack of 100		0.333333333	201	8675808 10/20/2026	001.321.2660.6610.607 Undesignated		$149.25

Voucher Detail Listing

Voucher Batch Number: 2718 **10/20/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Verkada Key Cards pack of 100		0.333333334	201	8675808 10/20/2026	001.366.2660.6610.607 Undesignated		$149.25
Tax & Shipping		0.333333333	201	8675808 10/20/2026	001.319.2660.6610.607 Undesignated		$15.65
Tax & Shipping		0.333333333	201	8675808 10/20/2026	001.321.2660.6610.607 Undesignated		$15.65
Tax & Shipping		0.333333334	201	8675808 10/20/2026	001.366.2660.6610.607 Undesignated		$15.65
					Check #: 0	PO/InvoiceTotal:	$494.70
						Vendor Total:	$494.70
CENTERPOINTE EAST COMMERCIAL OWNERS ASSO							
Check Group:							
HOA Dues2989 Centerpointe		1	32	2170 10/20/2026	001.300.2630.6810.500 DUES AND FEES		$230.00
HOA Dues for 2993 Centerpointe E		1	32	2173 10/20/2026	001.300.2630.6810.500 DUES AND FEES		$230.00
HOA Dues for 3001 Centerpointe East		1	32	2177 10/20/2026	001.300.2630.6810.500 DUES AND FEES		$230.00
					Check #: 0	PO/InvoiceTotal:	$690.00
						Vendor Total:	$690.00
CHINO VALLEY USD #51							
Check Group:							
District Support Stipend		20	245	10202026 10/20/2026	010.300.2190.6320.503 Undesignated		$2,000.00
					Check #: 0	PO/InvoiceTotal:	$2,000.00

Voucher Detail Listing

Voucher Batch Number: 2718 **10/20/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						Vendor Total:	$2,000.00
CHRISTOPHER F ROBLES							
Check Group:							
Cleaning at Centerpointe		5	85	00001 10/20/2026	001.321.2610.6810.607 Undesignated		$110.00
Cleaning at Centerpointe		5	85	00001 10/20/2026	001.366.2610.6810.607 Undesignated		$110.00
Cleaning at Centerpointe		5	85	00001 10/20/2026	001.319.2610.6810.607 Undesignated		$110.00
					Check #: 0		
						PO/InvoiceTotal:	$330.00
						Vendor Total:	$330.00
CITY OF PRESCOTT							
Check Group:							
Water/Sewer		0.33	55	4867423 10/20/2026	001.319.2610.6810.607 Undesignated		$33.27
Water/Sewer		0.33	55	4867423 10/20/2026	001.321.2610.6810.607 Undesignated		$33.27
Water/Sewer		0.34	55	4867423 10/20/2026	001.366.2610.6810.607 Undesignated		$34.29
					Check #: 0		
						PO/InvoiceTotal:	$100.83
						Vendor Total:	$100.83
CREXENDO BUSINESS SOLUTIONS INC	27-0369194						
Check Group:							
Monthly Phone Charges		1	73	381600 10/20/2026	001.300.2610.6531.500 TELEPHONE		$294.08
					Check #: 0		
						PO/InvoiceTotal:	$294.08
						Vendor Total:	$294.08

Voucher Detail Listing

Voucher Batch Number: 2718 **10/20/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
CRISTINA CASADO							
Check Group:							
District Support Stipend		2	250	10202026 10/20/2026	010.300.2190.6320.500 Undesignated		$200.00
					Check #: 0		
						PO/InvoiceTotal:	$200.00
						Vendor Total:	$200.00
CYNTHIA JEAN PERPICH							
Check Group:							
Social Media/Marketing		1	140	8 10/20/2026	001.300.2560.6340.500 TECHNICAL SERVICES		$505.00
					Check #: 0		
						PO/InvoiceTotal:	$505.00
						Vendor Total:	$505.00
DEER VALLEY USD ATTN: Print Services							
Check Group:							
Mountain Institute branded Sunglasses		1181	204	108970 10/20/2026	001.300.2560.6540.500 ADVERTISING		$1,181.00
Mountain Institute branded pens		312.75	204	108970 10/20/2026	001.300.2560.6540.500 ADVERTISING		$312.75
					Check #: 0		
						PO/InvoiceTotal:	$1,493.75
						Vendor Total:	$1,493.75
HALY NICHOLE SMITH							
Check Group:							
District Support Stipend		5	251	10202026 10/20/2026	010.300.2190.6320.507 Undesignated		$500.00
					Check #: 0		
						PO/InvoiceTotal:	$500.00
						Vendor Total:	$500.00

Voucher Detail Listing

Voucher Batch Number: 2718 **10/20/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
HUSD #22							
Check Group:							
District Support Stipend		10	246	10202026 10/20/2026	010.300.2190.6320.504 Undesignated		$1,000.00
					Check #: 0		
						PO/InvoiceTotal:	$1,000.00
						Vendor Total:	$1,000.00
MIRAJ WALLACE							
Check Group:							
District Support Stipend		1	247	10202026 10/20/2026	010.300.2190.6320.505 Undesignated		$100.00
					Check #: 0		
						PO/InvoiceTotal:	$100.00
						Vendor Total:	$100.00
MULTICARD							
Check Group:							
Epic Track Software Subscription		4	194	87519 10/20/2026	610.300.2110.6655.500 Undesignated		$780.00
					Check #: 0		
						PO/InvoiceTotal:	$780.00
						Vendor Total:	$780.00
OFFICE DEPOT							
Check Group:							
District Office Supplies		1	48	483715793001 10/20/2026	001.300.2510.6610.500 GENERAL SUPPLIES		$79.13
Stamps		1	48	483715793001 10/20/2026	001.300.2560.6532.500 OTHER COMMUNICATION SERVICES		$820.00
					Check #: 0		
						PO/InvoiceTotal:	$899.13
						Vendor Total:	$899.13

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2718 **10/20/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
SHAUN ROSE							
Check Group:							
Mileage for District Business		1	65	10202026 10/20/2026	001.300.2490.6580.500 TRAVEL		$95.08
					Check #: 0		
						PO/InvoiceTotal:	$95.08
						Vendor Total:	$95.08
TANNER CAMPBELL							
Check Group:							
District Support Stipend		3	252	10202026 10/20/2026	010.300.2190.6320.500 Undesignated		$300.00
					Check #: 0		
						PO/InvoiceTotal:	$300.00
						Vendor Total:	$300.00
TIFFANY C BOEHLE							
Check Group:							
District Support Stipend		16	248	10202026 10/20/2026	010.300.2190.6320.506 Undesignated		$1,600.00
					Check #: 0		
						PO/InvoiceTotal:	$1,600.00
						Vendor Total:	$1,600.00
						Grand Total:	$14,614.56

End of Report

AMANDA MOSES
7161 E WOLVERINE WAY
PRESCOTT VALLEY AZ 86315

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE WA 98124-5184

AZ SCHOOL BOARDS ASSOCIATION
2100 N CENTRAL AVE
PHOENIX AZ 85004

BURKHART DENTAL SUPPLY
2502 S 78TH ST
TACOMA WA 98409

CATEGORY NETWORKS LLC
250 W Navajo Rd
Tucson AZ 85705

CENTERPOINTE EAST COMMERCIAL

4700 N STILLWELL PARKWAY
SUITE B
PRESCOTT VALLEY AZ 86314

CHINO VALLEY USD #51
650 EAST CENTER ST
CHINO VALLEY AZ 86323

CHRISTOPHER F ROBLES
8113 ROSALIE
PRESCOTT VALLEY AZ 86314

CITY OF PRESCOTT
UTILITY BILLING
201 N MONTEZUMA ST.
PRESCOTT AZ 86301

CREXENDO BUSINESS SOLUTIONS INC
PO Box
Dallas TX 75320-0969

CRISTINA CASADO
2336 COUNTRY PARK DRIVE
PRESCOTT AZ 86305

CYNTHIA JEAN PERPICH
542 BROADVIEW DR
PRESCOTT AZ 86303

DEER VALLEY USD ATTN: Print Services
20402 N 15TH AVE
PHOENIX AZ 85027

HALY NICHOLE SMITH
54020 N VERDE LN #1078
SELIGMAN AZ 86337

HUSD #22
6411 N ROBERT RD
PRESCOTT VALLEY AZ 86314

MIRAJ WALLACE
11615 E ELLIOT DR
MAYER AZ 86333

MULTICARD
4920 E MCDOWELL ROAD
SUITE 101
Phoenix AZ 85008

OFFICE DEPOT
PO BOX 633211
CINCINNATI OH 45263-3211

SHAUN ROSE
4855 W. MEADOW VIEW LN
PRESCOTT AZ 86305

TANNER CAMPBELL
4740 E JOAN DR
PRESCOTT AZ 86301

TIFFANY C BOEHLE
2680 Country Park Drive
Prescott AZ 86305

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2026 - 2027

Bank Account: Treasurer YAVAPAI

From Date: 10/20/2026 **To Date:** 10/20/2026

From Check: 968757 **To Check:** 968777

From Voucher: 2718 **To Voucher:** 2718

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
968757	10/20/2026	AMANDA MOSES	$339.95	2718	Printed	Expense	☐		
968758	10/20/2026	AMAZON CAPITAL SERVICES	$726.53	2718	Printed	Expense	☐		
968759	10/20/2026	AZ SCHOOL BOARDS ASSOCIATION	$180.00	2718	Printed	Expense	☐		
968760	10/20/2026	BURKHART DENTAL SUPPLY	$1,985.51	2718	Printed	Expense	☐		
968761	10/20/2026	CATEGORY NETWORKS LLC	$494.70	2718	Printed	Expense	☐		
968762	10/20/2026	CENTERPOINTE EAST COMMERCIAL O	$690.00	2718	Printed	Expense	☐		
968763	10/20/2026	CHINO VALLEY USD #51	$2,000.00	2718	Printed	Expense	☐		
968764	10/20/2026	CHRISTOPHER F ROBLES	$330.00	2718	Printed	Expense	☐		
968765	10/20/2026	CITY OF PRESCOTT	$100.83	2718	Printed	Expense	☐		
968766	10/20/2026	CREXENDO BUSINESS SOLUTIONS IN	$294.08	2718	Printed	Expense	☐		
968767	10/20/2026	CRISTINA CASADO	$200.00	2718	Printed	Expense	☐		
968768	10/20/2026	CYNTHIA JEAN PERPICH	$505.00	2718	Printed	Expense	☐		
968769	10/20/2026	DEER VALLEY USD ATTN: Print Se	$1,493.75	2718	Printed	Expense	☐		
968770	10/20/2026	HALY NICHOLE SMITH	$500.00	2718	Printed	Expense	☐		
968771	10/20/2026	HUSD #22	$1,000.00	2718	Printed	Expense	☐		
968772	10/20/2026	MIRAJ WALLACE	$100.00	2718	Printed	Expense	☐		
968773	10/20/2026	MULTICARD	$780.00	2718	Printed	Expense	☐		
968774	10/20/2026	OFFICE DEPOT	$899.13	2718	Printed	Expense	☐		
968775	10/20/2026	SHAUN ROSE	$95.08	2718	Printed	Expense	☐		
968776	10/20/2026	TANNER CAMPBELL	$300.00	2718	Printed	Expense	☐		
968777	10/20/2026	TIFFANY C BOEHLE	$1,600.00	2718	Printed	Expense	☐		
		Total Amount:	$14,614.56						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2719 **Voucher Date:** 10/28/2026 Prepared By: 3

Printed: 10/29/2026 09:39:53 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $44,593.34 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
VACANT_	BOARD MEMBER - SELIGMAN

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$44,107.16
610	UNRESTRICTED CAPITAL OUTLAY	$67.96
855	EMPLOYEE INSURANCE WITHHOLDINGS	$418.22
		$44,593.34

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2719 **Voucher Date:** 10/28/2026 Prepared By:

Printed: 10/28/2026 02:10:06 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $44,593.34 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

MARTIN GROSSMAN	BOARD CHAIR - HUMBOLDT
THOMAS THURMAN	BOARD MEMBER - MAYER
DAVID KLEVER	BOARD MEMBER - PRESCOTT
BETH CUMMINS	BOARD MEMBER - BAGDAD
KURTIS KEELE	BOARD MEMBER - ASH FORK
VACANT	BOARD MEMBER - CHINO VALLEY
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MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$44,107.16
610	UNRESTRICTED CAPITAL OUTLAY	$67.96
855	EMPLOYEE INSURANCE WITHHOLDINGS	$418.22
		$44,593.34

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
AMAZON CAPITAL SERVICES							
Check Group:							
Respirator		6	231	1gfk-6dl3-9lmm 10/28/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS		$121.86
Tax & Shipping		1	231	1gfk-6dl3-9lmm 10/28/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS		$11.34
					Check #: 0		
						PO/InvoiceTotal:	$133.20
Check Group:							
Replacement Chromebook Chargers		4	243	1nrf-nykh-knl1 10/28/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$34.16
Tax & Shipping		1	243	1nrf-nykh-knl1 10/28/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$3.16
					Check #: 0		
						PO/InvoiceTotal:	$37.32
						Vendor Total:	$170.52
ASBAIT							
Check Group:							
Admin Assistant II-Life		0.5	42	102820261111 10/28/2026	001.300.2570.6213.500 LIFE INSURANCE		$2.25
Admin Assistant II-Medical		0.5	42	102820261111 10/28/2026	001.300.2320.6210.500 EMPLOYEE INSURANCE		$694.00
Admin Assistant II-Medical		0.5	42	102820261111 10/28/2026	001.300.2570.6210.500 EMPLOYEE INSURANCE		$694.00
Admin Assistant II-Medical-Buy Up		0.5	42	102820261111 10/28/2026	001.300.2320.6210.500 EMPLOYEE INSURANCE		$20.50
Admin Assistant II-Medical-Buy Up		0.5	42	102820261111 10/28/2026	001.300.2570.6210.500 EMPLOYEE INSURANCE		$20.50
Admin Assistnt II-Vision-Self		0.5	42	102820261111 10/28/2026	001.300.2320.6212.500 VISION INSURANCE		$5.23

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Admin Assistnt II-Vision-Self		0.5	42	102820261111 10/28/2026	001.300.2570.6212.500 VISION INSURANCE	$5.23
Admin Assistant II-Vision-Dependent		0.5	42	102820261111 10/28/2026	855.300.2320.6212.500 VISION INSURANCE - DEPENDENT	$5.97
Admin Assistant II-Vision-Dependent		0.5	42	102820261111 10/28/2026	855.300.2570.6212.500 VISION INSURANCE	$5.97
Admin Assistant II-Dental-Self		0.5	42	102820261111 10/28/2026	001.300.2320.6211.500 DENTAL INSURANCE	$23.05
Admin Assistant II-Dental-Self		0.5	42	102820261111 10/28/2026	001.300.2570.6211.500 DENTAL INSURANCE	$23.05
Admin Assistant II-Dental-Dependent		0.5	42	102820261111 10/28/2026	855.300.2320.6211.500 DENTAL INSURANCE	$25.10
Admin Assistant II-Dental-Dependent		0.5	42	102820261111 10/28/2026	855.300.2570.6211.500 DENTAL INSURANCE	$25.10
CTE Specialist-Life		1	42	102820261111 10/28/2026	001.300.2590.6213.500 LIFE INSURANCE	$4.50
CTE Specialist-Medical		1	42	102820261111 10/28/2026	001.300.2590.6210.500 EMPLOYEE INSURANCE	$1,131.50
CTE Specialist-Vision-Self		1	42	102820261111 10/28/2026	001.300.2320.6212.500 VISION INSURANCE	$10.46
CTE Specialist-Vision-Dependent		1	42	102820261111 10/28/2026	855.300.2320.6212.500 VISION INSURANCE - DEPENDENT	$11.94
CTE Specialist-Dental Self		1	42	102820261111 10/28/2026	001.300.2590.6211.500 DENTAL INSURANCE	$46.10
CTE Specialist-Dental-Dependent		1	42	102820261111 10/28/2026	855.300.2590.6211.500 DENTAL INSURANCE	$50.20
Student Services Director-Life		1	42	102820261111 10/28/2026	001.300.2490.6213.500 LIFE INSURANCE	$4.50
Student Services Director		1	42	102820261111 10/28/2026	001.300.2490.6210.500 EMPLOYEE INSURANCE	$1,131.50

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Student Services Director-Vision		1	42	102820261111 10/28/2026	001.300.2490.6212.500 VISION INSURANCE	$10.46
Student Services Director-Dental		1	42	102820261111 10/28/2026	001.300.2490.6211.500 DENTAL INSURANCE	$46.10
Admin Assistant I-Life		1	42	102820261111 10/28/2026	001.300.2490.6213.500 LIFE INSURANCE	$4.50
Cosmetology Instructor-Life		1	42	102820261111 10/28/2026	001.319.1000.6213.607 LIFE INSURANCE	$4.50
Cosmetology Instructor-Medical		1	42	102820261111 10/28/2026	001.319.1000.6210.607 MEDICAL INSURANCE	$1,388.00
Data Coordinator-Life		1	42	102820261111 10/28/2026	001.300.2580.6213.500 LIFE INSURANCE	$4.50
Data Coordinator-Vision		1	42	102820261111 10/28/2026	001.300.2580.6212.500 VISION INSURANCE	$10.46
Data Coordinator-Dental		1	42	102820261111 10/28/2026	001.300.2580.6211.500 DENTAL INSURANCE	$46.10
Superintendent-Life		1	42	102820261111 10/28/2026	001.300.2320.6213.500 LIFE INSURANCE	$11.70
Superintendent-Medical-Base		1	42	102820261111 10/28/2026	001.300.2320.6210.500 EMPLOYEE INSURANCE	$1,388.00
Superintendent-Medical-Buy Up		1	42	102820261111 10/28/2026	855.300.2320.6210.500 EMPLOYEE INSURANCE	$41.00
Superintendent-Vision-Self		1	42	102820261111 10/28/2026	001.300.2320.6212.500 VISION INSURANCE	$10.46
Superintendent-Vision-Spouse		1	42	102820261111 10/28/2026	855.300.2320.6212.500 VISION INSURANCE - DEPENDENT	$10.48
Superintendent-Dental-Self		1	42	102820261111 10/28/2026	001.300.2320.6211.500 DENTAL INSURANCE	$46.10
Superintendent-Dental-Spouse		1	42	102820261111 10/28/2026	855.300.2320.6211.500 DENTAL INSURANCE	$46.50

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Fire-Life		0.84	42	102820261111 10/28/2026	001.336.1000.6213.606 LIFE INSURANCE	$3.78
Fire-Life		0.16	42	102820261111 10/28/2026	001.384.1000.6213.606 LIFE INSURANCE	$0.72
Fire-Medical		0.84	42	102820261111 10/28/2026	001.336.1000.6210.606 EMPLOYEE INSURANCE	$1,165.92
Fire-Medical		0.16	42	102820261111 10/28/2026	001.384.1000.6210.606 EMPLOYEE INSURANCE	$222.08
Fire-Vision		0.84	42	102820261111 10/28/2026	001.336.1000.6212.606 VISION INSURANCE	$8.79
Fire-Vision		0.16	42	102820261111 10/28/2026	001.384.1000.6212.606 VISION INSURANCE	$1.67
Fire-Dental-Self		0.84	42	102820261111 10/28/2026	001.336.1000.6211.606 DENTAL INSURANCE	$38.72
Fire-Dental-Self		0.16	42	102820261111 10/28/2026	001.384.1000.6211.606 DENTAL INSURANCE	$7.38
Fire-Dental-Spouse		0.84	42	102820261111 10/28/2026	855.336.1000.6211.606 DENTAL INSURANCE	$39.06
Fire-Dental-Spouse		0.16	42	102820261111 10/28/2026	855.384.1000.6211.606 DENTAL INSURANCE	$7.44
Program Director-Life		1	42	102820261111 10/28/2026	001.300.2490.6213.500 LIFE INSURANCE	$4.50
Program Director-Medical		1	42	102820261111 10/28/2026	001.300.2490.6210.500 EMPLOYEE INSURANCE	$1,388.00
Program Director-Vision-Self		1	42	102820261111 10/28/2026	001.300.2490.6212.500 VISION INSURANCE	$10.46
Program Director-Vision-Spouse		1	42	102820261111 10/28/2026	855.300.2490.6212.500 VISION INSURANCE	$10.48
Program Director-Dental-Self		1	42	102820261111 10/28/2026	001.300.2490.6211.500 DENTAL INSURANCE	$46.10

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Program Director-Dental-Spouse		1	42	102820261111 10/28/2026	855.300.2490.6211.500 DENTAL INSURANCE	$46.50
Admin Assistant II-Life		0.5	42	102820261111 10/28/2026	001.300.2320.6213.500 LIFE INSURANCE	$2.25
Transportation-Medical		1	42	102820261111 10/28/2026	001.400.2710.6210.500 EMPLOYEE INSURANCE	$1,388.00
Transportation-Dental		1	42	102820261111 10/28/2026	001.400.2710.6211.500 DENTAL INSURANCE	$46.10
Transportation-Vision		1	42	102820261111 10/28/2026	001.400.2710.6212.500 VISION INSURANCE	$10.46
Transportation-Life		1	42	102820261111 10/28/2026	001.400.2710.6213.500 LIFE INSURANCE	$4.50
MA Natalie-Medical		1	42	102820261111 10/28/2026	001.300.2490.6210.500 EMPLOYEE INSURANCE	$1,131.50
MA Natalie-Vision-Self		1	42	102820261111 10/28/2026	001.349.1000.6212.602 VISION INSURANCE	$10.46
MA Natalie-Vision-Spouse		1	42	102820261111 10/28/2026	855.349.1000.6212.602 VISION INSURANCE	$10.48
MA Natalie-Dental		1	42	102820261111 10/28/2026	001.349.1000.6211.602 DENTAL INSURANCE	$46.10
MA Natalie-Life		1	42	102820261111 10/28/2026	001.349.1000.6213.602 LIFE INSURANCE	$4.50
MA Traci-Medical		1	42	102820261111 10/28/2026	001.349.1000.6210.602 EMPLOYEE INSURANCE	$1,388.00
MA Traci-Vision		1	42	102820261111 10/28/2026	001.349.1000.6212.602 VISION INSURANCE	$10.46
MA Traci-Dental		1	42	102820261111 10/28/2026	001.349.1000.6211.602 DENTAL INSURANCE	$46.10
MA Traci-Life		1	42	102820261111 10/28/2026	001.349.1000.6213.602 LIFE INSURANCE	$4.50

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Dental-Medical		1	42	102820261111 10/28/2026	001.321.1000.6210.607 EMPLOYEE INSURANCE	$1,388.00
Dental-Dental		1	42	102820261111 10/28/2026	001.321.1000.6211.607 DENTAL INSURANCE	$46.10
Dental-Vision		1	42	102820261111 10/28/2026	001.321.1000.6212.607 VISION INSURANCE	$10.46
Dental-Life		1	42	102820261111 10/28/2026	001.321.1000.6213.607 LIFE INSURANCE	$4.50
Vet-Medical		1	42	102820261111 10/28/2026	001.366.1000.6210.607 EMPLOYEE INSURANCE	$1,388.00
Vet-Medical-Buy Up		1	42	102820261111 10/28/2026	855.366.1000.6210.607 EMPLOYEE INSURANCE	$41.00
Vet-Dental		1	42	102820261111 10/28/2026	001.366.1000.6211.607 DENTAL INSURANCE	$46.10
Vet-Vision		1	42	102820261111 10/28/2026	001.366.1000.6212.607 VISION INSURANCE	$10.46
Vet-Life		1	42	102820261111 10/28/2026	001.366.1000.6213.607 LIFE INSURANCE	$4.50
MA Traci-Medical-Buy Up		1	42	102820261111 10/28/2026	855.319.2670.6431.607 NONTECHNOLOGY-RELATED REPAIRS & MAINT.	$41.00
					Check #: 0	
					PO/InvoiceTotal:	$17,094.64
					Vendor Total:	$17,094.64
AZ ASSOCIATION OF SCHOOL BUS OFFICALS						
Check Group:						
Annual Membership		1	258	300028664 10/28/2026	001.300.2490.6810.500 DUES AND FEES	$175.00
					Check #: 0	
					PO/InvoiceTotal:	$175.00
					Vendor Total:	$175.00

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
BANKCARD CENTER						
Check Group:						
Business Cards		1	259	10282026 10/28/2026	001.300.2540.6550.500 PRINTING AND BINDING	$110.87
Hughes-Eye Wash Stations		0.45	259	10282026 10/28/2026	001.366.2670.6610.607 GENERAL SUPPLIES	$446.56
Hughes-Eye Wash Stations		0.55	259	10282026 10/28/2026	001.321.2670.6610.607 GENERAL SUPPLIES	$545.79
Cosmo Plumbing supply		1	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	$60.06
Plumbing Supply Return		1	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	($46.37)
Board Mtg. Food		1	259	10282026 10/28/2026	001.300.2310.6610.500 GENERAL SUPPLIES	$18.29
Board Meeting Food		1	259	10282026 10/28/2026	001.300.2310.6610.500 GENERAL SUPPLIES	$13.35
Plumbing Supply		1	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	$6.52
Plumbing Supply		1	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	$35.57
Plumbing Supply Return		1	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	($32.59)
Zoom		1	259	10282026 10/28/2026	610.300.2310.6655.500 SHORT-TERM NONINSTRUCTIONAL SOFTWARE SUBSCRIPTION	$67.96
Building Plaque		1	259	10282026 10/28/2026	001.300.2610.6610.607 GENERAL SUPPLIES	$2,847.43
CTE Superintendent Mtg. Food		1	259	10282026 10/28/2026	001.300.2213.6360.500 EMPLOYEE TRAINING & PROFESSIONAL DEVELOPMENT	$120.15
Plumbing Supply		1	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	$65.25

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Plumbing Supply		0.33	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	$41.26
Plumbing Supply		0.33	259	10282026 10/28/2026	001.366.2610.6610.607 GENERAL SUPPLIES	$41.26
Plumbing Supply		0.34	259	10282026 10/28/2026	001.321.2610.6610.607 GENERAL SUPPLIES	$42.51
Plumbing Supply		0.3	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	$85.58
Plumbing Supply		0.3	259	10282026 10/28/2026	001.366.2610.6610.607 GENERAL SUPPLIES	$85.58
Plumbing Supply		0.4	259	10282026 10/28/2026	001.321.2610.6610.607 GENERAL SUPPLIES	$114.10
Plumbing Supply		1	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	$67.35
Plumbing Supply		1	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	$100.00
Plumbing Supply Credit		1	259	10282026 10/28/2026	001.319.2610.6610.607 GENERAL SUPPLIES	($13.67)
Non Student Fuel		1	259	10282026 10/28/2026	001.300.2650.6626.500 GASOLINE	$47.38
FieldPrint		1	259	10282026 10/28/2026	001.349.2260.6320.602 PROF-EDU SERVICES	$8.25
AZDPS		1	259	10282026 10/28/2026	001.349.2260.6320.602 PROF-EDU SERVICES	$68.34
USPS		1	259	10282026 10/28/2026	001.321.2560.6532.607 Undesignated	$11.02
Auto Collision Supply		1	259	10282026 10/28/2026	001.310.1000.6610.603 SUPPLIES AND MATERIALS	$945.62
Student Fuel		1	259	10282026 10/28/2026	001.400.2710.6626.500 GASOLINE	$1,299.56

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Non Student Fuel		1	259	10282026 10/28/2026	001.300.2650.6626.500 GASOLINE	$181.70
Name Badges		1	259	10282026 10/28/2026	001.300.2510.6610.500 GENERAL SUPPLIES	$365.78
Career Fair Supplies		1	259	10282026 10/28/2026	001.300.2560.6610.500 GENERAL SUPPLIES	$161.92
CTED Superintendent Meeting Food		1	259	10282026 10/28/2026	001.300.2213.6360.500 EMPLOYEE TRAINING & PROFESSIONAL DEVELOPMENT	$19.11
Galpin-White Bus		1	259	10282026 10/28/2026	001.400.2730.6431.500 NONTECHNOLOGY-RELATED REPAIRS AND MAINTENANCE	$2,886.99
Findlay-Non Student		1	259	10282026 10/28/2026	001.300.2650.6431.500 NONTECHNOLOGY-RELATED REPAIRS AND MAINTENANCE	$1,044.99
Business Cards		1	259	10282026 10/28/2026	001.300.2540.6550.500 PRINTING AND BINDING	$33.62
Ramada Rental		1	259	10282026 10/28/2026	001.300.2490.6810.500 DUES AND FEES	$387.50
ServeSafe		1	259	10282026 10/28/2026	001.320.2260.6320.606 PROFESSIONAL-EDUCATIONAL SERVICES	$116.97
Ocean Blue Car Wash		1	259	10282026 10/28/2026	001.300.2650.6431.500 NONTECHNOLOGY-RELATED REPAIRS AND MAINTENANCE	$34.98
Hotel-PowerSchool		1	259	10282026 10/28/2026	001.300.2570.6580.500 TRAVEL	$476.97
Finance Charges Credited		1	259	10282026 10/28/2026	001.300.2510.6810.500 DUES AND FEES	($38.22)

Check #: 0

PO/InvoiceTotal: $12,875.29

Vendor Total: $12,875.29

BURKHART DENTAL SUPPLY

Check Group:

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Dental Assisting Supplies		200	219	a345061 10/28/2026	001.321.1000.6610.607 GENERAL SUPPLIES		$5,734.32
Dental Assisting Supplies		32	219	a920314 10/28/2026	001.321.1000.6610.607 GENERAL SUPPLIES		$805.92
Dental Assisting Supplies		25	219	b345061 10/28/2026	001.321.1000.6610.607 GENERAL SUPPLIES		$493.75
Dental Assisting Supplies		4	219	q109641 10/28/2026	001.321.1000.6610.607 GENERAL SUPPLIES		$2,851.61
					Check #: 0		
						PO/InvoiceTotal:	$9,885.60
						Vendor Total:	$9,885.60
CASEY ROSE CROWLEY							
Check Group:							
Ed Professions Instructional Services		10.5	198	4 10/28/2026	001.326.2212.6810.606 DUES & FEES		$420.00
					Check #: 0		
						PO/InvoiceTotal:	$420.00
						Vendor Total:	$420.00
FCCLA-NATIONAL							
Check Group:							
National Dues		18	262	199989 10/28/2026	001.320.1000.6810.606 DUES & FEES		$162.00
State Dues		18	262	199989 10/28/2026	001.320.1000.6810.606 DUES & FEES		$198.00
					Check #: 0		
						PO/InvoiceTotal:	$360.00
Check Group:							
National and State Dues		1	263	200250 10/28/2026	001.320.1000.6810.606 DUES & FEES		$20.00
					Check #: 0		

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						PO/InvoiceTotal:	$20.00
						Vendor Total:	$380.00
HOSA-FUTURE HEALTH PROFESSIONALS							
Check Group:							
Camp Registration		5	260	26clc-39353 10/28/2026	001.320.1000.6810.606 DUES & FEES		$1,125.00
					Check #: 0		
						PO/InvoiceTotal:	$1,125.00
						Vendor Total:	$1,125.00
L C DISTRIBUTION LLC							
Check Group:							
Office Water		1	64	207039 10/28/2026	001.300.2510.6610.500 GENERAL SUPPLIES		$34.87
Office Water		1	64	207443 10/28/2026	001.300.2510.6610.500 GENERAL SUPPLIES		$34.87
					Check #: 0		
						PO/InvoiceTotal:	$69.74
						Vendor Total:	$69.74
MARTIN GROSSMAN							
Check Group:							
Travel Reimbursement		1	79	10282026 10/28/2026	001.300.2310.6580.500 TRAVEL		$126.90
					Check #: 0		
						PO/InvoiceTotal:	$126.90
						Vendor Total:	$126.90
OFFICE DEPOT							
Check Group:							
MA Supplies		1	48	486522557001 10/28/2026	001.349.1000.6610.602 GENERAL SUPPLIES		$123.06

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Dental Assisting Supplies		1	48	486522557001 10/28/2026	001.321.1000.6610.607 GENERAL SUPPLIES		$123.06
					Check #: 0		
						PO/InvoiceTotal:	$246.12
						Vendor Total:	$246.12
SKILLS USA ARIZONA							
Check Group:							
Fall Leadership Registration - Student		11	261	26flc-s154956 10/28/2026	001.336.1000.6810.606 DUES AND FEES		$660.00
Fall Leadership-Student Food		11	261	26flc-s154956 10/28/2026	001.336.2190.6890.606 Undesignated		$330.00
Fall Leadership-Advisor Regisrtation		1	261	26flc-s154956 10/28/2026	001.336.1000.6810.606 DUES AND FEES		$30.00
Fall Leadership-Advisor Food		1	261	26flc-s154956 10/28/2026	001.336.1000.6580.606 TRAVEL		$30.00
					Check #: 0		
						PO/InvoiceTotal:	$1,050.00
						Vendor Total:	$1,050.00
SKILLS USA, INC							
Check Group:							
Advisor Registration		1	256	M478083 10/28/2026	001.318.1000.6810.603 DUES AND FEES		$25.00
Secondary Student Registration		10	256	M478083 10/28/2026	001.318.1000.6810.603 DUES AND FEES		$200.00
Postsecondary Student Registration		1	256	M478083 10/28/2026	001.318.1000.6810.603 DUES AND FEES		$20.00
					Check #: 0		
						PO/InvoiceTotal:	$245.00
						Vendor Total:	$245.00
UNS GAS, INC							

Voucher Detail Listing

Voucher Batch Number: 2719 **10/28/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Check Group:							
Gas @ Centerpointe		0.33	54	10282026 10/28/2026	001.366.2610.6810.607 DUES & FEES		$29.81
Gas @ Centerpointe		0.34	54	10282026 10/28/2026	001.319.2610.6810.607 DUES & FEES		$30.71
Gas @ Centerpointe		0.33	54	10282026 10/28/2026	001.321.2610.6810.607 DUES & FEES		$29.81
					Check #: 0		
						PO/InvoiceTotal:	$90.33
						Vendor Total:	$90.33
WELDERMADE LLC							
Check Group:							
Aluminum Practice Project 19		6	232	2944 10/28/2026	001.368.1000.6610.603 SUPPLIES AND MATERIALS		$214.50
Structural Steel Practice Project 12		6	232	2944 10/28/2026	001.368.1000.6610.603 SUPPLIES AND MATERIALS		$354.55
Tax & Shipping		1	232	2944 10/28/2026	001.368.1000.6610.603 SUPPLIES AND MATERIALS		$70.15
					Check #: 0		
						PO/InvoiceTotal:	$639.20
						Vendor Total:	$639.20
						Grand Total:	$44,593.34

End of Report

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE WA 98124-5184

ASBAIT
DEPT CODE 42266
PO BOX 650823
DALLAS TX 75265-0823

AZ ASSOCIATION OF SCHOOL BUS

2100 N CENTRAL AVE #202
PHOENIX AZ 85004

BANKCARD CENTER
PO BOX 30833
SALT LAKE CITY UT 84130-0833

BURKHART DENTAL SUPPLY
2502 S 78TH ST
TACOMA WA 98409

CASEY ROSE CROWLEY
333 N VIRGINIA ST.
PRESCOTT AZ 86301

FCCLA-NATIONAL
13241 WOODLAND PARK RD
HERNDON VA 20171

HOSA-FUTURE HEALTH PROFESSIONALS
P.O. Box 1440
Owasso OK 74055

L C DISTRIBUTION LLC
1030 SANDRETTO DR STE C
PRESCOTT AZ 86305

MARTIN GROSSMAN
5517 N POKE DRIVE
PRESCOTT VALLEY AZ 86314

OFFICE DEPOT
PO BOX 633211
CINCINNATI OH 45263-3211

SKILLS USA ARIZONA
PO BOX 1440
OWASSO OK 74055

SKILLS USA, INC
673 POTOMAC STATION DR.
PMB #809
Leesburg VA 20176

UNS GAS, INC
PO BOX 5213
BOONE IA 50950-0213

WELDERMADE LLC
8105 Red Cloud Loop Rd.
Vernal UT 84078

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2026 - 2027

Bank Account: Treasurer YAVAPAI

From Date: 10/29/2026 **To Date:** 10/29/2026

From Check: 969459 **To Check:** 969473

From Voucher: 2719 **To Voucher:** 2719

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
969459	10/29/2026	AMAZON CAPITAL SERVICES	$170.52	2719	Printed	Expense	☐		
969460	10/29/2026	ASBAIT	$17,094.64	2719	Printed	Expense	☐		
969461	10/29/2026	AZ ASSOCIATION OF SCHOOL BUS O	$175.00	2719	Printed	Expense	☐		
969462	10/29/2026	BANKCARD CENTER	$12,875.29	2719	Printed	Expense	☐		
969463	10/29/2026	BURKHART DENTAL SUPPLY	$9,885.60	2719	Printed	Expense	☐		
969464	10/29/2026	CASEY ROSE CROWLEY	$420.00	2719	Printed	Expense	☐		
969465	10/29/2026	FCCLA-NATIONAL	$380.00	2719	Printed	Expense	☐		
969466	10/29/2026	HOSA-FUTURE HEALTH PROFESSIONA	$1,125.00	2719	Printed	Expense	☐		
969467	10/29/2026	L C DISTRIBUTION LLC	$69.74	2719	Printed	Expense	☐		
969468	10/29/2026	MARTIN GROSSMAN	$126.90	2719	Printed	Expense	☐		
969469	10/29/2026	OFFICE DEPOT	$246.12	2719	Printed	Expense	☐		
969470	10/29/2026	SKILLS USA ARIZONA	$1,050.00	2719	Printed	Expense	☐		
969471	10/29/2026	SKILLS USA, INC	$245.00	2719	Printed	Expense	☐		
969472	10/29/2026	UNS GAS, INC	$90.33	2719	Printed	Expense	☐		
969473	10/29/2026	WELDERMADE LLC	$639.20	2719	Printed	Expense	☐		
		Total Amount:	$44,593.34						

End of Report

Introduction

In accordance with Arizona Revised Statutes (A.R.S.) §15-393, Career Technical Education District (CTED) member districts are required to use monies received from a CTED to supplement and not supplant career and technical education courses provided in the year in which the district's voters approved joining the CTED (base year). To determine whether there is an appearance of supplanting with monies received from the CTED, member districts and their auditors should compare the per pupil expenditures for career and technical education in the current year to those of the statutory base year, adjusted for inflation, using the Work Sheet on the following tab in this workbook. This comparison should be made using the expenditures identified in the member district's accounting records or the district's annual financial report (AFR), if accounting records are not available for the base year. For districts that have neither accounting records nor an AFR for their statutory base year, the first year for which either accounting records or a completed AFR is available should be used as the alternative base year.

Understanding Supplanting

Supplanting occurs when funding from one source is used to replace funding from another source. Therefore, monies received from a CTED, recorded in Fund 596—Career Technical Education, should not be used to replace non-CTED monies previously spent on career and technical education. Additionally, supplanting with CTED monies can occur even if expenditures from non-CTED monies have not decreased since the base year, as inflation in school district funding and growth in ADM, if applicable, would require districts to increase the use of non-CTED monies for career and technical education in order to maintain the level of effort from non-CTED monies and ensure CTED monies are used to enhance career and technical education programs provided in the base year.

Submission Requirement

In accordance with A.R.S. §15-393, CTED member districts must provide the Work Sheet for Determining Appearance of Supplanting with CTED Monies to the CTED's Governing Board and Arizona Department of Education.

Treatment of Operating and Capital Expenditures

Include all operating expenditures and only capital expenditures for textbooks and instructional aids in both the base and current year.

Exclude capital expenditures for furniture, equipment, and vehicles, as well as land and buildings for career and technical education programs from the total expenditures in both the base and current year. Such capital expenditures are normally made to benefit more than 1 year and are not typically made on an annual basis like operational expenditures. Therefore, these capital expenditures should be excluded from the comparison of current year expenditures to base year expenditures to determine the appearance of supplanting. However, these capital expenditures should be evaluated for supplanting as described in the Capital Expenditures section below.

Base Year Amount (line 3)

Base year expenditures should not include state or federal grant funds used for career and technical education, such as the federal Perkins and state priority grants. Also, CTED member districts with a base year prior to 1998 (the first year that the vocational education Group B weight was replaced with the state block grant for vocational education) should reduce the M&O expenditures in the base year by the amount of the funding generated by the vocational education Group B weight funded in their base year, as calculated by ADE.

Include expenditures recorded in program 270 in the chart of accounts effective since July 1, 1998, or function 270 in the chart effective prior to July 1, 1998 and other career and technical education costs that were not coded to program 270 that can be identified, such as community school fund expenditures for daycare centers if career and technical education students participated in operating the center, transportation costs other than those that would be necessary to transport the students to and from school, and indirect costs of the program allocated through a reasonable method.

Current Year (lines 5 thru 9)

Line 5 should include career and technical education expenditures from all funds. Include any expenditures recorded in program codes 270 and 470 and expenditures recorded in program codes 300-399, 450, and 460. Also include other related costs that can be identified, such as community school fund expenditures for daycare centers if career education students participate in operating the center.

Lines 6 through 8 should be used to remove the expenditures that are made from Fund 596—Career Technical Education and federal Perkins and state priority grants before the per-pupil amount is calculated using the amount on line 9 for comparison to the base year amount.

Appearance of Supplanting (lines 12 and 13)

If the comparison of per-pupil expenditures on line 12 results in the appearance of supplanting, the district may provide an explanation on line 13 including additional specific financial or curriculum related information for consideration by its auditors. The auditors should review documentation related to the impact of district-specific situations before making a final determination as to whether the district actually used CTED monies to supplant non-CTED monies in the current year. Such district-specific situations may include:

- The district's career and technical education ADM not increasing at a rate equal to or greater than the growth rate of the overall ADM used in the calculation of per-pupil expenditures in the base and current years. While ADE is not required to and does not retain records of career and technical education enrollment that include all possible CTED members' base years, some member districts may have enrollment information that could be used to document the rate of growth or decline in career and technical education enrollment for comparison to the change in ADM in the same period.

- Reduction or elimination in the current year of a source of funding previously available for career and technical education programs, such as the loss of an override.
- Turnover in teachers or other career and technical education staff since the base year that resulted in the district paying less in the current year in career and technical education salaries from non-CTED monies than would have been paid to more experienced staff. For example, the base year included salary costs for a career and technical education director who had been with the district for 20 years and was at the highest paid step of the applicable salary schedule, but in the current year the new director is only on the 2nd step of the current salary schedule.

Capital Expenditures (not included on worksheet)

To address the statutory restriction on supplanting with CTED monies used for capital purposes, CTED member districts must follow the guidance below to determine when CTED monies may be used without causing the appearance of supplanting. All CTED spending should comply with spending allowed by the member district's CTED intergovernmental agreement, which may further restrict the use of CTED monies.

CTED monies may be used to acquire new land, buildings, and equipment and upgrade facilities and equipment for CTED programs. Member districts may also use CTED monies to pay for the incremental cost, if any, of replacing an asset purchased with non-CTED monies. However, if the asset being replaced had a historical cost of $5,000 or more and a useful life of 15 years or more, and was purchased with non-CTED monies the historical cost of the asset should be adjusted for inflation to determine the cost that should be paid for from non-CTED monies to avoid supplanting.

The historical cost should be increased by the percentage change in the base level from the year the asset was acquired to the year it is replaced. The following examples show what portion of the cost of replacing two different assets at the end of their useful lives may be paid from CTED monies, taking into consideration the original source of funding, historical cost, useful life, and replacement cost.

Asset A, with less than a 15 year useful life, does not need an adjustment to the historical cost before determining the amount that can be paid from CTED monies to replace the asset and avoid supplanting. However, if the asset was originally purchased with non-CTED monies, only up to $1,500 of its replacement cost should be paid from CTED monies to avoid supplanting.

Asset B, with a useful life of 15 years or more, needs an adjustment to the historical cost for inflation if it was originally purchased with non-CTED monies to determine the amount that can be paid from CTED monies to replace the asset and avoid supplanting. Therefore, only up to $243,000 of the asset's replacement cost should be paid from CTED monies to avoid supplanting.

	Asset A		Asset B	
Original Source of Funding	CTED	Non-CTED	CTED	Non-CTED
Historical Cost	$5,500	$5,500	$650,000	$650,000
Useful Life	7 years	7 years	20 years	20 years
Adjusted Historical Cost	N/A	N/A	N/A	$957,000
Replacement Cost	$7,000	$7,000	$1,200,000	$1,200,000
Portion allowed from CTED Monies	$7,000	$1,500	$1,200,000	$243,000

DISTRICT NAME Chino Valley **COUNTY** YAVAPAI **CTD NUMBER** 130251000

Work Sheet for Determining the Appearance of Supplanting with CTED Monies[1]

FOR FISCAL YEAR (FY) 2026

Enter FY in dropdown box above

Comparison of Per-Pupil Career and Technical Education Expenditures

		Base Year FY 2009	Current Year FY 2026
1.	Base Level Amount (from the FY's Expenditure Budget, Data Entry Tab)	$ 3,332.56	$ 5,113.26
2.	Inflation Factor [(Current year line 1-Base Year line 1)/Base Year line 1]	53.43%	
3.	Base Year Career and Technical Education Expenditures	$ 324,862.00	
4.	Adjusted Base Year Expenditures [(1.0 + line 2) x line 3]	$ 498,446.80	
5.	Current Year Career and Technical Education Expenditures from **All** Funds		$ 1,200,638.52
6.	Current Year Expenditures from Fund 596—Career Technical Education		$ 287,765.80
7.	Current Year Expenditures from Federal Perkins Grants		$ 64,240.08
8.	Current Year Expenditures from State Priority Grants		$ 24,824.16
9.	Remaining Current Year Expenditures (line 5 - lines 6 through 8)		$ 823,808.48
10.	Unweighted Student Count (from the FY's Expenditure Budget, Data Entry Tab)	2646.2600	1952.2700
11.	Per-pupil Expenditures	$ 188.36	$ 421.97
		(line 4 / line 10)	(line 9 / line 10)

12.	Comparison of Per-pupil Expenditures (Line 11, Current Year - Base Year) If negative, District appears to have supplanted career and technical education expenditures with CTED monies. If applicable, see explanation on line 13 below.	$ 233.62

13. Explanation, if any, for negative amount calculated on Line 12.

[1] To address the statutory restriction on supplanting with CTED monies used for capital purposes, CTED member districts must follow the guidance described on the Instructions tab under Capital Expenditures. All CTED spending should comply with spending allowed by the member district's intergovernmental agreement with the CTED, which may further restrict the use of CTED monies.

Introduction

In accordance with Arizona Revised Statutes (A.R.S.) §15-393, Career Technical Education District (CTED) member districts are required to use monies received from a CTED to supplement and not supplant career and technical education courses provided in the year in which the district's voters approved joining the CTED (base year). To determine whether there is an appearance of supplanting with monies received from the CTED, member districts and their auditors should compare the per pupil expenditures for career and technical education in the current year to those of the statutory base year, adjusted for inflation, using the Work Sheet on the following tab in this workbook. This comparison should be made using the expenditures identified in the member district's accounting records or the district's annual financial report (AFR), if accounting records are not available for the base year. For districts that have neither accounting records nor an AFR for their statutory base year, the first year for which either accounting records or a completed AFR is available should be used as the alternative base year.

Understanding Supplanting

Supplanting occurs when funding from one source is used to replace funding from another source. Therefore, monies received from a CTED, recorded in Fund 596—Career Technical Education, should not be used to replace non-CTED monies previously spent on career and technical education. Additionally, supplanting with CTED monies can occur even if expenditures from non-CTED monies have not decreased since the base year, as inflation in school district funding and growth in ADM, if applicable, would require districts to increase the use of non-CTED monies for career and technical education in order to maintain the level of effort from non-CTED monies and ensure CTED monies are used to enhance career and technical education programs provided in the base year.

Submission Requirement

In accordance with A.R.S. §15-393, CTED member districts must provide the Work Sheet for Determining Appearance of Supplanting with CTED Monies to the CTED's Governing Board and Arizona Department of Education.

Treatment of Operating and Capital Expenditures

Include all operating expenditures and only capital expenditures for textbooks and instructional aids in both the base and current year.

Exclude capital expenditures for furniture, equipment, and vehicles, as well as land and buildings for career and technical education programs from the total expenditures in both the base and current year. Such capital expenditures are normally made to benefit more than 1 year and are not typically made on an annual basis like operational expenditures. Therefore, these capital expenditures should be excluded from the comparison of current year expenditures to base year expenditures to determine the appearance of supplanting. However, these capital expenditures should be evaluated for supplanting as described in the Capital Expenditures section below.

Base Year Amount (line 3)

Base year expenditures should not include state or federal grant funds used for career and technical education, such as the federal Perkins and state priority grants. Also, CTED member districts with a base year prior to 1998 (the first year that the vocational education Group B weight was replaced with the state block grant for vocational education) should reduce the M&O expenditures in the base year by the amount of the funding generated by the vocational education Group B weight funded in their base year, as calculated by ADE.

Include expenditures recorded in program 270 in the chart of accounts effective since July 1, 1998, or function 270 in the chart effective prior to July 1, 1998 and other career and technical education costs that were not coded to program 270 that can be identified, such as community school fund expenditures for daycare centers if career and technical education students participated in operating the center, transportation costs other than those that would be necessary to transport the students to and from school, and indirect costs of the program allocated through a reasonable method.

Current Year (lines 5 thru 9)

Line 5 should include career and technical education expenditures from all funds. Include any expenditures recorded in program codes 270 and 470 and expenditures recorded in program codes 300-399, 450, and 460. Also include other related costs that can be identified, such as community school fund expenditures for daycare centers if career education students participate in operating the center.

Lines 6 through 8 should be used to remove the expenditures that are made from Fund 596—Career Technical Education and federal Perkins and state priority grants before the per-pupil amount is calculated using the amount on line 9 for comparison to the base year amount.

Appearance of Supplanting (lines 12 and 13)

If the comparison of per-pupil expenditures on line 12 results in the appearance of supplanting, the district may provide an explanation on line 13 including additional specific financial or curriculum related information for consideration by its auditors. The auditors should review documentation related to the impact of district-specific situations before making a final determination as to whether the district actually used CTED monies to supplant non-CTED monies in the current year. Such district-specific situations may include:

- The district's career and technical education ADM not increasing at a rate equal to or greater than the growth rate of the overall ADM used in the calculation of per-pupil expenditures in the base and current years. While ADE is not required to and does not retain records of career and technical education enrollment that include all possible CTED members' base years, some member districts may have enrollment information that could be used to document the rate of growth or decline in career and technical education enrollment for comparison to the change in ADM in the same period.

- Reduction or elimination in the current year of a source of funding previously available for career and technical education programs, such as the loss of an override.
- Turnover in teachers or other career and technical education staff since the base year that resulted in the district paying less in the current year in career and technical education salaries from non-CTED monies than would have been paid to more experienced staff. For example, the base year included salary costs for a career and technical education director who had been with the district for 20 years and was at the highest paid step of the applicable salary schedule, but in the current year the new director is only on the 2nd step of the current salary schedule.

Capital Expenditures (not included on worksheet)

To address the statutory restriction on supplanting with CTED monies used for capital purposes, CTED member districts must follow the guidance below to determine when CTED monies may be used without causing the appearance of supplanting. All CTED spending should comply with spending allowed by the member district's CTED intergovernmental agreement, which may further restrict the use of CTED monies.

CTED monies may be used to acquire new land, buildings, and equipment and upgrade facilities and equipment for CTED programs. Member districts may also use CTED monies to pay for the incremental cost, if any, of replacing an asset purchased with non-CTED monies. However, if the asset being replaced had a historical cost of $5,000 or more and a useful life of 15 years or more, and was purchased with non-CTED monies the historical cost of the asset should be adjusted for inflation to determine the cost that should be paid for from non-CTED monies to avoid supplanting.

The historical cost should be increased by the percentage change in the base level from the year the asset was acquired to the year it is replaced. The following examples show what portion of the cost of replacing two different assets at the end of their useful lives may be paid from CTED monies, taking into consideration the original source of funding, historical cost, useful life, and replacement cost.

Asset A, with less than a 15 year useful life, does not need an adjustment to the historical cost before determining the amount that can be paid from CTED monies to replace the asset and avoid supplanting. However, if the asset was originally purchased with non-CTED monies, only up to $1,500 of its replacement cost should be paid from CTED monies to avoid supplanting.

Asset B, with a useful life of 15 years or more, needs an adjustment to the historical cost for inflation if it was originally purchased with non-CTED monies to determine the amount that can be paid from CTED monies to replace the asset and avoid supplanting. Therefore, only up to $243,000 of the asset's replacement cost should be paid from CTED monies to avoid supplanting.

	Asset A		Asset B	
Original Source of Funding	CTED	Non-CTED	CTED	Non-CTED
Historical Cost	$5,500	$5,500	$650,000	$650,000
Useful Life	7 years	7 years	20 years	20 years
Adjusted Historical Cost	N/A	N/A	N/A	$957,000
Replacement Cost	$7,000	$7,000	$1,200,000	$1,200,000
Portion allowed from CTED Monies	$7,000	$1,500	$1,200,000	$243,000

DISTRICT NAME Prescott Unified School District **COUNTY** Yavapai **CTD NUMBER** 130201000

Work Sheet for Determining the Appearance of Supplanting with CTED Monies[1]

FOR FISCAL YEAR (FY) 2026

Enter FY in dropdown box above

Comparison of Per-Pupil Career and Technical Education Expenditures

		Base Year FY 2008	Current Year FY 2026
1.	Base Level Amount (from the FY's Expenditure Budget, Data Entry Tab)	$ 3,332.56	$ 5,113.26
2.	Inflation Factor [(Current year line 1-Base Year line 1)/Base Year line 1]	53.43%	
3.	Base Year Career and Technical Education Expenditures	$ 148,447.00	
4.	Adjusted Base Year Expenditures [(1.0 + line 2) x line 3]	$ 227,767.27	
5.	Current Year Career and Technical Education Expenditures from **All** Funds		$721,304.71
6.	Current Year Expenditures from Fund 596—Career Technical Education		$375,634.35
7.	Current Year Expenditures from Federal Perkins Grants		$97,545.48
8.	Current Year Expenditures from State Priority Grants		$19,202.60
9.	Remaining Current Year Expenditures (line 5 - lines 6 through 8)		$ 228,922.28
10.	Unweighted Student Count (from the FY's Expenditure Budget, Data Entry Tab)	5271.0450	3449.9179
11.	Per-pupil Expenditures	$ 43.21 (line 4 / line 10)	$ 66.36 (line 9 / line 10)

12. Comparison of Per-pupil Expenditures (Line 11, Current Year - Base Year) If negative, District appears to have supplanted career and technical education expenditures with CTED monies. If applicable, see explanation on line 13 below. $ 23.14

13. Explanation, if any, for negative amount calculated on Line 12.

[1] To address the statutory restriction on supplanting with CTED monies used for capital purposes, CTED member districts must follow the guidance described on the Instructions tab under Capital Expenditures. All CTED spending should comply with spending allowed by the member district's intergovernmental agreement with the CTED, which may further restrict the use of CTED monies.

Introduction

In accordance with Arizona Revised Statutes (A.R.S.) §15-393, Career Technical Education District (CTED) member districts are required to use monies received from a CTED to supplement and not supplant career and technical education courses provided in the year in which the district's voters approved joining the CTED (base year). To determine whether there is an appearance of supplanting with monies received from the CTED, member districts and their auditors should compare the per pupil expenditures for career and technical education in the current year to those of the statutory base year, adjusted for inflation, using the Work Sheet on the following tab in this workbook. This comparison should be made using the expenditures identified in the member district's accounting records or the district's annual financial report (AFR), if accounting records are not available for the base year. For districts that have neither accounting records nor an AFR for their statutory base year, the first year for which either accounting records or a completed AFR is available should be used as the alternative base year.

Understanding Supplanting

Supplanting occurs when funding from one source is used to replace funding from another source. Therefore, monies received from a CTED, recorded in Fund 596—Career Technical Education, should not be used to replace non-CTED monies previously spent on career and technical education. Additionally, supplanting with CTED monies can occur even if expenditures from non-CTED monies have not decreased since the base year, as inflation in school district funding and growth in ADM, if applicable, would require districts to increase the use of non-CTED monies for career and technical education in order to maintain the level of effort from non-CTED monies and ensure CTED monies are used to enhance career and technical education programs provided in the base year.

Submission Requirement

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Treatment of Operating and Capital Expenditures

Include all operating expenditures and only capital expenditures for textbooks and instructional aids in both the base and current year.

Exclude capital expenditures for furniture, equipment, and vehicles, as well as land and buildings for career and technical education programs from the total expenditures in both the base and current year. Such capital expenditures are normally made to benefit more than 1 year and are not typically made on an annual basis like operational expenditures. Therefore, these capital expenditures should be excluded from the comparison of current year expenditures to base year expenditures to determine the appearance of supplanting. However, these capital expenditures should be evaluated for supplanting as described in the Capital Expenditures section below.

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Include expenditures recorded in program 270 in the chart of accounts effective since July 1, 1998, or function 270 in the chart effective prior to July 1, 1998 and other career and technical education costs that were not coded to program 270 that can be identified, such as community school fund expenditures for daycare centers if career and technical education students participated in operating the center, transportation costs other than those that would be necessary to transport the students to and from school, and indirect costs of the program allocated through a reasonable method.

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Line 5 should include career and technical education expenditures from all funds. Include any expenditures recorded in program codes 270 and 470 and expenditures recorded in program codes 300-399, 450, and 460. Also include other related costs that can be identified, such as community school fund expenditures for daycare centers if career education students participate in operating the center.

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- Turnover in teachers or other career and technical education staff since the base year that resulted in the district paying less in the current year in career and technical education salaries from non-CTED monies than would have been paid to more experienced staff. For example, the base year included salary costs for a career and technical education director who had been with the district for 20 years and was at the highest paid step of the applicable salary schedule, but in the current year the new director is only on the 2nd step of the current salary schedule.

Capital Expenditures (not included on worksheet)

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	Asset A		Asset B	
Original Source of Funding	CTED	Non-CTED	CTED	Non-CTED
Historical Cost	$5,500	$5,500	$650,000	$650,000
Useful Life	7 years	7 years	20 years	20 years
Adjusted Historical Cost	N/A	N/A	N/A	$957,000
Replacement Cost	$7,000	$7,000	$1,200,000	$1,200,000
Portion allowed from CTED Monies	$7,000	$1,500	$1,200,000	$243,000

DISTRICT NAME Bagdad Unified School District 20 **COUNTY** Yavapai **CTD NUMBER** 130220000

Work Sheet for Determining the Appearance of Supplanting with CTED Monies[1]

FOR FISCAL YEAR (FY) 2026

Enter FY in dropdown box above

Comparison of Per-Pupil Career and Technical Education Expenditures

		Base Year FY 2009	Current Year FY 2026
1.	Base Level Amount (from the FY's Expenditure Budget, Data Entry Tab)	$ 3,232.56	$ 5,113.26
2.	Inflation Factor [(Current year line 1-Base Year line 1)/Base Year line 1]	58.18%	
3.	Base Year Career and Technical Education Expenditures	$ 16,257.00	
4.	Adjusted Base Year Expenditures [(1.0 + line 2) x line 3]	$ 25,715.31	
5.	Current Year Career and Technical Education Expenditures from **All** Funds		$ 531,376.47
6.	Current Year Expenditures from Fund 596—Career Technical Education		$ 104,495.09
7.	Current Year Expenditures from Federal Perkins Grants		$ 9,019.34
8.	Current Year Expenditures from State Priority Grants		$ 4,145.38
9.	Remaining Current Year Expenditures (line 5 - lines 6 through 8)		$ 413,716.66
10.	Unweighted Student Count (from the FY's Expenditure Budget, Data Entry Tab)	107.1200	138.6147
11.	Per-pupil Expenditures	$ 240.06	$ 2,984.65
		(line 4 / line 10)	(line 9 / line 10)

12.	Comparison of Per-pupil Expenditures (Line 11, Current Year - Base Year) If negative, District appears to have supplanted career and technical education expenditures with CTED monies. If applicable, see explanation on line 13 below.	$ 2,744.59

13. Explanation, if any, for negative amount calculated on Line 12.

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Introduction

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Treatment of Operating and Capital Expenditures

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Capital Expenditures (not included on worksheet)

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	Asset A		Asset B	
Original Source of Funding	CTED	Non-CTED	CTED	Non-CTED
Historical Cost	$5,500	$5,500	$650,000	$650,000
Useful Life	7 years	7 years	20 years	20 years
Adjusted Historical Cost	N/A	N/A	N/A	$957,000
Replacement Cost	$7,000	$7,000	$1,200,000	$1,200,000
Portion allowed from CTED Monies	$7,000	$1,500	$1,200,000	$243,000

DISTRICT NAME Mayer Unified School District **COUNTY** Yavapai **CTD NUMBER** 130243000

Work Sheet for Determining the Appearance of Supplanting with CTED Monies[1]

FOR FISCAL YEAR (FY) 2026

Enter FY in dropdown box above

Comparison of Per-Pupil Career and Technical Education Expenditures

		Base Year FY 08-09	Current Year FY 2026
1.	Base Level Amount (from the FY's Expenditure Budget, Data Entry Tab)	$ 3,332.56	$ 5,113.26
2.	Inflation Factor [(Current year line 1-Base Year line 1)/Base Year line 1]	53.43%	
3.	Base Year Career and Technical Education Expenditures	$ 102,635.23	
4.	Adjusted Base Year Expenditures [(1.0 + line 2) x line 3]	$ 157,476.72	
5.	Current Year Career and Technical Education Expenditures from **All** Funds		$ 384,168.16
6.	Current Year Expenditures from Fund 596—Career Technical Education		$ 92,721.80
7.	Current Year Expenditures from Federal Perkins Grants		$ 19,572.51
8.	Current Year Expenditures from State Priority Grants		$ 6,968.26
9.	Remaining Current Year Expenditures (line 5 - lines 6 through 8)		$ 264,905.59
10.	Unweighted Student Count (from the FY's Expenditure Budget, Data Entry Tab)	506.0220	446.1122
11.	Per-pupil Expenditures	$ 311.21	$ 593.81
		(line 4 / line 10)	(line 9 / line 10)

12. Comparison of Per-pupil Expenditures (Line 11, Current Year - Base Year) If negative, District appears to have supplanted career and technical education expenditures with CTED monies. If applicable, see explanation on line 13 below. $ 282.60

13. Explanation, if any, for negative amount calculated on Line 12.

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Program	Total # of Enrollments
3D Printing	2
3D Printing (HD)	1
Accounting	1
Advanced Bookkeeping (HD)	3
Auto Body Paint & Collision Technology (HD)	3
Auto Collision	31
Auto Repair	62
Automotive Technician (HD)	8
Basic Residential Trades Certificate (HD)	4
Behavioral Health Tech	17
Business Management	16
Certified Nurse Assistant (HD)	2
Certified Nurse Assistant	19
CNC Machining	1
Computer Programming	12
Construction	21
Cosmetology	36
Culinary Arts (HD)	6
Culinary Arts	39
Cybersecurity Certificate (HD)	4
Cybersecurity	6
Dental Assistant (HD)	8
Dental Assisting	12
Diesel Technician (HD)	8
Diesel Technologies	30
Drone (HD)- Aviation Technologies	1
Drone	13
Early Childhood Education	6
Ed Professions	7
Education Professions (HD)	3
Electrical Lineworker (HD)	2

Electrical Lineworker	4
Emergency Medical Technician (HD)	13
Fire Services	10
Fire Academy	5
Graphic Design	5
HVAC (HD)	2
Justice Studies	5
Legal Office Cerk	4
Management Certification (Retail) (HD)	1
Manufacturing and Machining	11
Medical Assisting (HD)	2
Medical Assisting	32
Medical Records	2
Organziational Management (HD)	2
Phlebotomy	1
Plumbing Technician (HD)	3
Residential Electrician (HD)	1
Robotics	6
Vet Assisting (HD)	7
Vet Assisting	29
Welding (HD)	10
Welding Technologies	59
Wildland Fire	5
	603

School	Total # of Enrollments
Adult	2
Ash Fork HS	12
Aspire	11
Basis Prescott	1
Bradshaw Mountain HS	124
Continuation/HD	125
Chino Valley HS	84
ESA	15
Homeschool	17
Mayer HS	24
Pace	1
Prescott HS	98
PV Charter	15
Online Schools	16
Scholarship	3
Seligman HS	8
Tri City Prep	42
Trinity	1
Yavapai County HS	4
	603

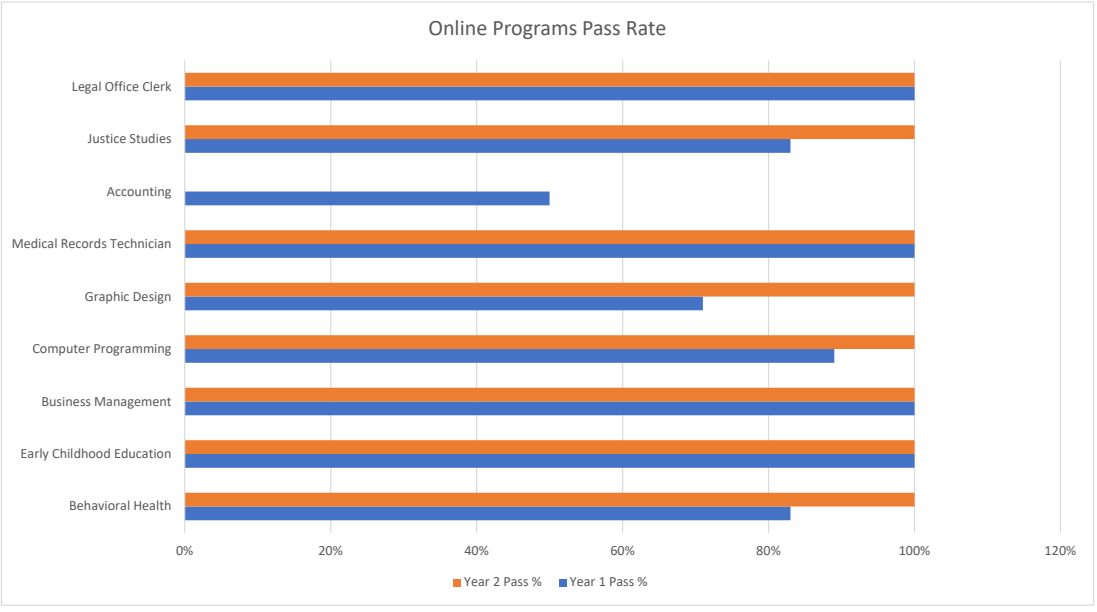
2026/27 Q1 Progress Grades

IN PERSON MICTED PROGRAMS

Year 1 Program	Pass / Fail %	Year 2 Program	Pass / Fail %	Program Total	Pass / Fail %
Manufacturing & Machining	67% / 33%	Manufacturing & Machining	80% / 20% (Eng/Rob)	Manufacturing & Machining	73% / 27%
Robotics	71% / 29%	Robotics	NA	Robotics	71% / 29%
Welding	100% / 0%	Welding	96% / 4%	Welding	98% / 2%
Construction	93% / 7%	Construction	100% / 0%	Construction	95% / 5%
Auto Repair	89% / 11%	Auto Repair	81% / 19%	Auto Repair	86% / 14%
Auto Collision	100% / 0%	Auto Collision	81% / 19%	Auto Collision	91% / 9%
Medical Assisting	71% / 29%	Medical Assisting	96% / 4%	Medical Assisting	87% / 13%
Drone	80% / 20%	Drone	100% / 0%	Drone	93% / 7%
Fire Science	80% / 20%	Fire Science	100% / 0%	Fire Science	85% / 15%
Certified Nursing Assistant	84% / 16%	Certified Nursing Assistant	NA	Certified Nursing Assistant	84% / 16%
EMT	NA	EMT	NA	EMT	NA
Vet Assisting	100% / 0%	Vet Assisting	NA	Vet Assisting	100% / 0%
Culinary	91% / 9%	Culinary	83% / 17%	Culinary	89% / 11%
Diesel	74% / 26%	Diesel	44% / 56%	Diesel	64% / 36%
Electrical Line Worker	25% / 75%	Electrical Line Worker	NA	Electrical Line Worker	25% / 75%
Wildland	NA	Wildland	NA	Wildland	NA
Education Professions	67% / 33%	Education Professions	50% / 50%	Education Professions	63% / 37%
Cybersecurity	83% / 17%	Cybersecurity	100% / 0%	Cybersecurity	86% / 14%
Cosmetology	92% / 8%	Cosmetology	NA	Cosmetology	92% / 8%
3D Printing	100% / 0%	3D Printing	NA	3D Printing	100% / 0%
Dental Assisting	100% / 0%	Dental Assisting	NA	Dental Assisting	100% / 0%

ONLINE MICTED PROGRAMS

Year 1 Program	Pass / Fail %	Year 2 Program	Pass / Fail %	Program Total	Pass / Fail %
Behavioral Health	83% / 17%	Behavioral Health	100% / 0%	Behavioral Health	89% / 11%
Early Childhood Education	100% / 0%	Early Childhood Education	100% / 0%	Early Childhood Education	100% / 0%
Business Management	100% / 0%	Business Management	100% / 0%	Business Management	100% / 0%
Computer Programming	89% / 11%	Computer Programming	100% / 0%	Computer Programming	92% / 8%
Graphic Design	71% / 29%	Graphic Design	100% / 0%	Graphic Design	75% / 25%
Medical Records Technician	100% / 0%	Medical Records Technician	100% / 0%	Medical Records Technician	100% / 0%
Accounting	50% / 50%	Accounting	NA	Accounting	50% / 50%
Justice Studies	83% / 17%	Justice Studies	100% / 0%	Justice Studies	86% / 14%
Legal Office Clerk	100% / 0%	Legal Office Clerk	100% / 0%	Legal Office Clerk	100% / 0%


Online Programs Pass Rate
Legal Office Clerk
Justice Studies
Accounting
Medical Records Technician
Graphic Design
Computer Programming
Business Management
Early Childhood Education
Behavioral Health
0%
20%
40%
60%
80%
100%
120%
Year 2 Pass %
Year 1 Pass %

MOUNTAIN INSTITUTE

Revenue Report

☑ Summary Only From Date: 7/1/2026 To Date: 11/2/2026

Fiscal Year: 2026-2027

Account Number / Description			Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Fund:	001	MAINTENANCE AND OPERATION FUND					
		Fund 001 Total:	$2,110,568.00	$1,637,299.28	$1,637,299.28	$473,268.72	22.42%
Fund:	010	CLASSROOM SITE FUND					
		Fund 010 Total:	$0.00	$99,691.01	$99,691.01	($99,691.01)	0.00%
Fund:	011	CLASSROOM SITE FUND - BASE SALARY					
		Fund 011 Total:	$21,654.00	$0.00	$0.00	$21,654.00	100.00%
Fund:	012	CLASSROOM SITE FUND - PERFORMANCE PA					
		Fund 012 Total:	$43,247.00	$0.00	$0.00	$43,247.00	100.00%
Fund:	013	CLASSROOM SITE FUND - OTHER					
		Fund 013 Total:	$43,477.00	$0.00	$0.00	$43,477.00	100.00%
Fund:	021	INSTRUCTION IMPR - DROP-OUT & READING					
		Fund 021 Total:	$8,050.00	$521.71	$521.71	$7,528.29	93.52%
Fund:	024	INSTRUCTIONAL IMPROVEMENT					
		Fund 024 Total:	$15,719.00	$495.91	$495.91	$15,223.09	96.85%
Fund:	260	CTE BASIC GRANT					
		Fund 260 Total:	$6,000.00	$4,796.72	$4,796.72	$1,203.28	20.05%
Fund:	266	CTE TECH PREP GRANT (EVEN)					
		Fund 266 Total:	$0.00	$97,034.83	$97,034.83	($97,034.83)	0.00%
Fund:	349	NATIONAL FOREST FEES					
		Fund 349 Total:	$25,225.00	$2,034.93	$2,034.93	$23,190.07	91.93%
Fund:	374	E-RATE TELE-COMMUNICATIONS					
		Fund 374 Total:	$40,250.00	$45.96	$45.96	$40,204.04	99.89%
Fund:	400	CTE PRIORITY					
		Fund 400 Total:	$30,000.00	$0.00	$0.00	$30,000.00	100.00%
Fund:	401	RESTRICTED GRANTS-IN-AID					
		Fund 401 Total:	$0.00	$5,049.09	$5,049.09	($5,049.09)	0.00%
Fund:	466	TEACHER INCENTIVE BONUS					
		Fund 466 Total:	$0.00	$4.92	$4.92	($4.92)	0.00%
Fund:	470	JTED PERFORMANCE PAY					
		Fund 470 Total:	$45,000.00	$0.00	$0.00	$45,000.00	100.00%
Fund:	475	JTED SOFT CAPITAL					
		Fund 475 Total:	$0.00	$11.24	$11.24	($11.24)	0.00%
Fund:	489	RESTRICTED GRANTS-IN-AID					
		Fund 489 Total:	$0.00	$6.84	$6.84	($6.84)	0.00%
Fund:	499	RURAL ASSISTANCE					
		Fund 499 Total:	$0.00	$45.72	$45.72	($45.72)	0.00%

Revenue Report

☑ Summary Only From Date: 7/1/2026 To Date: 11/2/2026

Fiscal Year: 2026-2027

Account Number / Description			Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Fund:	500	SCHOOL PLANT					
		Fund 500 Total:	$0.00	$45.14	$45.14	($45.14)	0.00%
Fund:	506	School Plant (Sale)					
		Fund 506 Total:	$40.00	$0.00	$0.00	$40.00	100.00%
Fund:	515	CIVIC CENTER					
		Fund 515 Total:	$0.00	$245.51	$245.51	($245.51)	0.00%
Fund:	525	AUXILIARY OPERATIONS					
		Fund 525 Total:	$20.00	$0.00	$0.00	$20.00	100.00%
Fund:	526	EXTRACURRICULAR ACTIVITIES FEES TAX CI					
		Fund 526 Total:	$7,050.00	$293.45	$293.45	$6,756.55	95.84%
Fund:	530	GIFTS AND DONATIONS					
		Fund 530 Total:	$25,080.00	$1,301.61	$1,301.61	$23,778.39	94.81%
Fund:	570	INDIRECT COSTS					
		Fund 570 Total:	$10.00	$1.13	$1.13	$8.87	88.70%
Fund:	590	GRANTS & GIFTS TO TEACHERS					
		Fund 590 Total:	$2,010.00	$7.92	$7.92	$2,002.08	99.61%
Fund:	610	UNRESTRICTED CAPITAL OUTLAY					
		Fund 610 Total:	$225,673.00	$11,837.82	$11,837.82	$213,835.18	94.75%
Fund:	855	EMPLOYEE INSURANCE WITHHOLDINGS					
		Fund 855 Total:	$20,000.00	$1,856.16	$1,856.16	$18,143.84	90.72%
		Grand Total:	$2,669,073.00	$1,862,626.90	$1,862,626.90	$806,446.10	30.21%

End of Report

MOUNTAIN INSTITUTE

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2026 To Date: 11/2/2026

Fiscal Year: 2026-2027

Account Number / Description		Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund:	001 MAINTENANCE AND OPERATION FUND						
	Fund 001 Total:	$5,858,398.00	$1,018,908.85	$1,018,908.85	$4,839,489.15	$3,076,255.10	$1,763,234.05 30.10%
Fund:	010 CLASSROOM SITE FUND						
	Fund 010 Total:	$498,033.00	$120,715.91	$120,715.91	$377,317.09	$247,918.52	$129,398.57 25.98%
Fund:	021 INSTRUCTION IMPR - DROP-OUT & READING						
	Fund 021 Total:	$59,128.56	$0.00	$0.00	$59,128.56	$0.00	$59,128.56 100.00%
Fund:	024 INSTRUCTIONAL IMPROVEMENT						
	Fund 024 Total:	$54,068.38	$0.00	$0.00	$54,068.38	$0.00	$54,068.38 100.00%
Fund:	260 CTE BASIC GRANT						
	Fund 260 Total:	$27,776.59	$0.00	$0.00	$27,776.59	$0.00	$27,776.59 100.00%
Fund:	261 CTE BASIC GRANT FY15						
	Fund 261 Total:	$17,565.09	$0.00	$0.00	$17,565.09	$0.00	$17,565.09 100.00%
Fund:	265 CTE TECH PREP GRANT						
	Fund 265 Total:	$210,492.50	$0.00	$0.00	$210,492.50	$0.00	$210,492.50 100.00%
Fund:	266 CTE TECH PREP GRANT (EVEN)						
	Fund 266 Total:	$209,240.00	$33,589.43	$33,589.43	$175,650.57	$0.00	$175,650.57 83.95%
Fund:	349 NATIONAL FOREST FEES						
	Fund 349 Total:	$133,579.38	$20,000.00	$20,000.00	$113,579.38	$0.00	$113,579.38 85.03%
Fund:	374 E-RATE TELE-COMMUNICATIONS						
	Fund 374 Total:	$28,279.46	$2,880.00	$2,880.00	$25,399.46	$12,310.00	$13,089.46 46.29%
Fund:	400 CTE PRIORITY						
	Fund 400 Total:	$13,345.32	$0.00	$0.00	$13,345.32	$0.00	$13,345.32 100.00%
Fund:	475 JTED SOFT CAPITAL						

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2026 To Date: 11/2/2026

Fiscal Year: 2026-2027

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
		Fund 475 Total:	$202,964.00	$0.00	$0.00	$202,964.00	$0.00	$202,964.00 100.00%
Fund:	500	SCHOOL PLANT						
		Fund 500 Total:	$5,978.43	$0.00	$0.00	$5,978.43	$0.00	$5,978.43 100.00%
Fund:	515	CIVIC CENTER						
		Fund 515 Total:	$19,487.72	$0.00	$0.00	$19,487.72	$0.00	$19,487.72 100.00%
Fund:	525	AUXILIARY OPERATIONS						
		Fund 525 Total:	$3,659.37	$0.00	$0.00	$3,659.37	$0.00	$3,659.37 100.00%
Fund:	526	EXTRACURRICULAR ACTIVITIES FEES TAX CI						
		Fund 526 Total:	$21,790.67	$0.00	$0.00	$21,790.67	$0.00	$21,790.67 100.00%
Fund:	530	GIFTS AND DONATIONS						
		Fund 530 Total:	$37,419.00	$0.00	$0.00	$37,419.00	$0.00	$37,419.00 100.00%
Fund:	570	INDIRECT COSTS						
		Fund 570 Total:	$375.97	$0.00	$0.00	$375.97	$0.00	$375.97 100.00%
Fund:	590	GRANTS & GIFTS TO TEACHERS						
		Fund 590 Total:	$1,812.93	$0.00	$0.00	$1,812.93	$0.00	$1,812.93 100.00%
Fund:	610	UNRESTRICTED CAPITAL OUTLAY						
		Fund 610 Total:	$703,535.00	$569,213.43	$569,213.43	$134,321.57	$26,826.94	$107,494.63 15.28%
Fund:	855	EMPLOYEE INSURANCE WITHHOLDINGS						
		Fund 855 Total:	$44,554.24	$2,050.10	$2,050.10	$42,504.14	$2,968.54	$39,535.60 88.74%
		Grand Total:	$8,151,483.61	$1,767,357.72	$1,767,357.72	$6,384,125.89	$3,366,279.10	$3,017,846.79 37.02%

End of Report

MOUNTAIN INSTITUTE

Fund Balances

Fiscal Year: 2026-2027

Month: 6
Year: 2027
Fund Type:

☑ Include Cash Balance
☑ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance	Cash Balance	Variance
000	UNDESIGNATED	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
001	MAINTENANCE AND OPERATION FUND	$2,377,073.13	$1,637,299.28	($1,018,908.85)	$0.00	$2,995,463.56	$2,995,463.56	$0.00
010	CLASSROOM SITE FUND	$140,324.77	$99,691.01	($120,715.91)	$0.00	$119,299.87	$119,299.87	$0.00
011	CLASSROOM SITE FUND - BASE SALARY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
012	CLASSROOM SITE FUND - PERFORMANC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
013	CLASSROOM SITE FUND - OTHER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
021	INSTRUCTION IMPR - DROP-OUT & READ	$71,939.15	$521.71	$0.00	$0.00	$72,460.86	$72,460.86	$0.00
024	INSTRUCTIONAL IMPROVEMENT	$68,381.10	$495.91	$0.00	$0.00	$68,877.01	$68,877.01	$0.00
071	STRUCTURED ENGLISH IMMERSION	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
080	STUDENT SUCCESS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
260	CTE BASIC GRANT	($4,414.58)	$4,796.72	$0.00	$0.00	$382.14	$382.14	$0.00
261	CTE BASIC GRANT FY15	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
265	CTE TECH PREP GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
266	CTE TECH PREP GRANT (EVEN)	($63,445.40)	$97,034.83	($33,589.43)	$0.00	$0.00	$0.00	$0.00
315	NATIONAL FOREST FEES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
325	FEDERAL GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
326	ESSER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
328	ENROLLMEENT STABILIZATION GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
336	ESSER II	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
346	ESSER III	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
349	NATIONAL FOREST FEES	$280,602.57	$2,034.93	($20,000.00)	$0.00	$262,637.50	$262,637.50	$0.00
374	E-RATE TELE-COMMUNICATIONS	$7,135.10	$45.96	($2,880.00)	$0.00	$4,301.06	$4,301.06	$0.00
400	CTE PRIORITY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
401	RESTRICTED GRANTS-IN-AID	$132,929.65	$5,049.09	$0.00	$0.00	$137,978.74	$137,978.74	$0.00
465	OTHER STATE PROJECTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
466	TEACHER INCENTIVE BONUS	$677.75	$4.92	$0.00	$0.00	$682.67	$682.67	$0.00
470	JTED PERFORMANCE PAY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
475	JTED SOFT CAPITAL	$1,551.21	$11.24	$0.00	$0.00	$1,562.45	$1,562.45	$0.00
489	RESTRICTED GRANTS-IN-AID	$942.20	$6.84	$0.00	$0.00	$949.04	$949.04	$0.00
490	QUALITY JOBS STATE GRANT	$21.72	$0.00	$0.00	$0.00	$21.72	$21.72	$0.00
499	RURAL ASSISTANCE	$6,304.78	$45.72	$0.00	$0.00	$6,350.50	$6,350.50	$0.00

MOUNTAIN INSTITUTE

Fund Balances

Fiscal Year: 2026-2027

Month: 6
Year: 2027
Fund Type:

☑ Include Cash Balance
☑ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance	Cash Balance	Variance
500	SCHOOL PLANT	$6,225.12	$45.14	$0.00	$0.00	$6,270.26	$6,270.26	$0.00
506	School Plant (Sale)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
515	CIVIC CENTER	$28,725.26	$245.51	$0.00	$0.00	$28,970.77	$28,970.77	$0.00
525	AUXILIARY OPERATIONS	$136.92	$0.00	$0.00	$0.00	$136.92	$136.92	$0.00
526	EXTRACURRICULAR ACTIVITIES FEES TA	$14,981.56	$293.45	$0.00	$0.00	$15,275.01	$15,275.01	$0.00
530	GIFTS AND DONATIONS	$41,590.31	$1,301.61	$0.00	$0.00	$42,891.92	$42,891.92	$0.00
535	CAREER & TECHNICAL ED & VOC ED PR(	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
565	LITIGATION RECOVERY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
570	INDIRECT COSTS	$391.49	$1.13	$0.00	$0.00	$392.62	$392.62	$0.00
575	Unemployment Insurance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
590	GRANTS & GIFTS TO TEACHERS	$1,091.30	$7.92	$0.00	$0.00	$1,099.22	$1,099.22	$0.00
597	AZ INDUSTRY CREDENTIALS INCENTIVE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
610	UNRESTRICTED CAPITAL OUTLAY	$549,925.84	$11,837.82	($569,213.43)	$0.00	($7,449.77)	($7,449.77)	$0.00
625	SOFT CAPITAL ALLOCATION	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
855	EMPLOYEE INSURANCE WITHHOLDINGS	$44,400.99	$1,856.16	($2,050.10)	$0.00	$44,207.05	$44,207.05	$0.00
	Grand Total:	$3,707,491.94	$1,862,626.90	($1,767,357.72)	$0.00	$3,802,761.12	$3,802,761.12	$0.00

End of Report

NATIONAL BANK OF ARIZONA

P.O. BOX 26547
SALT LAKE CITY, UT 84126-0546

Statement of Accounts

This Statement: October 30, 2026
Last Statement: September 30, 2026

Primary Account: 5795697381

Direct Inquiries to:
800-497-8168
WWW.NBARIZONA.COM

0025063 2014-0654000-DBA-DG0030-00002

MOUNTAIN INSTITUTE JTED NO 2
220 RUGER RD
PRESCOTT, AZ 86301-9114

11/2/26

Tired of all the paper? Start receiving your statements electronically and review your account notices online.
Sign up for Online Banking or login today at WWW.NBARIZONA.COM

In our ongoing commitment to improving your experience, we regularly listen to your feedback. Based on customer feedback, we have redesigned your monthly statement to make managing your business accounts even easier. Processed checks are now listed only in the "Checks Processed" section and are no longer mixed into the "Charges/Debits" section. Additionally, we have updated your "Activity Count" summary with detailed counts to help you reconcile your accounts faster each month.

SUMMARY OF ACCOUNT BALANCE

Account Type	*Account Number*	*Account Ending Balance*
BUSINESS LAUNCH CHECKING	5795697381	$4,238.20

BUSINESS LAUNCH CHECKING 5795697381

0151

	Previous Balance	*Deposits/Credits*	*Withdrawals/Debits*	*Checks Processed*	*Ending Balance*
Count:		4	0	1	
Amount:	1,003.00	3,238.20	0.00	3.00-	4,238.20

DEPOSITS/CREDITS

Posting Date	*Effective Date*	*Amount*	*Description*
10/05	10/05	250.00	DEPOSIT Cosmo Kit
10/13	10/13	1,481.60	261012110313XD7 SWALLET CR REF # 02628 6005513723 ACH DEPOSI ESA Tuition
10/19	10/19	25.00	Online School PAYABLES CCD 18642 Online School 1261191919PAY Supply
10/27	10/27	1,481.60	261026123430ACI SWALLET CR REF # 02630 0000249946 ACH DEPOSI ESA Tuition

CHARGES/DEBITS

Posting Date	*Effective Date*	*Amount*	*Description*

CHECKS PROCESSED

Number	*Date*	*Amount*	
132	10/06	$3.00	acct. clearing

October 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
5795697381

NATIONAL BANK OF ARIZONA

October 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
5795697381

P.O. BOX 26547
SALT LAKE CITY, UT 84126-0546

ACTIVITY COUNT

	During this period
Deposits/Credits	4
Items Deposited	0
Charges/Debits	0
Checks Processed	1
Total Items	5

AGGREGATE OVERDRAFT AND RETURNED ITEM FEES

	Total for This Period	*Total Year-to-Date*
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

To learn more about our other products and services that may lower the cost of managing account overdrafts or to discuss removing overdraft coverage from your account, please contact Customer Service or visit your local branch.

DAILY BALANCE

Date	*Balance*	*Date*	*Balance*	*Date*	*Balance*
10/01	$1,003.00	10/06	$1,250.00	10/19	$2,756.60
10/05	$1,253.00	10/13	$2,731.60	10/27	$4,238.20

INTEREST

Interest Earned This Statement Period	$0.00	Number Of Days This Statement Period	30
Interest Paid Year-To-Date 2026	$0.00		

Current interest rate is 0.0000% with no rate change this statement period

October 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
5795697381

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NATIONAL BANK OF ARIZONA

P.O. BOX 26547
SALT LAKE CITY, UT 84126-0546

Statement of Accounts

This Statement: October 30, 2026
Last Statement: September 30, 2026

Primary Account: 0430018294

Direct Inquiries to:
800-497-8168
WWW.NBARIZONA.COM

0029643 2014-06-0000-NBA-PC0030-00001

MOUNTAIN INSTITUTE JTED NO 2
220 RUGER RD
PRESCOTT, AZ 86301-9114

11/2/26

Tired of all the paper? Start receiving your statements electronically and review your account notices online. Sign up for Online Banking or login today at WWW.NBARIZONA.COM

In our ongoing commitment to improving your experience, we regularly listen to your feedback. Based on customer feedback, we have redesigned your monthly statement to make managing your business accounts even easier. Processed checks are now listed only in the "Checks Processed" section and are no longer mixed into the "Charges/Debits" section. Additionally, we have updated your "Activity Count" summary with detailed counts to help you reconcile your accounts faster each month.

SUMMARY OF ACCOUNT BALANCE

Account Type	*Account Number*	*Account Ending Balance*
PUBLIC FUNDS INTEREST CHECKING	0430018294	$4,387.92

PUBLIC FUNDS INTEREST CHECKING 0430018294

0252

	Previous Balance	*Deposits/Credits*	*Withdrawals/Debits*	*Checks Processed*	*Ending Balance*
Count:		2	0	0	
Amount:	3,949.74	438.18	0.00	0.00	4,387.92

DEPOSITS/CREDITS

Posting Date	*Effective Date*	*Amount*	*Description*
10/26	10/26	438.15	DEPOSIT
10/30	10/30	0.03	INTEREST PAYMENT

CHARGES/DEBITS

There were no transactions this period.

CHECKS PROCESSED

There were no transactions this period.

October 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
0430018294

NATIONAL BANK OF ARIZONA

October 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
0430018294

P.O. BOX 26547
SALT LAKE CITY, UT 84126-0546

ACTIVITY COUNT

	During this period
Deposits/Credits	2
Items Deposited	0
Charges/Debits	0
Checks Processed	0
Total Items	2

AGGREGATE OVERDRAFT AND RETURNED ITEM FEES

	Total for This Period	*Total Year-to-Date*
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

To learn more about our other products and services that may lower the cost of managing account overdrafts or to discuss removing overdraft coverage from your account, please contact Customer Service or visit your local branch.

DAILY BALANCE

Date	*Balance*	*Date*	*Balance*	*Date*	*Balance*
10/01	$3,949.74	10/26	$4,387.89	10/30	$4,387.92

INTEREST

Interest Earned This Statement Period	$0.03	Number Of Days This Statement Period	30
Interest Paid Year-To-Date 2026	$0.38		
Interest Paid Last Year 2025	$0.64		

Current interest rate is 0.0100% with no rate change this statement period

October 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
0430018294

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Checking Deposit

Date 10/26/2026
Account 430018294
Amount 438.15
Trace # 062039563

Branch 01350 11:45:12 AM
Teller 107763
Cost Center 06713
0
Person Customer Name MOUNTAIN INSTITUTE JTED NO 2

54540116 0430018294 352 43815

Processed 10/26/26 $438.15

Online Program Student Monitoring and Support Stipend 26-27

Purpose

To ensure the success, retention, and completion of students enrolled in online Career and Technical Education (CTE) programs, as well as students experiencing special circumstances requiring additional monitoring and support, as determinded by MICTED Student Services. Mountain Institute CTED will provide a quarterly stipend to support local student monitoring, communication, and intervention efforts.

Background

Currently, 68 students are registered for online 26-27 CTE programs. While instruction is delivered virtually, student success is significantly enhanced through local support, regular check-ins, and communication between the high school and Mountain Institute CTED.

Proposed Payment Structure

Participating high school districts, their designated staff, or designated homeschool support staff will receive:

$100 per student, per quarter

Payment will be based on actively enrolled students participating in online CTE programs as well as students identified by MICTED Student Services as requiring additional monitoring and support due to special circumstances.

All eligibale students must be monitored and supported to the expectations outlined below:

Annual Value

$100 per student × 4 quarters = **$400 per student annually**
Example: A school district supporting 10 eligible students would receive up to **$4,000 annually**

School Responsibilities

To qualify for quarterly payments, schools will designate a staff member to provide reasonable oversight and support, including:

Student Monitoring

- Monitor student progress at least twice monthly.
- Review attendance, assignment completion, and course pacing.
- Identify students needing intervention or additional support.

Student Check-Ins

- Conduct regular check-ins with enrolled students.
- Encourage progress toward completion.
- Assist students in resolving barriers to success.

Communication

- Maintain communication with Mountain Institute CTED staff regarding student concerns, withdrawals, schedule changes, or intervention needs.
- Respond to requests for information in a timely manner.

Documentation

Schools will maintain basic records demonstrating:

- Student check-ins
- Progress monitoring
- Interventions provided when necessary

Documentation requirements should remain simple and manageable while ensuring accountability.

Payment Process

Quarterly payments will be issued following verification that:

1. The student remained actively enrolled during the quarter.
2. Required monitoring and communication activities were completed.
3. Requested documentation has been submitted.

Budget Impact

With 68 students enrolled:

- Quarterly Cost: 68 students × $100 = **$6,800**
- Annual Cost: 68 students × $400 = **$27,200**

Actual expenditures will vary based on enrollment and participation throughout the year.

Expected Outcomes

This support structure is intended to:

- Increase student completion rates.
- Improve communication between schools and Mountain Institute CTED.
- Provide timely interventions for struggling students.
- Strengthen local ownership of student success in online programs.
- Enhance overall student engagement and achievement.
- Enhance opportunities for Growth for MICTED - meeting Strategic Planning Goals

Recommendation

Implement the Online Student Monitoring and Support Stipend beginning with the upcoming school year and review outcomes annually to determine effectiveness and potential adjustments to the funding model.

Funding Consideration:

The FY 2026 Prop 301 estimate was about **$842 per weighted pupil**. Based on this number a .5 ADM weight would more than cover the cost of this stipend.

MICTED District Support Stipend

Quarterly Verification & Payment Request Form

School District / Homeschool Support Organization: _____

School (if applicable, online schools, etc.): _____

Reporting Quarter:

☐ Quarter 1 ☐ Quarter 2 ☐ Quarter 3 ☐ Quarter 4

School Year: _____

Designated Staff Member: _____

Title: _____

Email: _____

Student Verification

Number of Eligible MICTED Students Supported During This Quarter: _____ Students

Requested Stipend Payment: _____ Students × $100 = $_____

Support Activities Verification

☐ Student progress was monitored at least twice monthly.

☐ Attendance, assignment completion, and course pacing were reviewed.

☐ Students received regular check-ins and encouragement toward course completion.

☐ Interventions and support were provided when concerns were identified.

☐ Communication was maintained with MICTED staff regarding student concerns, withdrawals, schedule changes, or intervention needs.

☐ Documentation supporting these activities is maintained by the district or designated homeschool support staff and available upon request.

Student Roster

Student Name	Program	Active Through Quarter End? (Y/N)	Eligibility Type (Online / Special Circumstances)

(Attach additional pages if necessary.)

Certification

I certify that the information provided on this form is accurate and that the designated district or homeschool support staff fulfilled the requirements outlined in the MICTED District Support Stipend Agreement for the students listed above.

District / Homeschool Support Representative Signature: _____

Printed Name: _____

Date: _____

MICTED Use Only

☐ Special Circumstances Eligibility Verified by MICTED Student Services (if applicable)

☐ Enrollment Verified

☐ Documentation Verified

☐ Approved for Payment

Number of Eligible Students: _____

Payment Amount: $_____

Approved By: _____

Date: _____

MICTED District Support Stipend

Quarterly Verification & Payment Request Form

School District / Homeschool Support Organization: _____

School (if applicable, online schools, etc.): _____

Reporting Quarter:

☐ Quarter 1 ☐ Quarter 2 ☐ Quarter 3 ☐ Quarter 4

School Year: _____

Designated Staff Member: _____

Title: _____

Email: _____

Student Verification

Number of Eligible MICTED Students Supported During This Quarter: _____ Students

Requested Stipend Payment: _____ Students × $100 = $_____

Support Activities Verification

☐ Student progress was monitored at least twice monthly.

☐ Attendance, assignment completion, and course pacing were reviewed.

☐ Students received regular check-ins and encouragement toward course completion.

☐ Interventions and support were provided when concerns were identified.

☐ Communication was maintained with MICTED staff regarding student concerns, withdrawals, schedule changes, or intervention needs.

☐ Documentation supporting these activities is maintained by the district or designated homeschool support staff and available upon request.

Student Roster

Student Name	Program	Active Through Quarter End? (Y/N)	Eligibility Type (Online / Special Circumstances)

(Attach additional pages if necessary.)

Certification

I certify that the information provided on this form is accurate and that the designated district or homeschool support staff fulfilled the requirements outlined in the MICTED District Support Stipend Agreement for the students listed above.

District / Homeschool Support Representative Signature: _____

Printed Name: _____

Date: _____

MICTED Use Only

☐ Special Circumstances Eligibility Verified by MICTED Student Services (if applicable)

☐ Enrollment Verified

☐ Documentation Verified

☐ Approved for Payment

Number of Eligible Students: _____

Payment Amount: $_____

Approved By: _____

Date: _____

MOUNTAIN INSTITUTE CAREER & TECHNICAL EDUCATION DISTRICT

District Support Stipend | Payout Authorization

Quarterly Payment Request & Internal Approval

1 DISTRICT & REPORTING INFORMATION

Participating District:	_____
School / Site:	_____
School Year:	_____ Quarter: ☐ 1 ☐ 2 ☐ 3 ☐ 4
Designated Staff Member receiving payment:	_____
District has chosen to receive support stipend	☐
Position / Title:	_____
District Contact Email:	_____

2 PAYMENT CALCULATION

Payment rate: $100 per eligible, actively enrolled MICTED online student for the reporting quarter.

Students submitted for verification:	_____
MICTED-verified eligible students:	_____
Authorized payout:	_____ students × $100 = $_____

Administrator Signature: _____

Date _____

Mountain Institute CTED Scholarship Program Application

STUDENT INFORMATION			
First Name		Last Name	
Date of Birth	Cell Phone	Home Phone	Email
Street Address (No PO Boxes)		City/State/Zip	
P.O. Box (if applicable)		City/State/Zip	
High School		Birth City	Birth State
Female ☐ Male ☐ Prefer Not to Say ☐	T-Shirt Size ◯ X-Small ◯ Small ◯ Medium ◯ Large ◯ X-Large ◯ XX-Large ◯ XXX-Large		

ETHNICITY/RACE INFORMATION (Must complete both items)

Ethnicity: Hispanic/Latino ☐ Yes OR ☐ No

Race: (must choose at least one)

☐ American Indian/Alaskan Native ☐ Asia ☐ Black/African American ☐ Pacific Islander/Hawaiian ☐ White

PARENT/GUARDIAN INFORMATION		
First Name	Last Name	Email
Relationship to Student	Home Phone	Cell Phone

ADDITIONAL INFORMATION		
Yavapai College Y Number	Cumulative GPA	Did student complete 1 year of a program? ☐ Yes ☐ No
Discipline Issues ☐ Yes ☐ No		Absences ☐ 0 ☐ 1-5 ☐ 6-10 ☐ More than 10

Have you completed the FAFSA Application? ☐ Yes ☐ No

Have you been notified that you are eligible for FAFSA funding? ☐ Yes ☐ No ☐ Still waiting for notification

Will you need financial assistance to help cover the cost of your courses, or do you have the means to pay for them on your own ☐ Yes ☐ No

You understand if you withdraw from a program after the YC drop date, the MICTED Governing Board has the right to request a refund of an awarded scholarship. ☐ Yes ☐ No

To be considered for this scholarship, you will be required to give a presentation to the Mountain Institute Governing Board at one of their monthly meetings.
For details about the presentation process, please contact our Student Services Team at the MICTED district office.

Please include a brief narrative of your future career goals both long- and short-term, the steps you will take to achieve them, and any additional information you would like to include to support your request for this scholarship as an attachment with this scholarship.

Mountain Institute CTED Scholarship Program Application

CTED PROGRAM INFORMATION

First Year Program
(Place a check mark beside your First Year Program)

	Advanced Manufacturing
	Automotive Collision Repair
	Automotive Technology Repair
	Aviation Technology
	Construction Technology
	Culinary
	Diesel
	Drone & Ground School
	Electrical Lineman
	Engineering & Robotics
	Fire Service
	Medical Assisting Services
	Nursing Services
	Welding Technology
	Other:

Please complete the following information for each course to be supported by scholarship funds

YC Course Name	YC Course Number	YC CRN Number	YC Course Credits

MICTED STATEMENT OF UNDERSTANDING

As a participant in the MICTED Scholarship Program, I, the undersigned below understand and agree to the following:

- I am considered a college student. Failing a class will affect future financial aid, enrollment, and GPA.
- As a scholarship candidate you agree to sit for all industry certifications and testing associated with your program.
- Attendance and satisfactory progress are mandatory for continued program involvement.
- Transportation will not be provided by MICTED.
- Students are expected to conduct themselves in a manner that reflects positively on their high school and MICTED. Students are responsible for following all policies and procedures.
- Students/parent/guardians will be responsible for reimbursement to MICTED if the student withdraws from a class or does not participate in a required certification exam. If a student fails a class, there will be no re-entry into the program without reimbursement and approved readmission.
- MICTED can pay only for community college classes for students that have been approved to participate or if a graduate has successfully completed one year or more of a program.
- Scholarship funds are awarded only once for courses approved on this application. Scholarship funds expire one year after award date and are not transferable or renewable.
- Individual requirements and/or costs may apply to certain programs. The student should see his/her high school counselor, CTE representative, or Shaun Rose, MICTED Student Services Director, for additional details.
- Completing the application requirements is not a guarantee of acceptance. Final selection is based on several factors including grades, discipline, attendance, teacher recommendation, etc. Eligibility is determined by the high school, MICTED, and the community college. Students will be notified of their status.
- Program availability is determined by enrollment, funding and program offerings and is subject to change or cancellation by the high school, community college, or MICTED.
- Students will work with the high school, MICTED and community college to create a schedule of classes.
- The student participant is expected to complete follow-up surveys conducted by the high school following graduation regarding participation in CTE programs.

Mountain Institute CTED

Scholarship Program Application

STUDENT AMBASSADOR REQUIREMENT

As a recipient of a MICTED scholarship, I understand that I am required to serve as a MICTED Student Ambassador during the school year and complete a minimum of 10 hours of participation at MICTED-sponsored or approved events.

Student Ambassador opportunities may include Lunch Fairs, Open Houses, Yavapai College (YC) events, presentations, and other activities identified by MICTED Student Services throughout the year.

I understand that I am responsible for coordinating my participation with MICTED Student Services and documenting my completed Student Ambassador hours. Completion of all 10 hours is a requirement of receiving the scholarship.

STUDENT ACKNOWLEDGMENT

☐ I understand and agree to serve as a MICTED Student Ambassador and complete at least 10 hours during the school year.

Student Name: _____

Student Signature: _____ Date: _____

This acknowledgment is part of the MICTED Scholarship Program Application.

Mountain Institute CTED Scholarship Program Application

- Documentation requirements for all programs: Completed and signed MICTED Scholarship Program Application, unofficial high school and college transcripts, current resume, narrative on why you are requesting this scholarship, applicable college assessment scores (ask our district office) and letter(s) of recommendation (Please call with any questions regarding required documents at 928-771-0791.

MICTED FERPA

As parent(s) or legal guardian(s) of the above-named student, I/We understand MICTED, the high school district, community college and/or other educational institutions will furnish all student records, concerning my child, including special education records, grades, transcripts, attendance records and discipline files. The purpose of this release is to ensure the accurate transfer of information between the educational institutions for grading, attendance, academic credit and related education matters. It is understood that disclosure of this information is regulated by the Family Educational Rights and Privacy Act (FERPA) and other laws.

MICTED MEDIA RELEASE

I, the student, and parent(s)/legal guardians, grant MICTED, its representatives and employees the right to take photographs of me and my property in connection with the MICTED website, press releases, newsletters, social media, etc. I authorize MICTED, its assignees and transferees to copyright, use and publish the same in print and/or electronically. I agree that MICTED may use such photographs of me with or without my name and for any lawful purpose, including examples such as publicity, illustration, advertising, social networking, and web content.

☐ Check this box if you wish to OPT OUT of the MICTED Media Releases.

REQUIRED SIGNATURES

By signing below, I certify that I have read, understand, and agree to the above information.

Student:	Date:	**HS Graduation Year**
Parent/Guardian:	Date:	
Student Services Director	Date:	

_____ **(Initial Here) By submitting this application, I understand I may be asked to share a brief presentation to the Mountain Institute CTED Governing Board.**

Mountain Institute CTED
220 Ruger Road Suite 2
Prescott, AZ 86301
928-771-0791

MICTED does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, or age in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

Chapter Affiliation	Advisory Name	President	Vice President	Treasurer	Secretary	Other Officer
FCCLA	Deb Synder	Natalie McDaniel	Ava Veltri	Paige Tormollan	Paige Tormollan	
SkillsUSA	Brian Magarell	Henry Ridley	Isaiah Johnson	Adrian Hassenstab	Kaizer Valles	
SkillsUSA	Arron Rotteger	Diego Beltran	Jeremiah Acuna	Trent Williams	Hunter Visage	Jeffryck Gomez
SkillsUSA	Mike Dougherty	Jackson Steadman	Hawken Seets	Maxton Cademartori	Brailynn Murillo	Eric Soriano
SkillsUSA	Lisa French	Yazlene Monroy	Kimberly Santacruz	Macy Despain	Emma Hyland	Emma Belmore
HOSA	Denise Cartier	Daisy Cervantes Hernandez	Ellie Workman	Brook Platt	Claire Lawrence	Abrianna Marquez-Cartier
HOSA	Constant Lu	Korynne Smith	Olivea Sims	Brianna Aviles	Joceline Rico	
HOSA	Donna Shepard	Dexter Alldridge	Molly Rood	Reann Zavala	Vanessa Bugarin	Isabella Harper
HOSA	Traci Hamm	Angelica Moon	Amelia Gonsalves	Anthony Reyes	Alexis Dockendorf	Nathalia Alvarado
HOSA	Natalie Ortiz-Nuno	Ella Holdsworth	Breanna English	Josue Figueroa	Dayanira Diaz	Jose Contreras

Other Officer	Other Officer	Other Officer
Logan Yowell		
Deanna Garcia	Jayden Brambila	Kelly Manon Ayala
Jacob Lacey		
Zoey Wendlandt	Matthew Venia	Izabel Wilhelm
Ibett Almanza Rios		
Ana Mendoza		

Policy Advisory	Policy	Currently Exists?	Adopt/ Decline	Any Changes by the District?	Notes
PA 917	EA	Yes	Adopt	No	
PA 918	EB-R	Yes	Adopt	Yes	
	EBAA	Yes	Rescind	No	
PA 919	EBAA-R	Yes	Rescind	No	
	EBAB	No	Adopt	No	
PA 920	EBAB-R	No	Adopt	Yes	
	EBBB	Yes	Adopt	No	
PA 921	EBBB-R	Yes	Adopt	Yes	
	EBC	Yes	Adopt	No	
PA 922	EBC-R	No	Adopt	Yes	
	EBCD	Yes	Rescind	No	
PA 923	EBCD-R	Yes	Rescind	No	
	ECA	Yes	Adopt	No	
PA 924	ECA-R	Yes	Adopt	Yes	
	ECAC	Yes	Adopt	No	
PA 925	ECAC-R	Yes	Adopt	Yes	
PA 926	ECB	Yes	Adopt	No	
PA 927	ED	No	No	No	
	EDB	Yes	Adopt	No	
PA 928	EDB-R	Yes	Adopt	Yes	
PA 929	EDBA	Yes	Rescind	No	
PA 930	EDC	Yes	Adopt	No	
PA 931	EE	Yes	Adopt	No	
	EEA	No	Adopt	Yes	
PA 932	EEA-R	No	Adopt	No	
PA 933	EEAA	No	No	No	
	EEAE	No	Adopt	Yes	
	EEAE-R	No	Adopt	No	
	EEAE-EA	No	Adopt	Yes	
PA 934	EEAE-EB	No	Adopt	No	
	EEAEA	Yes	Adopt	No	
PA 935	EEAEA-R	No	Adopt	No	
	EEAEAA	No	No	No	
	EEAEAA-R	Yes	Rescind	No	
PA 936	EEAEAA-E	Yes	Rescind	No	
PA 937	EEAEB	No	No	No	
PA 938	EEAEC	No	No	No	
PA 939	EEAF	No	No	No	
	EEAG	Yes	Rescind	No	
PA 940	EEAG-R	No	No	No	
PA 941	EEB	Yes	Adopt	No	
PA 942	EEBD	Yes	Rescind	No	
	EF	No	No	No	
	EF-RA	No	No	No	
PA 943	EF-RB	No	No	No	

Policy Advisory	Policy	Currently Exists?	Adopt/ Decline	Any Changes by the District?	Notes
	EFC	No	No	No	
PA 944	EFC-REFD	No	No	No	
PA 945	EFD	No	No	No	
PA946	EFDA	No	No	No	
PA 947	EFE	No	No	No	
PA 948	EG	Yes	Rescind	No	
PA 949	EGAD	Yes	Adopt	No	
PA 950	EGAE	Yes	Adopt	No	
	EGAEA	Yes	Adopt	No	
PA 951	EGAEA-R	No	Adopt	No	
PA 952	EGD	Yes	Adopt	No	
	EHB	Yes	Adopt	No	
PA 953	EHB-R	Yes	Adopt	No	
PA 954	FA	Yes	Adopt	No	
PA 955	FCB	Yes	Adopt	No	
PA 956	FEA	Yes	Adopt	No	
PA 957	FF	Yes	Adopt	No	
PA 958	GBEB	Yes	Adopt	No	
959	DJE	Yes	Adopt	Yes	
	DIE	Yes	Adopt	No	
PA 960	DIE-R	Yes	Adopt	No	
PA 961	GA	Yes	Rescind	No	
PA 962	GBEB	Yes	Adopt	No	
	GBA	Yes	Adopt	No	
	GBA-R	Yes	Adopt	No	
PA 963	GBA-E	Yes	Adopt	No	
PA 964	GBAC	Yes	Adopt	No	
PA 965	GBB	Yes	Rescind	No	
	GBEA	Yes	Adopt	No	
	GBEA-R	No	Adopt	No	
PA 966	GBEA-E	No	Adopt	No	
	GBEAA	Yes	Adopt	No	
PA 967	GBEAA-E	Yes	Adopt	No	
	GBEB	Yes	Rescind	No	
	GBEB-R	Yes	Rescind	No	
PA 968	GBEB-E	Yes	Rescind	No	
PA 969	GBEBB	Yes	Adopt	No	
PA 970	GBEBC	Yes	Adopt	No	
	GBEC	Yes	Adopt	No	
	GBEC-R	No	Adopt	No	
	GBEC-EA	Yes	Adopt	No	
PA 971	GBEC-EB	Yes	Rescind	No	
PA 972	GBECA	Yes	Rescind	No	
PA 973	GBECB	Yes	Rescind	No	
PA 974	GBED	Yes	Adopt	No	
PA 975	GBEF	Yes	Adopt	No	

Policy Advisory	Policy	Currently Exists?	Adopt/ Decline	Any Changes by the District?	Notes
PA 976	GBEFA	Yes	Rescind	No	
	GBGA	No	Adopt	No	
	GBGA-RA	No	Adopt	No	
	GBGA-REB	No	Adopt	No	
PA 977	GBGA-EA	No	Adopt	No	
	GBGB	Yes	Rescind	No	
PA 978	GBGB-R	Yes	Rescind	No	
	GBGC	Yes	Rescind	No	
PA 979	GBGC-E	Yes	Rescind	No	
	GBGCA	Yes	Rescind	No	
PA 980	GBGCA-R	Yes	Rescind	No	
	GBGCB	Yes	Rescind	No	
PA 981	BGBCB-E	Yes	Rescind	No	
	GBGD	Yes	Adopt	No	
	GBGD-R	Yes	Adopt	No	
PA 982	GBGD-E	Yes	Adopt	No	
PA 983	GBI	Yes	Adopt	No	
	GBJ	Yes	Adopt	No	
	GBJ-R	No	Adopt	No	
PA 984	GBJ-E	Yes	Adopt	No	
	GBK	Yes	Adopt	No	
	GBK-R	Yes	Adopt	No	
	GBK-EA	Yes	Adopt	No	
	GBK-EB	Yes	Adopt	No	
	GBK-EC	Yes	Adopt	No	
	GBK-ED	Yes	Adopt	No	
PA 985	GBK-EE	Yes	Adopt	No	
PA 986	GBP	Yes	Adopt	No	
PA 987	GCA	Yes	Rescend	No	
PA 988	GCB	Yes	Adopt	No	
PA 989	GCBA	Yes	No	Yes	Send to Legal-We do not have a salary schedule. Can we change it so the Superintendent makes suggestions to the board regarding salary?
PA 990	GCBC	Yes	Rescind	No	
PA 991	GCBD	Yes	Rescind	No	
PA 992	GCC	Yes	Rescind	No	
	GCCA	Yes	No	No	
	GCCA-RA	No	No	No	
	GCCA-RB	No	No	No	
	GCCA-RC	No	No	No	
PA 993	GCCA-E	No	No	No	Pulled for further review
PA 994	GCCB	Yes	Rescind	No	

Policy Advisory	Policy	Currently Exists?	Adopt/ Decline	Any Changes by the District?	Notes
	GCCC	Yes	Rescind	No	
	GCCC-EA	No	Rescind	No	
	GCCC-EB	No	Rescind	No	
	GCCC-EC	No	Rescind	No	
	GCCC-ED	No	Rescind	No	
PA 995	GCCC-EE	No	Rescind	No	
PA 996	GCCC	Yes	Rescind	No	
	GCCD	Yes	Rescind	No	
PA 997	GCCD-E	Yes	Rescind	No	
PA 998	GCCE	No	Rescind	No	
PA 999	GCCF	No	Rescind	No	
	GCCG	No	Rescind	No	
	GCCG-RA	No	Rescind	No	
PA 1000	GCCG-RB	No	Rescind	No	
PA 1001	GCCH	Yes	Rescind	No	
PA 1002	GCD	Yes	Rescind	No	
	GCF	Yes	Adopt	No	
	GCF-R	Yes	Adopt	No	
	GCF-EA	Yes	Adopt	No	
	GCF-EB	Yes	Adopt	No	
	GCF-EC	Yes	Adopt	No	
	GCF-ED	Yes	Adopt	No	
	GCF-EE	No	Adopt	No	
PA 1003	GCF-EF	No	Adopt	No	
	GCFC	Yes	Adopt	No	
PA 1004	GCFC-E	Yes	Adopt	No	
	GCFE	Yes	Rescind	No	
PA 1005	GCFE-E	Yes	Rescind	No	
PA 1006	GCG	Yes	Adopt	No	
	GCGB	Yes	Rescind	No	
PA 1007	GCGB-R	Yes	Rescind	No	
PA 1008	GCH	Yes	Adopt	No	
PA 1009	GCI	Yes	Rescind	No	
PA 1010	GCJ	Yes	Rescind	No	
PA 1011	GCK	Yes	Adopt	No	
PA 1012	GCL	Yes	Rescind	No	
PA 1013	GCMC	Yes	Rescind	No	
	GCMF	Yes	Adopt	Yes	
	GCMF-RA	No	Adopt	No	
PA 1014	GCMF-RB	No	Adopt	Yes	
	GCO	Yes	Adopt	Yes	
	GCO-RA	Yes	Adopt	Yes	
	GCO-RB	Yes	Rescind	No	
PA 1015	GCO-E	No	Adopt	Yes	
PA 1016	GCP	Yes	Rescind	No	
PA 1017	GCQA	Yes	Adopt	No	

Policy Advisory	Policy	Currently Exists?	Adopt/ Decline	Any Changes by the District?	Notes
PA 1018	GCQC	Yes	Adopt	No	
PA 1019	GCQE	No	Rescind	No	
	GCQF	Yes	Adopt	No	
	GCQF-RA	No	Adopt	No	
PA 1020	GCQF-RB	No	Adopt	No	
PA 1021	GCR	Yes	Adopt	No	
PA 1022	GCRD	Yes	Adopt	No	
PA 1023	GCS	Yes	Adopt	No	
PA 1024	GDA	Yes	Rescind	No	
PA 1025	GDB	Yes	Rescind	No	
PA 1026	GDBA	Yes	Rescind	No	
PA 1027	GDBC	Yes	Rescind	No	
PA 1028	GDBD	Yes	Rescind	No	
	GDCG	Yes	Rescind	No	
PA 1029	GDCG-R	Yes	Rescind	No	
PA 1030	GDD	Yes	Rescind	No	
	GDF	Yes	Rescind	No	
	GDF-R	Yes	Rescind	No	
	GDF-EA	Yes	Rescind	No	
	GDF-EB	Yes	Rescind	No	
	GDF-EC	Yes	Rescind	No	
	GDF-ED	Yes	Rescind	No	
PA 1031	GDF-EE	Yes	Rescind	No	
	GDFA	Yes	Rescind	No	
PA 1032	GDFA-E	Yes	Rescind	No	
PA 1033	GDG	Yes	Rescind	No	
PA 1034	GDJ	Yes	Rescind	No	
PA 1035	GDK	Yes	Rescind	No	
	GDL	Yes	Rescind	No	
PA 1036	GDL-R	Yes	Rescind	No	
PA 1037	GDLB	Yes	Rescind	No	
PA 1038	GDN	Yes	Rescind	No	
	GDO	Yes	Rescind	No	
	GDO-EA	Yes	Rescind	No	
PA 1039	GDO-EB	Yes	Rescind	No	
PA 1040	GDP	Yes	Rescind	No	
PA 1041	GDQA	Yes	Rescind	No	
PA 1042	GDQB	Yes	Rescind	No	
PA 1043	GDQD	Yes	Rescind	No	
PA 1044	GDR	No	Rescind	No	
	ECAC	Yes	Adopt	No	
PA 1045	ECAC-R	No	Adopt	Yes	
PA 1046	IHAL	No	Adopt	No	
PA 1047	BEDB	Yes	Adopt	Yes	
PA 1048	CBA	Yes	Adopt	No	
PA 1049	DJ	Yes	Adopt	No	Review changes

Policy Advisory	Policy	Currently Exists?	Adopt/ Decline	Any Changes by the District?	Notes
PA 1050	DJE	Yes	Adopt	No	
PA 1051	IHA	Yes	Rescind	No	Does not Apply
PA 1052	IHB-R	No	No	No	Does not Apply
PA 1053	IKE-RB	No	No	No	Does not Apply
PA 1054	IKF	No	No	No	Does not Apply
PA 1055	JF-R	No	No	No	Does not Apply
PA 1056	JFAA-R	No	No	No	Does not Apply
PA 1057	FJAB-R	No	No	No	Does not Apply
PA 1058	JFABC-R	No	No	No	Does not Apply
PA 1059	FJFABD-RB	No	No	No	Does not Apply
PA 1060	JFABDA-RB	No	No	No	Does not Apply
PA 1061	JFB-RB	No	No	No	Does not Apply
PA 1062	JJAB	Yes	Adopt	Yes	
PA 1063	JR-R	Yes	Adopt	Yes	
PA 1064	KFA	Yes	Adopt	No	
	DGD	Yes	Adopt	No	
	DGD-R	Yes	No	No	Pulled for further review
PA 1065	DGD-E	Yes	No	No	Pulled for further review
PA 1066	DJ-R	No	Adopt using option 1		
	BCB	Yes	Adopt	No	
PA 1067	BDB-E	Yes	No	No	Pulled for further review
	BGBEAA	Yes	Adopt	No	
PA 1068	GBEAA-E	Yes	No	No	Pulled for further review
	KI	Yes	Adopt	Yes	
	KI-R	Yes	No	No	Pulled for further review
PA 1069	KI-E	Yes	No	No	Pulled for further review

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REGULATION

BUS DRIVER REQUIREMENTS, TRAINING, AND RESPONSIBILITIES

Circumstances Under Which Alcohol and Controlled Substance Tests for Drivers Are to Be Given

All information subject to 49 CFR 382.401 and 382.405 obtained in the course of testing of drivers shall be protected as confidential medical information and shall not be released except expressly authorized or required in 49 CFR 382.401 and 382.405, or as otherwise required and authorized by law.

Random:

A. A minimum of fifty percent (50%) of drivers shall be tested annually for controlled substances and twenty-five percent (25%) of drivers shall be tested annually for alcohol, subject to the Federal Highway Administration's administrator raising or lowering the annual percentage rate in accordance with regulations. [49 CFR 382.305] Random testing selection shall be as follows:

1. Employees are to be placed in and remain in a pool for random selection.

2. A scientifically valid random selection method will be used.

3. Tests will be given at least once each quarter.

4. Dates of testing will not be announced.

B. Random controlled substances and alcohol testing may be combined, however the District must ensure that all drivers have an equal chance of being tested for controlled substances and alcohol.

Postaccident

The District shall require each driver to review this Regulation prior to such driver operating any District commercial motor vehicle(s).

A. Drivers are required to submit to controlled substances and alcohol testing as soon as possible following a "Department of Transportation (DOT) accident" as defined in Subsection B below. [49 CFR 382.303]

B. A *DOT accident* is defined as an occurrence involving a commercial motor vehicle operating on a public road that results in:

1. A fatality; or

2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

3. 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]

C. If a driver is seriously injured and cannot submit to testing at the time of the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that may indicate whether there were any controlled substances or alcohol used by the driver prior to the accident. [49 CFR 382.303]

D. A driver who is subject to postaccident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care. [49 CFR 382.303]

E. No driver required to take a postaccident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a postaccident alcohol test, whichever occurs first. [49 CFR 382.303]

F. The following actions are to be taken in a postaccident testing situation:

1. Treat injuries.

2. Work with law enforcement officials.

3. Explain the need for testing.

4. Obtain the driver's permission for testing, if possible.

5. Work with the medical facility to obtain the necessary documents and test information.

6. Collect specimens promptly.

7. Document events.

The results of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances 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 District. [49 CFR 382.305]

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Reasonable suspicion:

A. *Reasonable suspicion* is defined to mean that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or District official trained in the detection of probable alcohol and drug use by observing indicators in a person's appearance, behavior, speech, and performance, in accordance with 49 CFR 382.603. If it is at all possible, the witness should not conduct the alcohol test, in order to prevent the introduction of bias to the testing procedure.

B. 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.

C. If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered. [49 CFR 382.307]

D. Reasonable suspicion testing should include the following considerations:

1. Focus on safety.

2. Verify reasonable suspicion if possible.

3. Observe the employee's appearance, behavior, speech, and performance.

4. Inform the employee in private of any suspicion.

5. Inquire in private about any observations or suspicions.

6. Review the findings.

7. Upon concluding that reasonable suspicion exists, transport the employee to a testing site.

8. Document events.

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Return-to-duty testing:

Return-to-Duty testing must be performed in accordance with 49 CFR Part 40, Subpart O (comprising 49 CFR 40.281 - 40.313). 49 CFR 382.309. Likewise, any Follow-Up testing must also be performed in accordance with 49 CFR Part 40, Subpart O. 49 CFR 382.311.

Referral:

Each driver who engages in conduct prohibited by 49 CFR 382.201 et seq., shall be evaluated by a Substance Abuse Professional ("SAP") as required by 49 CFR 40.285. The SAP shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. [49 CFR 382.605 and 40.281 - 40.313]

Driver Training

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

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

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

B. The categories of employees subject to this part of the regulation.

C. Sufficient information about safety-sensitive functions performed by such drivers to make clear what part of the workday a driver must be in compliance with the Omnibus Act regulations.

D. Specific information concerning driver conduct that is prohibited by the Omnibus Act regulations.

E. The circumstances under which a driver will be tested for alcohol and/or controlled substances by the Omnibus Act regulations.

F. The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the driver and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that the results are attributed to the correct driver; including post-accident information, procedures and instructions required by 49 CFR 382.303.

G. The requirement that the employee submit to alcohol and controlled substance tests administered in accord with the Omnibus Act regulations.

H. An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test and the attendant consequences.

I. The consequences for drivers found to have violated the Omnibus Act regulations, including requirements for removal from safety-sensitive functions and the procedures under 49 CFR 40.281 *et seq.*

J. Consequences for a driver having an alcohol concentration of 0.02 but less than 0.04.

K. Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver or a co-worker); and available methods of intervention, including confrontation and referral. [49 CFR 382.601]

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

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

Supervisor Training

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

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ADVISORY 936

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~~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 (DOT) rules.~~

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

~~A. 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]~~

~~B. Being on duty or operating a commercial motor vehicle (school bus) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken. [49 CFR 382.204]~~

~~C. Using alcohol while performing safety-sensitive functions. [49 CFR 382.205]~~

~~D. Performing safety-sensitive functions within eight (8) hours after using alcohol. [49 CFR 382.207 and R17-9-102]~~

~~E. Using alcohol within eight (8) hours following an accident or prior to undergoing a postaccident alcohol test, whichever comes first. [49 CFR 382.209]~~

~~F. 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]~~

~~G. Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]~~

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

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

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

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

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

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

~~Each driver who engages in the conduct prohibited herein shall:~~

~~A. Be advised of resources available to the driver in evaluating and resolving problems associated with drug or alcohol use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.~~

~~B. Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve drug or alcohol problems.~~

~~C. 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.~~

~~D. If identified as needing assistance by a substance abuse professional, be evaluated by a substance abuse professional to determine if that driver has properly followed any rehabilitation program prescribed, and be subject to unannounced follow-up tests following return to duty in accord with federal regulations. [49 CFR 382.605]~~

~~The District shall assume the cost for the initial evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances~~

~~use. Evaluation and rehabilitation of the employee, if the employee is allowed to return to work in any position, shall be in accordance with 49 CFR 382.605 and by a substance abuse professional paid by the employee.~~

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

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

~~Adopted: _____~~

~~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~~

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~~EEAEAA-R ©~~

~~REGULATION~~

~~DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES~~

~~Circumstances Under Which Tests for Drivers Are to Be Given~~

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

~~Random:~~

~~A. A minimum of fifty percent (50%) of drivers shall be tested annually for drugs and twenty-five percent (25%) of drivers shall be tested annually for alcohol, subject to the Federal Highway Administration's administrator raising or lowering the annual percentage rate in accordance with regulations. [49 CFR 382.305] Random testing selection shall be as follows:~~

~~1. Employees are to be placed in and remain in a pool for random selection.~~

~~2. A valid random selection procedure will be used.~~

~~3. Tests will be given at least once each quarter.~~

~~4. Dates of testing will not be announced.~~

~~B. Random drug and alcohol testing may be combined. For example, when testing at fifty percent (50%) drug random rate and twenty-five percent (25%) alcohol random rate, half of the randomly selected drivers chosen for testing could be tested for both drugs and alcohol, while the rest could be tested only for drugs.~~

~~Postaccident:~~

~~A. Drivers are required to submit to drug and alcohol testing as soon as possible following a "Department of Transportation (DOT) accident" that involves the loss of human life or for which the driver receives a citation under state or local law for a moving traffic violation arising from the accident. [49 CFR 382.303]~~

~~B. A DOT *accident* is defined as an occurrence involving a commercial motor vehicle operating on a public road that results in:~~

~~1. A fatality; or~~

~~2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or~~

~~3. 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]~~

~~C. If a driver is seriously injured and cannot submit to testing at the time of the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that may indicate whether there were any drugs or alcohol used by the driver prior to the accident. [49 CFR 382.303]~~

~~D. A driver who is subject to postaccident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care. [49 CFR 382.303]~~

~~E. No driver required to take a postaccident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a postaccident alcohol test, whichever occurs first. [49 CFR 382.303]~~

~~F. The following actions are to be taken in a postaccident testing situation:~~

~~1. Treat injuries.~~

~~2. Work with law enforcement officials.~~

~~3. Explain the need for testing.~~

~~4. Obtain the driver's permission for testing, if possible.~~

~~5. Work with the medical facility to obtain the necessary documents and test information.~~

~~6. Collect specimens promptly.~~

~~7. 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]~~

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~~***Reasonable suspicion:***~~

~~A. Reasonable suspicion is defined to mean that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or District official trained in the detection of probable alcohol and drug use by observing indicators in a person's appearance, behavior, speech, and performance, in accordance with 49 CFR 382.603. If it is at all possible, the witness should not conduct the alcohol test, in order to prevent the introduction of bias to the testing procedure.~~

~~B. 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.~~

~~C. If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered. [49 CFR 382.307]~~

~~D. Reasonable suspicion testing should include the following considerations:~~

~~1. Focus on safety.~~

~~2. Verify reasonable suspicion if possible.~~

~~3. Observe the employee's appearance, behavior, speech, and performance.~~

~~4. Inform the employee in private of any suspicion.~~

~~5. Inquire in private about any observations or suspicions.~~

~~6. Review the findings.~~

~~7. Upon concluding that reasonable suspicion exists, transport the employee to a testing site.~~

~~8. Document events.~~

~~***Return-to-duty testing:***~~

~~A. 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)]~~

~~B. When a driver has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the driver will be subject to unannounced follow-up alcohol and/or controlled substance testing. The driver will be subject to a minimum of six (6) follow-up tests in the first twelve (12) months. The follow-up testing period shall not exceed sixty (60) months. Follow-up testing for alcohol shall be administered only when the driver is performing, just before performing, or just after performing a safety-sensitive function. [49 CFR 382.311 and 382.605(C)]~~

~~***Referral:***~~

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

~~**Driver Training**~~

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

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

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

~~B. The categories of employees subject to this part of the regulation.~~

~~C. Sufficient information about safety-sensitive functions performed by such drivers to make clear what part of the work day a driver must be in compliance with the rule.~~

~~D. Specific information concerning driver conduct that is prohibited by the rule.~~

~~E. The circumstances under which a driver will be tested for alcohol and/or controlled substances by rule.~~

~~F. The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the driver and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that the results are attributed to the correct driver.~~

~~G. The requirement that the employee submit to alcohol and controlled substance tests administered in accord with Omnibus Act regulations.~~

~~H. An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test and the attendant consequences.~~

~~I. The consequences for drivers found to have violated the rule, including requirements for removal from duty.~~

~~J. Consequences for a driver having a concentration of 0.02 but less than 0.04 in a breath alcohol test.~~

~~K. Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver or a co-worker); and available methods of intervention, including confrontation and referral. [49 CFR 382.601]~~

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

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

~~**Supervisor Training**~~

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

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~~EXHIBIT~~

~~DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES~~

~~RECORDS RETENTION~~

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

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

~~A. *Five years*:~~

~~1. Records of alcohol test results showing concentrations of 0.02 or more.~~

~~2. Records of driver verified positive controlled substance tests.~~

~~3. Documentation of refusals to take required tests.~~

~~4. Calibration documentation.~~

~~5. Driver evaluation and referrals.~~

~~6. A copy of each annual calendar year summary.~~

~~B. *Two years*:~~

~~Records related to the alcohol and controlled substance collection process and training.~~

~~C. *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?~~

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

~~1. Collection logbook, if used.~~

~~2. Documents relating to the random selection process.~~

~~3. Calibration documents for evidential breath testing devices.~~

~~4. Documentation of breath alcohol technician training.~~

~~5. Documents regarding decisions to administer reasonable suspicion tests.~~

~~6. Documents regarding decisions of postaccident tests.~~

~~7. Documents verifying existence of a medical explanation of the inability of a driver to provide an adequate breath or urine specimen for testing.~~

~~8. Consolidated annual calendar year summaries as required by 49 CFR 382.403.~~

~~B. *Records relating to driver's test results [49 CFR 382.401(c)(2)]:*~~

~~1. Employer's copy of alcohol test forms, including the results of the test.~~

~~2. Employer's copy of drug test chain of custody and control form.~~

~~3. Documents sent by the medical review officer (MRO) to the employer, including those required by 49 CFR 382.407(a).~~

~~4. Documents related to refusal by any driver to submit to a drug or alcohol test required by the rules.~~

~~5. Documents presented by a driver to dispute the results of an alcohol or substance abuse test required by the rules.~~

~~C. *Records related to other violations.*~~

~~D. *Records related to evaluations:*~~

~~1. Records pertaining to a determination by a substance abuse professional (SAP) concerning a driver's need for assistance.~~

~~2. Records concerning a driver's compliance with recommendations of the SAP.~~

~~E. *Records relating to education and training:*~~

~~1. Materials on alcohol misuse and drug use awareness, including a copy of the employer's policy on both.~~

~~2. Documentation of compliance with the requirements of 49 CFR 382.601, including the driver's signed receipt for materials.~~

3. Documentation of training provided to supervisors for determining the need for reasonable suspicion testing for alcohol misuse or use of controlled substances.

4. Certification that any training that has been conducted complies with the requirements for such training.

F. *Records relating to drug testing*:

1. Agreements with the collection site facilities, laboratories, medical review officers, and consortia.

2. Names and positions of officials and their roles in the employer's alcohol and controlled substance testing program.

3. Monthly laboratory statistical summaries of urinalysis required by 49 CFR 40.29(g)(6).

4. 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 Department of Transportation (DOT) when requested. The District will be notified whether to submit the records. [49 CFR 382.403(b)]

What happens if records are not kept properly?

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

Where are records to be located?

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

What summary records are required?

A. 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.

B. 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:

1. The number of drivers subject to 49 CFR 382.

~~2. 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.~~

~~3. The number of urine specimens collected, by type of test (e.g., random, reasonable suspicion, et cetera).~~

~~4. The number of positives verified by an MRO for type of test and type of drug.~~

~~5. The number of negative drug tests verified by an MRO, by type of test.~~

~~6. The number of persons denied a position as drivers following preemployment verified positive drug testing and/or alcohol testing with concentrations of 0.04 or greater.~~

~~7. The number of drivers with MRO verified positive tests for multiple controlled substances.~~

~~8. The number of drivers who refused to submit to alcohol or drug tests required by 49 CFR 382.~~

~~9. The number of supervisors who have received required alcohol training during the reporting period.~~

~~10. The number of supervisors who have received required controlled substances training during the reporting period.~~

~~11. The number of screening alcohol tests, by type of test.~~

~~12. The number of confirmation alcohol tests, by type of test.~~

~~13. The number of confirmation alcohol tests with concentrations of 0.02 or greater but less than 0.04, by type of test.~~

~~14. The number of confirmation alcohol tests with concentrations of 0.04 or greater, by type of test.~~

~~15. 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.~~

~~16. 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.~~

~~17. 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.~~

~~C. 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?~~

~~A. The covered employee, to the employee's records, upon written request.~~

~~B. The employer.~~

~~C. The Secretary of Transportation, upon request.~~

~~D. Any DOT agency, upon request.~~

~~E. Any state or local official with regulatory authority over the employee, upon request.~~

~~F. Any person or employer, upon the employee's written request.~~

~~G. National Transportation Safety Board may review postaccident test information upon request and as a part of an accident investigation. [49 CFR 382.405]~~

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

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

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ADVISORY 937

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BUS ~~PURCHASING~~ INSPECTION 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.

Inspection

A. At least annually:

1. Each school bus registered in this state shall be inspected according to rules adopted pursuant to A.R.S. 28-900.

2. An official certificate of inspection and approval shall be obtained from the Department of Public Safety for each school bus registered in this state.

B. The inspections shall be made and the certificates shall be obtained as prescribed by law and by rules adopted pursuant to A.R.S. 28-900.

C. Inspection of a school bus shall be made when the bus is initially registered in this state. The Superintendent of the School District shall have all school buses that are registered by the District inspected pursuant to A.R.S. 28-984. If a school bus is privately owned, the owner of the school bus shall have the bus inspected pursuant to A.R.S. 28-984.

Maintenance

A school bus owner shall systematically inspect, repair, and maintain, or cause to be systematically inspected, repaired, and maintained, all parts of a school bus chassis and body and any other parts and accessories that may affect safe operation of the school bus, pursuant to Sections R13-13-106, R13-13-107, and R13-13-108 of the Arizona Administrative Code. The school bus owner shall ensure that the maintenance of a school bus and repair of major defects is done by:

A. An Automotive Service Excellence (ASE)-certified technician;

B. An individual working under the supervision of an ASE-certified master school bus technician;

C. An individual with at least one (1) year of participation in a school bus manufacturer-sponsored or commercial vehicle maintenance training program; or

D. An individual with at least one (1) year of experience as a school bus mechanic.

Adopted: _____

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LEGAL REF.:
A.R.S.
28-900
28-984
A.A.C.
~~R17-9-105 *et seq.*~~
Title 13, Chapter 13

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ADVISORY 938

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~~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 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: _____~~

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

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

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~~**SPECIAL USE OF BUSES**~~

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

~~A. Bus usage for educational field trips or educationally related activities by student organizations may be considered an extension of classroom activities.~~

~~B. The Board delegates to the administration authority concerning requests for noncurricular usage. In such cases, the student organization or group making the trip will be required to reimburse the District for all or a portion of the cost of the transportation.~~

~~Adopted: _____~~

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

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~~**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.~~

~~Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.~~

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

~~Adopted: _____~~

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

~~CROSS REF.:~~
~~EEB - Business and Personnel Transportation Services~~
~~GBEFA - Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle~~

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~~EEAG-R ©~~

~~REGULATION~~

~~STUDENT TRANSPORTATION IN PRIVATE VEHICLES~~

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

~~A. 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.~~

~~B. For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.~~

~~C. Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.~~

~~D. No student will be sent on school errands with the student's own vehicle, an employee's vehicle, a Governing Board member's vehicle, or a District-owned vehicle.~~

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BUSINESS AND PERSONNEL TRANSPORTATION SERVICES AND RECORDS AND REPORTS

(District Travel Policy - Employees and Governing Board Members)

Transportation Services

Administrative Requirements

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

Use of School Vehicles

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

Use of Private Vehicle

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

Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.

Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.

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Accident Report

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

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: _____

LEGAL REF.:
A.R.S.
15-321
15-341
15-901
15-903
38-538
A.A.C.
R13-13-108
USFR: VI-I.

CROSS REF.:
DKC - Expense Authorization/Reimbursement
EEAG - Student Transportation ~~in Private Vehicles~~
GBEFA - Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle

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~~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: _____~~

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

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EF ©
FOOD SERVICES

(Free and Reduced Price, Competitive Food Sales, Vending Machines)

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.

Free and Reduced Price

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.

Competitive Food Sales

Competitive food sales and marketing shall align with nutrition education and health promotion, in accordance with 7 CFR 210.11(2) and the Arizona Healthy Schools Act. Pursuant to A.R.S. 15-242.01, beginning in the 2026-2027 school year, any school that participates in a federally funded or assisted meal program shall not serve, sell or allow a third party to sell ultra-processed food on the school campus during the normal school day. This does not prevent a student's parent or guardian from providing ultra-processed food to the student during the normal school day. Accordingly, schools will limit food and beverage marketing to items that meet established nutrition standards for meals or for individual sale. The marketing of ultra-processed foods on school grounds is prohibited. Schools are encouraged to promote healthy, minimally processed food options, including fruits, vegetables, whole grains, and low-fat dairy products.

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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.

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.

Adopted: _____

LEGAL REF.:
A.R.S.
15-239
15-242
15-242.01 Arizona Healthy Schools Act (HB 2164)
15-341
15-342
15-1151
15-1152
15-1153
15-1154
15-1155
15-1157
15-1158
15-1251
A.A.C.
R9-8-701 *et seq.*
42 U.S.C. 17751 *et seq.*
42 U.S.C. 1771 *et seq.*
7 CFR Part 210
7 CFR Part 215
7 CFR Part 220
7 CFR Part 245
Public Law 111-296, Healthy, Hunger-Free Kids Act of 2010 Sec. 205 - Equity in School Lunch Pricing
USFR, Section X, Appendix F Food Service Fund
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.*

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

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REGULATION

FOOD SERVICES

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

Meals in Sschools.

Each school shall:

A. 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.

B. Encourage students to participate in each school's meal program while still allowing meals to be brought from home.

C. Provide modified meals, upon ~~a physician's written~~ request, for students with food allergies or other special ~~food~~ dietary needs. ~~(The allergies would be of a life threatening or severe reaction nature.)~~

D. Provide any student with a 504 Plan accommodations for food allergies or other special dietary needs based on Section 504 of the Rehabilitation Act.

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.

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Competitive Ffoods.

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

A. All income from the sale of such foods accrue to the benefit of:

1. The nonprofit school food service; or

2. The school or student organizations approved by the District.

B. They are sold in locations other than the dining, serving, and kitchen areas.

C. The school promotes an overall school environment that encourages students to make healthy food choices.

D. The competitive foods meet the state nutrition standards.

Pricing, Pposting, and Eexpenses.

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. The District in compliance with Section 205 of the Healthy, Hunger-Free Kids Act of 2010, shall provide the same level of support for lunches served to students who are not eligible for free or reduced-price lunches as they are for lunches served to students eligible for free lunches. 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:

A. The sale price of any food items sold including a reimbursable meal shall be posted in the dining area.

B. School meal program facilities used by outside organizations or individuals must have approval from the school principal or food service supervisor.

C. If outside organizations or individuals use the food service facilities, a qualified staff member must be on duty.

D. 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.

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E. Each person who eats a school meal must pay the regular price for the meal with two (2) exceptions:

1. Students who have an approved free or reduced-price income application on file for the current school year.

2. Food service employees who are paid from school lunch funds.

F. 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 Wworkers.

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 Mmeals as Ddisciplinecary 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.

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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 Iinspections.

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

Other Ffood Ssales.

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.

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REGULATION

FOOD SERVICES

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

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

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

Provide for public announcements. Near the beginning of the school year, an announcement must be made to notify the public of the availability of the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the School Milk Program (SMP), and the Food Commodity Program (FCP). The notice must include the eligibility criteria for reduced-price meals and/or milk. The public news release will be provided to the local news media. The District shall submit a public/press release to local employment offices and major employers contemplating layoffs in the attendance area of the school. Copies of the public release shall be made available upon request to any interested party.

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

The letter must state the option of free and reduced-price benefits. An application form must be distributed to all households of children in attendance at the school who were not determined eligible through Direct Certification match results or from the migrant/homeless/runaway list. The application should not be distributed earlier than July 1, or no more than thirty (30) calendar days prior to the beginning of the school year, whichever is later. New students enrolling in school after the school year begins must be provided a letter/notice and application form when they enroll.

Applications for free or reduced-price meals programs shall be available to students at all times during the regular school day.

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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 ensure 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 disclosed for any unauthorized purpose. No individual indicators of participation shall be maintained in the permanent record of any student not otherwise allowed by law.

Disclosure may be made of aggregate information, such as the number of children eligible for free or reduced-price meals, to any program or individual. Aggregate information shall not identify children.

Ensure Nondiscrimination Practice. There shall be no overt identification of any eligible children by use of special tickets, special tokens, serving lines, separate entrances, separate dining areas, or by any other means. When more than one (1) lunch, breakfast or type of milk is offered, the children shall have the same choice of meals that is available to those children who pay the full price. Children shall not work for their meal unless other children are required to do so as part of their educational training.

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

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

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~~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: _____~~

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

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

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~~REGULATION~~

~~FREE AND REDUCED-PRICE FOOD SERVICES~~

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

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

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

~~***Provide for public announcements.*** Near the beginning of the school year, an announcement must be made to notify the public of the availability of the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the School Milk Program (SMP), and the Food Commodity Program (FCP). The notice must include the eligibility criteria for reduced price meals and/or milk. The public news release will be provided to the local news media. The District shall submit a public/press release to local employment offices and major employers contemplating layoffs in the attendance area of the school. Copies of the public release shall be made available upon request to any interested party.~~

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

~~The letter must state the option of free and reduced price benefits. An application form must be distributed to all households of children in attendance at the school who were not determined eligible through Direct Certification match results or from the migrant/homeless/runaway list. The application should not be distributed earlier than July 1, or no more than thirty (30) days prior to the beginning of the school year, whichever is later. New students enrolling in school after the school year begins must be provided a letter/notice and application form when they enroll.~~

~~Applications for free or reduced price meals programs shall be available to students at all times during the regular school day.~~

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

~~***Enforce Confidentiality/Disclosure of Eligibility.*** All procedures shall insure that names of children eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner. Information such as family size, income and social security numbers shall remain confidential and shall not be shared for any purpose. No individual indicators of participation shall be maintained in the permanent record of any pupil not otherwise allowed by law.~~

~~Disclosure may be made of aggregate information, such as the number of children eligible for free or reduced price meals, to any program or individual. Aggregate information shall not identify children.~~

~~***Ensure Nondiscrimination Practice.*** There shall be no overt identification of any eligible children by use of special tickets, special tokens, serving lines, separate entrances, separate dining areas, or by any other means. When more than one (1) lunch, breakfast or type of milk is offered, the children shall have the same choice of meals that is available to those children who pay the full price. Children shall not work for their meal unless other children are required to do so as part of their educational training.~~

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

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

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PRICING OF AND PAYMENT FOR FOOD SERVICES

Meal Charges

The District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintains the financial integrity of the District food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents and guardians of all children who attend the school in the District information regarding the availability of reimbursable school meals and must be provided, in writing, information about applying for free or reduced-price meals.

Unpaid Meal Charges

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the students' funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in the National School Lunch Program.

Notification

The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

Adopted: _____

LEGAL REF.:
A.R.S.
15-116
15-1153
15-1154
The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)

CROSS REF.:
JL - Student Wellness

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~~EFDA ©~~
~~COLLECTION OF MONEY / FOOD TICKETS~~

~~Meal Charges~~

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

~~*(NOTE (To be removed with adoption of Policy): ASBA offers the following language. However the guidance presented by the USDA provides for local districts to establish direction related to meal charges within the parameters of language found in USDA Memo Code SP 46-2016, SP 47-2016, and SP23-2017 Districts may approve and implement the following language or establish local language the meets conditions presented by USDA)*~~

~~The District provides the following regarding meal charges:~~

~~A. For all types of reimbursable meals, students in grades up to and including eighth (8th) grade are allowed to charge up to three (3) meals.~~

~~B. A student in grades up to and including eighth (8th) grade who has reached the limit of three (3) charged meals will be provided an alternative meal.~~

~~C. Students in grades nine (9) through twelve (12) may not charge meals.~~

~~D. No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.~~

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

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~~The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200. 426. Bad debt must be written off as operating loss. However, "bad debt" must be restored using non-federal funds. Delinquent meal charges that are converted to "bad debt" must be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)~~

~~CROSS REF.:~~
~~JL - Student Wellness~~

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~~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: _____~~

~~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~~

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~~OFFICE SERVICES~~

~~All offices in the District shall be open during the school year from 8:00 a.m. until 5:00 p.m., Monday through Friday, except during holidays and as otherwise stipulated by the Superintendent. Hours of the working day shall be assigned by supervisors.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~Arizona Constitution, Article 18, Section 1~~

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COPYRIGHT COMPLIANCE

~~School equipment and personnel cannot be used for any printing work for Parent-Teacher Association (P.T.A.) or for professional, charitable, or character-building organizations. The only exception to this policy is when an individual school duplicates notices of the parent group meetings directly connected with a specific activity in the school.~~

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

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

Copyrighted materials shall be used solely for educational purposes and in accordance with applicable laws and recognized fair use guidelines.

To determine whether the use of a work constitutes fair use, the following factors shall be considered:

A. t~~T~~he purpose and character of the use, including whether ~~the~~ such use is of a commercial nature or for nonprofit educational purposes~~.~~;

B. t~~T~~he nature of the copyrighted work~~.~~;

C. t~~T~~he amount and ~~importance~~ substantiality of the portion used in relation to the copyrighted work as a whole~~.~~; and

D. t~~T~~he 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: _____

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

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MAIL AND DELIVERY SERVICES

A mail service system ~~shall~~ may 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~~ may be restricted to materials and communications that further the official school business and the educational purposes of the District.

The District ~~shall~~ is 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: _____

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ELECTRONIC MAIL

Appropriate Use

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 subject to public disclosure 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.

Record Keeping System

For ~~these~~ the reasons stated above, a record keeping system for electronic communications shall be established in which those types of electronic communications:

A. shall be categorized in the same manner as is required for paper records;

B. shall be stored in a way permitting ease of record retrieval; and

C. ~~and~~ shall contain explicit sender and receiver identification.

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

~~A. A repository for electronic communications shall be established at the direction of the Superintendent.~~

~~B. 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.~~

~~C. The determination of record status shall be on the same basis as is used for paper records.~~

~~D. 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.~~

~~E. 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: _____

LEGAL REF.:
A.R.S.
15-141
15-142
15-186
15-241
15-350
15-537
15-551
15-828
15-843
15-1041 *et seq.*
38-431.~~01~~ *et seq.*
39-101
39-121 *et seq.*
41-151 *et seq.*
~~41-1343~~
A.G.O.
I05-004
~~General Retention Schedule for All State Agencies and Political Subdivisions for Records Received via E-mail~~
ASLAPR General Retention Schedule for School Districts and Charter Schools
20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:
~~BDF - Advisory Committees~~
BEDH - Public Participation and News Media Services at Board Meetings
BHC - Board Communications
~~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)

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REGULATION

ELECTRONIC MAIL

Guidelines

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

A. A repository for electronic communications shall be established at the direction of the Superintendent.

B. All school business-related communications, including communications from private devices and accounts used by School Board members, officers and employees, shall be segregated to a file folder and then to a location designated by the District, for public record administration.

C. The determination of record status shall be on the same basis as is used for paper records.

D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. However, the District should ensure the preservation of the record's original metadata insofar as possible. 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.

E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records identifying the recipient and the sender.

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USE OF TECHNOLOGY IN OFFICE SERVICES

Electronic Information Systems (EIS)

Electronic information systems ~~communications~~ (including communications and 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~~.

Open Meeting Law

~~All~~ A Governing Board member shall review the Open Meeting Law materials at least one (1) day before the day he/she takes office. It is recommended that 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~~ ~~t~~To comply with the requirements of the OML and Public Records Law, the following guidelines shall be followed:

Guidelines:

A. 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.

B. 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.

C. Confidential information about employees, students or other Board members shall not be included in e-mail communications due to the risk of improper disclosure.

D. 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.

E. The Arizona Attorney General recommends including the following ~~statements shall~~ notice ~~be used~~ on all ~~Board member and staff~~ electronic communications advising Board members of potential OML consequences:

Superintendent and Staff: "To ensure compliance with the Open Meeting Law, [Board member] recipients of this message should not forward it to other ~~Board~~ members of the public body. ~~nor should Board m~~Members of the public body may reply to this message, but they should not send a copy of the reply to other members."

Board Members: "To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other board members and board members should not reply to this message."

Although the OML does not require this notice, such notification may serve as a helpful reminder to board members that they should not discuss or deliberate through e-mail.

F. Board members shall ~~communicate~~ use electronic communications 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: _____

LEGAL REF.:
A.R.S.
38-431.~~01~~ *et seq.*
39-101

39-121 *et seq.*
41-151.11
~~41-1343~~
A.G.O.
I05-004
ASLAPR General Retention Schedule for School Districts and Charter Schools
~~General Retention Schedule for School Districts and Charter Schools - Electronic Communications and Social Networking Records~~
20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:
~~BDF - Advisory Committees~~
BEDH - Public Participation and News Media Services 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)

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DATA / RECORDS RETENTION

(Records Management)

Management

The Arizona State Library, Archives and Public Records (ASLAPR) has adopted records management standards for the maintenance and storage of school District's public records, which standards provide for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.

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 (USFR). 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 ASLAPR. ~~Records management standards adopted by the ASLAPR for the maintenance and storage of the District's public records provides for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.~~

Governing Board and Staff

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~~ supervision.

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 administered as public records.

Adopted: _____

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LEGAL REF.:
A.R.S.
15-271
15-272
15-341
23-721
23-926
23-962
38-421
38-423
38-424
39-101
39-103
39-121
~~41-1346 *et seq.*~~
44-1373
A.A.C.
R7-2-803
USFR
ASLAPR General Retention Schedule for School Districts and Charter Schools

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REGULATION

DATA / RECORDS RETENTION

(Records Management Program)

Records shall be prepared and managed as outlined below.

Business and Financial Records

Management of the following records is the responsibility of the ~~business manager~~ Superintendent:

A. Annual District budget.

B. Audit reports.

C. Financial statements.

D. Capital levy plan.

E. Bids.

F. Contracts (except employment).

G. Deeds.

H. Leases/lease purchases.

I. Inventory (history records of general fixed assets).

J. 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 it is practical to do so, but no later than during the second immediate past year, all paper records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Records created and/or maintained in an electronic format will be preserved in a manner approved by the Records Management Division of the Arizona State Library, Archives and Public Records (ASLAPR). 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.

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Retention Requirements

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 School Districts and the Standards and Guidelines for Electronic Records available on the ASLAPR website at: Retention Schedules, Forms, Standards, Guidance and FAQs | Arizona State Library (azlibrary.gov) ~~and frequently-asked-questions-schools-10-19-2015.pdf (azlibrary.gov)~~

Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing

The District shall maintain Transportation employee records of alcohol and controlled substances misuse and prevention programs in a secure location with controlled access. Specific requirements regarding these records should be implemented according to all applicable state and federal law.

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FACILITIES DEVELOPMENT GOALS / PRIORITY OBJECTIVES

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

The Board establishes these broad goals for development:

A. To integrate facilities planning with other aspects of planning in a comprehensive educational program.

B. To base educational specifications for school buildings on identifiable learner needs.

C. To design for sufficient flexibility to permit program modification or the installation of new programs.

D. To design school buildings as economically as feasible, providing that learner needs are effectively and adequately met by the design.

E. To involve the community, school staff members, available experts, and the latest in related current development and research in building plans and specifications.

F. To analyze life-cycle costs as they compare with capital expenditures versus a maintenance and operations expense projection.

G. To analyze the core facility as it relates to future expansion.

H. To design school buildings for community use when feasible.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-342
~~15-2002 *et seq.*~~
~~15-2031~~
41-5711
15 U.S.C. 2643

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~~RETIREMENT OF FACILITIES~~
CLOSING A SCHOOL FACILITY: PROCESS, SALE, LEASE

~~(Closing a School Facility)~~

~~If it is determined the Board needs to consider closing a school facility the Board may consult with the Arizona School Facilities Board (SFB) for technical assistance and for information on the impact of closing a school. The information provided from the SFB shall not require the Board to take or not take any action.~~

The Board recognizes the impact closing a school has on the community, the students who attend the school being considered, the projected impact on other schools in the District, and the District. ~~In response the Board shall discuss and consider a proposed school closing at a scheduled Board meeting. The Superintendent shall present at a Board meeting demographic data related to present and future school facility needs along with information related to a school closing.~~

Process:

A. Provide written notice to the parents or guardians of all students enrolled in the School District at least ten (10) days before a public meeting to discuss closing a school within the School District. The notice shall include the reasons for the proposed closure and the time and place of the meeting.

B. The Governing Board shall fix a time for a public meeting on the proposed closure not less than ten (10) days before voting in a public meeting to close the school. The School District Governing Board shall give notice of the time and place of the meeting.

C. At the time and place designated in the notice, the School District Governing Board shall hear reasons for or against closing the school.

The above process is required unless the Governing Board determines that a school shall be closed because it poses a danger to the health or safety of the students or employees of the school.

If it is determined the Board needs to consider closing a school facility, the Board may consult with the Department of Administration – Division of School Facilities for technical assistance and for information on the impact of closing a school. The information provided by the Division of School Facilities within the Department of Administration shall not require the Board to take or not take any action.

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Decision to Sell or Lease

Following a decision to sell or lease a vacant ~~and unused~~ building or ~~a vacant and unused portion of a~~ partially used building, the District may not prohibit a charter school or private school from negotiating to buy or lease the property in the same manner as other potential buyers or lessees. The District shall attempt to obtain the highest possible value under current market conditions for the sale or lease of the vacant ~~and unused~~ building or ~~the vacant and unused portion of a~~ partially used building and may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school. This does not require the owner of a building to sell or lease the building or a portion of the building to a charter school, to any other school or to any other prospective buyer or tenant, except that the owner of a building may not withdraw the property from sale or lease solely because a charter school or private school is the highest bidder.

~~Community members shall be provided an opportunity to address the consideration at the Board meeting.~~

Definitions

Except as otherwise provided under A.R.S. 15-119(D), "partially used building" means a building with at least four thousand five hundred square feet (4,500 sq. ft.) of contiguous, unused space.

"Vacant building" means a building that has been vacant and unused for at least two (2) years.

Boundary Changes

The District shall follow policy and statutory requirements regarding possible boundary changes as a result of a school closure.

Adopted: _____

LEGAL REF.:
A.R.S.
15-119
~~15-189~~
15-341
38-431.01

CROSS REF.:
DN - School Properties Disposition
JC - School Attendance Areas

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EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION

New School Facilities

The Governing Board may delegate authority in writing to the Superintendent to submit plans for new school facilities to the School Facilities Oversight Board for the purpose of certifying that the plans meet the minimum school facility adequacy guidelines prescribed in A.R.S. ~~15-2011~~ 41-5711.

New or Remodeled School Facilities

In the construction of new or remodeled educational facilities, the Board may requires the Superintendent to develop a set of comprehensive educational specifications. In conferences with the architect, the following specifications ~~and statutory references shall~~ may be discussed for design inclusion:

A. Information concerning the plan of school organization and estimated enrollment in the proposed building.

B. ~~A description of the proposed curriculum and the teaching methods and techniques to be employed.~~

~~C.~~ A schedule of space requirements, including an indication of relative locations of various spaces.

~~D. A desired layout of special areas and the equipment needed for such areas.~~

~~E. An outline of mechanical features and special finishes desired.~~

C. ~~F.~~ Standards established by the School Facilities Oversight Board.

Adopted: _____

LEGAL REF.:
A.R.S.
15-213
15-341
~~15-2001 *et seq.*~~
~~15-2011~~
34-461
41-1492 *et seq.*
41-5711
41-5741
20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act
29 U.S.C. 794, Rehabilitation Act, (Section 504)
42 U.S.C. 12101 *et seq.*, The Americans with Disabilities Act

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NAMING FACILITIES

In naming facilities, the District will consider names derived from significant geographic locations, historical events, or events of community significance, as well as worthy deceased individuals who:

A. Have made unique contributions to the District; and

B. Have been deceased for at least ten (10) years.

The District may consider community feedback in this process.

In this policy, the word *facility* refers to any school building, administration building, gymnasium, stadium, athletic field, or playground.

Adopted: _____

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ADVISORY 958

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GBEB ©
STAFF CONDUCT

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

A. Removal from school grounds.

B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.

C. Warning.

D. Reprimand.

E. Suspension.

F. Dismissal.

G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

~~**Reporting Suspected Crimes or Incidents**~~

~~Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).~~

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~~The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.~~

~~On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the Department of Education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.~~

~~If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.~~

~~A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.~~

~~A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.~~

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

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The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: _____

LEGAL REF.:
A.R.S.
~~13-2911~~
13-3102
13-3111
13-3411
~~15-153~~
~~15-341~~
~~15-342~~
15-507
15-509
15-511
15-512
15-514
15-539
15-550
38-531
38-532
~~41-770~~
41-1758.03
A.A.C.
R7-2-205

CROSS REF.:
GCF - Professional Staff Hiring
GCMF - Professional Staff Duties and Responsibilities
GCO - Evaluation of Professional Staff Members
JIC - Student Conduct
JK - Student Discipline
KFA - Public Conduct on School Property

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POLICY SERVICES
ADVISORY

Volume 37, Number 9 **September 2025**

Policy Advisory No. 917 Exists .....Policy EA — Support Services Goals / Priority Objectives

Policy Advisory No. 918 Exists.. Regulation EB-R — Environmental and Safety Program

Policy Advisory No. 919 Exists.. ***DELETED*** Policy EBAA — Reporting Hazards / Warning Systems
DELETED Regulation EBAA-R — Reporting Hazards / Warning Systems

Policy Advisory No. 920 New.....***NEW*** Policy EBAB — Hazardous Materials
NEW Regulation EBAB-R — Hazardous Materials

Policy Advisory No. 921 Exists.....Policy EBBB — Accident Reports
Regulation EBBB-R — Accident Reports

Policy Advisory No. 922 Exists..... Policy EBC — Emergencies
NEW Regulation EBC-R — Emergencies: Response Plans and School Closings

Policy Advisory No. 923 Exists ***DELETED*** Policy EBCD — Weather – Related and Emergency Closings
DELETED Regulation EBCD-R — Weather – Related and Emergency Closings

Policy Advisory No. 924 Exists.....Policy ECA — Security
Regulation ECA-R — Security

Policy Advisory No. 925 Exists.....Policy ECAC — Vandalism
Regulation ECAC-R — Vandalism

Policy Advisory No. 926 Exists Policy ECB — Building and Grounds Maintenance

Policy Advisory No. 927 Does Not Exist ***DELETED*** Policy ED — Materials and Equipment Management

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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Policy Advisory No. 928 ..... Policy EDB — Maintenance and Control of Materials and Equipment
Regulation EDB-R — Maintenance and Control of Materials and Equipment

Policy Advisory No. 929 ***DELETED*** Policy EDBA — Maintenance and Control of Instructional Materials

Policy Advisory No. 930 ..... Policy EDC — Authorized Use of School - Owned Materials and Equipment

Policy Advisory No. 931 ..... Policy EE — Transportation Services

Policy Advisory No. 932 ..... ***NEW*** Policy EEA — Student Transportation
NEW Regulation EEA-R — Student Transportation

Policy Advisory No. 933 ..... ***DELETED*** Policy EEAA — Walkers and Riders

Policy Advisory No. 934 ..... Policy EEAE — Bus Safety Program
Regulation EEAE-R — Bus Safety Program
Exhibit EEAE-EA — Bus Safety Program
Exhibit EEAE-EB — Bus Safety Program

Policy Advisory No. 935 ..... Policy EEAEA — Bus Driver Requirements, Training and Responsibilities
NEW Regulation EEAEA-R – Bus Driver Requirements, Training and Responsibilities

Policy Advisory No. 936 ..... ***DELETED*** Policy EEAEAA — Drug and Alcohol Testing of Transportation Employees
DELETED Regulation EEAEAA-R — Drug and Alcohol Testing of Transportation Employees
DELETED Exhibit EEAEAA-E — Drug and Alcohol Testing of Transportation Employees

Policy Advisory No. 937 ..... Policy EEAEB — Bus Purchasing and Maintenance

Policy Advisory No. 938 ..... ***DELETED*** Policy EEAEC — Student Conduct on School Buses

Policy Advisory No. 939 ..... ***DELETED*** Policy EEAF — Special Use of Buses

Policy Advisory No. 940 ..... ***DELETED*** Policy EEAG — Student Transportation in Private Vehicles
DELETED Regulation EEAG-R — Student Transportation in Private Vehicles

Policy Advisory No. 941 ..... Policy EEB — Business and Personnel Transportation Services

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Policy Advisory No. 942 ..... ***DELETED*** Policy EEBD — Business Transportation Records and Reports

Policy Advisory No. 943 ..... Policy EF — Food Services
Regulation EF-R*A* — Food Services
NEW Regulation EF-RB — Food Services

Policy Advisory No. 944 ..... ***DELETED*** Policy EFC — Free and Reduced - Price Food Services
DELETED Regulation EFC-R — Free and Reduced - Price Food Services

Policy Advisory No. 945 ..... ***NEW*** Policy EFD — Pricing of and Payment for Food Services

Policy Advisory No. 946 ..... ***DELETED*** Policy EFDA — Collection of Money / Food Tickets

Policy Advisory No. 947 ..... ***DELETED*** Policy EFE — Competitive Food Sales / Vending Machines

Policy Advisory No. 948 ..... ***DELETED*** Policy EG — Office Services

Policy Advisory No. 949 ..... Policy EGAD — Copyright Compliance

Policy Advisory No. 950 ..... Policy EGAE — Mail and Delivery Services

Policy Advisory No. 951 ..... Policy EGAEA — Electronic Mail
NEW Regulation EGAEA-R – Electronic Mail

Policy Advisory No. 952 ..... Policy EGD — Use of Technology in Office Services

Policy Advisory No. 953 ..... Policy EHB — Data / Records Retention
Regulation EHB-R — Data / Records Retention

Policy Advisory No. 954 ..... Policy FA — Facilities Development Goals / Priority Objectives

Policy Advisory No. 955 ..... Policy FCB — Retirement of Facilities

Policy Advisory No. 956 ..... Policy FEA — Educational Specifications for Construction

Policy Advisory No. 957 ..... Policy FF — Naming Facilities

Policy Advisory No. 958 ..... Policy GBEB — Staff Conduct

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POLICY ADVISORY DISCUSSION

Summary

Sections E and F Revisions

Section E:

Section E revisions are due to a reorganization that aligns similar policy content and maintains comprehensive information for effective Board governance and District operations. The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (see Discussions below for specific information regarding each document). Documents not listed in this comparison document from Section E did not change. The clean copy document linked on the Policy Advisory communication provides the revised Section E in its entirety.

Section F:

Section F includes minor revisions; see Discussions below for specific information regarding each document.

Policy Advisory No. 917 — **Policy EA — Support Services Goals / Priority Objectives**

In **Policy EA**, original language in "A." and "C." was updated, and original language in "B." regarding transportation was removed as student services, which includes transportation, is noted in the revised "B."

Policy Advisory No. 918 — **Regulation EB-R — Environmental and Safety Program**

The title of **Regulation EB-R** was revised to align with the related policy, *Safety Program*. Headings within the regulation were updated, and the following language was added under the subheading *Students:* A. Avoid behaviors ***that jeopardize the safety of self or others including but not limited to.***

Policy Advisory No. 919 — ***DELETED* Policy EBAA — Reporting Hazards / Warning Systems**
***DELETED* Regulation EBAA-R — Reporting Hazards / Warning Systems**

Language in **Policy EBAA** and **Regulation EBAA-R — Reporting Hazards/Warning Systems** was moved to newly created **Policy EBAB** and **Regulation EBAB-R — Hazardous Materials** to better align with content; therefore, **Policy EBAA** and **Regulation EBAA-R** were removed from the model manual.

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Policy Advisory No. 920 — ***NEW* Policy EBAB — Hazardous Materials**
***NEW* Regulation EBAB-R — Hazardous Materials**

Policy EBAA and **Regulation EBAA-R** were recodified as **Policy EBAB** and **Regulation EBAB-R** (the subtitle remained the same). Headings were added, content was reorganized, and language was updated to enhance clarity. The *Posting of Notice* portion in the regulation was removed as this information pertained specifically to emergency pesticide applications and the requirements for the certified applicator, not the District. Information regarding where to locate certified applicator requirements and exemptions for non-residual pesticide and emergency applications was added to the end of the regulation.

Policy Advisory No. 921 — **Policy EBBB — Accident Reports**
Regulation EBBB-R — Accident Reports

In **Policy EBBB**, headings were added, content was reorganized, and language was updated to enhance clarity. For example, information regarding employee reporting in paragraph three was moved to the regulation under the heading *Employees*, and District reporting requirements per A.R.S. 23-908 and the Industrial Commission of Arizona were updated under the heading *District Responsibilities*. In **Regulation EBBB-R**, the subtitle *Student Accidents* was removed as the revised content pertains to employees and students, headings were added, and the following phrase, "report the matter to their supervisor immediately" was added regarding employee reporting to enhance clarity.

Policy Advisory No. 922 — **Policy EBC — Emergencies**
***NEW* Regulation EBC-R – Emergencies: Response Plans and School Closings**

Policy EBC was revised to include "Response Plans and School Closings" in the title as language in **Policy EBCD — Weather-related and Emergency Closings** was moved to this policy under the heading *Emergency School Closings*. Therefore, **Policy EBCD** was removed from the model manual. Headings and subheadings were also added, and content was reorganized to enhance clarity. Newly created **Regulation EBC-R** contains information formerly in **Regulation EBCD-R**; therefore, **Regulation EBCD-R** was removed from the model manual. Content regarding *Delayed Opening* and *School Closing* was combined into one paragraph in the revised regulation, and language relating to information dissemination was updated to enhance clarity.

Policy Advisory No. 923 — ***DELETED* Policy EBCD — Weather – Related and Emergency Closings**
***DELETED* Regulation EBCD-R — Weather – Related and Emergency Closings**

Language in **Policy EBCD** was moved to **Policy EBC** under the heading *Emergency School Closings*; therefore, **Policy EBCD** was removed from the model manual. Language in **Regulation EBCD-R** was moved to newly created **Regulation EBC-R**; therefore, **Regulation EBCD-R** was removed from the model manual.

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Policy Advisory No. 924 — **Policy ECA — Security**
Regulation ECA-R — Security

Language in **Policy ECA** was expanded to include additional security-related content (e.g., preventing unauthorized visitors, fingerprinting volunteers, complying with workplace occupational safety and health standards, and complying with sex offender notification requirements). In **Regulation ECA-R**, the subtitle *Access and Keys* was added, as well as headings to enhance clarity.

Policy Advisory No. 925 — **Policy ECAC - Vandalism**
Regulation ECAC-R — Vandalism

Information on *Reporting Suspected Crimes or Incidents* previously found in **Policy GBEB – Staff Conduct** has been relocated to Policy ECAC. The policy and regulation titles were updated to *Vandalism and Reporting Suspected Crimes* to better reflect the revised scope and content. Additionally, the heading *Reporting* was added to Regulation ECAC-R for clarity; the regulation's content remains unchanged.

Policy Advisory No. 926 — **Policy ECB — Building and Grounds Maintenance**

Minor edits were made to **Policy ECB**, including the additions of "Oversight" to School Facilities Board and Legal Reference A.R.S. 41-5731.

Policy Advisory No. 927 — ***DELETED* Policy ED — Materials and Equipment Management**

Policy ED was removed from the model manual as a District warehouse is not statutorily required. Districts may retain this policy if the information is applicable.

Policy Advisory No. 928 — **Policy EDB — Maintenance and Control of Materials and Equipment**
Regulation EDB-R — Maintenance and Control of Materials and Equipment

Policy EDB was revised to include "and Instructional Materials" in the title as language in **Policy EDBA — Maintenance and Control of Instructional Materials** was moved to this policy under the heading *Instructional Materials*. Therefore, **Policy EDBA** was removed from the model manual. Additional updates include headings, and the replacement of "furniture" with "materials" in paragraph two and "second" with "replacement" in paragraph six. **Regulation EDB-R** was also updated to align the title with the revised **Policy EDB**. Information regarding *Donation of Surplus* was added to **Regulation EDB-R** to enhance clarity, and the following terminology changes were made: "unit" was replaced with "district site" in paragraph one and "business manager" was replaced with "Superintendent" in paragraphs one and three.

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Policy Advisory No. 929 — ***DELETED*** **Policy EDBA — Maintenance and Control of Instructional Materials**

Language in **Policy EDBA** was moved to **Policy EDB**; therefore, **Policy EDBA** was removed from the model manual.

Policy Advisory No. 930 — **Policy EDC — Authorized Use of School - Owned Materials and Equipment**

Minor edits to **Policy EDC** include the addition of "materials" in the opening sentence and the removal of information regarding competition with local business firms; however, Districts may retain this portion if preferred.

Policy Advisory No. 931 — **Policy EE — Transportation Services**

The final paragraphs regarding student transportation in **Policy EE** were moved to newly created **Policy EEA — Student Transportation** under the subheading *Students with Disabilities* (information regarding statutory requirement) and heading *Responsibility* (information pertaining to operation and safety). Legal References were also updated.

Policy Advisory No. 932 — ***NEW*** **Policy EEA — Student Transportation**
NEW **Regulation EEA-R — Student Transportation**

Newly created **Policy EEA — Student Transportation** incorporates language from **EEAA — Walkers and Riders, EE - Transportation Services, EEAF — Special Use of Buses**, and **EEAG — Student Transportation in Private Vehicles** as these policies relate specifically to student transportation (therefore, **Policies EEAA, EEAF, EEAG** were removed from the model manual). The list of eligible student categories who qualify for transportation services was also updated, and information regarding transportation and student detention was added under the heading *Extenuating Circumstances*. Newly created **Regulation EEA-R** contains language from the former Regulation **EEAG-R**.

Policy Advisory No. 933 — ***DELETED*** **Policy EEAA — Walkers and Riders**

Language in **Policy EEAA** was moved to newly created **Policy EEA** under the heading *School Bus Transportation*; therefore, **Policy EEAA** was removed from the model manual.

Policy Advisory No. 934 — **Policy EEAE — Bus Safety Program**
Regulation EEAE-R — Bus Safety Program
Exhibit EEAE-EA — Bus Safety Program
Exhibit EEAE-EB — Bus Safety Program

Policy EEAE was revised to include "and Student Conduct" in the title as language in **Policy EEAEC — Student Conduct on School Buses** was moved to this policy under the heading *Student Conduct*. Therefore, **Policy EEAEC** was removed from the model manual. Arizona Administrative Code was also updated,

headings were added, and content was reorganized to enhance clarity. The title for **Regulation EEAE-R** was revised to align with the policy (Bus Safety and Student Conduct), and a reference to **Exhibit EEAE-EA** was added to the end of the regulation. The titles for **Exhibits EEAE-EA** and **EEAE-EB** were revised to align with the policy (Bus Safety and Student Conduct), and Exhibit EEAE-EA updated "C." under the heading *Prohibited items* to include the service animal exception.

Policy Advisory No. 935 — **Policy EEAEA — Bus Driver Requirements, Training and Responsibilities**
***NEW* Regulation EEAEA-R - Bus Driver Requirements, Training and Responsibilities**

Statutory language regarding *Certification and Training* was added to **Policy EEAEA**, and language in **Policy EEAEAA** was moved to **Policy EEAEA**. Therefore, **Policy EEAEAA** was removed from the model manual. Headings and subheadings were also added, and information was reorganized to enhance clarity. Newly created **Regulation EEAEA-R** contains language from **Regulation EEAEAA-R**; therefore, **Regulation EEAEAA-R** was removed from the model manual.

Policy Advisory No. 936 — ***DELETED* Policy EEAEAA — Drug and Alcohol Testing of Transportation Employees**
***DELETED* Regulation EEAEAA-R — Drug and Alcohol Testing of Transportation Employees**
***DELETED* Exhibit EEAEAA-E — Drug and Alcohol Testing of Transportation Employees**

Language in **Policy EEAEAA** was moved to **Policy EEAEA** under the heading *Transportation Employees: Prohibitions and Alcohol and Controlled Substances Testing*; therefore, **Policy EEAEAA** was removed from the model manual. **Regulation EEAEAA-R** was recodified as **Regulation EEAEA-R**; therefore, **Regulation EEAEAA-R** was removed from the model manual. **Exhibit EEAEAA-E** regarding records retention was removed from the model manual and general language pertaining to *Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing* was added to **Regulation EHB-R — Data/Records Retention.**

Policy Advisory No. 937 — **Policy EEAEB — Bus Purchasing and Maintenance**

Language in **Policy EEAEB** was expanded to include *Bus Inspection and Maintenance* information contained in statute and Arizona Administrative Code; the policy title was revised to align with the updated content: "Bus Inspection and Maintenance."

Policy Advisory No. 938 — ***DELETED* Policy EEAEC — Student Conduct on School Buses**

Language in **Policy EEAEC** was moved to **Policy EEAE** under the heading *Student Conduct*; therefore, **Policy EEAEC** was removed from the model manual.

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Policy Advisory No. 939 ***DELETED*** **Policy EEAF — Special Use of Buses**

Language in **Policy EEAF** was moved to newly created **Policy EEA** under the heading *Special Use*; therefore, **Policy EEAF** was removed from the model manual.

Policy Advisory No. 940 ***DELETED*** **Policy EEAG — Student Transportation in Private Vehicles**
DELETED **Regulation EEAG-R — Student Transportation in Private Vehicles**

Language in **Policy EEAG** regarding student transportation (paragraphs 1, 2, and 4) was moved to newly created **Policy EEA** under the heading *Private Vehicle Transportation* (language in **Policy EEAG** regarding District employees and Governing Board members (paragraph 3) was already included in **Policy EEB** under the heading *Use of Private Vehicle).* Therefore, **Policy EEAG** was removed from the model manual. **Regulation EEAG-R** was recodified as newly created **Regulation EEA-R**; therefore, **Regulation EEAG-R** was removed from the model manual.

Policy Advisory No. 941 **Policy EEB — Business and Personnel Transportation Services**

Language in **Policy EEBD** was moved to **Policy EEB**; therefore, **Policy EEBD** was removed from the model manual. To reflect the expanded scope, the phrase "and Records and Reports" was added to the policy's title.

Policy Advisory No. 942 ***DELETED*** **Policy EEBD — Business Transportation Records and Reports**

Language in **Policy EEBD** was moved to **Policy EEB** under the heading *Transportation Records and Reports*; therefore, **Policy EEBD** was removed from the model manual.

Policy Advisory No. 943 **Policy EF — Food Services**
Regulation EF-RA — Food Services
NEW **Regulation EF-RB – Food Services**

Language in **Policy EFC — Free and Reduced-Price Food Services** and **Policy EFE — Competitive Food Sales/Vending Machines** was moved to **Policy EF**; therefore, **Policies EFC** and **EFE** were removed from the model manual. The following subtitle was added to **Policy EF** to align with the updated policy content: *Free and Reduced Price, Competitive Food Sales, Vending Machines.* In addition, minor language updates were made under the heading *Competitive Food Sales* to align with the Arizona Healthy Schools Act, and headings were added to enhance clarity. **Regulation EF-R** was updated to **EF-RA** due to newly created **Regulation EF-RB**. Language from **Regulation EFC-R** was moved to newly created **Regulation EF-RB**; therefore, **Regulation EFC-R** was removed from the model manual.

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Policy Advisory No. 944 — ***DELETED*** **Policy EFC — Free and Reduced – Price Food Services**
DELETED **Regulation EFC-R — Free and Reduced – Price Food Services**

Language in **Policy EFC** was moved to **Policy EF** under the heading *Free and Reduced Price*; therefore, **Policy EFC** was removed from the model manual. **Regulation EFC-R** was recodified as **Regulation EF-RB**; therefore, **Regulation EFC-R** was removed from the model manual.

Policy Advisory No. 945 — ***NEW*** **Policy EFD — Pricing of and Payment for Food Services**

Newly created **Policy EFD** contains language from **Policy EFDA** which was recodified, reorganized, and updated for compliance and enhanced clarity in **Policy EFD**. Therefore, **Policy EFDA** was removed from the model manual.

Policy Advisory No. 946 — ***DELETED*** **Policy EFDA — Collection of Money / Food Tickets**

Information from **Policy EFDA** was moved to newly created **Policy EFD**; therefore, **Policy EFDA** was removed from the model manual.

Policy Advisory No. 947 — ***DELETED*** **Policy EFE — Competitive Food Sales / Vending Machines**

Language from **Policy EFE** was moved to **Policy EF** under the headings *Competitive Food Sales* and *Vending Machines*; therefore, **Policy EFE** was removed from the model manual.

Policy Advisory No. 948 — ***DELETED*** **Policy EG — Office Services**

Policy EG was removed from the model manual as office hours may differ throughout the District. The legal reference pertains to hours of labor, not hours of operation.

Policy Advisory No. 949 — **Policy EGAD — Copyright Compliance**

Policy EGAD revisions include simplified language while retaining the *Fair Use Guidelines*.

Policy Advisory No. 950 — **Policy EGAE — Mail and Delivery Services**

Policy EGAE contains minor updates (e.g., replaced "shall" with "may") as a mail and delivery service is not required by statute.

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Policy Advisory No. 951 — **Policy EGAEA — Electronic Mail**
***NEW* Regulation EGAEA-R - Electronic Mail**

Headings were added to **Policy EGAEA** to enhance clarity, and guidelines were moved to newly created **Regulation EGAEA-R**.

Policy Advisory No. 952 — **Policy EGD — Use of Technology in Office Services**

In **Policy EGD**, headings were added and language regarding *Records Retention* was moved to **Policy EHB — Data/Records Retention**. Additional revisions include minor updates to language, and the inclusion of additional Open Meeting Law information (e.g., Governing Board OML review requirement per A.R.S. 38-431.01, reiterated in **Policy BBA — Board Powers and Responsibilities**, as well as recommended email notification provided by the Arizona Attorney General).

Policy Advisory No. 953 — **Policy EHB — Data / Records Retention**
Regulation EHB-R — Data / Records Retention

Language under the heading *Records Retention* in **Policy EGD** was moved to **Policy EHB** under the heading *Governing Board and Staff*; in addition, headings were added, and content was reorganized to enhance clarity. **Regulation EHB-R** added general information regarding *Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing*, originally addressed in deleted **Exhibit EEAEAA-E**.

Policy Advisory No. 954 — **Policy FA — Facilities Development Goals / Priority Objectives**

Legal references have been revised to reflect current law: repealed statutes A.R.S. 15-2002 and 15-2031 were removed, while A.R.S. 41-5711 (Minimum School Facility Adequacy Requirements) and 15 U.S.C. 2643 (Asbestos Hazard Emergency Response) were added. No changes were made to the policy content.

Policy Advisory No. 955 — **Policy FCB — Retirement of Facilities**

Policy FCB was reorganized to enhance clarity, with updated legal references and added headings. The section outlining the process for closing a school facility now includes more specific, statutorily required information to better guide districts. Additionally, the policy title was revised to more accurately reflect its content, and a new section addressing boundary changes resulting from a school closure was added.

Policy Advisory No. 956 — **Policy FEA — Educational Specifications for Construction**

Headings were added to Policy FEA and legal references were updated to enhance clarity; the original language in B., D., and E. was removed to better align with statutory requirements.

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Policy Advisory No. 957 **Policy FF — Naming Facilities**

The following sentence was added to Policy FF: "The District may consider community feedback in this process."

Policy Advisory No. 958 **Policy GBEB — Staff Conduct**

Information pertaining to *Reporting Suspected Crimes or Incidents* was moved to **Policy ECAC - Vandalism and Reporting Suspected Crimes**, and legal references were updated to reflect this change.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

Note: **This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.**

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ADVISORY 917

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EA ©
SUPPORT SERVICES GOALS / PRIORITY OBJECTIVES

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

A. To provide a ~~physical~~ safe and enriching environment ~~for~~ conducive to teaching and learning ~~that is safe and pleasant~~ for students, staff members, and the public.

B. ~~To provide safe transportation for students who ride the school bus to and from school.~~

~~C.~~ To provide student services, resources, and assistance responsive to the needs of the educational programs.

Adopted: _____

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

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ADVISORY 918

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EB-R ©

REGULATION

~~ENVIRONMENTAL AND~~ SAFETY PROGRAM

Responsibilities

~~Responsibilities of the m~~Maintenance ~~s~~Supervisor:

A. Maintain an overall safety program in maintenance and operation of buildings and grounds.

B. Provide specialized assistance as requested by school ~~principal.~~ Administrator

C. Comply with HVAC requirements listed in A.R.S. 41-5832 and A.A.C. R7-6-215.

D. 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. 41-5702(A)(9) to be distributed to school districts by the School Facilities Oversight Board.

~~Responsibilities of the school p~~Principals: Administrators

A. Schedule regular inspections.

B. Post required state and federal safety regulations and maintain appropriate safety records.

C. Arrange for the correction of defects reported to them by employees in the building by requesting assistance from the maintenance department. or Other School Administrators

D. Cooperate in the correction of defects reported by the maintenance department or other school administrators.

E. Implement procedures to monitor and maintain safe indoor air quality.

~~Responsibilities of the t~~Transportation ~~s~~Supervisor:

A. Maintain standards for certification of school bus drivers.

B. Maintain standards for periodic inspection and maintenance of school buses.

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

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~~Responsibilities of o~~Other eEmployees:

A. Report promptly to District Administration ~~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.

B. Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

~~Responsibilities of s~~Students:

A. Avoid ~~the following~~ behaviors that jeopardize the safety of self or others including but not limited to:

1. Setting off a false fire alarm.

2. Misusing the fire alarm system, fire extinguishers, or other fire protection and safety equipment.

3. Setting a fire in the building or on the school grounds.

4. Taking any action or creating any situation which either directly or indirectly affects indoor air quality in an adverse manner.

B. 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 o~~Other iIndividuals ~~u~~Utilizing ~~s~~School ~~b~~Buildings:

A. Refrain from abusing safety equipment, such as fire extinguishers, alarm systems, et cetera.

B. Report promptly to District Administration ~~the Superintendent principal~~ 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.

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~~REPORTING OF HAZARDS / WARNING SYSTEMS~~

~~(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:~~

~~A. 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.~~

~~B. Provide for oral notification to pupils and employees during the regular school session.~~

~~C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides.~~

~~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:~~

~~A. The brand name of the pesticide(s) to be applied.~~

~~B. The location and area or areas where the pesticide is to be applied.~~

~~C. The date and time the application is to occur.~~

~~D. The name, address, phone number and contact person of the certified applicator.~~

~~E. A statement that further information, such as the product label or safety data sheet, is available by contacting the certified applicator.~~

~~In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. 3-3606.~~

~~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.~~

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~~Only a certified applicator may apply pesticides at a school.~~

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

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~3-3606~~
~~15-152~~

~~CROSS REF.:~~
~~IKEA - Make Up Opportunities~~

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~~EBAA-R ©~~

~~REGULATION~~

~~REPORTING OF HAZARDS / WARNING SYSTEMS~~

~~(Pesticide Application Notice)~~

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

~~Oral and Written Notice~~

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

~~A. Oral notification to all students and school employees shall be provided by means of:~~

~~1. School public address systems; or~~

~~2. Assembly communications; or~~

~~3. Staff meeting announcements; or~~

~~4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.~~

~~B. Written notification to the parents or guardians of enrolled students shall be provided by means of:~~

~~1. Weekly school lunch menus; or~~

~~2. Special communications; or~~

~~3. Newsletters; or~~

~~4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.~~

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~~**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:~~

~~A. The words "warning - pesticides."~~

~~B. The registration number issued by the United States Environmental Protection Agency.~~

~~C. The date and time of the application.~~

~~D. A phone number for the school contact person and one (1) for the licensed pesticide applicator.~~

~~The signs shall be placed at:~~

~~A. The main entrance to all buildings where pesticide is to be applied.~~

~~B. Playing fields where pesticide is to be applied.~~

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

~~CROSS REF.:~~
~~IKEA - Make Up Opportunities~~

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HAZARDOUS MATERIALS

(Pesticide Application Notice)

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

Notice Requirements

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

A. 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.

B. Provide for oral notification to pupils and employees during the regular school session.

C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides during a regular school session.

Pesticide Application Requirements

Only a certified applicator may apply pesticides at a school.

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:

A. The brand name of the pesticide(s) to be applied.

B. The location and area or areas where the pesticide is to be applied.

C. The date and time the application is to occur.

D. The name, address, phone number and contact person of the certified applicator.

E. A statement that further information, such as the product label or safety data sheet, is available by contacting the certified applicator.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the certified applicator shall give the school office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. 3-3606.

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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.

Regulations

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

Adopted: _____

LEGAL REF.:
A.R.S.
3-3606
15-152

CROSS REF.:
IKEA - Make Up Opportunities

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REGULATION

HAZARDOUS MATERIALS

(Pesticide Application Notice)

A District Administrator

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

Notice

The certified applicator shall provide the school contact person with at least a seventy-two (72)-hour notification prior to application, the following information pursuant to A.R.S. 3-3606: date, time, general areas to be treated; brand name of the pesticide(s) to be applied; name, address, phone number and contact person of the certified applicator providing the service; and a statement that further information, the product label or the safety data sheet is available by contacting the certified applicator.

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.

A. Oral notification to all students and school employees shall be provided by means of:

1. School public address systems; or

2. Assembly communications; or

3. Staff meeting announcements, to be then shared with students; or

4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

B. Written, electronic or telephonic notification to the parents or guardians of enrolled students shall be provided by means of:

1. Weekly school lunch menus; or

2. Special communications; or

3. Newsletters; or

4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

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For further information regarding certified applicator requirements and exemptions for non-residual pesticide and emergency applications, see A.R.S. 3-3606(C).

CROSS REF.:
IKEA - Make Up Opportunities

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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.

Procedures

The Superintendent shall establish procedures for filing employee and student 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.

District Reporting Responsibilities

The District shall report to the Arizona Division of Occupational Safety and Health (ADOSH) all workplace accidents as follows: all work-related fatalities within eight (8) hours following the incident; all work-related inpatient hospitalizations, all amputations, and all losses of an eye within twenty-four (24) hours.

The District shall report other injuries or accidents as required by state or federal regulation. Within ten (10) days after receiving notice of an accident, the District shall inform the insurance carrier and the Industrial Commission of Arizona.

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 determined by the conditions established with the carrier.~~

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

Adopted: _____

LEGAL REF.:
A.R.S.

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23-427
23-904
23-908

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

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REGULATION

ACCIDENT REPORTS

~~(Student Accidents)~~

Employees

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

Students

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, within twenty-four (24) hours 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~~ Teacher to the ~~Superintendent~~ District Administrator 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,~~ District Administrator who will maintain a file of accident reports.

A student who is ill should be sent to the ~~nurse's office or the school~~ District office, with an appropriate pass. If a student is sent home (only with parent knowledge), the teacher will be notified. Only the office can discharge students to go home.

Any special health concern should be reported to ~~the nurse.~~ District administration

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EMERGENCIES: RESPONSE PLANS AND SCHOOL CLOSINGS

Emergency Response Plans

Development

The Governing Board will develop District emergency response plans with the Superintendent for each school, department, and other facilities in the District and will coordinate such plans with the local law enforcement, fire, medical and hospital authorities ("local emergency responders") as necessary. The Arizona Department of Education may provide technical assistance to the District, upon request. Training components for staff and students shall be included in the District's emergency response plans.

~~Emergency response plans are confidential and exempt from public disclosure. The District shall not release emergency response plans to the public as part of a public records request. [A.R.S. 41-1803(G)]~~

Internal regulations will be developed and maintained by the Superintendent.

Requirements

The plans will be in accordance with minimum standards developed jointly by the Department of Education and the Division of Emergency Management within the Department of Emergency and Military Affairs. The plans will designate specific emergency drills to be conducted. Local emergency responders shall periodically be invited to review the plan(s).

Students With Disabilities

Emergency response plans developed by the Governing Board are required to address how the school and emergency responders will communicate with and provide assistance to students with disabilities.

~~Internal regulations will be developed and maintained by the Superintendent.~~

Confidentiality

Emergency response plans are confidential and exempt from public disclosure. The District shall not release emergency response plans to the public as part of a public records request. [A.R.S. 41-1803(G)]

Emergency School Closings

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

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

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
41-1803
Arizona Minimum Requirements for School Emergency Operations Plan (AZ Dept. of Ed.; AZ Dept. of Emergency and Military Affairs)
Implementation Guidance: Arizona Minimum Requirements for School Emergency Operations Plans (AZ Dept. of Ed.)

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REGULATION

EMERGENCIES: RESPONSE PLANS AND SCHOOL CLOSINGS

(Emergency Closings)

Delayed Opening and School Closing

If the Superintendent decides to delay the opening of school or cancel classes for the day, information will be disseminated through official District communication platforms or systems (e.g., automated notification systems, the District website). The District may also notify local law enforcement agencies and the broadcast media to assist in communicating the information.

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

Early Dismissal

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

A. Students will be released from school only after the ~~principal~~ Administration has confirmed that appropriate notice has been given to parents or guardians. Staff members may be released by the ~~principal~~ Administration when they are no longer needed to supervise students.

B. ~~The principal~~ An Administrator will remain at the school until all students have departed.

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~~**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: _____~~

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

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~~REGULATION~~

~~WEATHER-RELATED AND EMERGENCY CLOSINGS~~

~~Delayed Opening~~

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

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

~~School Closing~~

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

~~Early Dismissal~~

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

~~A. 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.~~

~~B. The principal will remain at the school until all students have departed.~~

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SECURITY

The Superintendent will develop security plans and procedures ~~that~~ to provide for the safety for anyone on District property or at a District event. The security plan(s) will:

A. Enhance the security of District property.

B. Minimize fire hazards.

C. Provide for the keeping of records and funds in a safe place.

D. Prevent unauthorized visitors to District facilities.

E. Protect against vandalism and burglary and ~~P~~provide for the prosecution of vandals.

F. Provide for and encourage employee responsibility for furniture, textbooks, reference material, and other District materials, equipment, and supplies assigned to the employee's care.

G. Require volunteers to be fingerprinted, per A.R.S. 15-512.

H. Require contractors, subcontractors or vendor or any employee of a contractor, subcontractor or vendor to obtain valid fingerprint card, per A.R.S. 15-512.

I. Comply with workplace occupational safety and health standards.

J. Comply with required notification requirements as they apply to adjudicated-as-dangerous sex offenders and juveniles. If a registered sex offender has legal custody of an enrolled student, they shall comply with the requirements for registration and notification per A.R.S. 13-3821 and A.R.S. 13-3822.

Adopted: _____

LEGAL REF.:
A.R.S.
13-3715
13-3716
13-3821
13-3822
15-512

CROSS REF.:
JLIF - Sex Offender Notification

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REGULATION

SECURITY

(Access and Keys)

Access

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

A. *Unlimited access* - the Superintendent, assistant superintendent, business manager, and maintenance supervisor.

B. *Limited access* - ~~school principals, assistant principals~~ district administrators, teachers, custodians to their assigned buildings, and extracurricular sponsors, counselors, and supervisors for their respective areas or activities.

Keys

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

A. A log of key assignments shall be maintained by the office of the Superintendent or other designated office.

B. Unassigned duplicate keys shall be maintained in a safe or a secured box.

C. Individuals assigned keys may not duplicate or loan them.

D. All keys must be surrendered when no longer needed or upon request by the Superintendent.

E. 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.

F. 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.

G. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent.

H. The employee will sign a receipt for keys assigned. The receipt will list the applicable rules.

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VANDALISM AND REPORTING SUSPECTED CRIMES

Vandalism

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

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

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

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

Reporting Suspected Crimes or Incidents

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. "Serious offense" is defined in A.R.S. 13-706; "deadly weapon," "dangerous instrument," and "serious physical injury" are defined in A.R.S. 13-105. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

Subject to the conditions provided under A.R.S. 8-303, the school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

The District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents," as developed by the Department of Education, on the District's website to verify that the District has adopted the required policies and procedures.

If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.

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A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

Adopted: _____

LEGAL REF.:
A.R.S.
8-303
12-661
13-105
13-706
15-341
15-842

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REGULATION

VANDALISM AND REPORTING SUSPECTED CRIMES

Reporting

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

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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.

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

Routine preventative maintenance means services that are performed on a regular schedule at intervals ranging from four (4) times a year to once every three (3) years, or on the schedule of services recommended by the manufacturer of the specific building system or equipment.

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

A. plumbing systems,

B. electrical systems,

C. heating, ventilation and air conditioning systems,

D. special equipment and other systems, and

E. 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:

A. 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.

B. 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 Oversight Board for review and approval.

Adopted: _____

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LEGAL REF.:
A.R.S.
15-341
15-342.01
41-5702
41-5731
41-5832
A.A.C.
R7-6-215

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

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~~**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 as requisitioned by staff members.~~

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

~~Adopted: _____~~

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

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MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT, AND INSTRUCTIONAL MATERIALS

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

Materials and Equipment

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

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

Preventive Maintenance

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

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

Instructional Materials

Students using District-provided textbooks, subject-matter materials, supplementary books, and/or instructional computer software are responsible for loss of or any damage to these items. A student who needs a replacement 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: _____

LEGAL REF.:
A.R.S.
15-341
15-342
15-721 *et seq.*
15-727
15-729
A.A.C.
R7-2-1131
Uniform System of Financial Records: ~~III-G-2~~ VI-E
2 CFR 200.313

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CROSS REF.:
DID - Inventories
DN - School Properties Disposition
JQ - Student Fees, Fines, and Charges

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REGULATION

MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT, AND INSTRUCTIONAL MATERIALS

Surplus Equipment

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

Donation

See Policy DN – School Properties Disposition for information on the donation of surplus.

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 ~~business manager~~ Superintendent, whether the transfer is temporary or permanent.

district administration

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~~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: _____~~

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

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

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AUTHORIZED USE OF SCHOOL - OWNED MATERIALS AND EQUIPMENT

District materials or equipment may be used by school or non-school 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:

A. The District shall not incur any expense due to the use of materials or equipment.

B. 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.

C. ~~The District shall not be in competition with any local business firm that could provide like equipment.~~

~~D.~~ Rental or lease fees will be charged or waived, as appropriate, by the District. Income from charges will be deposited to the civic center fund or the school plant fund, as appropriate.

~~E.~~ D. 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: _____

LEGAL REF.:
A.R.S.
15-1102
15-1105

CROSS REF.:
KF - Community Use of School Facilities

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ADVISORY 931

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EE ©
TRANSPORTATION SERVICES

Allowable Vehicles

In the budgeting process, the Governing Board may grant appropriations for vehicles and other transportation services. This may include contracts for electric vehicles as stated in A.R.S. §15-923.

~~Allowable Vehicles~~

A school district or charter school in Arizona or a privately owned and operated entity that is contracted for compensation with a school district or charter school in Arizona may use a motor vehicle that is designed to carry at least eleven (11) and not more than fifteen (15) passengers or a motor vehicle that is designed as a type A school bus or type B school bus as defined by the Department of Public Safety to carry at least eleven (11) and up to fifteen (15) passengers to transport students to or from home or school on a regularly scheduled basis in accordance with the safety rules adopted by the Department of Public Safety pursuant to ~~sections §~~ A.R.S. 28-900 and §28-3228.

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

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

Adopted: _____

LEGAL REF.:
A.R.S.
~~15-342~~
~~15-764~~
~~15-921~~
~~15-922~~
15-923
15-925
~~15-945~~
~~15-946~~
~~28-900~~
~~28-901~~
~~28-3053~~

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ADVISORY 932

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EEA ©
STUDENT TRANSPORATION

School Bus Transportation

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

A. *K-8 Students*:

1. who reside within the District boundaries and live more than one (1) mile from their school of attendance, or

2. who are admitted under A.R.S. 15-816.01, reside outside the District boundaries, qualify for free or reduced-price lunch under the National School Lunch and Child Nutrition Acts (42 U.S.C. 1751-1793), and live more than one mile from the school of attendance.

Remove

B. *High School Students*:

1. who reside within the District boundaries and live more than one and one-half (1.5) miles from their school of attendance, or

2. who are admitted under A.R.S. 15-816.01, reside outside the District boundaries, qualify for free or reduced-price lunch under the National School Lunch and Child Nutrition Acts (42 U.S.C. 1751-1793), and live more than one and one-half (1.5) miles from the school of attendance.

C. *Open Enrollment Students*:

Students admitted via open enrollment policies who may be eligible for transportation under state or federal law.

D. *Students with Disabilities*:

Students with disabilities, as defined by A.R.S. 15-761, whose Individual Education Plans include transportation as a related service provided under the Individuals with Disabilities in Education Act.

E. *Homeless Students*:

Homeless students who are entitled to transportation under the McKinney-Vento Act.

F. *Foster Students*:

Foster students as required pursuant to A.R.S. 8-530.04(C).

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G. *Eligible Nonresident Students*:

Transportation for pupils who do not reside within an established school attendance area, limited to no more than thirty (30) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route 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 U.S.C. 1751 through 1793) for free or reduced-price lunches.

Responsibility

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.

Special Use

School buses may be used for the transportation of students participating in school-sponsored activities.

Private Vehicle Transportation

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

Guidelines

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.

Extenuating Circumstances:

A. If a student is detained after school because of reasonable detention, appropriate consideration must be given to student transportation needs.

B. Transportation privileges may be lost due to student discipline or unacceptable behavior.

Adopted: _____

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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LEGALREF.:
A.R.S.
8-530.04
15-342
15-764
15-816.01
15-901
15-921
15-922
15-923
15-925
15-945
15-946
28-900
28-901
28-3053
A.G.O.
I80-025
42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF:
EEB - Business and Personnel Transportation Services and Records and Reports
GBEFA - Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle
JFABD - Admission of Homeless Students

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EEA-R ©

STUDENT TRANSPORTATION

Private Vehicles

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

A. 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.

B. For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.

C. Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.

D. No student will be sent on school errands with the student's own vehicle, an employee's vehicle, a Governing Board member's vehicle, or a District-owned vehicle.

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WALKERS AND RIDERS

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

A. Students with disabilities who require transportation, as indicated in their respective individual education programs.

B. Students living within a one (1) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided.

C. Students who are residents within a school attendance area and:

1. If common school students, live more than one (1) mile from the school.

2. If high school students, live more than a mile and a half (1 1/2) from the school.

D. Transportation for pupils who do not reside within an established school attendance area, limited to no more than thirty (30) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route 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 1793) for free or reduced-price lunches.

E. 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: _____

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, as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:
JFABD - Admission of Homeless Students

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ADVISORY 934

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BUS SAFETY ~~PROGRAM~~ AND STUDENT CONDUCT

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation. Toward that end, all District transportation department personnel, bus operators, and bus passengers shall comply with the rules adopted pursuant to A.R.S. 28-900 and the Minimum Standards for School Buses and Certification of School Bus Drivers promulgated by the Arizona Department of Administration and adopted as Chapter ~~Nine~~ Thirteen of A.A.C. Title 1~~7~~3, and shall immediately report to the Superintendent any violation of rules or state statutes that threatens the health, safety, or welfare of a passenger.

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

Bus Driver Requirements

Each driver of a District-owned or District-contracted school bus, as defined by and covered by the Federal Motor Carrier Safety Administration (FMCSA) and the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title 13, Chapter 13, will conform to all requirements of the Act and such state statutes, rules and regulations governing the operation of the vehicle.

Maintenance and Operation

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.

School Buses

Each school bus owned by, or contracted to, the District will conform to all applicable federal and state requirements as provided by the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title ~~17~~ 13, Chapter ~~9~~ 13.

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

Student Transport

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

Student Conduct

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

When a student fails to practice proper conduct, the bus driver will inform ~~the~~ ~~principal~~ district administration 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.

Evacuation Drills

Bus evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill.

Each bus driver shall participate in at least two (2) evacuation drills during each school year. The bus evacuation drill shall be conducted in compliance with the requirements set out by the Arizona Department of Public Safety for such a drill.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-843
15-922
28-101
28-900
28-984
28-3228

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A.A.C.
~~R17-9-102~~
~~R17-9-104~~
~~R17-9-106~~
~~R17-9-108~~
Title 13, Chapter 13
Commercial Motor Vehicle Safety Act of 1986
49 U.S.C. 30101 (Standards and Compliance - School Buses and School Bus Equipment)

CROSS REF.:
GBEFA - Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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REGULATION

BUS SAFETY ~~PROGRAM~~ AND STUDENT CONDUCT

A.A.C. 13-13-104(D)(4) states, with respect to the authority of bus drivers~~,~~:

> "Any person boarding or attempting to board a school bus, whether or not a passenger, shall comply with all instructions given by a school bus driver. If a passenger or non-passenger boards or attempts to board a school bus and refuses to comply with the school bus driver's instructions, the school bus driver may seek emergency assistance to remove the passenger or non-passenger from the school bus, or prevent the passenger or non-passenger from boarding."

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~~ quietly with no ~~screaming or shouting~~ disruptive behavior.

See EEAE-EA for Bus Safety and Student Conduct Checklist.

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EXHIBIT

BUS SAFETY ~~PROGRAM~~ AND STUDENT CONDUCT

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

Arriving at pickup point:

A. Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.

B. If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.

C. Walk on the shoulder of the road where possible, and not on the traveled portion.

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

Board the bus:

A. Line up in single file parallel to the roadway, with younger students in front, so they can board first.

B. Wait until the bus comes to a complete stop before attempting to get on board.

C. Board the bus quickly but without crowding or pushing.

D. 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.

E. Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.

F. 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:

A. The bus will not move until all passengers are seated.

B. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

C. Keep your books and parcels on your lap or put them under the seat or on the luggage rack.

D. Keep the aisle clear.

E. Do not talk to the driver except in case of emergency.

F. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.

G. Never stick hands, arms, head, or feet out of the windows of the bus.

H. Do not open windows without the driver's permission.

I. 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.

J. Do not touch the emergency door or exit controls or any of the bus safety equipment.

K. Do not discard refuse in the bus.

L. Eat at home or school, but not on the bus.

M. Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

A. Tobacco is not allowed in a school bus.

B. Alcoholic beverages shall not be carried in a school bus.

C. Insects, reptiles, or other animals shall not be transported in a school bus, with the exception of service animals as defined by A.R.S. 11-1024 to assist passengers with disabilities. [A.A.C. R~~17~~ 13-~~9~~ 13-104]

D. No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

A. Remain seated until the bus has reached its destination and comes to a complete stop.

B. Do not push or crowd when leaving the bus.

Crossing the highway:

A. 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.

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B. As you cross the road, look continuously to the right and left. At an intersection, look in all directions.

C. Cross at right angles. Never cross the highway diagonally.

D. Walk briskly across the road, but do not run.

E. Never cross the road behind the bus.

Accident or other emergency:

A. In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.

B. Stay in the bus unless otherwise directed by the driver.

C. If you have to leave the bus, stay in a group and obey the driver's instructions.

D. Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

A. When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.

B. 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~~ district administration. This report will include the use of a written form that lists the offense and the action taken by ~~the principal~~ district administration.

C. Upon receiving the complaint and discussing it with the driver, ~~the principal~~ district administration 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.

D. If poor conduct continues, the driver will again report the incident to ~~the principal~~ district administration. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.

E. When a student is not allowed transportation by school bus, ~~the principal~~ district administration 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.

F. 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.*)

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EXHIBIT

BUS SAFETY ~~PROGRAM~~ AND STUDENT CONDUCT

SCHOOL BUS INCIDENT REPORT

Bus No. Driver's Name Date

Type of Incident

Student's Name

Incident:

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

Comments:

Signature: _____

Action taken by school: _____

Signature of School Official

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ADVISORY 935

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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.

Requirements:

A. Bus drivers shall submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106. A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

B. Bus driver applicants are required to possess a commercial driver license issued by the Department of Public Safety except that the applicant may possess a commercial driver license issued by another state if the applicant will be driving a school bus for a school district that is adjacent to that state.

C. Bus drivers are required to possess a bus endorsement that is issued by the Department of Transportation and a school bus certificate that is issued by the Department of Public Safety.

~~Licenses for §15-925~~ Vehicles Described in A.R.S. 15-925

A person shall not operate a vehicle described in ~~section §~~ A.R.S. 15-925 to transport school children unless the person possesses the appropriate license class for the size of the vehicle being operated, a school bus driver certificate that is issued by the Department of Public Safety and a valid fingerprint clearance card.

Certification and Training

For vehicles designed for sixteen or more passengers:

A. Meet and maintain the minimum standards prescribed by A.R.S. 28-3228 and rules adopted by the Department of Public Safety in consultation with the Student Transportation Advisory Council established by A.R.S. 28-3053.

B. Complete an initial instructional course on school bus driver safety and training, including behind-the-wheel training and complete any trainings as required by federal law.

C. Complete school transportation safety and training courses as required by the Department of Public Safety.

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Drivers of Other Vehicles as Described in A.R.S. 15-925:

A. Meet and maintain the minimum standards prescribed by A.R.S. 28-3228 and rules adopted by the Department of Public Safety in consultation with the Student Transportation Advisory Council established by A.R.S. 28-3053.

B. Complete school Transportation safety and training courses as required by the Department of Public Safety.

Costs

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

Transportation Employees: Prohibitions and Alcohol and Controlled Substances Testing

The District is committed to the establishment of an alcohol and controlled substances 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 (DOT) rules.

Prohibitions:

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

1. 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]

2. Being on duty or operating a commercial motor vehicle (school bus) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken. [49 CFR 382.204]

3. Using alcohol while performing safety-sensitive functions. [49 CFR 382.205]

4. Performing safety-sensitive functions within eight (8) hours after using alcohol. [49 CFR 382.207 and R13-13-104]

5. Using alcohol within eight (8) hours following an accident or prior to undergoing a post-accident alcohol test, whichever comes first. [49 CFR 382.299]

6. Refusing to submit to an alcohol or controlled substance test as required under post-accident, random, reasonable suspicion or follow-up testing requirements in DOT rules. [49 CFR 382.211]

7. Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]

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

Results of Engagement in Prohibited Conduct

Each driver who engages in the conduct prohibited herein shall:

A. Be advised of resources available to the driver in evaluating and resolving problems associated with alcohol or controlled substances use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

B. Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve alcohol or controlled substance problems.

C. Before returning 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.

D. If identified as needing assistance by a substance abuse professional, be evaluated by a substance abuse professional to determine if that driver has properly followed any rehabilitation program prescribed and be subject to unannounced follow-up tests following return to duty in accord with federal regulations. [49 CFR 382.605]

Costs

The District shall assume the cost for the initial evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

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

Alcohol and Controlled Substances Testing

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

Controlled Substances 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 alcohol and controlled substances testing, including reasonable suspicion, random, and post-accident 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 alcohol and controlled substance 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]

Responsibility

The Superintendent is responsible for supervision of the District alcohol and controlled substances 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: _____

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LEGAL REF.:
A.R.S.
13-3401
15-106
15-513
15-925
28-3228
A.A.C.
~~R17-4-508 *et seq.*~~
Title 13, Chapter 13
49 U.S.C. 31306, (Omnibus Transportation Employee Testing Act of 1991)
49 CFR Part 40

CROSS REF.:
EEAEB - Bus ~~Purchasing~~ Inspection and Maintenance
GBEC - Drug-Free Workplace
GBECA - Nonmedical Use or Abuse of Drugs or Alcohol
GBEFA - Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle
GDFA - Support Staff Qualifications and Requirements (fingerprinting requirements)

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POLICY SERVICES

ADVISORY

Volume 34, Number 10 **October 2025**

Adopt w/ changes

Policy Advisory No. 959 ~~exists~~ ..... DJE — Bidding / Purchasing Procedures

POLICY ADVISORY DISCUSSION

Policy Advisory No. 959 **DJE – Bidding / Purchasing Procedures**

Policy language previously duplicated in both the *Bidding* and *Purchases Not Requiring Bidding* sections has been consolidated. The statutory exceptions to competitive bidding have been retained in the *Bidding* section and removed from *Purchases Not Requiring Bidding*. This change streamlines the policy without altering its intent or requirements.

==========

If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq*. A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-verify requirements. District purchases shall also be in accordance with 2 C.F.R. 200 (Code of Federal Regulations Title 2).

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations, including A.R.S. 38-503(C). The Superintendent shall establish administrative regulations to ensure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. (2 C.F.R. 200.321).

Bidding

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

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

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

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

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

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Online Bidding

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

Except as otherwise provided below, only purchases of ~~ten~~ Fifteen thousand dollars ~~($10,000)~~ $15,000 or more are subject to competitive bidding requirements.

Purchasing

Purchases from District Employees

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. 38-503(C) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

Purchases from District Board Members

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. 38-503(C) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars ($100,000). Purchases below the one hundred thousand dollar ($100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars ($300) per transaction and one thousand dollars ($1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

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Purchases Requiring Bidding

For transactions of at least ~~ten~~ Fifteen thousand (~~$10,000~~ 15,000) dollars and less than one hundred thousand ($100,000) dollars, written price quotations will be requested from at least three (3) vendors. If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand ($100,000) dollars, sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

Purchases Not Requiring Bidding

Except as otherwise provided above, purchases of less than ~~ten~~ Fifteen thousand ~~($10,000)~~ $15,000 dollars may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

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

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

~~Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213 (A.A.C. R7-2-1002(C)(2)).~~

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

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Contract Requirements

Contract Duration

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

Public Inspection and Rationale for Awarding a Contract

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

Requirement: Registered Sex Offender Prohibition

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

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

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Adopted: _____

LEGAL REF.:
A.R.S.
11-952
15-213
15-213.01
15-213.02
15-239
15-323
15-342
15-382
15-765
15-910.02
23-214
34-101 *et seq.*
35-391 *et seq.*
35-393 *et seq.*
38-503
38-511
39-121
41-2632
41-2636
41-4401
A.A.C.
R7-2-1001 *et seq.*
R7-2-1023
R7-2-1029
A.G.O.
I83-136
I87-035
I06-002
Uniform System of Financial Records: VI-G-8 *et seq.*
2 C.F.R. 200
2 C.F.R. 200.321

CROSS REF.:
BCB - Board Member Conflict of Interest
DJ - Purchasing Ethics
DJG - Vendor/Contractor Relations and Sales Calls Requirements
GBEAA - Staff Conflict of Interest
JLIF - Sex Offender Notification

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POLICY SERVICES

ADVISORY

Volume 38, Number 1 **January 2026**

Adopt Policy Advisory No. 960 exists ..... Policy DIE — Audits/Financial Monitoring
Regulation DIE-R — Audits/Financial Monitoring

POLICY ADVISORY DISCUSSION

Policy Advisory No. 960 **Policy DIE – Audits/Financial Monitoring**
Regulation DIE-R – Audits/Financial Monitoring

Policy DIE removes the "June 2016" reference to the Office of Management and Budget (OMB) Compliance Supplement to ensure the policy points to the current version used for audit and compliance purposes. Regulation DIE-R was updated to align the District's audit and financial monitoring terms with current federal and state requirements. The most significant change reflects the Office of Management and Budget's revisions to Uniform Guidance, which increased the Single Audit threshold from $750,000 to $1,000,000 in federal grants expended during a fiscal year (2 C.F.R. 200.501). This updated threshold applies beginning with FY 2026 audits, as noted in the regulation.

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If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

Note: **This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.**

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DIE ©
AUDITS / FINANCIAL MONITORING

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for audits and financial monitoring. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Arizona Auditor General and the federal Single Audit Act Amendments and the current U.S. Office of Management and Budget (OMB) Compliance Supplement ~~June 2016~~.

Necessary Services

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures. Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

Board Presentation

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. Copies of a final report shall be filed with appropriate state and other authorities.

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote.

Posting

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

Adopted: _____

LEGAL REF.:
A.R.S.
15-213
15-239
15-914
15-2111

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41-1279.03
41-1279.04
41-1279.05
41-1279.07
41-1279.21
41-1279.22
A.A.C.
R7-2-902
USFR - Audit Requirements
2 CFR Part 200 Appendix XI, Compliance Supplement

CROSS REF.:
DB - Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission

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DIE-R ©

REGULATION

AUDITS / FINANCIAL MONITORING

Each program, instructional unit, and department shall prepare and maintain such financial records as are directed by the Superintendent. The documents shall be accurate and of essential sufficiency to enable the District to comply with all requirements for financial monitoring and audits, both internal and external.

Requirements for Proper Management

In addition to special reviews that may be conducted as necessary, the District will comply with the following minimum requirements to demonstrate proper management of and accountability for its fiscal resources:

A. Whenever the District~~'s~~ expends less than one million dollars ($1,000,000) in ~~expenditure of~~ federal grants in a fiscal year (starting with Fiscal Year 2026 audits; ~~financial assistance is less than~~ seven hundred fifty thousand dollars [$750~~0~~,000] for earlier ~~during a~~ fiscal years), the District shall be subject to a procedural review conducted by the Office of the Auditor General at times determined by the Auditor General, subject to the following provisions:

1. Districts that have adopted a Maintenance and Operations Fund (M&O) budget of two million dollars ($2,000,000) or more shall contract with an independent certified public accountant to conduct an annual financial statement audit in accordance with United States (U.S.) generally accepted ~~governmental~~ auditing standards, Government Auditing Standards issued by the U.S. Comptroller General, and Uniform Guidance (2 CFR Part 200, Subpart F), as applicable.

2. Districts that have adopted a Maintenance and Operations Fund (M&O) budget between seven hundred thousand dollars ($700,000) and two million dollars ($2,000,000) shall contract with an independent certified public accountant to conduct a biennial financial statement audit in accordance with United States (U.S.) generally accepted ~~governmental~~ auditing standards, Government Auditing Standards issued by the U.S. Comptroller General, and Uniform Guidance (2 CFR Part 200, Subpart F), as applicable.

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B. Whenever the District~~'s~~ expends one million dollars ($1,000,000) or more in ~~combined expenditure from all sources of~~ federal ~~financial assistance is~~ grants in a fiscal year (starting with Fiscal Year 2026 audits; previously seven hundred ~~and~~ fifty thousand dollars [$750,000]) ~~or more during a fiscal year~~, the District shall contract with an ~~approved~~ independent ~~auditor~~ certified public accountant to conduct an annual financial and compliance (Single) audit. The audit shall be performed in accordance with generally accepted auditing standards, Government Auditing Standards issued by the U.S. Comptroller General, and Uniform Guidance (2 CFR Part 200, Subpart F), as applicable ~~in compliance with the requirements of the federal Single Audit Act Amendments of 2003 and any implementing regulations of the Office of Management and Budget (OMB)~~.

To the extent permitted by federal law, the District:

A. may convert to a biennial audit schedule when the previous annual audit contained no significant negative findings, defined as the District having received a letter of noncompliance issued by the ~~a~~Auditor ~~g~~General;

B. shall convert back to an annual audit whenever an audit produces significant negative findings;

C. may convert back to a biennial audit schedule when the two (2) previous audits have not contained any significant negative findings.

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

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POLICY SERVICES
ADVISORY

Volume 38, Number 2 **April 2026**

Policy Advisory No. 961 ..... ***DELETED*** Policy GA — Personal Goals / Priority Objectives

Policy Advisory No. 962 ..... Policy GB — General Personnel Policies

Policy Advisory No. 963 ..... Policy GBA — Equal Employment Opportunity
Regulation GBA-R — Equal Employment Opportunity
Exhibit GBA-E — Equal Employment Opportunity

Policy Advisory No. 964 ..... Policy GBAC — Indian Preference in Employment

Policy Advisory No. 965 ..... ***DELETED*** Policy GBB — Staff Involvement in Decision Making

Policy Advisory No. 966 ..... Policy GBEA — Staff Ethics
NEW Regulation GBEA-R Ethics and Code of Conduct
NEW Exhibit GBEA-E Ethics and Code of Conduct

Policy Advisory No. 967 ..... Policy GBEAA — Staff Conflict of Interest
Exhibit GBEAA-E — Staff Conflict of Interest

Policy Advisory No. 968 ..... ***DELETED*** Policy GBEB — Staff Conduct
DELETED Regulation GBEB-R — Staff Conduct
DELETED Exhibit GBEB-E — Staff Conduct

Policy Advisory No. 969 ..... Policy GBEBB — Staff Conduct with Students

Policy Advisory No. 970 ..... Policy GBEBC — Gifts to and Solicitations by Staff Members

Policy Advisory No. 971 ..... Policy GBEC — Drug - Free Workplace
NEW Regulation GBEC-R — Drug - Free Workplace
Exhibit GBEC-EA — Drug - Free Workplace
DELETED Exhibit GBEC-EB — Drug - Free Workplace

Policy Advisory No. 972 ..... ***DELETED*** Policy GBECA — Nonmedical Use or Abuse of Drugs or Alcohol

Policy Advisory No. 973 ***DELETED*** Policy GBECB — Alcohol Use by Staff Members

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Policy Advisory No. 974 ....exists..... Policy GBED — Smoking by Staff Members

Policy Advisory No. 975 .....exists.....Policy GBEF — Staff Use of Digital Communications and Electronic Devices

exists
Policy Advisory No. 976 ...***DELETED*** Policy GBEFA — Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle

Policy Advisory No. 977 ...Does not.....***NEW*** Policy GBGA — Health
Does not ***NEW*** Regulation GBGA-RA — Health
Does not ***NEW*** Regulation GBGA-RB —Health
Does not ***NEW*** Exhibit GBGA-EA — Health
Does not ***NEW*** Exhibit GBGA-EB — Health

Policy Advisory No. 978 .exists. ***DELETED*** Policy GBGB — Staff Personal Security and Safety
exists ***DELETED*** Regulation GBGB-R — Staff Personal Security and Safety

Policy Advisory No. 979 exists.... ***DELETED*** Policy GBGC — Employee Assistance
exists ***DELETED*** Exhibit GBGC-E — Employee Assistance

Policy Advisory No. 980 exists..... ***DELETED*** Policy GBGCA — Wellness Programs
exists ***DELETED*** Regulation GBGCA-R — Wellness Programs

Policy Advisory No. 981 exists. ***DELETED*** Policy GBGCB — Staff Health and Safety
exists ***DELETED*** Exhibit GBGCB-E — Staff Health and Safety

Policy Advisory No. 982 ..exists..... Policy GBGD — Workers' Compensation
exists Regulation GBGD-R — Workers' Compensation
exists Exhibit GBGD-E — Workers' Compensation

Policy Advisory No. 983 .....exists.....Policy GBI — Staff Participation in Political Activities

Policy Advisory No. 984 .....exists.....Policy GBJ — Personnel Records and Files
Does not ***NEW*** Regulation GBJ-R —Personnel Records and Files
exists ***DELETED*** Exhibit GBJ-E — Personnel Records and Files

Policy Advisory No. 985 exists Policy GBK — Staff Grievances
exists Regulation GBK-R — Staff Grievances
exists Exhibit GBK-EA — Staff Grievances
Exists Exhibit GBK-EB — Staff Grievances
exists Exhibit GBK-EC — Staff Grievances
exists Exhibit GBK-ED — Staff Grievances
exists Exhibit GBK-EE — Staff Grievances

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Policy Advisory No. 986 ..... exists ..... Policy GBP — Prohibited Personnel Practices

Policy Advisory No. 987 ..... exists ..... ***DELETED*** Policy GCA — Professional Staff Positions

Policy Advisory No. 988 ..... exists ..... Policy GCB — Professional Staff Contracts and Compensation

Policy Advisory No. 989 ..... exists ..... Policy GCBA — Professional Staff Salary Schedules

Policy Advisory No. 990 ..... exists ..... ***DELETED*** Policy GCBC — Professional Staff Supplementary Pay Plans

Policy Advisory No. 991 ..... exists ..... ***DELETED*** Policy GCBD — Professional Staff Fringe Benefits

Policy Advisory No. 992 ..... exists ***DELETED*** Policy GCC — Professional / Support Staff Leaves and Absences

Policy Advisory No. 993 ..... exists ..... Policy GCCA — Professional / Support Staff Sick Leave
NEW Regulation GCCA-RA Types of Leaves
NEW Regulation GCCA-RB Types of Leaves
NEW Regulation GCCA-RC Types of Leaves
NEW Exhibit GCCA-E Types of Leaves

Policy Advisory No. 994 ..... exists ***DELETED*** Policy GCCB — Professional / Support Staff Personal / Emergency / Religious Leave

Policy Advisory No. 995 ..... exists ***DELETED*** Policy GCCC — Professional / Support Staff Leaves of Absence without Pay
DELETED Exhibit GCCC-EA — Professional / Support Staff Leaves of Absence without Pay
DELETED Exhibit GCCC-EB — Professional / Support Staff Leaves of Absence without Pay
DELETED Exhibit GCCC-EC — Professional / Support Staff Leaves of Absence without Pay
DELETED Exhibit GCCC-ED — Professional / Support Staff Leaves of Absence without Pay
DELETED Exhibit GCCC-EE — Professional / Support Staff Leaves of Absence without Pay

Does not

Policy Advisory No. 996 ..... exists ***DELETED*** Policy GCCC — Professional / Support Staff Leaves of Absence without Pay (*Fewer than 50 Employees*)

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Policy Advisory No. 997 exists ***DELETED*** Policy GCCD — Professional / Support Staff Military / Legal Leave
exists ***DELETED*** Exhibit GCCD-E — Professional / Support Staff Military / Legal Leave

Policy Advisory No. 998 Does not ***DELETED*** Policy GCCE — Professional / Support Staff Conferences / Visitations / Workshops

Policy Advisory No. 999 Does not ***DELETED*** Policy GCCF — Sabbatical Leave

Policy Advisory No. 1000 Does not ***DELETED*** Policy GCCG — Professional Staff Voluntary Transfer of Accrued Sick Leave
Does not ***DELETED*** Regulation GCCG-RA — Professional Staff Voluntary Transfer of Accrued Sick Leave
Does not ***DELETED*** Regulation GCCG-RB — Professional Staff Voluntary Transfer of Accrued Sick Leave

Policy Advisory No. 1001 exists ***DELETED*** Policy GCCH — Professional / Support Staff Bereavement Leave

Policy Advisory No. 1002 exists ***DELETED*** Policy GCD — Professional Staff Vacations and Holidays

Policy Advisory No. 1003 exists Policy GCF — Professional Staff Hiring
exists Regulation GCF-R — Professional Staff Hiring
exists Exhibit GCF-EA — Professional Staff Hiring
exists Exhibit GCF-EB — Professional Staff Hiring
exists Exhibit GCF-EC — Professional Staff Hiring
exists Exhibit GCF-ED — Professional Staff Hiring
Does not ***NEW*** Exhibit GCF-EE – Hiring
Does not ***NEW*** Exhibit GCF-EF — Hiring

Policy Advisory No. 1004 exists Policy GCFC — Professional Staff Certification and Credentialing Requirements
exists Exhibit GCFC-E — Professional Staff Certification and Credentialing Requirements

Policy Advisory No. 1005 exists ***DELETED*** Policy GCFE — Professional / Support Staff Hiring – Oath of Office
exist ***DELETED*** Exhibit GCFE-E — Professional / Support Staff Hiring – Oath of Office

Policy Advisory No. 1006 exists Policy GCG — Time and Substitute Professional Staff Employment

Policy Advisory No. 1007 exists ***DELETED*** Policy GCGB — Arrangements for Substitute Staff Members
exists ***DELETED*** Regulation GCGB-R — Arrangements for Substitute Staff Members

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Policy Advisory No. 1008 ..... Policy GCH — Professional / Support Staff Orientation and Training

Policy Advisory No. 1009 .. ***DELETED*** Policy GCI — Professional Staff Development

Policy Advisory No. 1010 .. ***DELETED*** Policy GCJ — Professional Staff Probationary and Continuing Status

Policy Advisory No. 1011 ..... Policy GCK — Professional Staff Assignments and Transfers

Policy Advisory No. 1012 ..... ***DELETED*** Policy GCL — Professional Staff Schedules and Calendars

Policy Advisory No. 1013 .... ***DELETED*** Policy GCMC — Professional Staff Meetings

Policy Advisory No. 1014 ..... Policy GCMF — Professional Staff Duties and Responsibilities

NEW Regulation GCMF-RA – Duties and Responsibilities

NEW Regulation GCMF-RB – Duties and Responsibilities

Policy Advisory No. 1015 ..... Policy GCO — Evaluation of Professional Staff Members

Regulation GCO-RA— Evaluation of Professional Staff Members

DELETED Regulation GCO-RB — Evaluation of Professional Staff Members

NEW Exhibit GCO-E – Evaluations and Contracts

Policy Advisory No. 1016 ... ***DELETED*** Policy GCP — Professional Staff Promotions

Policy Advisory No. 1017 ..... Policy GCQA — Professional Staff Reduction in Force

Policy Advisory No. 1018 ..... Policy GCQC — Resignation of Professional Staff Members

Policy Advisory No. 1019 .... ***DELETED*** Policy GCQE — Retirement of Professional / Support Staff Members

Policy Advisory No. 1020 ..... Policy GCQF — Discipline, Suspension, and Dismissal of Professional Staff Members

NEW Regulation GCQF-RA – Discipline, Suspension, and Dismissal

NEW Regulation GCQF-RB – Discipline, Suspension, and Dismissal

Policy Advisory No. 1021 ..... Policy GCR — Nonschool Employment by Professional Staff Members

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Policy Advisory No. 1022 ..... Policy GCRD — Tutoring for Pay

Policy Advisory No. 1023 ..... Policy GCS — Professional Research and Publishing

Policy Advisory No. 1024 ..... ***DELETED*** Policy GDA — Support Staff Positions

Policy Advisory No. 1025 ..... ***DELETED*** Policy GDB — Support Staff Contracts and Compensation

Policy Advisory No. 1026 ..... ***DELETED*** Policy GDBA — Support Staff Salary

Policy Advisory No. 1027 ***DELETED*** Policy GDBC — Support Staff Supplementary Pay / Overtime

Policy Advisory No. 1028 ***DELETED*** Policy GDBD — Support Staff Fringe Benefits

Policy Advisory No. 1029 ***DELETED*** Policy GDCG — Support Staff Voluntary Transfer of Accrued Sick Leave

DELETED Regulation GDCG-R — Support Staff Voluntary Transfer of Accrued Sick Leave

Policy Advisory No. 1030 ..... ***DELETED*** Policy GDD — Support Staff Vacations and Holidays

Policy Advisory No. 1031 ..... ***DELETED*** Policy GDF — Support Staff Hiring

DELETED Regulation GDF-R — Support Staff Hiring

DELETED Exhibit GDF-EA — Support Staff Hiring

DELETED Exhibit GDF-EB — Support Staff Hiring

DELETED Exhibit GDF-EC — Support Staff Hiring

DELETED Exhibit GDF-ED — Support Staff Hiring

DELETED Exhibit GDF-EE — Support Staff Hiring

Policy Advisory No. 1032 ***DELETED*** Policy GDFA — Support Staff Qualifications and Requirements

DELETED Exhibit GDFA-E — Support Staff Qualifications and Requirements

Policy Advisory No. 1033 ***DELETED*** Policy GDG — Part-Time and Substitute Support Staff Employment

Policy Advisory No. 1034 ***DELETED*** Policy GDJ — Support Staff Assignments and Transfers

Policy Advisory No. 1035 ***DELETED*** Policy GDK — Support Staff Schedules and Calendars

Policy Advisory No. 1036 ***DELETED*** Policy GDL — Support Staff Workload

DELETED Regulation GDL-R — Support Staff Workload

Policy Advisory No. 1037 ***DELETED*** Policy GDLB — Support Staff Meetings

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Policy Advisory No. 1038 ..Yes..... ***DELETED*** Policy GDN — Supervision of Support Staff Members

Policy Advisory No. 1039 ..Yes..... ***DELETED*** Policy GDO — Evaluation of Support Staff Members

Yes ***DELETED*** Exhibit GDO-EA — Evaluation of Support Staff Members

Yes ***DELETED*** Exhibit GDO-EB — Evaluation of Support Staff Members

Policy Advisory No. 1040 ..Yes.... ***DELETED*** Policy GDP — Support Staff Promotions and Reclassification

Policy Advisory No. 1041 ..Yes.. ***DELETED*** Policy GDQA — Support Staff Reduction In Force

Policy Advisory No. 1042 ..Yes.... ***DELETED*** Policy GDQB — Resignation of Support Staff Members

Policy Advisory No. 1043 ..Yes ***DELETED*** Policy GDQD — Discipline, Suspension, and Dismissal of Support Staff Members

Policy Advisory No. 1044 ..No.... ***DELETED*** Policy GDR — Nonschool Employment by Support Staff Members

Policy Advisory No. 1045 ..Yes.. Policy ECAC — Vandalism and Reporting Suspected Crimes

No Regulation ECAC-R — Vandalism and Reporting Suspected Crimes

Policy Advisory No. 1046 ..No..... Policy IHAL — Teaching About Religion

POLICY ADVISORY DISCUSSION

Summary

Section G Revisions

Section G revisions are due to a reorganization that aligns similar policy content and maintains comprehensive information for effective Board governance and District operations. In addition, support staff policy documents coded "GD" have been merged with corresponding "GC" documents to avoid duplication of information. The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (**see Discussions below for specific information regarding each document**). Documents not listed in this comparison document from Section G did not change. The Clean Copy document linked on the Policy Advisory communication provides the revised Section G in its entirety.

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Policy Advisory Discussion

Policy Advisory No. 961 — ***DELETED*** **Policy GA — Personal Goals / Priority Objectives**

Policy language formerly included in Policy GA has been revised and incorporated into Policy GB to improve clarity and alignment. Accordingly, Policy GA has been removed from the model manual.

Policy Advisory No. 962 — **Policy GB — General Personnel Policies**

The original language in Policy GB has been retained, while incorporating content from the former Policy GA to improve clarity and alignment. In addition, headings have been added, "General" was removed from the title, and one sentence encouraging employee participation in decision-making, previously found under the now-deleted Policy GBB, has been included under the heading *Personnel Guidelines*.

Policy Advisory No. 963 — **Policy GBA — Equal Employment Opportunity**
Regulation GBA-R — Equal Employment Opportunity
Exhibit GBA-E — Equal Employment Opportunity

The titles of the policy, regulation, and exhibit have been updated to include "and Non-Discrimination," now reading *Equal Employment Opportunity and Non-Discrimination*. Language aligned with Policy AC – *Nondiscrimination/Equal Opportunity* has been incorporated, and additional revisions were made to expand and clarify the policy. In addition, headings were added to the regulation, and the exhibit was revised to include a date line next to the signature line for clarity.

Policy Advisory No. 964 — **Policy GBAC — Indian Preference in Employment**

Legal references have been updated in Policy GBAC.

Policy Advisory No. 965 — ***DELETED*** **Policy GBB — Staff Involvement in Decision Making**

Language from Policy GBB encouraging employee participation in decision-making has been condensed and incorporated into Policy GB under the heading *Personnel Guidelines*. Therefore, Policy GBB has been removed from the model manual.

Policy Advisory No. 966 — **Policy GBEA — Staff Ethics**
NEW **Regulation GBEA-R Ethics and Code of Conduct**
NEW **Exhibit GBEA-E Ethics and Code of Conduct**

The policy title has been updated to include "and Code of Conduct," now reading *Ethics and Code of Conduct*.

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Content from former Policy GBEB addressing potential consequences for District employees who violate rules has been incorporated into Policy GBEA. Accordingly, Policy GBEB has been removed from the model manual. Provisions concerning the use of physical force have been cross-referenced in Regulation GBEA-R (M.) and in Policy JLDB, while the reference to unauthorized weapons possession or carry in the opening paragraph has been removed, as this topic is already addressed in Regulation GBEA-R (G.). The legal references have also been updated to include A.R.S. 15-105, relating to restraint, and A.R.S. 13-403, relating to the use of physical force.

Under the new *Code of Conduct* heading in Policy GBEA, the list of staff expectations has been revised for clarity and expanded to include provisions on protecting students (C.) and maintaining confidentiality (M.).

Regulation GBEB-R and Exhibit GBEB-E have been recodified as GBEA-R and GBEA-E, respectively, with corresponding removals from the model manual. Additional information concerning restraint and seclusion (M.) and inappropriate personal relationships with students (L.) has been added to Regulation GBEA-R. Finally, staff expectation language originally contained in GBEB-R has been updated for clarity and incorporated into Policy GBEA under the *Code of Conduct* section, as well as Policy ECAC under the heading *Observed Weapons and Drug-Free School Zone Violations* and Regulation ECAC-R under the heading *Suspected Crimes or Incidents Reporting*.

Policy Advisory No. 967 — **Policy GBEAA — Staff Conflict of Interest**
Exhibit GBEAA-E — Staff Conflict of Interest

Policy GBEAA was revised to add hiring provisions, including the substitute-teacher exception for small school districts in A.R.S. 15-421, for clarity. The policy was also aligned more closely with Arizona conflict-of-interest law, including the substantial-interest framework in A.R.S. 38-502 through 38-509, and the Uniform System of Financial Records (USFR) guidance regarding annual employee conflict-of-interest disclosures and retention of related records. The titles of the policy and exhibit were updated to *Conflict of Interest*. The exhibit was further revised to clarify employee disclosure obligations, where disclosures are to be filed and maintained, and when updated disclosures must be submitted.

Policy Advisory No. 968 — ***DELETED* Policy GBEB — Staff Conduct**
***DELETED* Regulation GBEB-R — Staff Conduct**
***DELETED* Exhibit GBEB-E — Staff Conduct**

Information from Policy GBEB was incorporated into Policy GBEA and Regulation GBEA-R; therefore, Policy GBEB has been removed from the model manual. Regulation GBEB-R and Exhibit GBEB-E have been recodified as GBEA-R and GBEA-E, respectively, with the corresponding removals of GBEB-R and GBEB-E from the model manual.

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Policy Advisory No. 969 **Policy GBEBB — Staff Conduct with Students**

Policy GBEBB was reorganized and reworded for clarity to emphasize employee expectations regarding professional relationships with students and appropriate staff conduct. The revised policy consolidates supervision, behavioral, and professional standards into a concise list format and reinforces compliance with A.R.S. 15-105 and Policy JLDB on restraint and seclusion.

Policy Advisory No. 970 **Policy GBEBC — Gifts to and Solicitations by Staff Members**

Policy GBEBC was reworded for clarity, and existing provisions regarding gifts to employees and gifts to students were separated into distinct sections with new headings for easier reference.

Policy Advisory No. 971 **Policy GBEC — Drug - Free Workplace**
***NEW* Regulation GBEC-R — Drug - Free Workplace**
Exhibit GBEC-EA — Drug - Free Workplace
***DELETED* Exhibit GBEC-EB — Drug - Free Workplace**

Policy GBEC has been updated to incorporate language from Policies GBECA and GBECB; therefore, those policies have been removed from the model manual. To reflect the expanded content, the policy, regulation, and exhibit titles have been revised to *Alcohol and Drug-Free Workplace*. Additional information clarifying the possession of alcohol in an employee's personal vehicle was added under the heading *Exceptions*, and new definitions and subheadings were included to enhance clarity and organization. The accompanying Exhibit GBEC-E was also updated to specify that an employee's notification to their supervisor of a conviction must be made in writing, clarifying the required method of notification. Exhibit GBEC-EB was recodified as Regulation GBEC-R due to its content, and Legal References were updated.

Policy Advisory No. 972 ***DELETED* GBECA — Nonmedical Use or Abuse of Drugs or Alcohol**

Language from Policy GBECA was incorporated into Policy GBEC; therefore, Policy GBECA has been removed from the model manual.

Policy Advisory No. 973 ***DELETED* Policy GBECB — Alcohol use by Staff Members**

Language from Policy GBECB was incorporated into Policy GBEC; therefore, Policy GBECB has been removed from the model manual.

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Policy Advisory No. 974 — **Policy GBED — Smoking by Staff Members**

Headings were added for organization, and clarifying language was included under *Violations* to specify that employees who violate the policy are subject to disciplinary action, up to and including dismissal. Additional language was added under *Exceptions* to address the possession of legal tobacco products, tobacco substitutes, electronic cigarettes, or vapor products in an employee's locked personal vehicle, while maintaining the prohibition on their use on District property or at District-sponsored activities.

Policy Advisory No. 975 — **Policy GBEF — Staff Use of Digital Communications and Electronic Devices**

Language from Policy GBEFA was incorporated into Policy GBEF; therefore, Policy GBEFA was removed from the model manual. The definition of *social media* was streamlined and modernized for clarity and relevance. References to specific platforms and technologies (e.g., Facebook, LinkedIn, X, YouTube, Android, iPhone) were removed to ensure the policy remains current as technologies evolve. The revised language groups these platforms into broader categories, such as social networking sites, blogs, microblogs, and content or virtual communities, and retains the reference to "successor protocols" to encompass emerging forms of communication. The overall update reduces redundancy, simplifies technical descriptions, and enhances long-term applicability without altering the intent of the policy. Headings were also added to improve organization, and a reference to the Child Internet Protection Act (CIPA) was included under the heading *Guidelines*.

Policy Advisory No. 976 — ***DELETED* Policy GBEFA — Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle**

Language from Policy GBEFA was incorporated into Policy GBEF under the following headings: *Operating a Portable Wireless Communication Device While Driving, Definitions,* and *Training*; therefore, Policy GBEFA was removed from the model manual.

Policy Advisory No. 977 — ***NEW* Policy GBGA — Health**
***NEW* Regulation GBGA-RA — Health**
***NEW* Regulation GBGA-RB — Health**
***NEW* Exhibit GBGA-EA — Health**
***NEW* Exhibit GBGA-EB — Health**

Newly created Policy GBGA consolidates health, safety, and protective measures previously contained in Policies GBGB, GBGC, GBGCA, and GBGCB; therefore, these policies have been removed from the model manual. Disease-specific language regarding HIV/AIDS transmission, as well as the paragraph describing notification to staff with special vulnerabilities during outbreaks, have been removed from GBGA.

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These topics are now addressed generally through provisions on universal precautions, confidentiality, and reporting/notification, with references to applicable public-health directives. Language from former Policy GBGC regarding District-directed medical tests or examination for employment, retention, or when an employee's condition warranted examination was not carried forward, as GBGA is focused on communicable-disease management, bloodborne-pathogen controls, immunizations, universal precautions, and eye protection. For reference, the Equal Employment Opportunity Commission's (EEOC) *Enforcement Guidance on Disability-Related Inquiries and Medical Examinations of Employees under the ADA* provides the applicable standard for employer-required medical examinations. Language under the heading *Threats* from GBGB was also not carried forward because threat-response protocols are generally addressed within the District's safety and security framework. Regulation GBGCA-R has been recodified as GBGA-RA, and Regulation GBGB-R has been recodified as GBGA-RB; accordingly, GBGCA-R and GBGB-R have been removed from the model manual. Exhibit GBGC-E has been recodified as GBGA-EA, and Exhibit GBGCB-E has been recodified as GBGA-EB; accordingly, GBGC-E and GBGCB-E have been removed from the model manual. Exhibit GBGA-EB includes minor updates to align with current CDC guidance.

Policy Advisory No. 978 ***DELETED*** **Policy GBGB — Staff Personal Security and Safety**
DELETED **Regulation GBGB-R — Staff Personal Security and Safety**

Language from Policy GBGB pertaining to Eye Protective Devices has been incorporated into Policy GBGA under that heading; accordingly, Policy GBGB has been removed from the model manual. As noted in Policy Advisory 977, the language under the heading *Threats* was not carried forward as those protocols are generally addressed in the District's safety and security plans. Provisions from Regulation GBGB-R regarding Eye Protective Devices have been recodified as GBGA-RB; accordingly, GBGB-R has been removed from the model manual.

Policy Advisory No. 979 ***DELETED*** **Policy GBGC — Employee Assistance**
DELETED **Exhibit GBGC-E — Employee Assistance**

Language from Policy GBGC was incorporated into Policy GBGA under the headings *Required Compliance Procedures* and *Bloodborne Pathogens Exposure;* accordingly, Policy GBGC has been removed from the model manual. As noted in Policy Advisory 977, the EEOC provides guidance regarding the standard for employers seeking medical examinations of employees. Exhibit GBGC-E has been recodified as GBGA-EA; accordingly, GBGC-E has been removed from the model manual.

Policy Advisory No. 980 ***DELETED*** **Policy GBGCA — Wellness Programs**
DELETED **Regulation GBGCA-R — Wellness Programs**

A general statement from Policy GBGCA was incorporated into Policy GBGA under the heading *Immunization,* and disease-specific immunity information was incorporated into Regulation GBGA-RA; therefore, Policy GBGCA was removed from the model manual. Regulation GBGCA-R was recodified as GBGA-RA; accordingly, GBGCA-R has been removed from the model manual.

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Policy Advisory No. 981 ***DELETED*** **Policy GBGCB — Staff Health and Safety**
DELETED **Exhibit GBGCB-E — Staff Health and Safety**

Language from Policy GBGCB was incorporated into Policy GBGA under the headings *Communicable Diseases, COVID-19, Universal Precautions, Exclusion from School, Reporting and Notification, Confidentiality,* and *Food Service Workers;* accordingly, Policy GBGCB has been removed from the model manual. Exhibit GBGCB-E has been recodified as GBGA-EB; accordingly, GBGCB-E has been removed from the model manual.

Policy Advisory No. 982 **Policy GBGD — Workers' Compensation**
Regulation GBGD-R — Workers' Compensation
Exhibit GBGD-E — Workers' Compensation

The policy and regulation were revised to clarify coverage by replacing "accident" with "personal injury by accident," aligning the terminology with A.R.S. 23-904. Exhibit GBGD-E was also updated: Item "C." and the final paragraph were revised to align with EEOC/ADA return-to-work standards.

Policy Advisory No. 983 **Policy GBI — Staff Participation in Political Activities**

Policy GBI was updated with minor edits, including expanding the prohibition on using District assets to influence elections to include "or any other thing of value of the District," consistent with A.R.S. 15-511.

Policy Advisory No. 984 **Policy GBJ — Personnel Records and Files**
NEW **Regulation GBJ-R — Personnel Records and Files**
DELETED **Exhibit GBJ-E — Personnel Records and Files**

Policy GBJ was reorganized with headings, and teacher confidentiality protections under A.R.S. 15-537 were added for clarity. Exhibit GBJ-E was recodified as a Regulation GBJ-R due to its compliance directive and replaced "bulleted above" with "listed above" in Item 4.a.

Policy Advisory No. 985 **Policy GBK — Staff Grievances**
Regulation GBK-R — Staff Grievances
Exhibit GBK-EA — Staff Grievances
Exhibit GBK-EB — Staff Grievances
Exhibit GBK-EC — Staff Grievances
Exhibit GBK-ED — Staff Grievances
Exhibit GBK-EE — Staff Grievances

Policy GBK has been updated to include the Board's discretionary delegation to the Superintendent to establish an employee grievance procedure. Timelines remain a local decision; if the Board modifies the timelines in policy, the accompanying regulation and exhibits must be updated for consistency. Cross references were also added to the policy, and the regulation and exhibits were revised to specify "business" days for clarity and alignment with the policy.

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Policy Advisory No. 986 — **Policy GBP — Prohibited Personnel Practices**

Policy GBP was retitled *Reprisals* to more accurately reflect its scope, improving alignment between the title and the policy's content.

Policy Advisory No. 987 — ***DELETED* Policy GCA — Professional Staff Positions**

Policy GCA has been removed from the model manual as its provisions are primarily operational and generally covered by HR procedures. Districts may retain the policy locally if it aligns with and supports their internal processes.

Policy Advisory No. 988 — **Policy GCB — Professional Staff Contracts and Compensation**

Policy GCB was reorganized with headings and added definitions to improve clarity. Content from Policies GCBD, GDB, and GDBD was consolidated into GCB; accordingly, GCBD, GDB, and GDBD have been removed from the model manual. The title was revised to *Compensation* to better reflect the policy's scope and contents.

Policy Advisory No. 989 — **Policy GCBA — Professional Staff Salary Schedules**

Policy GCBA consolidates content from GCBC, GDBA, and GDBC; accordingly, those policies have been removed from the model manual. Headings were added for clarity, and the title was updated to *Salaries* to better reflect the policy's scope. The *Advancement on Salary Schedule* criteria (Items A–D) were revised to replace vague phrases with specific, documentable standards tied to job duties, compliance, and professional conduct.

Policy Advisory No. 990 — ***DELETED* Policy GCBC — Professional Staff Supplementary Pay Plans**

Policy GCBC was incorporated into Policy GCBA under the heading *Extra-Duty*; accordingly, Policy GCBC was removed from the model manual.

Policy Advisory No. 991 — ***DELETED* Policy GCBD — Professional Staff Fringe Benefits**

Policy GCBD was incorporated into Policy GCB under the heading *Salaries and Benefits*; accordingly, Policy GCBD was removed from the model manual.

Policy Advisory No. 992 — ***DELETED* Policy GCC — Professional / Support Staff Leaves and Absences**

Policy GCC was incorporated into Policy GCCA under the heading *Absent Without Leave*; accordingly, Policy GCC was removed from the model manual.

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Policy Advisory No. 993

Policy GCCA — Professional / Support Staff Sick Leave
***NEW* Regulation GCCA-RA Types of Leaves**
***NEW* Regulation GCCA-RB Types of Leaves**
***NEW* Regulation GCCA-RC Types of Leaves**
***NEW* Exhibit GCCA-E Types of Leaves**

To improve clarity, reduce redundancy, and centralize statutory references in one place, multiple leave-related policies (GCC, GCCA, GCCB, GCCC, GCCD, GCCE, GCCF, GCCG, GCCH, GCD, GDCG, and GDD) were consolidated into a single, comprehensive policy (GCCA – Types of Leaves). The unified policy organizes all common leave types—sick leave and earned paid sick time (A.R.S. 23-372, 23-373), FMLA (29 U.S.C. 2601–2654; 29 C.F.R. Part 825), banked/voluntary sick-leave transfer, personal and bereavement leave, victim leave (A.R.S. 8-420/13-4439), jury duty (A.R.S. 21-236), voting leave (A.R.S. 16-402), military/USERRA (A.R.S. 26-168; 38-610; 38 U.S.C. 4303), holidays (A.R.S. 15-801), vacation leave, sabbatical leave (A.R.S. 15-510), professional development leave, unpaid leaves of absence, and absent without leave—under clear headings. Districts may localize details, such as the number and use of personal days, leave-request lead times, and vacation-leave provisions, within the updated policy or in accompanying regulations.

Newly created Regulation GCCA-RA includes content on Arizona earned paid sick time previously detailed in Policy GCCA, and consolidates and clarifies the "use," "accrual," "notice," "retaliation," and "definitions" provisions drawn from A.R.S. 23-371, 23-372, 23-373, and 23-364.

Policy GCCC's detailed leave-of-absence and FMLA provisions have been reorganized into newly created Regulation GCCA-RB to simplify navigation and separate policy from procedure; accordingly, GCCC has been removed from the model manual. Operational, statute-driven FMLA content, previously in Policy GCCC, aligns process and forms to U.S. Department of Labor guidance; clarifies coverage thresholds; and notes universal posting requirements with links to the DOL resources. Forms provided in Exhibits GCCC-EA, GCCC-EB, GCCC-EC, GCCC-ED, and GCCC-EE may now be accessed via the link provided in GCCA-RB under the heading *Regulations, Process and Forms*, accordingly, Exhibits GCCC-EA through GCCC-EE have been removed from the model manual.

Policy GCCE's content has been recodified as Regulation GCCA-RC to consolidate leave provisions under GCCA and keep day-to-day procedures in the regulation. In the newly created GCCA-RC, the prior "at least 20 days' advance approval" requirement was removed to allow districts to set local timelines administratively, while the decision guides for released time/travel (value of event, budget availability, and substitute coverage) were retained.

Exhibit GCCD-E has been recodified as GCCA-E; accordingly, GCCD-E has been removed from the model manual.

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Policy Advisory No. 994 ***DELETED*** **Policy GCCB — Professional / Support Staff Personal / Emergency / Religious Leave**

Policy GCCB was incorporated into Policy GCCA under the heading *Personal Leave*; accordingly, Policy GCCB was removed from the model manual.

Policy Advisory No. 995 ***DELETED*** **Policy GCCC — Professional / Support Staff Leaves of Absence without Pay**
DELETED **Exhibit GCCC-EA — Professional / Support Staff Leaves of Absence without Pay**
DELETED **Exhibit GCCC-EB — Professional / Support Staff Leaves of Absence without Pay**
DELETED **Exhibit GCCC-EC — Professional / Support Staff Leaves of Absence without Pay**
DELETED **Exhibit GCCC-ED — Professional / Support Staff Leaves of Absence without Pay**
DELETED **Exhibit GCCC-EE — Professional / Support Staff Leaves of Absence without Pay**

Policy GCCC has been incorporated into Policy GCCA under the headings *Family and Medical Leave, Leaves of Absence Without Pay, Requests for Leave, Approval,* and *Preservation of Rights for Continuing Certificated Teachers* and Regulation GCCA-RB; accordingly, Policy GCCC has been removed from the model manual. Forms provided in Exhibits GCCC-EA, GCCC-EB, GCCC-EC, GCCC-ED, and GCCC-EE may now be accessed via the link provided in GCCA-RB under the heading *Regulations, Process and Forms*, accordingly, Exhibits GCCC-EA through GCCC-EE have been removed from the model manual.

Policy Advisory No. 996 ***DELETED*** **Policy GCCC — Professional / Support Staff Leaves of Absence without Pay (*Fewer than 50 Employees*)**

Content from Policy GCCC (applicable to districts with fewer than fifty employees) has been incorporated into Policy GCCA and Regulation GCCA-RB; accordingly, GCCC has been removed from the model manual.

Policy Advisory No. 997 ***DELETED*** **Policy GCCD — Professional / Support Staff Military / Legal Leave**
DELETED **Exhibit GCCD-E — Professional / Support Staff Military / Legal Leave**

Policy GCCD has been incorporated into Policy GCCA under the headings *Victim Leave, Jury Duty Leave,* and *Military Leave*; accordingly, Policy GCCD has been removed from the model manual. Exhibit GCCD-E has been recodified as GCCA-E; accordingly, GCCD-E has been removed from the model manual.

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Policy Advisory No. 998 ***DELETED*** **Policy GCCE — Professional / Support Staff Conferences / Visitations / Workshops**

Policy GCCE has been incorporated into Policy GCCA under the heading *Professional Development Leave* and Regulation GCCA-RC; accordingly, GCCE has been removed from the model manual.

Policy Advisory No. 999 ***DELETED*** **Policy GCCF — Sabbatical Leave**

Policy GCCF has been incorporated into Policy GCCA under the heading *Sabbatical Leave*; accordingly, GCCF has been removed from the model manual.

Policy Advisory No. 1000 ***DELETED*** **Policy GCCG — Professional Staff Voluntary Transfer of Accrued Sick Leave**
DELETED **Regulation GCCG-RA — Professional Staff Voluntary Transfer of Accrued Sick Leave**
DELETED **Regulation GCCG-RB — Professional Staff Voluntary Transfer of Accrued Sick Leave**

Policy GCCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GCCG locally if preferred. Accordingly, GCCG-RA and GCCG-RB have been removed from the model manual; districts that maintain a sick-leave bank may retain these regulations locally.

Policy Advisory No. 1001 ***DELETED*** **Policy GCCH — Professional / Support Staff Bereavement Leave**

Policy GCCH is referenced in Policy GCCA under the heading *Personal Leave*; accordingly, GCCH has been removed from the model manual.

Policy Advisory No. 1002 ***DELETED*** **Policy GCD — Professional Staff Vacations and Holidays**

Policy GCD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GCD was removed from the model manual.

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Policy Advisory No. 1003 **Policy GCF — Professional Staff Hiring**
Regulation GCF-R — Professional Staff Hiring
Exhibit GCF-EA — Professional Staff Hiring
Exhibit GCF-EB — Professional Staff Hiring
Exhibit GCF-EC — Professional Staff Hiring
Exhibit GCF-ED — Professional Staff Hiring
***NEW* Exhibit GCF-EE — Hiring**
***NEW* Exhibit GCF-EF — Hiring**

Policies GCFE and GDF have been incorporated into Policy GCF; accordingly, Policies GCFE and GDF have been removed from the model manual. The title of the policy, along with the titles of its accompanying regulation and exhibits, has been updated to *Hiring* to reflect that these documents address both certificated and noncertificated employees. Headings were also added, and language was refined for clarity. Regulation GDF-R was incorporated into GCF-R; accordingly, GDF-R was removed from the model manual. Exhibit GDF-EC was revised and incorporated into GCF-EA; accordingly, GDF-EC was removed from the model manual. Exhibit GDF-ED was revised and incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE, accordingly, GCFE-E was removed from the model manual. Exhibits GDF-EA and GDF-EB were revised and combined as GCF-EF.

Policy Advisory No. 1004 **Policy GCFC — Professional Staff Certification and Credentialing Requirements**
Exhibit GCFC-E — Professional Staff Certification and Credentialing Requirements

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. The policy and exhibit titles were updated to *Fingerprint Requirements* as both documents address certificated and noncertificated employees. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

Policy Advisory No. 1005 ***DELETED* Policy GCFE — Professional / Support Staff Hiring – Oath of Office**
***DELETED* Exhibit GCFE-E — Professional / Support Staff Hiring – Oath of Office**

Policy GCFE was incorporated into Policy GCF under the heading *Oath of Office*; accordingly, GCFE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE; accordingly, GCFE-E was removed from the model manual.

Policy Advisory No. 1006 **GCG — Time and Substitute Professional Staff Employment**

Policy GDG was incorporated into Policy GCG, accordingly, GDG was removed from the model manual.

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Policy Advisory No. 1007 *DELETED* Policy GCGB — Arrangements for Substitute Staff Members
***DELETED* Regulation GCGB-R — Arrangements for Substitute Staff Members**

Policy GCGB was incorporated into GCMF, accordingly, GCGB was removed from the model manual. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

Policy Advisory No. 1008 Policy GCH — Professional / Support Staff Orientation and Training

Policy GCH was updated with minor wording changes only. "Salary and fringe-benefit plans" was streamlined to "salary and benefit plans," and "self-improvement opportunities" was updated to "professional development opportunities."

Policy Advisory No. 1009 *DELETED* Policy GCI — Professional Staff Development

Policy GCI has been removed from the model manual as professional development (PD) expectations and processes are already addressed across existing policies and regulations (e.g., educator obligations in GBEA; the District's PD commitment in GB; orientation/PD for new hires in GCH; leave/approvals for PD in GCCA; and procedural criteria for release time and travel in GCCA-RC). Removing GCI avoids prescriptive provisions (e.g., credit-for-salary-advancement language) that are generally managed through local HR procedures and/or regulations. Districts that require additional detail (such as credit-eligible PD frameworks) may place it in a GCCA regulation and/or local HR guidance.

Policy Advisory No. 1010 *DELETED* Policy GCJ — Professional Staff Probationary and Continuing Status

Policy GCJ has been incorporated into Policy GCO under the heading *Definitions*; accordingly, GCJ has been removed from the model manual.

Policy Advisory No. 1011 Policy GCK — Professional Staff Assignments and Transfers

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

Policy Advisory No. 1012 *DELETED* Policy GCL — Professional Staff Schedules and Calendars

Policy GCL was incorporated into Policy GCMF under the heading *Certificated Employees – Schedules*; accordingly, GCL was removed from the model manual.

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Policy Advisory No. 1013 ***DELETED*** **Policy GCMC — Professional Staff Meetings**

Policy GCMC was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GCMC was removed from the model manual.

Policy Advisory No. 1014 **Policy GCMF — Professional Staff Duties and Responsibilities**
NEW **Regulation GCMF-RA – Duties and Responsibilities**
NEW **Regulation GCMF-RB – Duties and Responsibilities**

To improve clarity, reduce redundancy, and centralize statutory references in one place, policies GCGB, GCL, GCMC, GDK, GDL, and GDLB were consolidated into a single, comprehensive policy (GCMF – Duties and Responsibilities). The A.–F. list originally in GCMF was removed because its content is addressed more generally in Policy GBEA and Regulation IKE-RA (regarding retention/promotion); taking and maintaining daily classroom attendance was retained in Policy GCMF. In addition, the information regarding sectarian instruction was moved to Policy IHAL – Teaching About Religion. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

Policy Advisory No. 1015 **Policy GCO — Evaluation of Professional Staff Members**
Regulation GCO-RA — Evaluation of Professional Staff Members
DELETED **Regulation GCO-RB — Evaluation of Professional Staff Members**
NEW **Exhibit GCO-E – Evaluations and Contracts**

Policy GDO (Support Staff Evaluations) was incorporated into Policy GCO, consolidating all employee evaluation requirements into one policy and eliminating duplication; accordingly, GDO was removed from the model manual. The Definitions section was expanded and standardized by adding continuing teacher and probationary teacher, originally in Policy GCJ, and by using certificated and noncertificated consistently. Procedural provisions formerly included in the policy were moved to Regulation GCO-R. Regulations GCO-RA and GCO-RB were combined, revised, and recodified as GCO-R, with content reorganized into clear sections and key timelines clarified. Exhibits GDO-EA and GDO-EB were combined, revised, and recodified as GCO-E; accordingly, GDO-EA and GDO-EB were removed from the model manual.

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Policy Advisory No. 1016 — ***DELETED*** **Policy GCP — Professional Staff Promotions**

Policy GCP was removed as its brief directive on filling positions of increased responsibility duplicated guidance now covered by Policies GCF and GCK; accordingly, GCP was removed from the model manual.

Policy Advisory No. 1017 — **Policy GCQA — Professional Staff Reduction in Force**

Policy GDQA was incorporated into Policy GCQA under the heading *Noncertificated Employees*; accordingly, GDQA was removed from the model manual.

Policy Advisory No. 1018 — **Policy GCQC — Resignation of Professional Staff Members**

Policy GDQB (Support Staff Resignations) and GCQC were consolidated into a single policy, GCQC, to centralize resignation procedures, eliminate duplication, and distinguish requirements for certificated and noncertificated employees; accordingly, GDQB was removed from the model manual. The GDQB clause on vacation payout was not retained as this practice is discretionary; however, districts may preserve language if applicable.

Policy Advisory No. 1019 — ***DELETED*** **Policy GCQE — Retirement of Professional / Support Staff Members**

Policy GCQE was removed from the model manual as its retirement-incentive and sick-leave payout provisions are highly district-specific and fiscally variable. The Retirement Incentive Program portion was removed due to current retention priorities, and the Sick Leave Payment upon Retirement portion is already addressed generally in Regulation GCCA-RA (noting no statutory requirement to pay out accrued earned paid sick time). Districts that wish to offer sick-leave payouts upon separation may do so locally through GCCA-RA and/or HR procedures.

Policy Advisory No. 1020 — **Policy GCQF — Discipline, Suspension, and Dismissal of Professional Staff Members**
NEW **Regulation GCQF-RA – Discipline, Suspension, and Dismissal**
NEW **Regulation GCQF-RB – Discipline, Suspension, and Dismissal**

Policy GCQF now incorporates the "Required" and "Not Allowed" provisions drawn directly from A.A.C. R7-2-1308 (Unprofessional and Immoral Conduct), grounding the listed categories of misconduct in the same rule framework used by the State Board of Education. This revision establishes a unified expectation for all employees (certificated and noncertificated) by applying the same standards of professional conduct across the District. Newly created Regulation GCQF-RA now contains the procedural information for certificated employees that previously appeared in the policy text. Newly created Regulation GCQF-RB consolidates the procedural information for noncertificated employees that was originally contained in Policy GDQD; accordingly, Policy GDQD has been removed from the model manual.

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Policy Advisory No. 1021 **Policy GCR — Nonschool Employment by Professional Staff Members**

Policy language was streamlined for consistency and tone without changing the original intent, and the title was updated to reflect that the policy now applies to both certificated and noncertificated employees.

Policy Advisory No. 1022 **Policy GCRD — Tutoring for Pay**

Legal references were expanded to include A.R.S. 15-341, 15-512, and 15-1105 to more fully reflect the statutory authority underlying this policy. A.R.S. 15-341 authorizes the Governing Board to prescribe and enforce policies governing employee conduct and use of District facilities. A.R.S. 15-512 addresses fingerprinting and related requirements for noncertificated individuals providing services to students, complementing the existing reference to A.R.S. 15-534 for certificated personnel. A.R.S. 15-1105 governs the lease and rental of school property, supporting the policy's requirement that private tutoring for pay on school premises occur only pursuant to an appropriate facility-use or rental agreement.

Policy Advisory No. 1023 **Policy GCS — Professional Research and Publishing**

Policy GCS adds the heading "Proprietary Rights."

Policy Advisory No. 1024 ***DELETED* Policy GDA — Support Staff Positions**

Policy GDA has been removed from the model manual as its provisions are primarily operational and generally covered by HR procedures. Districts may retain the policy locally if it aligns with and supports their internal processes (if retaining Policy GCA, these two policies may be combined to include both certificated and noncertificated employees).

Policy Advisory No. 1025 ***DELETED* Policy GDB — Support Staff Contracts and Compensation**

Policy GDB was incorporated into Policy GCB under the headings *Compensation* and *Employment Status (Noncertificated)*; accordingly, GDB was removed from the model manual.

Policy Advisory No. 1026 ***DELETED* Policy GDBA — Support Staff Salary**

Policy GDBA was incorporated into Policy GCBA under the heading *Noncertificated – Wages*; accordingly, Policy GDBA was removed from the model manual.

Policy Advisory No. 1027 ***DELETED* Policy GDBC — Support Staff Supplementary Pay / Overtime**

Policy GDBC was incorporated into Policy GCBA under the heading *Noncertificated – Supplementary Pay / Overtime*; accordingly, Policy GDBC was removed from the model manual.

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Policy Advisory No. 1028 *DELETED* Policy GDBD — Support Staff Fringe Benefits

Policy GDBD was incorporated into Policy GCB under the subheading *Salaries and Benefits*; accordingly, Policy GDBD was removed from the model manual.

Policy Advisory No. 1029 *DELETED* Policy GDCG — Support Staff Voluntary of Accrued Sick Leave
***DELETED* Regulation GDCG-R — Support Staff Voluntary of Accrued Sick Leave**

Policy GDCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GDCG locally if preferred. Accordingly, GDCG-R has been removed from the model manual; districts that maintain a sick-leave bank may retain this regulation locally.

Policy Advisory No. 1030 *DELETED* Policy GDD — Support Staff Vacations and Holidays

Policy GDD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GDD was removed from the model manual.

Policy Advisory No. 1031 *DELETED* Policy GDF — Support Staff Hiring
***DELETED* Regulation GDF-R — Support Staff Hiring**
***DELETED* Exhibit GDF-EA — Support Staff Hiring**
***DELETED* Exhibit GDF-EB — Support Staff Hiring**
***DELETED* Exhibit GDF-EC — Support Staff Hiring**
***DELETED* Exhibit GDF-ED — Support Staff Hiring**
***DELETED* Exhibit GDF-EE — Support Staff Hiring**

Policy GDF was incorporated into Policy GCF and GDF was removed from the model manual. Regulation GDF-R was incorporated into GCF-R and GDF-R was removed from the model manual. Exhibit GDF-EC was incorporated into GCF-EA; accordingly, GDF-EC as removed from the model manual. Exhibit GDF-ED was incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibits GDF-EA and GDF-EB were combined and recodified as GCF-EF; accordingly, GDF-EA and GDF-EB were removed from the model manual.

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Policy Advisory No. 1032 ***DELETED*** **Policy GDFA — Support Staff Qualifications and Requirements**
DELETED **Exhibit GDFA-E — Support Staff Qualifications and Requirements**

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

Policy Advisory No. 1033 ***DELETED*** **Policy GDG — Part-Time and Substitute Support Staff Employment**

Policy GDG was incorporated into Policy GCG under the heading *Part-Time Employees*, accordingly, GDG was removed from the model manual.

Policy Advisory No. 1034 ***DELETED*** **Policy GDJ — Support Staff Assignments and Transfers**

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

Policy Advisory No. 1035 ***DELETED*** **Policy GDK — Support Staff Schedules and Calendars**

Policy GDK was incorporated into Policy GCMF under the heading *Noncertificated Employees – Schedules*; accordingly, GDK was removed from the model manual.

Policy Advisory No. 1036 ***DELETED*** **Policy GDL — Support Staff Workload**
DELETED **Regulation GDL-R — Support Staff Workload**

Policy GDL has been incorporated into Policy GCMF under the headings *Noncertificated Employees—Schedules* and *Overtime;* accordingly, GDL has been removed from the model manual. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements.

Policy Advisory No. 1037 ***DELETED*** **Policy GDLB — Support Staff Meetings**

Policy GDLB was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GDLB was removed from the model manual.

Policy Advisory No. 1038 ***DELETED*** **Policy GDN — Supervision of Support Staff Members**

Policy GDN was removed from the manual as information regarding a District-wide orientation program for all new employees is provided in Policy GCH. Supervisor and evaluation information for noncertificated employees is addressed in Policy GCO.

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Policy Advisory No. 1039 ***DELETED*** **Policy GDO — Evaluation of Support Staff Members**
DELETED **Exhibit GDO-EA — Evaluation of Support Staff Members**
DELETED **Exhibit GDO-EB — Evaluation of Support Staff Members**

Policy GDO has been incorporated into Policy GCO so all employee evaluation requirements appear in one policy and duplicative language is removed (accordingly, GDO was removed from the model manual). Exhibits GDO-EA and GDO-EB have been combined, revised, and recodified as GCO-E; accordingly, GDO-EA and GDO-EB have been removed from the model manual.

Policy Advisory No. 1040 ***DELETED*** **Policy GDP — Support Staff Promotions and Reclassification**

Policy GDP was removed from the manual because its content is now addressed in Policies GCF and GCK. Policy GCF establishes the District's commitment to selecting the most qualified candidates, and Policy GCK addresses assignments and transfers, including the requirement for Board approval when a transfer involves a change to a position with a different pay grade.

Policy Advisory No. 1041 ***DELETED*** **Policy GDQA — Support Staff Reduction In Force**

Policy GDQA was incorporated into Policy GCQA under the heading *Noncertificated Employees*; accordingly, GDQA was removed from the model manual.

Policy Advisory No. 1042 ***DELETED*** **Policy GDQB — Resignation of Support Staff Members**

Policy GDQB (Resignation of Support Staff Members) and GCQC (Resignation of Professional Staff Members) were consolidated into a single policy, GCQC, to centralize resignation procedures, eliminate duplication, and distinguish requirements for certificated and noncertificated employees; accordingly, GDQB was removed from the model manual. The GDQB clause on vacation payout was not retained as this practice is discretionary; however, districts may preserve language if applicable.

Policy Advisory No. 1043 ***DELETED*** **Policy GDQD — Discipline, Suspension, and Dismissal of Support Staff Members**

Newly created Regulation GCQF-RB consolidates the procedural information for noncertificated employees that was originally contained in Policy GDQD; accordingly, Policy GDQD has been removed from the model manual.

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Policy Advisory No. 1044 *DELETED* Policy GDR — Nonschool Employment by Support Staff Members

Policy GDR was removed from the model manual as its contents are provided in the updated Policy GCR – Nonschool Employment.

Policy Advisory No. 1045 Policy ECAC — Vandalism and Reporting Suspected Crimes
Regulation ECAC-R — Vandalism and Reporting Suspected Crimes

Language from Regulation GBEB-R (Staff Conduct) regarding employee reporting duties for observed weapons, firearms, drug-free school zone, and related safety incidents was incorporated into Policy ECAC and Regulation ECAC-R to better align those provisions with the District's school safety and crime-reporting content in Section E. The added policy language addresses the specific immediate reporting duties imposed by law when school personnel observe violations involving weapons, a minor in possession of a firearm, or drug-free school zone offenses. The added regulation language provides the administrative process for documenting, routing, and escalating those reports. Transferring these provisions to ECAC/ECAC-R improves organization, aligns the language with the District's school safety reporting framework, and separates these legal reporting duties from the more general employee-conduct provisions formerly housed in GBEB-R.

Policy Advisory No. 1046 ..... Policy IHAL — Teaching About Religion

The information regarding sectarian instruction formerly in Policy GCMF was moved to Policy IHAL.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.

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~~PERSONNEL GOALS / PRIORITY OBJECTIVES~~

~~The Board recognizes that dynamic and efficient staff members dedicated to education are necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff members.~~

~~Duties of these staff members shall be outlined and assigned by the Superintendent.~~

~~Additionally, the Board establishes, as personnel service goals, the following:~~

~~A. Recruiting, selecting, and employing the best qualified personnel to staff the school system.~~

~~B. An employee appraisal program that will contribute to the continuous improvement of staff performance.~~

~~C. Professional development and in-service training programs for employees that will improve their rates of performance and retention.~~

~~D. Deployment of the available personnel to ensure that they are utilized as effectively as possible within budgetary constraints.~~

~~E. Human relationships necessary to obtain maximum staff performance and satisfaction.~~

~~F. A staff compensation program sufficient to attract and retain qualified employees within the fiscal limitations of the District.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-341~~
~~15-502~~
~~15-503~~

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ADVISORY 962

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~~GENERAL~~ PERSONNEL POLICIES

Personnel Policies

Personnel policies adopted by the Governing Board are to serve as guidelines for the efficient and successful functioning of the District.

The policies are framed and intended to be interpreted within the context of applicable laws and regulations. Changes in the laws and agency rules, as well as in the needs, conditions, purposes, and objectives of the District may result in revisions, deletions, and additions to the policies. Therefore, to the extent permitted or required by law, District personnel policies may be modified, amended, or repealed at any time as the Board determines to be in the best interest of the District.

No person shall be deemed to have a vested right to continuing employment or benefits associated with District employment except as may be required by law and provided in the respective employee's written contract or employment agreement.

Wherever inconsistencies of interpretation arise, the applicable law and regulations will prevail.

Personnel Guidelines

The Board establishes the following guidelines regarding District personnel. The District prioritizes:

A. Recruiting, selecting, and employing the best-qualified personnel to staff the school system.

B. Providing an employee evaluation program that will contribute to the continuous improvement of staff performance.

C. Providing professional development and training programs for employees that will improve their rates of performance and retention.

D. Utilizing available personnel as effectively as possible within budgetary constraints.

F. Offering staff compensation sufficient to attract and retain qualified employees within the fiscal limitations of the District.

G. Encouraging participation in District decision-making.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-342
15-502

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15-503
15-546

ADVISORY 963

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EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

~~Discrimination against an otherwise qualified individual with a disability or any individual by reason of~~ The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, ~~or~~ national origin ~~is prohibited~~, and disability, or any other basis prohibited by law. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons, which includes but is not limited to hiring, training, promotion, discipline, compensation, benefits and termination of employment. The District is an equal opportunity employer and complies with all applicable federal, state, and local laws regarding equal employment opportunity and anti-discrimination.

Adopted: _____

LEGAL REF.:
A.R.S.
13-904
15-110
23-341
41-1461 – 41-1468
~~41-1463~~
~~41-1465~~
20 U.S.C. 1681 *et seq.*, Title IX of the Education Amendments of 1972 (sex-based discrimination)
29 U.S.C. 206(d), Equal Pay Act of 1963
29 U.S.C. 621 *et seq.*, Age Discrimination in Employment Act (ADEA)
29 U.S.C. 701 *et seq.*, Rehabilitation Act of 1973
42 U.S.C. 2000c, Title IV of the Civil Rights Act of 1964 (religion)
42 U.S.C. 2000e *et seq.*, Title VII of the Civil Rights Act of 1964
42 U.S.C. 2000e(k), Pregnancy Discrimination Act (PDA)
42 U.S.C. 2000gg *et seq.*, Pregnant Workers Fairness Act (PWFA)
42 U.S.C. 2000ff *et seq.*, Genetic Information Nondiscrimination Act (GINA)
42 U.S.C. 12101 *et seq.*, Americans with Disabilities Act (ADA)
Public Law No. 102–166 (codified in multiple sections of 42 U.S.C.), Civil Rights Act of 1991

CROSS REF.:
AC - Nondiscrimination/Equal Opportunity
ACA - Sexual Harassment
IHBA - Special Instructional Programs and Accommodations for Disabled Students

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JB - Equal Educational Opportunities
KED - Public Concerns/Complaints about Facilities or Services

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REGULATION

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

Violations by a Teacher/Administrator

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF and Regulation GCQF-RA shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 *et seq.*, may be initiated.

Violations by a Noncertificated Employee

If the person alleged to have violated policy is a ~~support staff~~ noncertificated employee, the Superintendent ~~may~~ will follow ~~due process and impose discipline under Policy GDQD~~ Regulation GCQF-RB as applicable ~~if the evidence so warrants~~. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

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Violations by a Student

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with Policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

~~Timelines~~ Internal Complaint Process

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) ~~working~~ business days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional ~~working~~ business days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

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EXHIBIT

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

COMPLAINT FORM
(To be filed with the compliance officer as provided in GBA-R)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

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

_____

_____

Address _____

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

_____

_____

_____

_____

_____

_____

_____

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

Name	Address	Telephone Number

The projected solution

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

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

_____
Signature of Complainant

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

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INDIAN PREFERENCE IN EMPLOYMENT

A provision of the 1964 Civil Rights Act allows private and government employers on or near a federal trust Indian reservation to publicly announce and practice a policy giving preferential treatment in hiring to Indian candidates. Indian preference may supersede the equal employment opportunity laws contained in Subchapter VI, Chapter 21 (Civil Rights) of Title 42, U.S. Code.

Therefore, the following exceptions may apply, notwithstanding any other rule, regulation, or policy (e.g., GBA) of the Governing Board.

Indian means, for purposes of the District's Indian Preference in Employment policy, "any person who is presently an enrolled member of a federally recognized tribe."

As used in this policy, the term *Indian preference in employment* shall mean that in the selection process Native American candidates who meet or surpass qualifications for a position shall be given preference for positions established by the Governing Board. The preference standards for each position shall be outlined by the Governing Board prior to opening the position for interested applicants.

The Governing Board may waive any of the above requirements by a formal vote. Such waiver shall apply only to individual employment as determined by the Board on a case-by-case basis. In each case where a waiver of Indian preference occurs, the Board shall make a record of the occurrence, which shall be included in the official minutes of the Board.

Adopted: _____

LEGAL REF.:
~~A.R.S.~~
~~15-502~~
~~41-1463~~
Title VII of Civil Rights Act of 1964; 42 U.S.C. 2000e-2(i)
25 U.S.C. ~~450e~~ 5302
~~42~~ 25 U.S.C. ~~2000e-2(1)~~ 5307

CROSS REF.:
GBA - Equal Employment Opportunity

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ADVISORY 965

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~~GBB © STAFF INVOLVEMENT IN DECISION-MAKING~~

~~It shall be the policy of the Board to encourage employee participation in the decision making for the District. The Superintendent is authorized to establish such committees as necessary to recommend policies and regulations that will enhance the operation of the District.~~

~~In recommending policies to the Board and in the development of regulations for the operation of the District, the Superintendent may involve at the planning stage, whenever feasible, any employees who may be affected by such provisions.~~

~~The Superintendent shall establish, with certificated and support staff employees, channels for the ready intercommunication of ideas and feelings regarding the operation of the schools. The Superintendent shall weigh with care the counsel given by employees and inform the Board of such counsel in presenting recommendations for Board action.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-321~~

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ADVISORY 966

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~~STAFF~~ ETHICS AND CODE OF CONDUCT

~~(Statement of Ethics for School Employees)~~

All employees of the District are expected to ~~maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards~~ conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

All employees of the District are expected to maintain high professional standards in their professional capacities. Therefore, the Board adopts the following Code of Conduct standards to which all employees are expected to comply.

Code of Conduct

The school employee:

A. Makes the well-being of students the fundamental ~~value~~ basis of all decision making and actions.

B. Maintains ~~just~~ fair, courteous, and ~~proper~~ professional relationships with students, parents, staff members, and others community members.

C. ~~Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work~~ Protects students from harmful conditions related to health, well-being or safety as is reasonably practicable.

D. Fulfills job responsibilities with honesty and integrity.

E. ~~Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation~~ Supports the principle of due process and protects the civil and human rights of all individuals, as reasonably practicable.

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~~F. Supports the principle of due process and protects the civil and human rights of all individuals.~~

F. ~~G.~~ Obeys local, state, and ~~national~~ federal laws ~~and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government~~.

G. ~~H.~~ Implements the Governing Board's policies and administrative rules and regulations.

H. ~~I.~~ Refrains from using school contacts and privileges to promote political or sectarian religious views or personal agenda of any kind.

~~J. Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.~~

I. ~~K.~~ Avoids using position for personal gain through political, social, religious, economic, or other influence.

J. ~~L.~~ Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

K. ~~M.~~ Stresses the proper use and protection of all school properties, equipment~~,~~ and materials.

L. ~~N.~~ Honors all contracts until fulfillment or release.

M. Maintains confidentiality in the performance of duties, unless disclosure serves legitimate District purposes or is required by law.

~~In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.~~

Consequences

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

A. Warning.

B. Reprimand.

C. Removal from school grounds.

D. Suspension.

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E. Dismissal.

F. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

G. Applicable civil and criminal sanctions/penalties.

Adopted: _____

LEGAL REF.:
A.R.S.
15-203(23)
15-505
A.A.C.
R7-2-205
R7-2-1301 – R7-2-1309
18 U.S.C. 2385

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REGULATION

ETHICS AND CODE OF CONDUCT

(Prohibited Conduct)

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

A. Physical or verbal abuse of, or threat of harm to, anyone.

B. Causing damage, or threat of damage, to any property located on any premises controlled by the District.

C. Unauthorized entry to or occupation of District facilities, including buildings and grounds.

D. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.

E. Use of profane or abusive language, symbols, or conduct.

F. Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.

G. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.

H. A violation of District policies and regulations.

I. Any conduct violating federal, state, or applicable local law or regulation.

J. Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.

K. The use of District resources, as defined in A.R.S. 15-511 and District Policy GBI, Participation in Political Activities, to influence the outcome of an election.

L. Inappropriate personal relationships with students, including romantic or sexual conduct.

M. Improper or unauthorized use of restraint and seclusion techniques, in violation of A.R.S. 15-105 or District Policy JLDB.

Violations shall be considered serious and may result in significant disciplinary action.

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EXHIBIT

ETHICS AND CODE OF CONDUCT

NOTIFICATION CONCERNING NONAPPEALABLE OFFENSES

Notice is herein provided, in accordance with A.R.S. 15-550, that any employee of a public school district or charter school in this state who is arrested for or charged with one (1) or more of the offenses listed below as nonappealable offenses precluding that person from receiving a fingerprint clearance card shall immediately report the arrest or charge to the person's supervisor or the person shall be immediately dismissed from employment with the public school district or charter school. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F.

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section 13-705.

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16. Exploitation of minors involving drug offenses.

17. Taking a child for the purpose of prostitution as prescribed in section 13-3206.

18. Neglect or abuse of a vulnerable adult.

19. Sex trafficking.

20. Sexual abuse.

21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.

22. Furnishing harmful items to minors as prescribed in section 13-3506.

23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.

24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.

25. Luring a minor for sexual exploitation.

26. Enticement of persons for purposes of prostitution.

27. Procurement by false pretenses of person for purposes of prostitution.

28. Procuring or placing persons in a house of prostitution.

29. Receiving earnings of a prostitute.

30. Causing one's spouse to become a prostitute.

31. Detention of persons in a house of prostitution for debt.

32. Keeping or residing in a house of prostitution or employment in prostitution.

33. Pandering.

34. Transporting persons for the purpose of prostitution, polygamy and concubinage.

35. Portraying adult as a minor as prescribed in section 13-3555.

36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.

37. Unlawful sale or purchase of children.

38. Child bigamy.

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Further, an employee who is convicted of one (1) or more of the above listed offenses shall immediately:

A. Surrender any certificates issued by the Department of Education.

B. Notify the person's employer or potential employer of the conviction.

C. Notify the Department of Public Safety of the conviction.

D. Surrender the person's fingerprint clearance card.

By my signature I acknowledge receipt of a copy of this notification concerning nonappealable offenses.

_____ _____

Employee signature Date

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~~STAFF~~ CONFLICT OF INTEREST

Employment of Close Relatives

~~No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse).~~ The Superintendent, Principals, or other administrators with hiring authority may not participate in the hiring of any person related to them within the third degree of consanguinity, affinity, or by law, and no District employee shall be placed in a position where they directly supervise or are directly supervised by such a relative.

No dependent, as defined in A.R.S. 43-1001 (see also Internal Revenue Code 26 U.S.C. 152), of a Governing Board member may be employed in the District, except by consent of the Board in accordance with A.R.S. 15-502. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. A.R.S. 15-421(E).

This policy will apply for summer or part-time work as well as for full-time employment.

~~A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.~~

Business Relations

Any Governing Board member, administrator, or employee who has, or whose relative has, a substantial interest in any ~~decision of~~ contract, sale, purchase, or service to the District shall make known ~~this~~ that interest in the official records of the District, and shall refrain from participating in any manner as an employee in such ~~a decision~~ contract, sale, or purchase, as provided in A.R.S. 38-501, 38-502 and 38-503.

Refrain from participating in any manner means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. ~~An~~ Governing Board member, administrator, or employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

Vendor Relations

No employee of the District will accept a gift or benefit from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, ~~Purchasing~~ (Purchasing Ethics ~~Policy~~).

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District Purchases from Employees

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may only acquire equipment, material, supplies, or services from its employees ~~only~~ under an award or contract ~~let~~ after public competitive bidding ~~[~~(A.R.S. 38-503; A.G.O. I06-002~~]~~). The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. ~~Oral and written quotations do not satisfy the public competitive bidding requirements.~~

Employee ~~Training~~ Guidance and Acknowledgement of Understanding

The ~~Governing Board may require annual employee training to ensure District conflict of interest policies are communicated to employees and acknowledged as received and understood. Each employee shall~~ District shall annually provide written guidance to all employees regarding what constitutes a substantial interest, and each employee shall annually complete and sign the District's conflict-of-interest disclosure form, (GBEAA-E)~~, as determined by the District~~. Evidence of the guidance provided and signed disclosure forms shall be maintained by the District in compliance with the Uniform System of Financial Records (USFR), and all disclosures shall be kept on file for public inspection as required by A.R.S. 38-509.

Investigations

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

Adopted: _____

LEGAL REF.:
A.R.S.
15-213
15-323
15-421
15-502
38-481
38-501 ~~*et seq.*~~- 38-511 (Title 38, Chapter 3, Article 8)
~~38-502~~
~~38-503~~
43-1001

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A.G.O.
I82-004
I83-093
I83-111
I00-013
I03-005
I06-002
Attorney General Arizona Agency Handbook, Chapter 8, Appendix 8.1,
Conflict of Interest Disclosure Memorandum
Uniform System of Financial Records
26 U.S.C. 152

CROSS REF.:
BCB - Board Member Conflict of Interest
DJ – Purchasing Ethics
DJE - Bidding/Purchasing Procedures
GBP - ~~Prohibited Personnel Practices~~ Reprisals

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EXHIBIT

~~STAFF~~ CONFLICT OF INTEREST

CONFLICT OF INTEREST DISCLOSURE PURSUANT TO A.R.S. §§ 38-501 to 38-511

(Instructions)

1. Employees must file a Conflict-of-Interest Disclosure within five (5) calendar days after commencing work and at least annually thereafter, either identifying any ~~conflict~~ substantial interest the employee or the employee's relative has or stating that neither the employee nor the employee's relative has ~~no conflict~~ any substantial interest requiring disclosure.

2. All Conflict-of-Interest Disclosures shall be ~~kept on~~ filed ~~at~~ with _____ [*name District location/department*] and maintained in the District's official records in accordance with law.

3. It is the employee's responsibility to update and submit ~~to both District Legal and Human Resources Departments~~ a revised Disclosure to the location/department noted above within fifteen (15) calendar days ~~of~~ after any new ~~conflict~~ substantial interest aris~~inges~~ ~~after~~ following the date of the most recent Disclosure.

STATEMENT OF CONFLICT

I, _____, do hereby indicate:

1. That I am presently an employee of the _____ School District;

2. That I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the _____ Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 38-511. (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary)

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STATEMENT OF DISQUALIFICATION

To be completed if you have a conflict as identified above.

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 38-511, I will refrain from participating in any manner in the matter identified above.

_____ _____

Date Signature

STATEMENT OF NO CONFLICT

To be completed only if neither you ~~do not~~ nor your relative ~~does not have a conflict of~~ has a substantial interest requiring disclosure.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the _____ School District.

_____ _____

Date Signature

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ADVISORY 968

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~~GBEB ©~~
~~STAFF CONDUCT~~

~~All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.~~

~~Potential consequences to employees of the District who violate these rules may include, but are not limited to:~~

~~A. Removal from school grounds.~~

~~B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.~~

~~C. Warning.~~

~~D. Reprimand.~~

~~E. Suspension.~~

~~F. Dismissal.~~

~~G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.~~

~~Reporting Suspected Crimes or Incidents~~

~~Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).~~

~~The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.~~

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~~On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the Department of Education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.~~

~~If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.~~

~~A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.~~

~~A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.~~

~~Use of Physical Force by Supervisory Personnel~~

~~Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.~~

~~The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.~~

~~Adopted: _____~~

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~~LEGAL REF.:~~
~~A.R.S.~~
~~13-2911~~
~~13-3102~~
~~13-3111~~
~~13-3411~~
~~15-153~~
~~15-341~~
~~15-342~~
~~15-507~~
~~15-509~~
~~15-511~~
~~15-512~~
~~15-514~~
~~15-539~~
~~15-550~~
~~38-531~~
~~38-532~~
~~41-770~~
~~41-1758.03~~
~~A.A.C.~~
~~R7-2-205~~

~~CROSS REF.:~~
~~GCF - Professional Staff Hiring~~
~~GCMF - Professional Staff Duties and Responsibilities~~
~~GCO - Evaluation of Professional Staff Members~~
~~JIC - Student Conduct~~
~~JK - Student Discipline~~
~~KFA - Public Conduct on School Property~~

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~~REGULATION~~

~~STAFF CONDUCT~~

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

~~A. Physical or verbal abuse of, or threat of harm to, anyone.~~

~~B. Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.~~

~~C. Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.~~

~~D. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.~~

~~E. Use of profane or abusive language, symbols, or conduct.~~

~~F. Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.~~

~~G. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.~~

~~H. A violation of District policies and regulations.~~

~~I. Any conduct violating federal, state, or applicable municipal law or regulation.~~

~~J. Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.~~

~~K. The use of District resources, as defined in A.R.S. 15-511 and District Policy GBI, Staff Participation in Political Activities, to influence the outcome of an election.~~

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~~In addition to the foregoing, all staff members are expected to:~~

~~A. Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.~~

~~B. Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.~~

~~C. Maintain order in a manner consistent with District policies and regulations.~~

~~D. Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.~~

~~E. Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.~~

~~F. Comply with the requirement of A.R.S. 15-153 and 15-515 by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:~~

~~1. A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].~~

~~2. A violation of A.R.S. 13-3111 [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].~~

~~3. A violation of A.R.S. 13-3411 [possession, use, or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].~~

~~Any administrator receiving a report of a violation of A.R.S. 13-3102, 13-3111, or 13-3411 shall immediately report such violation to a peace officer in compliance with A.R.S. 15-153 and 15-515.~~

~~Employees of the District who violate these rules are subject to disciplinary action.~~

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~~EXHIBIT~~

~~STAFF CONDUCT~~

~~NOTIFICATION CONCERNING NONAPPEALABLE OFFENSES~~

~~Notice is herein provided, in accordance with A.R.S. 15-550, that any employee of a public school district or charter school in this state who is arrested for or charged with one (1) or more of the offenses listed below as nonappealable offenses precluding that person from receiving a fingerprint clearance card shall immediately report the arrest or charge to the person's supervisor or the person shall be immediately dismissed from employment with the public school district or charter school. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F.~~

~~1. Sexual abuse of a vulnerable adult.~~

~~2. Incest.~~

~~3. First or second degree murder.~~

~~4. Sexual assault.~~

~~5. Sexual exploitation of a minor.~~

~~6. Sexual exploitation of a vulnerable adult.~~

~~7. Commercial sexual exploitation of a minor.~~

~~8. Commercial sexual exploitation of a vulnerable adult.~~

~~9. Child prostitution as prescribed in section 13-3212.~~

~~10. Child abuse.~~

~~11. Abuse of a vulnerable adult.~~

~~12. Sexual conduct with a minor.~~

~~13. Molestation of a child.~~

~~14. Molestation of a vulnerable adult.~~

~~15. A dangerous crime against children as defined in section 13-705.~~

~~16. Exploitation of minors involving drug offenses.~~

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~~17. Taking a child for the purpose of prostitution as prescribed in section 13-3206.~~

~~18. Neglect or abuse of a vulnerable adult.~~

~~19. Sex trafficking.~~

~~20. Sexual abuse.~~

~~21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.~~

~~22. Furnishing harmful items to minors as prescribed in section 13-3506.~~

~~23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.~~

~~24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.~~

~~25. Luring a minor for sexual exploitation.~~

~~26. Enticement of persons for purposes of prostitution.~~

~~27. Procurement by false pretenses of person for purposes of prostitution.~~

~~28. Procuring or placing persons in a house of prostitution.~~

~~29. Receiving earnings of a prostitute.~~

~~30. Causing one's spouse to become a prostitute.~~

~~31. Detention of persons in a house of prostitution for debt.~~

~~32. Keeping or residing in a house of prostitution or employment in prostitution.~~

~~33. Pandering.~~

~~34. Transporting persons for the purpose of prostitution, polygamy and concubinage.~~

~~35. Portraying adult as a minor as prescribed in section 13-3555.~~

~~36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.~~

~~37. Unlawful sale or purchase of children.~~

~~38. Child bigamy.~~

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~~Further, an employee who is convicted of one (1) or more of the above listed offenses shall immediately:~~

~~A. Surrender any certificates issued by the department of education.~~

~~B. Notify the person's employer or potential employer of the conviction.~~

~~C. Notify the department of public safety of the conviction.~~

~~D. Surrender the person's fingerprint clearance card.~~

~~By my signature I acknowledge receipt of a copy of this notification concerning nonappealable offenses.~~

_____ _____

~~Employee signature~~ ~~Date~~

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~~STAFF~~ CONDUCT WITH STUDENTS

District ~~E~~employees are expected to ~~exercise general supervision over the conduct of students, not only while in the schoolroom, but also~~ maintain professional relationships with students at all times, including social media interactions. Expected behaviors include but are not limited to:

A. Supervise student conduct during the school day, before and after school and during recess.

B. Treat students with ~~At all times teachers and other staff members will accord students the~~ dignity and respect, avoiding embarrassment or humiliation ~~that they deserve, and avoid embarrassing any student unnecessarily~~.

~~Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.~~

~~Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.~~

~~All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of~~

C. Model social, moral, and professional behavior consistent with community standards and ~~acceptable professional conduct~~ District policy.

D. Abstain from any conduct that violates ethical or professional standards under law or policy.

E. Abstain from romantic or sexual conduct with students.

F. Comply with state law (A.R.S. 15-105) and Board Policy JLDB regarding the use of restraint and seclusion techniques.

~~Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.~~

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~~Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.~~

Violations of ~~the above~~ this policy shall be considered serious and may result in severe disciplinary action.

Adopted: _____

LEGAL REF.:
A.R.S.
13-1401
13-1405
~~15-321~~
15-341
15-514

CROSS REF.:
JIC - Student Conduct

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GIFTS TO AND SOLICITATIONS
BY EMPLOYEES ~~STAFF MEMBERS~~

Gifts to Employees

~~Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts~~ The District discourages the routine giving of gifts from students, parents, or other community members to employees. This ~~shall~~ provision is not ~~be interpreted as~~ intended to ~~discourage~~ prevent acts of generosity in ~~unusual situations~~ exceptional circumstances, and ~~simple remembrances expressive of affection~~ modest tokens of appreciation or gratitude shall not be ~~regarded as~~ considered violations of this policy.

Gifts to Students

~~Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions~~ Staff members are discouraged from giving gifts to individual students. However, small tokens presented to all students in a class or ~~section~~ group on special occasions shall not be regarded as a violation of this policy.

Solicitations

~~A school employee's position in the District shall not be used~~ Employees shall not use their District position to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for classroom use ~~in the classroom~~. ~~Staff member~~ Any solicitation~~(s)~~ of ~~other~~ employees ~~and/~~or students, whether for ~~any~~ profit, nonprofit, or charitable ~~groups, institutions, or organizations must have the~~ purposes, requires prior approval ~~of~~ from the Superintendent ~~in advance~~. No other solicitations ~~shall be made~~ by or of employees are permitted during official duty ~~time~~ hours.

Adopted: _____

LEGAL REF.:
A.R.S.
~~15-321~~
15-341

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ALCOHOL AND DRUG – FREE WORKPLACE

No employee shall violate the law or District policy in the manufacture, distribution, purchasing, dispensing, possession, or use, on or in the workplace, of alcohol or any dangerous drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, precursor chemical or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Alcohol or Illegal Drugs

Prohibitions

The use or possession of intoxicants on District property or at District-sponsored activities is prohibited.

Violations

Any person in violation of the provisions of this policy shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.

Exceptions

This policy does not prohibit the following:

A. A District employee while at a District workplace may possess alcohol in an unopened container in a locked, personal motor vehicle as long as the container cannot be viewed from outside the vehicle.

B. A District employee who, pursuant to local conditions or an employment contract with the District, resides on District property or resides in District housing may possess and use alcohol at the employee's residence subject to the following restrictions:

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1. The employee shall not possess (except for possession at said residence), sell, offer to sell, transfer, use, or be under the influence of alcohol while on duty.

2. Any alcohol consumption that occurs on school property when the employee is not on duty shall be done in moderation and shall occur within the employee's residence.

Medical Marijuana

The District recognizes Arizona's medical marijuana law and shall not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of the person's status as an eligible medical marijuana cardholder, or as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on District property, at a District event, or during the hours of the person's regular or extended hours of employment, or as proscribed by law.

Definitions

In addition to being defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and 21 C.F.R. 1308.11 through 1308.15, "dangerous drug," "narcotic drugs," "marijuana," and "precursor chemical" are also defined in A.R.S. 13-3401.

"Alcohol" means beer, wine, spiritous liquor or any distilled spirits as defined in A.R.S. 4-101.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the *workplace* includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the *workplace* shall include all property owned, leased, or used by the District for any educational or District business purpose.

Process After Violation

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

The nonmedical use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on District property or at District-sponsored activities. Employees determined to be in possession of, using, or abusing drugs or alcohol shall be reported immediately to the employee's principal or supervisor. The Superintendent shall be notified immediately.

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The Superintendent shall conduct an investigation in consultation with legal counsel as necessary. Employees that violate this policy may be disciplined up to and including termination. If the investigation shows sufficient evidence to suggest that the employee was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified.

Reporting

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify their supervisor within five (5) calendar days thereof that such conviction has occurred.

~~As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.~~

~~Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.~~

Adopted: _____

LEGAL REF.:
A.R.S.
4-101
~~13-2911~~
13-3401 *et seq.*
15-341
36-2801 *et seq.*, Arizona Medical Marijuana Act
41 U.S.C. 8101 *et seq.* ~~702~~, Drug-free workplace requirements for Federal grant recipients
21 C.F.R. 1308.11 *et seq.*
34 C.F.R. Part 84~~5~~

CROSS REF.:
EEAEA~~A~~ – Bus Driver Requirements, Training, and Responsibilities ~~Drug and Alcohol Testing of Transportation Employees~~

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REGULATION

ALCOHOL AND DRUG – FREE WORKPLACE

In order to comply with federal funding requirements, the District shall:

A. Gather information relative to availability of local community drug and alcohol counseling, rehabilitation, and reentry programs that are available to employees and make such information available to employees.

B. Provide each employee a copy of standards of conduct and the statement of disciplinary sanctions that apply to alcohol and drug violations. Use Exhibit GBEC-E to notify employees that compliance with such standards is mandatory.

The District should perform a biennial review of the programs to:

A. Ensure that disciplinary sanctions for employees are consistently enforced.

B. Determine program effectiveness and implement change to the program if needed.

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EXHIBIT

ALCOHOL AND DRUG – FREE WORKPLACE

NOTICE TO EMPLOYEES

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

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the *workplace* includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the *workplace* shall include all property owned, leased, or used by the District for any educational or District business purpose.

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

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

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~~NONMEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL~~

~~Employee Drug Use, Abuse or Possession~~

~~The nonmedical use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on District property or at District-sponsored activities. Employees determined to be in possession of, using, or abusing drugs or alcohol shall be reported immediately to the employee's principal or supervisor. The Superintendent shall be notified immediately.~~

~~The Superintendent shall conduct an investigation in consultation with legal counsel as necessary. Employees that violate this policy may be disciplined up to and including termination. If the investigation shows sufficient evidence to suggest that the employee was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified.~~

~~Medical Marijuana~~

~~The District recognizes Arizona's medical marijuana law and shall not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of the person's status as an eligible medical marijuana cardholder, or as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on District property, at a District event, or during the hours of the persons regular or extended hours of employment, or as prescribed by law.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~13-2911~~
~~13-3401 *et seq.*~~
~~15-341~~
~~23-493~~
~~23-493.03~~
~~36-2801 *et seq.*~~
~~41 U.S.C. 702, Drug-free workplace requirements for Federal grant recipients~~
~~34 C.F.R. Part 85~~

~~CROSS REF.:~~
~~EEAEAA - Drug and Alcohol Testing of Transportation Employees~~

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ADVISORY 973

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~~GBECB ©~~
~~ALCOHOL USE BY STAFF MEMBERS~~

~~(Illegal Drugs)~~

~~The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited.~~

~~Any person in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.~~

~~Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.~~

~~A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.~~

~~An employee of the District who, pursuant to local conditions or an employment contract with the District, resides on District property or resides in District housing may possess and use alcohol at the employee's residence subject to the following restrictions:~~

~~A. The employee shall not possess (except for possession at said residence), sell, offer to sell, transfer, use, or be under the influence of alcohol while on duty.~~

~~B. Any alcohol consumption that occurs on school property when the employee is not on duty shall be done in moderation and shall occur within the employee's residence.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-321~~
~~15-341~~

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ADVISORY 974

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GBED ©
SMOKING ~~BY STAFF MEMBERS~~

Prohibitions

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

A. School grounds.

B. School buildings.

C. School parking lots.

D. School playing fields.

E. School buses ~~and other~~ or District vehicles.

F. Off-campus school-sponsored events.

Violations

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense. Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Exceptions:

A. The prohibitions do not apply to an adult when possession or use of the tobacco products ~~are~~ is for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

1. ~~A.~~ Approved by the school.

2. ~~B.~~ Established in accord with Arizona Revised Statute 15-712.

B. A District employee may possess legal tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products that are kept in the employee's personal locked motor vehicle as long as the product or device cannot be seen from outside the vehicle. However, the use of such products in said personal vehicle while on District property or at any District-sponsored activity is prohibited.

Adopted: _____

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LEGAL REF.:
A.R.S.
13-3622
15-341
15-712
36-798.03
20 U.S.C. 6083

CROSS REF.:
JICG - Tobacco Use by Students

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~~STAFF~~ USE OF ~~DIGITAL~~ PORTABLE WIRELESS COMMUNICATIONS ~~AND ELECTRONIC~~ DEVICES

Social Media

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies/platforms include social networking sites, blogs, microblogs, content communities and virtual communities ~~include but are not limited, to blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsoureing, voice over IP (VoIP), Facebook, LinkedIn, X, YouTube~~, and any successor protocol to transmit information.

Mobile Technologies

Mobile technologies are any devices that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet, or private communication or information networks. ~~Current examples are Smartphones such as Android, iPhone, and other such mobile technologies and subsequent generations of these and related devices~~.

Guidelines

The Governing Board ~~recognizes how web-based and mobile technologies are fundamentally changing opportunities to communicate with individuals or groups and how their use can empower the user and enhance discourse. The Board equally recognizes that the misuse of such technologies can be potentially damaging to the District, employees, students and the community. Accordingly, the Governing Board~~ requires all employees to use wireless communication ~~adhere to adopted policies and to utilize digital communications and electronic~~ devices in a professional manner at all times and to follow all applicable state and federal laws.

The Board establishes the following parameters:

District employees:

A. shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), the Child Internet Protection Act, staff ethics, and staff-student relations;

B. are responsible for the content of their posting on any form of technology through any form of communication;

C. shall only use District controlled and approved technologies when communicating with students or parents;

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D. shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;

E. shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;

F. in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;

G. shall not use District logos or District intellectual property without the written approval of the Superintendent;

H. shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;

I. shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent;

J. shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records.

Operating a Portable Wireless Communication Device While Driving

Arizona law (A.R.S. 28-914, effective January 1, 2021), states that a person may not operate a motor vehicle on a street or highway if the person does either of the following:

A. physically holds or supports with any part of the person's body either of the following:

1. portable wireless communication device, except that a person may use a portable wireless communication device with an earpiece, headphone device or device worn on a wrist to conduct a voice-based communication.

2. a stand-alone electronic device.

B. writes, sends or reads any text-based communication, including a text message, instant message, e-mail or Internet data, on a portable wireless communication device or stand-alone electronic device.

This does not apply to either of the following:

A. the use of voice-based communications, including through the use of a portable wireless communication device or stand-alone electronic device, to direct the writing, sending, reading or other communicating of any text-based communication.

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B. the use of a portable wireless communication device or stand-alone device when used in a hands-free manner for:

1. navigation of the motor vehicle.

2. use of a global positioning system.

3. obtaining motor vehicle information or information related to driving a motor vehicle.

This also does not prohibit the operation of a motor vehicle while using a device, including a device that is accessible through an interface that is embedded in a motor vehicle, that allows communication without the use of either of the driver's hands, except to activate or deactivate a function of the device.

An operator may use a portable wireless communication device:

A. to report illegal activity or summon emergency help.

B. that was permanently or temporarily affixed to the motor vehicle to relay information in the course of the operator's occupational duties between the operator and either: i) a dispatcher, ii) a digital network or software application service.

Definitions

Portable wireless communication device:

A. means a cellular telephone, a portable telephone, a text-messaging device, a personal digital assistant, a stand-alone computer, a global positioning system receiver or a substantially similar portable wireless device that is used to initiate or receive communication, information or data.

B. does not include a radio, citizens band radio, citizens band radio hybrid, commercial two-way radio communication device or its functional equivalent, subscription-based emergency communication device, prescribed medical device, amateur or ham radio device or in-vehicle security, navigation or remote diagnostics system.

Stand-alone electronic device:

means a portable device other than a portable wireless communication device that stores audio or video data files to be retrieved on demand by a user.

Communication

The Superintendent shall communicate the above to all employees of the District at the beginning of each school year and to newly hired employees as part of the hiring process.

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The Superintendent shall establish which technologies are approved for use by employees to communicate with parents and students. Approved technologies shall be communicated to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and to newly hired employees as part of the hiring process.

The Superintendent shall determine which records retention and management guidelines as established by the Arizona State Library, Archives and Public Records are applicable to this Board policy and communicate these guidelines to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and newly hired employees as part of the hiring process.

Violations

Violations of this policy may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. The Superintendent shall report violations of this policy to the Board and shall make reports to the appropriate law enforcement agency when determined necessary.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-514
28-914
28-963
28-3164
20 U.S.C. 1232g Family Educational Rights and Privacy Act (FERPA)
47 CFR 54.520 Child Internet Protection Act

CROSS REF.:
EEAE - Bus Safety and Student Conduct
EEAEA - Bus Driver Requirements, Training, and Responsibilities
EEA - Student Transportation
EEB - Business and Personnel Transportation Services and Records and Reports
GBEA - ~~Staff~~ Ethics and Code of Conduct
~~GBEB - Staff Conduct~~
GBEBB - ~~Staff~~ Conduct With Students
GCQF - Discipline, Suspension, and Dismissal ~~of Professional Staff Members~~
~~GDQD - Discipline, Suspension, and Dismissal of Support Staff Members~~
IJNDB - Use of Technology Resources in Instruction
JIC - Student Conduct

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ADVISORY 976

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~~GBEFA ©~~
~~STAFF USE OF DIGITAL WIRELESS COMMUNICATIONS OR ELECTRONIC DEVICES WHILE OPERATING A MOTOR VEHICLE~~

~~Arizona law (A.R.S. 28-914, effective January 1, 2021), states that a person may not operate a motor vehicle on a street or highway if the person does either of the following:~~

~~A. physically holds or supports with any part of the person's body either of the following:~~

~~1. portable wireless communication device, except that a person may use a portable wireless communication device with an earpiece, headphone device or device worn on a wrist to conduct a voice-based communication.~~

~~2. a stand-alone electronic device.~~

~~B. writes, sends or reads any text-based communication, including a text message, instant message, e-mail or Internet data, on a portable wireless communication device or stand-alone electronic device.~~

~~This does not apply to either of the following:~~

~~A. the use of voice-based communications, including through the use of a portable wireless communication device or stand-alone electronic device, to direct the writing, sending, reading or other communicating of any text-based communication.~~

~~B. the use of a portable wireless communication device or stand-alone device when used in a hands-free manner for:~~

~~1. navigation of the motor vehicle.~~

~~2. use of a global positioning system.~~

~~3. obtaining motor vehicle information or information related to driving a motor vehicle.~~

~~This also does not prohibit the operation of a motor vehicle while using a device, including a device that is accessible through an interface that is embedded in a motor vehicle, that allows communication without the use of either of the driver's hands, except to activate or deactivate a function of the device.~~

~~An operator may use a portable wireless communication device:~~

~~A. to report illegal activity or summon emergency help.~~

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B. that was permanently or temporarily affixed to the motor vehicle to relay information in the course of the operator's occupational duties between the operator and either: i) a dispatcher, ii) a digital network or software application service.

"*Portable wireless communication device*:"

A. means a cellular telephone, a portable telephone, a text-messaging device, a personal digital assistant, a stand-alone computer, a global positioning system receiver or a substantially similar portable wireless device that is used to initiate or receive communication, information or data.

B. does not include a radio, citizens band radio, citizens band radio hybrid, commercial two-way radio communication device or its functional equivalent, subscription-based emergency communication device, prescribed medical device, amateur or ham radio device or in-vehicle security, navigation or remote diagnostics system.

"*Stand-alone electronic device*" means a portable device other than a portable wireless communication device that stores audio or video data files to be retrieved on demand by a user.

The Superintendent will develop training to implement this policy prior to the effective date.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-514
28-914
28-963
28-3164

CROSS REF.:
EEAE - Bus Safety Program
EEAEA - Bus Driver Requirements, Training, and Responsibilities
EEAG - Student Transportation in Private Vehicles
EEB - Business and Personnel Transportation Services
GBEA - Staff Ethics
GBEB - Staff Conduct
GBEBB - Staff Conduct With Students
GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members
GDQD - Discipline, Suspension, and Dismissal of Support Staff Members
IJNDB - Use of Technology Resources in Instruction
JIC - Student Conduct

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ADVISORY 977

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Required Compliance Procedures

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

Communicable Diseases

It is the policy of the District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases. The Superintendent is authorized to adopt such procedures as are necessary to implement this policy in a manner consistent with state and federal laws.

Immunization

The District shall require vaccination against communicable diseases from all employees unless an exception is requested and granted, consistent with state and federal laws.

Bloodborne Pathogens Exposure

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

COVID-19

The School District shall not:

A. Require a resident of this state to receive a vaccination for COVID-19 or any variant of COVID-19.

B. Impose any requirement to wear a mask or face covering anywhere on the School District's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required. See GBGA-RB for a list of long-standing workplace safety control measures.

Universal Precautions

The District shall follow the "Universal Precautions Standard" in Exhibit GBGA-EB to protect employees who are at risk of being exposed to blood and body fluids in the course of their work.

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Exclusion from School

A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health or safety of others in the employee's workplace. The outbreak control measures, and other directives of the Arizona Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at A.A.C. R9-6-203 *et seq.*

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented to the health and safety of others, which cannot be eliminated by reasonable accommodation. The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

The school nurse or other person designated by the Superintendent must reassess a staff member who is excluded from school because of a communicable disease before the staff member returns to work. The District may require a physician's written medical release as a condition for the staff member's return to work.

Reporting and Notification

If an outbreak of a communicable disease occurs in a school setting, the Superintendent or the school nurse shall promptly inform staff members who are known to have special vulnerability to infection.

The District does not assume any duty to notify an employee of health risks caused by the presence of a communicable disease in the school setting unless the at-risk employee has notified the District of the conditions when notification is needed.

The District shall report by telephone to its local health agency each diagnosed and suspected case of a communicable disease as set out in Regulation JLCB-R.

Eye Protective Devices

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

The Board shall equip the schools with eye protective ware.

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

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Confidentiality

The District shall make reasonable efforts to maintain the confidentiality of staff members' medical conditions. All medical information relating to employees is confidential. The identity of a staff member who has a communicable disease and/or the nature of the communicable disease may be disclosed only to:

A. Staff members who must have such information to carry out their duties under this policy; or

B. Staff members or students (or their parents/guardians) who must have such information to protect themselves from direct threat to their health or safety.

Inquiries or concerns by staff members or others regarding communicable diseases or a staff member who is known or believed to have a communicable disease shall be directed to the Superintendent or the school nurse.

Food Service Workers

The District shall follow the guidance of the U.S. Department of Health and Human Services concerning infectious and communicable diseases transmitted through the handling of food, and special precautions required for food services workers.

Adopted: _____

LEGAL REF.:
A.R.S.
15-151
15-505
23-901
23-902
23-904
23-906
23-908
23-961
23-962
36-681
36-685
A.A.C.
R9-6-706
R9-6-707

CROSS REF.:
EBBB - Accident Reports
GBGD - Workers' Compensation

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REGULATION

HEALTH

Immunizations

Unless legally exempted, all staff members must show proof of immunity to measles and rubella [see Policy GBGA].

Measles (Rubeola)

Acceptable proof of immunity to measles shall consist of:

A. A record of immunization against measles with a live virus vaccine given on or after the first birthday; or

B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.

C. Anyone born prior to January 1, 1957, shall be considered to be immune to measles. (Rubeola)

German Measles (Rubella)

Evidence of immunity to rubella shall consist of:

A. A record of immunization against rubella given on or after the first birthday; or

B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.

Outbreak Information

In the event of an outbreak of either disease, self-reported history of immunization or prior disease is not acceptable; written documentation of immunity consistent with the acceptable proof described above is required.

During an outbreak of measles or rubella, nonimmune staff members, including those who utilize the exemption, may be excluded from the workplace at the direction of the local health agency.

Staff members who are excluded from the workplace shall be placed on leave in accordance with Policy GCCA, applicable employment agreements, and applicable state or federal law.

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Implementing Policy

The District shall generate a list of all staff members to identify those who need proof of immunity to measles.

The Superintendent shall distribute information about the District's policy on measles and rubella.

The Superintendent shall collect proof of immunity from staff members and compile a list denoting immunity or nonimmunity of staff members.

Nonimmune staff members shall be referred for vaccine to a physician or the County Health Department. Their records will be updated as they receive the vaccine.

Maintaining Policy

Throughout each school year, new staff members shall be required to show proof of immunity before employment.

A list of nonimmune employees shall be maintained and updated throughout the year.

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REGULATION

HEALTH

Eye Protective Devices

Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:

A. Molten metals or other molten materials.

B. Cutting, shaping, and grinding of materials.

C. Heat treatment, tempering, or kiln firing of any metal or other materials.

D. Welding fabrication processes.

E. Explosive materials.

F. Caustic solutions.

G. Radiation materials.

The Board shall equip the schools with eye protective ware.

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

Definition

For purposes of this procedure, *eye protective ware* means devices meeting the requirements of the American National Standards Institute's standards for occupational and education eye protection, Z87.1-1989. [A.R.S. 15-151]

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EXHIBIT

HEALTH

BLOODBORNE PATHOGEN REQUIREMENTS

Exposure Control Plan

Employee(s) with occupational exposure to human blood, human blood components, products made from human blood, or pathogenic microorganisms, including but not limited to Hepatitis B virus or HIV, shall comply with this Exposure Control Plan designed to eliminate or minimize employee exposure.

This Exposure Control Plan contains the following elements:

A. The exposure determination outlined below.

B. The schedule and method of implementation.

C. The procedure for the evaluation of circumstances surrounding exposure.

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

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

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

Exposure Determination

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

A. High risk - Coaches, physical education instructors, custodians, certain special education program personnel, playground duty personnel, health services personnel, and security personnel.

B. Moderate risk - Regular instructional program personnel, other special education program personnel, school level office personnel, maintenance personnel, food services personnel, and special assignment personnel (e.g., counselors, librarians).

C. Low risk - District level office personnel.

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Methods of Compliance

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

Engineering and work practice controls:

A. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. If occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

B. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

C. The District shall provide hand-washing facilities that are readily accessible to employees.

D. When provision of hand-washing facilities is not feasible, the District shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

E. The District requires that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Supervisory personnel shall ensure compliance.

F. The District requires that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Supervisory personnel shall ensure compliance.

G. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted below. Shearing or breaking of contaminated needles is prohibited.

1. Contaminated needles and other contaminated sharps shall not be recapped or removed unless no other alternative is feasible or such action is required by a specific medical procedure as determined by a competent medical professional qualified to make such determination.

2. Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.

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H. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed.

I. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

J. Food and drink shall not be kept in refrigerators, freezers, shelves, or cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.

K. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

L. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

M. Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.

1. The container for storage, transport, or shipping shall be labeled or color coded according to law and closed prior to being stored, transported, or shipped. When a facility utilizes "universal precautions" in the handling of all specimens, the labeling/color coding of specimens is not necessary, provided containers are recognizable as containing specimens. This exemption applies only while such specimens/containers remain with the facility. Labeling or color coding is required when such specimens/containers leave the facility.

2. If outside contamination of the primary container occurs, the primary container shall be placed within a second container that prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color coded according to the requirements of this standard.

3. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container that is puncture resistant in addition to the above characteristics.

N. Equipment that may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the decontamination of such equipment or portions of such equipment is not feasible as determined by a supervisory employee assigned to make such determination.

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1. A readily observable label in accordance with law shall be attached to the equipment stating which portions remain contaminated.

2. This information shall be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

Personal protective equipment:

A. *Provision.* When occupational exposure occurs, the District shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

B. *Use.* The District requires that all exposed employees use appropriate personal protective equipment unless the District documents that a specific employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was such employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be reported by the employee and investigated and documented by the District in order to determine whether changes can be instituted to prevent such occurrences in the future.

C. *Accessibility.* Appropriate personal protective equipment in the appropriate sizes must be readily accessible at the work site or issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.

D. *Cleaning, laundering, and disposal.* The District shall clean, launder, and dispose of personal protective equipment required in this standard, at no cost to the employee.

E. *Repair and replacement.* The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

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F. Any garment(s) penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible.

G. All personal protective equipment shall be removed prior to leaving the work area.

H. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

I. *Gloves.* Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and nonintact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

1. Disposable (single-use) gloves, such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.

2. Disposable (single-use) gloves shall not be washed or decontaminated for reuse.

3. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Housekeeping:

A. *General.* The work site must be maintained in a clean and sanitary condition. The District shall establish, attach hereto, and implement an appropriate written schedule for cleaning and the method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

B. All school activity areas are cleaned daily.

C. In cleaning operations involving human blood, a cleaning solution consisting of ten to one (10:1) ratio of water and bleach will be used.

D. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

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1. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning.

2. Protective coverings - such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces - shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.

3. All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

4. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps.

5. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

E. *Regulated waste*:

1. Contaminated sharps discarding and containment:

a. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:

I. Closable.

II. Puncture resistant.

III. Leakproof on sides and bottom.

IV. Labeled or color coded.

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

I. Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).

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II. Maintained upright throughout use.

III. Replaced routinely and not be allowed to overfill.

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

I. Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

II. Placed in a secondary container if leakage is possible. The second container shall be:

i. Closable.

ii. Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping.

iii. Labeled or color coded.

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

2. Other regulated waste containment:

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

I. Closable.

II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.

III. Labeled or color coded.

IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

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

I. Closable.

II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.

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III. Labeled or color coded.

IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

3. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, states, territories, and political subdivisions of states and territories.

F. *Laundry*:

1. Contaminated laundry shall be handled as little as possible, with a minimum of agitation.

a. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.

b. Contaminated laundry shall be placed and transported in bags or containers labeled or color coded. When a facility utilizes universal precautions in the handling of all soiled laundry, alternative labeling or color coding is sufficient if it permits all employees to recognize the containers as requiring compliance with universal precautions.

c. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry shall be placed and transported in bags or containers that prevent soaking-through and/or leakage of fluids to the exterior.

2. Employees who have contact with contaminated laundry must wear protective gloves and other appropriate personal protective equipment.

3. When a facility ships contaminated laundry off-site to a second facility, which does not utilize universal precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers that are labeled or color-coded.

Hepatitis B Vaccination and Postexposure Evaluation and Follow-up

General:

A. The District shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and postexposure evaluation and follow-up to all employees who have had an exposure incident.

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B. The District requires that all medical evaluations and procedures, including the hepatitis B vaccine, and vaccination series and postexposure evaluation and follow-up, including prophylaxis, are:

1. Made available at no cost to the employee.

2. Made available to the employee at a reasonable time and place.

3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional.

4. Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified in this section on hepatitis B vaccination and postexposure evaluation and follow-up.

C. The District requires that all laboratory tests be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination:

A. Hepatitis B vaccination shall be made available after the employee has received the training required and within ten (10) business days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

B. The District shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.

C. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the District shall make available hepatitis B vaccination at that time.

D. The District requires all employees who decline to accept hepatitis B vaccination that is offered to sign the following statement:

> I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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

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

A. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.

B. Identification and documentation of the source individual, unless the District can establish that identification is infeasible or prohibited by state or local law.

1. The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, the District shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the result documented.

2. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

3. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

C. Collection and testing of blood for HBV and HIV serological status:

1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

2. If the employee consents to base-line blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within ninety (90) days of the exposure incident the employee elects to have the base-line sample tested, such testing shall be done as soon as feasible.

D. Postexposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.

E. Counseling.

F. Evaluation of reported illnesses.

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Information provided to the health care professional:

A. The health care professional responsible for the employee's hepatitis B vaccination shall be provided a copy of this document.

B. The health care professional evaluating an employee after an exposure incident shall be provided the following information:

1. A copy of this document.

2. A description of the exposed employee's duties as they relate to the exposure incident.

3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.

4. Results of the source individual's blood testing, if available.

5. All medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the District's responsibility to maintain.

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

A. The health care professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination.

B. The health care professional's written opinion for postexposure evaluation and follow-up shall be limited to the following information:

1. That the employee has been informed of the results of the evaluation.

2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

C. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

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

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Communication of Hazards to Employees

Labels:

A. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport, or ship blood or other potentially infectious materials, except as provided in law.

B. These labels shall contain the "biohazard" label.

C. These labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.

D. Labels are required to be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

E. Red bags or red containers may be substituted for labels.

F. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of this section on communication of hazards to employees.

G. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirements.

H. Labels required for contaminated equipment shall be in accordance with this section and shall also state which portions of the equipment remain contaminated.

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

Information and training:

A. All employees with occupational exposure shall participate in a training program, which must be provided at no cost to the employees and during working hours.

B. Training shall be provided as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place.

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2. Within ninety (90) days after the effective date of the standard.

3. At least annually thereafter.

C. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard that were not included need be provided.

D. Annual training for all employees shall be provided within one (1) year of their previous training.

E. The District shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affects the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

F. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.

G. The training program shall contain at a minimum the following elements:

1. An accessible copy of the regulatory text of this standard and an explanation of its contents.

2. A general explanation of the epidemiology and symptoms of bloodborne diseases.

3. An explanation of the modes of transmission of bloodborne pathogens.

4. An explanation of the District's Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.

5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.

7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.

8. An explanation of the basis for selection of personal protective equipment.

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9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

12. Information on the postexposure evaluation and follow-up that the District is required to provide for the employee following an exposure incident.

13. An explanation of the labels and/or color coding required.

14. An opportunity for interactive questions and answers with the person conducting the training session.

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

Record Keeping

Medical records:

A. The District shall establish and maintain an accurate record for each employee with occupational exposure as defined herein.

B. This record shall include:

1. The name and Social Security number of the employee.

2. A copy of the employee's hepatitis B vaccination status, including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.

3. A copy of all results of examinations, medical testing, and follow-up procedures.

4. The District's copy of the health care professional's written opinion.

5. A copy of the information provided to the health care professional.

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C. *Confidentiality.* The District shall ensure that employee medical records required by law are:

1. Kept confidential.

2. Not disclosed or reported, without the employee's express written consent, to any person within or outside the workplace, except as required by law.

D. The District shall maintain the records required by law for at least the duration of employment plus thirty (30) years.

Training records:

A. Training records shall include the following information:

1. The dates of the training sessions.

2. The contents or a summary of the training sessions.

3. The names and qualifications of persons conducting the training.

4. The names and job titles of all persons attending the training sessions.

B. Training records shall be maintained for three (3) years from the date on which the training occurred.

Availability:

A. The District shall ensure that all records required to be maintained shall be made available, upon request, to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration for examination and copying.

B. Employee training records required by law shall be provided upon request for examination and copying to employees, to employee representatives, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.

C. Employee medical records required by law shall be provided upon request, for examination and copying, to the subject employee, to anyone having written consent of the subject employee, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.

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Transfer of records:

A. The District shall comply with the legal requirements involving transfer of records.

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

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EXHIBIT

HEALTH

COMMUNICABLE DISEASES

Handling Body Fluids in School

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all people potentially exposed to the blood or body fluids of any person (student and/or school employee). No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The body fluids of all people should be considered to contain potentially infectious agents. The term *body fluids* includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge), and saliva.

A. Whenever possible, avoid direct skin contact with body fluids. Disposable gloves are recommended when direct hand contact with body fluids is anticipated. If extensive contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily.

B. If direct skin contact does occur, hands and other affected skin areas of all exposed people shall be routinely washed with soap and water.

C. Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for at least twenty (20) seconds.

D. Clothing and other nondisposable items that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, rinse or soak the item in cold water prior to bagging. Clothing should be sent home with the student for washing, with appropriate directions to parents and teachers (see *laundry instructions* below). Always wear gloves when handling items that have come in contact with body fluids.

E. Contaminated disposable items shall be handled with disposable gloves, put in a plastic bag, secured, and disposed of daily.

F. Body fluid spills on hard surfaces (i.e., floors, countertops, books, et cetera) shall be disinfected with bleach (diluted to ten [10] parts water and one [1] part bleach), and bleach solution should remain on the surface for at least one (1) minute before wiping. Gloves shall always be worn during cleanup.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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G. Cleaning equipment:

1. Nondisposable cleaning equipment (such as dust pans, brooms, and buckets) shall be disinfected by thoroughly rinsing in diluted bleach (ten [10] parts water and one [1] part bleach). Mops shall be soaked in the disinfectant after use and then rinsed with hot water. The disinfectant solution shall be promptly disposed of down a drain pipe.

2. Disposable cleaning equipment (such as paper towels, the vacuum bag, or sweepings) shall be placed in plastic bags, secured, and disposed of daily. No special handling is required for vacuuming equipment. Gloves shall always be used during cleanup.

H. Laundry instructions:

Clothing soaked with body fluids shall be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material can be bleached, add one-half (1/2) cup of household bleach to the wash cycle. If the material is not colorfast, add one-half (1/2) cup of all-fabric bleach to the wash cycle.

LEGAL REF.:
A.R.S.
36-621 *et seq.*
A.A.C.
R9-6-101 *et seq.*

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ADVISORY 978

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~~GBGB © STAFF PERSONAL SECURITY AND SAFETY~~

~~Threats~~

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

~~Eye Protective Devices~~

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

~~The Board shall equip the schools with eye protective ware.~~

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

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~13-1203~~
~~13-1204~~
~~13-2911~~
~~15-151~~
~~15-507~~

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~~REGULATION~~

~~STAFF PERSONAL SECURITY AND SAFETY~~

~~Threats~~

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

~~Eye Protective Devices~~

~~Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:~~

~~A. Molten metals or other molten materials.~~

~~B. Cutting, shaping, and grinding of materials.~~

~~C. Heat treatment, tempering, or kiln firing of any metal or other materials.~~

~~D. Welding fabrication processes.~~

~~E. Explosive materials.~~

~~F. Caustic solutions.~~

~~G. Radiation materials.~~

~~The Board shall equip the schools with eye protective ware.~~

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

~~For purposes of this procedure, *eye protective ware* means devices meeting the standards of the U.S.A. Standard Safety Code for head, eye, and respiratory protection, Z21.1959, and subsequent revisions thereof, approved by the United States of America Standards Institute, Inc.~~

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ADVISORY 979

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~~GBGC ©~~
~~EMPLOYEE ASSISTANCE~~

~~Employees may be required by the Superintendent, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate.~~

~~When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the District may require a complete examination, at District expense, by a licensed physician selected by the District.~~

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-505~~
~~23-901~~
~~23-902~~
~~23-904~~
~~23-906~~
~~23-908~~
~~23-961~~
~~23-962~~

~~CROSS REF.:~~
~~EBBB - Accident Reports~~
~~GBGD - Workers' Compensation~~

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~~GBGC-E ©~~

~~EXHIBIT~~

~~EMPLOYEE ASSISTANCE~~

~~BLOODBORNE PATHOGEN REQUIREMENTS~~

~~Exposure Control Plan~~

~~Employee(s) with occupational exposure to human blood, human blood components, products made from human blood, or pathogenic microorganisms, including but not limited to Hepatitis B virus or HIV, shall comply with this Exposure Control Plan designed to eliminate or minimize employee exposure.~~

~~This Exposure Control Plan contains the following elements:~~

~~A. The exposure determination outlined below.~~

~~B. The schedule and method of implementation.~~

~~C. The procedure for the evaluation of circumstances surrounding exposure.~~

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

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

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

~~Exposure Determination~~

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

~~A. High risk - Coaches, physical education instructors, custodians, certain special education program personnel, playground duty personnel, health services personnel, and security personnel.~~

~~B. Moderate risk - Regular instructional program personnel, other special education program personnel, school level office personnel, maintenance personnel, food services personnel, and special assignment personnel (e.g., counselors, librarians).~~

~~C. Low risk - District level office personnel.~~

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~~**Methods of Compliance**~~

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

~~Engineering and work practice controls:~~

~~A. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. If occupational exposure remains after institution of these controls, personal protective equipment shall also be used.~~

~~B. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.~~

~~C. The District shall provide hand washing facilities that are readily accessible to employees.~~

~~D. When provision of hand washing facilities is not feasible, the District shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.~~

~~E. The District requires that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Supervisory personnel shall ensure compliance.~~

~~F. The District requires that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Supervisory personnel shall ensure compliance.~~

~~G. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted below. Shearing or breaking of contaminated needles is prohibited.~~

~~1. Contaminated needles and other contaminated sharps shall not be recapped or removed unless no other alternative is feasible or such action is required by a specific medical procedure as determined by a competent medical professional qualified to make such determination.~~

~~2. Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.~~

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~~H. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed.~~

~~I. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.~~

~~J. Food and drink shall not be kept in refrigerators, freezers, shelves, or cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.~~

~~K. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.~~

~~L. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.~~

~~M. Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.~~

> ~~1. The container for storage, transport, or shipping shall be labeled or color coded according to law and closed prior to being stored, transported, or shipped. When a facility utilizes "universal precautions" in the handling of all specimens, the labeling/color coding of specimens is not necessary, provided containers are recognizable as containing specimens. This exemption applies only while such specimens/containers remain with the facility. Labeling or color coding is required when such specimens/containers leave the facility.~~
>
> ~~2. If outside contamination of the primary container occurs, the primary container shall be placed within a second container that prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color coded according to the requirements of this standard.~~
>
> ~~3. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container that is puncture resistant in addition to the above characteristics.~~

~~N. Equipment that may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the decontamination of such equipment or portions of such equipment is not feasible as determined by a supervisory employee assigned to make such determination.~~

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1. A readily observable label in accordance with law shall be attached to the equipment stating which portions remain contaminated.

2. This information shall be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

Personal protective equipment:

A. *Provision.* When occupational exposure occurs, the District shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

B. *Use.* The District requires that all exposed employees use appropriate personal protective equipment unless the District documents that a specific employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was such employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be reported by the employee and investigated and documented by the District in order to determine whether changes can be instituted to prevent such occurrences in the future.

C. *Accessibility.* Appropriate personal protective equipment in the appropriate sizes must be readily accessible at the work site or issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.

D. *Cleaning, laundering, and disposal.* The District shall clean, launder, and dispose of personal protective equipment required in this standard, at no cost to the employee.

E. *Repair and replacement.* The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

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~~F. Any garment(s) penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible.~~

~~G. All personal protective equipment shall be removed prior to leaving the work area.~~

~~H. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.~~

~~I. *Gloves.* Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and nonintact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.~~

~~1. Disposable (single use) gloves, such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.~~

~~2. Disposable (single use) gloves shall not be washed or decontaminated for reuse.~~

~~3. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.~~

~~***Housekeeping:***~~

~~A. *General.* The work site must be maintained in a clean and sanitary condition. The District shall establish, attach hereto, and implement an appropriate written schedule for cleaning and the method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.~~

~~B. All school activity areas are cleaned daily.~~

~~C. In cleaning operations involving human blood, a cleaning solution consisting of ten to one (10:1) ratio of water and bleach will be used.~~

~~D. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.~~

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~~1. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning.~~

~~2. Protective coverings — such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces — shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.~~

~~3. All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.~~

~~4. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps.~~

~~5. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.~~

~~E. *Regulated waste*:~~

~~1. Contaminated sharps discarding and containment:~~

~~a. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:~~

~~I. Closable.~~

~~II. Puncture resistant.~~

~~III. Leakproof on sides and bottom.~~

~~IV. Labeled or color coded.~~

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

~~I. Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).~~

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~~II. Maintained upright throughout use.~~

~~III. Replaced routinely and not be allowed to overfill.~~

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

~~I. Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.~~

~~II. Placed in a secondary container if leakage is possible. The second container shall be:~~

~~i. Closable.~~

~~ii. Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping.~~

~~iii. Labeled or color coded.~~

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

~~2. Other regulated waste containment:~~

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

~~I. Closable.~~

~~II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.~~

~~III. Labeled or color coded.~~

~~IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.~~

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

~~I. Closable.~~

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II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.

III. Labeled or color coded.

IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

3. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, states, territories, and political subdivisions of states and territories.

F. *Laundry:*

1. Contaminated laundry shall be handled as little as possible, with a minimum of agitation.

a. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.

b. Contaminated laundry shall be placed and transported in bags or containers labeled or color coded. When a facility utilizes universal precautions in the handling of all soiled laundry, alternative labeling or color coding is sufficient if it permits all employees to recognize the containers as requiring compliance with universal precautions.

c. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry shall be placed and transported in bags or containers that prevent soaking-through and/or leakage of fluids to the exterior.

2. Employees who have contact with contaminated laundry must wear protective gloves and other appropriate personal protective equipment.

3. When a facility ships contaminated laundry off-site to a second facility, which does not utilize universal precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers that are labeled or color coded.

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~~**Hepatitis B Vaccination and Postexposure Evaluation and Follow-up**~~

~~***General:***~~

~~A. The District shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and postexposure evaluation and follow-up to all employees who have had an exposure incident.~~

~~B. The District requires that all medical evaluations and procedures, including the hepatitis B vaccine, and vaccination series and postexposure evaluation and follow-up, including prophylaxis, are:~~

~~1. Made available at no cost to the employee.~~

~~2. Made available to the employee at a reasonable time and place.~~

~~3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional.~~

~~4. Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified in this section on hepatitis B vaccination and postexposure evaluation and follow-up.~~

~~C. The District requires that all laboratory tests be conducted by an accredited laboratory at no cost to the employee.~~

~~***Hepatitis B vaccination:***~~

~~A. Hepatitis B vaccination shall be made available after the employee has received the training required and within ten (10) working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.~~

~~B. The District shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.~~

~~C. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the District shall make available hepatitis B vaccination at that time.~~

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~~D. The District requires all employees who decline to accept hepatitis B vaccination that is offered to sign the following statement:~~

> ~~I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.~~

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

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

~~A. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.~~

~~B. Identification and documentation of the source individual, unless the District can establish that identification is infeasible or prohibited by state or local law.~~

> ~~1. The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, the District shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the result documented.~~
>
> ~~2. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.~~
>
> ~~3. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.~~

~~C. Collection and testing of blood for HBV and HIV serological status:~~

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1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

2. If the employee consents to base-line blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within ninety (90) days of the exposure incident the employee elects to have the base-line sample tested, such testing shall be done as soon as feasible.

D. Postexposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.

E. Counseling.

F. Evaluation of reported illnesses.

Information provided to the health care professional:

A. The health care professional responsible for the employee's hepatitis B vaccination shall be provided a copy of this document.

B. The health care professional evaluating an employee after an exposure incident shall be provided the following information:

1. A copy of this document.

2. A description of the exposed employee's duties as they relate to the exposure incident.

3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.

4. Results of the source individual's blood testing, if available.

5. All medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the District's responsibility to maintain.

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

A. The health care professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination.

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~~B. The health care professional's written opinion for postexposure evaluation and follow-up shall be limited to the following information:~~

~~1. That the employee has been informed of the results of the evaluation.~~

~~2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.~~

~~C. All other findings or diagnoses shall remain confidential and shall not be included in the written report.~~

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

~~**Communication of Hazards to Employees**~~

~~***Labels:***~~

~~A. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport, or ship blood or other potentially infectious materials, except as provided in law.~~

~~B. These labels shall contain the "biohazard" label.~~

~~C. These labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.~~

~~D. Labels are required to be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.~~

~~E. Red bags or red containers may be substituted for labels.~~

~~F. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of this section on communication of hazards to employees.~~

~~G. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirements.~~

~~H. Labels required for contaminated equipment shall be in accordance with this section and shall also state which portions of the equipment remain contaminated.~~

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

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~~***Information and training:***~~

~~A. All employees with occupational exposure shall participate in a training program, which must be provided at no cost to the employees and during working hours.~~

~~B. Training shall be provided as follows:~~

~~1. At the time of initial assignment to tasks where occupational exposure may take place.~~

~~2. Within ninety (90) days after the effective date of the standard.~~

~~3. At least annually thereafter.~~

~~C. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard that were not included need be provided.~~

~~D. Annual training for all employees shall be provided within one (1) year of their previous training.~~

~~E. The District shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affects the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.~~

~~F. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.~~

~~G. The training program shall contain at a minimum the following elements:~~

~~1. An accessible copy of the regulatory text of this standard and an explanation of its contents.~~

~~2. A general explanation of the epidemiology and symptoms of bloodborne diseases.~~

~~3. An explanation of the modes of transmission of bloodborne pathogens.~~

~~4. An explanation of the District's Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.~~

~~5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.~~

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~~6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.~~

~~7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.~~

~~8. An explanation of the basis for selection of personal protective equipment.~~

~~9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.~~

~~10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.~~

~~11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.~~

~~12. Information on the postexposure evaluation and follow-up that the District is required to provide for the employee following an exposure incident.~~

~~13. An explanation of the labels and/or color coding required.~~

~~14. An opportunity for interactive questions and answers with the person conducting the training session.~~

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

~~**Record Keeping**~~

~~***Medical records:***~~

~~A. The District shall establish and maintain an accurate record for each employee with occupational exposure as defined herein.~~

~~B. This record shall include:~~

~~1. The name and Social Security number of the employee.~~

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~~2. A copy of the employee's hepatitis B vaccination status, including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.~~

~~3. A copy of all results of examinations, medical testing, and follow-up procedures.~~

~~4. The District's copy of the health care professional's written opinion.~~

~~5. A copy of the information provided to the health care professional.~~

~~C. *Confidentiality.* The District shall ensure that employee medical records required by law are:~~

~~1. Kept confidential.~~

~~2. Not disclosed or reported, without the employee's express written consent, to any person within or outside the workplace, except as required by law.~~

~~D. The District shall maintain the records required by law for at least the duration of employment plus thirty (30) years.~~

~~***Training records:***~~

~~A. Training records shall include the following information:~~

~~1. The dates of the training sessions.~~

~~2. The contents or a summary of the training sessions.~~

~~3. The names and qualifications of persons conducting the training.~~

~~4. The names and job titles of all persons attending the training sessions.~~

~~B. Training records shall be maintained for three (3) years from the date on which the training occurred.~~

~~***Availability:***~~

~~A. The District shall ensure that all records required to be maintained shall be made available, upon request, to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration for examination and copying.~~

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~~B. Employee training records required by law shall be provided upon request for examination and copying to employees, to employee representatives, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.~~

~~C. Employee medical records required by law shall be provided upon request, for examination and copying, to the subject employee, to anyone having written consent of the subject employee, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.~~

~~***Transfer of records:***~~

~~A. The District shall comply with the legal requirements involving transfer of records.~~

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

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~~WELLNESS PROGRAMS~~

~~Measles (Rubeola)~~

~~It shall be a condition of employment that, unless exempted, all employees, including substitutes, shall present proof of immunity to rubeola (measles) prior to reporting for work.~~

~~Evidence of immunity to measles shall consist of:~~

~~A. A record of immunization against measles with a live virus vaccine given on or after the first birthday; or~~

~~B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.~~

~~C. Anyone born prior to January 1, 1957 shall be considered to be immune to measles. (Rubeola)~~

~~German Measles (Rubella)~~

~~Similarly, unless exempted, all employees, including substitutes, shall present proof of immunity to rubella (German measles) prior to reporting for work.~~

~~Evidence of immunity to rubella shall consist of:~~

~~A. A record of immunization against rubella given on or after the first birthday; or~~

~~B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.~~

~~General Information~~

~~Exempted employees include those with medical contraindications for receiving vaccines and those who refuse immunization for religious reasons.~~

~~Nonimmune employees, including those who utilize the exemption, shall, in the event of an outbreak of either disease, be put on leave without pay, or they may use accumulated sick leave during the period they are excluded from work due to the outbreak. If a staff member does not have any earned sick leave, a salary deduction of one (1) contract day will be made for each day of authorized leave used.~~

~~Adopted: _____~~

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~~LEGAL REF.:~~
~~A.R.S.~~
~~36-624~~
~~A.A.C.~~
~~R9-6-347~~
~~R9-6-360~~
~~R9-6-704~~
~~A.G.O.~~
~~I88-037~~

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~~GBGCA-R ©~~

~~REGULATION~~

~~WELLNESS PROGRAMS~~

~~Unless legally exempted, all staff members must show proof of immunity to measles and rubella [see GBGCA].~~

~~Measles (Rubeola)~~

~~Acceptable proof of immunity to measles shall consist of:~~

~~A. A record of immunization against measles with a live virus vaccine given on or after the first birthday; or~~

~~B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.~~

~~C. Anyone born prior to January 1, 1957 shall be considered to be immune to measles. (Rubeola)~~

~~German Measles (Rubella)~~

~~Evidence of immunity to rubella shall consist of:~~

~~A. A record of immunization against rubella given on or after the first birthday; or~~

~~B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.~~

~~General Information~~

~~*In the event of an outbreak of either disease, memory of immunization date is not acceptable; medical documentation of immunity is required.*~~

~~Staff members who are not in compliance shall be put on leave without pay until they are in compliance.~~

~~In the event of an outbreak of measles or rubella, nonimmune staff members, including those who utilize the exemption, must be excluded from school.~~

~~Implementing Policy~~

~~The District shall generate a list of all employees to identify those who need proof of immunity to measles.~~

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~~The Superintendent shall distribute information about the District's policy on measles and rubella.~~

~~The Superintendent shall collect proof of immunity from staff members and compile a list denoting immunity or nonimmunity of staff members.~~

~~Nonimmune staff members shall be referred for vaccine to a physician or the County Health Department. Their records will be updated as they receive vaccine.~~

~~**Maintaining Policy**~~

~~Throughout each school year, new staff members shall be required to show proof of immunity before employment.~~

~~A list of nonimmune employees shall be maintained and updated throughout the year.~~

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~~GBGCB ©~~
~~STAFF HEALTH AND SAFETY~~

~~(Communicable Diseases)~~

~~It is the policy of the School District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases. The Superintendent is authorized to adopt such procedures as are necessary to implement this policy in a manner consistent with state and federal laws.~~

~~Prohibition on COVID-19 Vaccination and Mask or Face Coverings~~

~~The School District shall not:~~

~~A. Require a resident of this state to receive a vaccination for COVID-19 or any variant of COVID-19.~~

~~B. Impose any requirement to wear a mask or face covering anywhere on the School District's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required. See GBGB-R for a list of long-standing workplace safety control measures.~~

~~Exclusion from School~~

~~A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health or safety of others in the school workplace. The outbreak control measures, and other directives of the Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at A.A.C. R9-6-203 *et seq*.~~

~~A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation. The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.~~

~~The school nurse or other person designated by the Superintendent must reassess a staff member who is excluded from school because of a communicable disease before the staff member returns to work. The District may require a physician's written medical release as a condition for the staff member's return to work.~~

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Reporting and Notification

The District shall report by telephone to its local health agency each diagnosed and suspected case of a communicable disease as set out in Regulation JLCB-R.

If an outbreak of a communicable disease occurs in a school setting, the Superintendent or the school nurse shall promptly inform staff members who are known to have special vulnerability to infection. The District does not assume any duty to notify an employee of health risks caused by the presence of a communicable disease in the school setting unless the at-risk employee has notified the District of the conditions when notification is needed.

Confidentiality

The District shall make reasonable efforts to maintain the confidentiality of staff members' medical conditions. All medical information relating to employees is confidential. The identity of a staff member who has a communicable disease and/or the nature of the communicable disease may be disclosed only to:

A. Staff members who must have such information to carry out their duties under this policy; or

B. Staff members or students (or their parents/guardians) who must have such information to protect themselves from direct threat to their health or safety.

Inquiries or concerns by staff members or others regarding communicable diseases or a staff member who is known or believed to have a communicable disease shall be directed to the Superintendent or the school nurse.

Universal Precautions

The District shall follow the "Universal Precautions Standard" set forth in the attached Exhibit GBGCB-E to protect employees who are at risk of being exposed to blood and body fluids in the course of their work.

Food Service Workers

The District shall follow the guidance of the U.S. Department of Health and Human Services concerning infectious and communicable diseases transmitted through the handling of food, and special precautions required for food services workers.

HIV/AIDS

Current medical information indicates that HIV can be transmitted by sexual intercourse with an infected partner, by injection of infected blood products, and by transmission from an infected mother to her child in utero or during the birth process. None of the identified cases of HIV infection in the United States are known to have been transmitted in a school setting or through any other casual person-to-person contact. There is no evidence that HIV is spread by sneezing, coughing,

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~~shaking hands, hugging, or sharing toilets, food, water, or utensils. According to best medical knowledge and judgments, the use of the "universal precautions" and other procedures that implement this policy are sufficient to protect staff members and students from transmission of HIV at school.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~36-621~~
~~36-624~~
~~36-681~~
~~36-685~~
~~A.A.C.~~
~~R9-6-203 *et seq.*~~
~~R9-6-355~~
~~29 U.S.C. 794 *et seq.*, Rehabilitation Act, (Section 504)~~
~~42 U.S.C. 12101 *et seq.* (Americans with Disabilities Act)~~
~~29 C.F.R. 1630.1 *et seq.* (ADA guidelines)~~
~~29 C.F.R. 1910.10 *et seq.* (OSHA Universal Precautions Standard)~~

~~CROSS REF.:~~
~~GBGC - Employee Assistance~~
~~GBGCA - Wellness Programs~~
~~JLCB-R - Immunizations of Students~~

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~~GBGCB-E ©~~

~~EXHIBIT~~

~~STAFF HEALTH AND SAFETY~~

~~COMMUNICABLE DISEASES~~

~~Handling Body Fluids in School~~

~~The following guidelines are meant to provide simple and effective precautions against transmission of disease for all people potentially exposed to the blood or body fluids of any person (student and/or school employee). No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.~~

~~The body fluids of all people should be considered to contain potentially infectious agents. The term *body fluids* includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge), and saliva.~~

~~A. Whenever possible, avoid direct skin contact with body fluids. Disposable gloves are recommended when direct hand contact with body fluids is anticipated. If extensive contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily.~~

~~B. If direct skin contact does occur, hands and other affected skin areas of all exposed people shall be routinely washed with soap and water.~~

~~C. Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten (10) seconds.~~

~~D. Clothing and other nondisposable items that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, rinse or soak the item in cold water prior to bagging. Clothing should be sent home with the student for washing, with appropriate directions to parents and teachers (*see laundry instructions below*). Always wear gloves when handling items that have come in contact with body fluids.~~

~~E. Contaminated disposable items shall be handled with disposable gloves, put in a plastic bag, secured, and disposed of daily.~~

~~F. Body fluid spills on hard surfaces (i.e., floors, countertops, books, et cetera) shall be disinfected with bleach (diluted to ten [10] parts water and one [1] part bleach). Gloves shall always be worn during cleanup.~~

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~~G. Cleaning equipment:~~

~~1. Nondisposable cleaning equipment (such as dust pans, brooms, and buckets) shall be disinfected by thoroughly rinsing in diluted bleach (ten [10] parts water and one [1] part bleach). Mops shall be soaked in the disinfectant after use and then rinsed with hot water. The disinfectant solution shall be promptly disposed of down a drain pipe.~~

~~2. Disposable cleaning equipment (such as paper towels, the vacuum bag, or sweepings) shall be placed in plastic bags, secured, and disposed of daily. No special handling is required for vacuuming equipment. Gloves shall always be used during cleanup.~~

~~H. Laundry instructions:~~

~~Clothing soaked with body fluids shall be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material can be bleached, add one-half (1/2) cup of household bleach to the wash cycle. If the material is not colorfast, add one-half (1/2) cup of all-fabric bleach to the wash cycle.~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~36-621 *et seq.*~~
~~A.A.C.~~
~~R9-6-101 *et seq.*~~

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GBGD ©
WORKERS' COMPENSATION

All employees shall be covered by workers' compensation insurance for any personal injury by accident while on assignment, including ~~an~~ personal injury by accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required.

Adopted: _____

LEGAL REF.:
A.R.S.
15-505
23-901
23-902
23-904
23-906
23-908
23-961
23-962

CROSS REF.:
EBBB - Accident Reports
~~GBGC - Employee Assistance~~

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REGULATION

WORKERS' COMPENSATION

Process When Injured

Any employee who ~~has an~~ incurs a personal injury by accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

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

The Superintendent, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier and Industrial Commission of Arizona.

Compensation Claims

When a job-related personal injury~~/~~by accident requires medical attention and absence from the workplace, the following conditions shall apply:

A. The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.

B. During the first seven (7) days of absence due to a job-related injury~~/accident~~, the employee will be placed on sick leave, provided the employee has accumulated sufficient sick leave.

C. If a job-related injury~~/accident~~ results in more than seven (7) days absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:

1. Endorse over to the District the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the District, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays one-half [1/2] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or

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2. Draw compensation from the insurance carrier, provide the District with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.

D. In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.

E. An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the District's insurance carrier.

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EXHIBIT

WORKERS' COMPENSATION

EARLY RETURN TO WORK

Determining if a Job Offer can be Made for Early Return from an Illness or Injury

The District need only consider an early return when a job that can be performed by the early return employee is available. Creation of a position is not required.

When considering an early return assignment the District should:

A. Analyze the job and determine its purpose and essential functions.

B. Consult with the employee to determine the precise job limitations imposed by the attending physician.

C. Determine if the employee can perform the ~~duties~~ essential functions of the job with or without reasonable accommodation.

D. Analyze the risk of reinjury or deterioration of the employee's condition.

~~Adjustments in the job description for personal accommodations such as an amenity or convenience that is not job related shall not be the responsibility of the District. The District shall require that all aspects of the job description be performed adequately.~~ The District is not required to eliminate essential job functions. Reasonable accommodations will be provided where appropriate, consistent with the Americans with Disabilities Act and applicable workers' compensation law.

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ADVISORY 983

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~~STAFF~~ PARTICIPATION IN POLITICAL ACTIVITIES

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, resources, or ~~other resources~~ any other thing of value of the District may not be used to influence the outcomes of elections.

An employee ~~staff member~~, a person acting on behalf of the District or a person who aids another person acting on behalf of the District shall be guided by the following:

A. No employee, while on duty, shall engage in political activities upon property under the jurisdiction of the Board.

B. The prohibition on the use of public resources to influence the outcome of bond, budget override and other tax-related elections includes the use of School District-focused promotional expenditures that occur after an election is called and through election day. This prohibition does not include routine School District communications which are messages or advertisements that are germane to the functions of the School District and that maintain frequency, scope and distribution consistent with past practices or are necessary for public safety.

C. Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity or representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives.

D. Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be permitted only when such invitations are to all candidates for the office. The rental use of District property by a private person or entity that may lawfully attempt to influence the outcome of an election is permitted if it does not occur at the same time and place as a related District-sponsored forum or debate.

E. Political circulars or petitions may not be posted or distributed in school.

F. The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.

G. Students may not be given written materials to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

H. Students may not be involved in writing, addressing or distribution of material intended to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

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Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy.

District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

The District may distribute informational reports on a proposed budget override election as provided in A.R.S. 15-481 and on a proposed bond election as provided in A.R.S. 15-491 if those informational reports present factual information in a neutral manner, except for those arguments allowed under A.R.S. 15-481.

Nothing in this policy shall preclude the District from producing and distributing impartial information on elections other than District budget override elections or reporting on official actions of the Governing Board.

The District shall not make expenditures for literature associated with a campaign conducted by or for a District official.

Adopted: _____

LEGAL REF.:
A.R.S.
15-481
15-491
15-511
15-903
16-402
A.G.O.
I15-002

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ADVISORY 984

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PERSONNEL RECORDS AND FILES

The District will maintain a complete and current official personnel file for each District employee.

Employee Responsibilities

~~Professional~~ Certificated employees are required to supply the District office with current and complete official transcripts of all college credits.

It is the duty and responsibility of each certificated employee to keep such certification current. ~~The District will maintain a complete and current official personnel file for each District employee.~~

Disciplinary/Derogatory Information

Records reasonably necessary or appropriate to maintain an accurate knowledge of disciplinary actions regarding employees and the employee responses will be maintained. Disciplinary action records shall be open to inspection and copying unless such inspection and disclosure of records or information in the records is contrary to law.

Employees will be advised of, and will be permitted to review and comment on, all information of a derogatory nature to be placed in their respective personnel files. The employee may prepare a written reply to such information, and such reply, if any, will be appended to the information in the file.

~~Records reasonably necessary or appropriate to maintain an accurate knowledge of disciplinary actions regarding staff members and the staff members' responses will be maintained. Disciplinary action records shall be open to inspection and copying unless such inspection and disclosure of records or information in the records is contrary to law.~~

Confidentiality

The District may create such subfiles within a personnel file as are appropriate to ensure confidentiality of those files made confidential by law and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees authorized to handle personnel files. Individual Board members may only inspect confidential staff files when specifically authorized by the Board, as evidenced by action of a quorum of the Board in a legal meeting properly noticed.

Employees may review their own files by making written requests to the Superintendent. Materials obtained prior to an employee's employment, such as confidential recommendations or interview notes, will not be available for review by the employee.

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Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.

Per A.R.S. 15-537, copies of the evaluation report and performance classification of a certificated teacher retained by the governing board and the department of education are confidential, do not constitute a public record and shall not be released or shown to any person except: 1) the certificated teacher; 2) authorized district officers and employees; 3) to school districts and charter schools; 4) any relevant court action.

Personal Identifying Information

Unless otherwise specifically provided by law, a school district shall not:

A. Use an individual's social security number on forms of identification.

B. Transmit to another individual material that contains both the individual's social security number and the individual's financial institution account number. This does not preclude the transmission of documents of enrollment, amendment, termination, or contracting for financial services nor does it preclude transmitting documents confirming the accuracy of the numbers previously submitted.

The Superintendent shall prepare procedures to implement this policy and A.R.S. 44-1373 which restricts use of personal identifying information.

~~Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.~~

Adopted: _____

LEGAL REF.:
A.R.S.
15-302
15-502
15-537
23-926
23-1361
23-1362
38-233
39-121 *et seq.*
41-1482
44-1373

CROSS REF.:
DKA - Payroll Procedures/Schedules
KDB - Public's Right to Know/Freedom of Information

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~~EXHIBIT~~ REGULATION

PERSONNEL RECORDS AND FILES

A person or entity shall not, unless specifically provided by law:

A. Intentionally communicate or make an individual's social security number available to the general public.

B. Print an individual's social security number on any card required for the individual to receive services.

C. Require the transmission of an individual's social security number over the internet unless providing a secure connection or the social security number is encrypted.

D. Require the use of an individual's social security number to access a web site unless a password or unique personal identification number or other authentication device is also required to access the site.

E. Print a number that the person or entity knows to be an individual's social security number on any materials that are mailed to the individual unless required by law to place these numbers on the material.

1. This does not preclude the transmission of documents of enrollment, amendment, termination, or contracting for financial services nor does it preclude transmitting documents confirming the accuracy of the numbers previously submitted.

2. No requirement is made to check third party submitted numbers and unless the recipient of the number has actual knowledge that the number is or includes the individual's social security number, the person or entity may print the number on materials that are mailed to the individual.

3. No prohibition on mailing the individual any copy or reproduction of a document that includes a social security number is made if the social security number was included on the original document before January 1, 2005.

4. The exception is that if a social security number has been used inconsistent with the use described above after January 1, 2005, so long as the usage is continuous, the person or entity may continue to use the number subject to the conditions below:

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a. If the use stops for any reason then the social security number cannot be used and the use reverts to the conditions ~~bulleted~~ listed above.

b. Each year the entity must provide the individual with an annual written disclosure of the individual's right to stop the use of the social security number as prohibited above.

c. If an individual requests in writing, the person or entity must stop using the number in any manner conflicting with the law. No fee or charge is allowed, and the entity shall not deny services to the individual because of the request.

The law does not prohibit the collection, use or release of a social security number required by the laws of this state or the United States or for internal verification or administrative purposes.

Unless otherwise provided by law, after January 1, 2005, documents or records recorded and made available on the recording entity's web site shall not contain more than five (5) numbers reasonably identifiable as part of a social security number and shall not contain financial account numbers. A penalty of five hundred dollars ($500) for each act of recording is possible.

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~~STAFF~~ GRIEVANCES

~~Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools.~~ The Governing Board may~~, therefore,~~ authorize~~s~~ the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought.

Within five (5) ~~working~~ business days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) ~~working~~ business days following such review.

The decision of the Governing Board is final.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
~~38-532~~

CROSS REF.:
ACAA - Title IX Sex Discrimination
JII - Student Concerns, Complaints and Grievances

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REGULATION

~~STAFF~~ GRIEVANCES

Definitions

A *grievance* is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. The term *grievance* shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. The suspension or dismissal of employees is covered by statute and, therefore, is not a grievable matter. Assignment, reassignment, or transfer of an employee to another position or duties is not grievable beyond the Superintendent unless there is a reduction in compensation or the Superintendent requests that it go to the Board.

A *grievant* shall be any employee of the District filing a grievance.

Terms and conditions of employment means the hours of employment, the compensation therefor, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of ~~professional~~ certificated employees, the term does not include educational policies of the District.

A *day* is any day during which the District conducts business.

The *immediate supervisor* is the lowest-level administrator having line supervisory authority over the grievant.

Timeline

A grievant must initiate a grievance within fifteen (15) business days of the date of the violation that is the basis for the grievance.

Informal Level

Before filing a formal written grievance, the grievant must attempt to resolve the matter by one (1) or more informal conferences with the immediate supervisor. The first of these informal conferences must be conducted within ten (10) business days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) business days after the initial informal conference, or any subsequent conference.

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Formal Level

Level I. Within fifteen (15) business days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor.

The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the policy or regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The immediate supervisor shall communicate a decision to the employee in writing within five (5) business days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter.

Level II. In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Superintendent within five (5) business days after receipt of the decision.

The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Superintendent shall communicate a decision within five (5) business days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits.

Level III. If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) business days, submit an appeal in writing to the Superintendent for consideration by the Governing Board.

The decision by the Governing Board is final.

General Provisions

Section 1. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. Failure to file a grievance within fifteen (15) business days after the employee knew, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.

Section 2. The filing or pendency of any grievance under the provisions of this policy shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the Superintendent.

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EXHIBIT

~~STAFF~~ GRIEVANCES

LEVEL I GRIEVANCE FORM A

FORMAL GRIEVANCE PRESENTATION

To be completed by grievant within five (5) business days after the last informal conference but no later than fifteen (15) business days after the employee knew or should have known of the act or omission giving rise to the grievance.

Grievant _____ Date of last informal presentation _____

School _____ Immediate supervisor _____

Assignment _____

Policy or regulation alleged to have been violated _____

Statement of grievance:

Action requested:

_____
Signature of grievant

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EXHIBIT

~~STAFF~~ GRIEVANCES

LEVEL I GRIEVANCE FORM B

DECISION OF IMMEDIATE SUPERVISOR

To be completed by immediate supervisor within five (5) business days after formal filing.

Grievant _____

Date of formal grievance presentation _____

School _____

Immediate supervisor _____

Decision of immediate supervisor and reasons therefor:

Date of decision _____ _____
(Signature of immediate supervisor)

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EXHIBIT

~~STAFF~~ GRIEVANCES

LEVEL II GRIEVANCE FORM C

REFERRAL TO SUPERINTENDENT

To be completed by grievant within five (5) business days of immediate supervisor's response.

Grievant _____

Date of formal presentation _____

Detail reasons for nonacceptance of grievance decisions and any relief sought:

☐ The attached grievance is hereby referred to the Superintendent.

Date of referral _____ _____
(Signature of grievant)

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EXHIBIT

~~STAFF~~ GRIEVANCES

LEVEL II GRIEVANCE FORM D

DECISION OF SUPERINTENDENT

To be completed by the Superintendent within five (5) business days.

Grievant _____

Date of formal grievance presentation _____

Date appeal received by Superintendent _____

Date hearing held by Superintendent (optional) _____

Decision of Superintendent and reasons therefor:

Date of decision _____ _____
(Signature of Superintendent)

Grievant's response [to be completed by grievant within five (5) business days after the decision]:

- ☐ I accept the above decision of the Superintendent.
- ☐ I hereby appeal to the Governing Board for a review of this grievance (Level III).

Date of response _____ _____
(Signature of grievant)

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EXHIBIT

~~STAFF~~ GRIEVANCES

LEVEL III (Final Action) GRIEVANCE FORM E

REVIEW BY GOVERNING BOARD

Grievant _____

Date of formal grievance receipt _____

☐ The attached grievance is hereby appealed to the Governing Board for a review.

Detail reasons for nonacceptance of grievance decision at Level II and any relief sought:

Date appeal received by Governing Board _____

BOARD RESPONSE:

☐ The Board affirms the Superintendent's response.

☐ Board rejects the Superintendent's response.

☐ Board modifies the Superintendent's response as follows:

[TO BE COMPLETED WITHIN FIFTEEN (15) ~~WORKING~~ BUSINESS DAYS OF REVIEW]

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ADVISORY 986

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~~PROHIBITED PERSONNEL PRACTICES~~
REPRISALS

Disclosure Protected

It is a prohibited personnel practice for any District employee, who has control over personnel actions, to take reprisals against another employee for a disclosure of a matter of public concern, by that other employee, to a public body when the employee believes there has been:

A. A violation of law.

B. Mismanagement, a gross waste of monies, or an abuse of authority.

An employee, or former employee, who believes that an adverse personnel action taken is the result of such person's disclosure of information under A.R.S. 38-532 shall make a complaint to the Board. The Board shall make a determination pursuant to the rules under A.R.S. 41-783.

Reporting Protected

A governing board or school district employee who has control over personnel decisions shall not take unlawful reprisal against an employee for good-faith reports about certificated personnel engaged in conduct involving minors that is reportable under A.R.S. 13-3620 (Reporting Child Abuse).

Unlawful reprisal means an action taken by a governing board that results in:

A. Disciplinary action.

B. Transfer or reassignment.

C. Suspension, demotion, or dismissal.

D. An unfavorable performance evaluation.

E. Other significant changes in duties or responsibility that are inconsistent with the employee's salary or employment classification.

Adopted: _____

LEGAL REF.:
A.R.S.
13-3620
15-213
15-514
23-425
38-532
41-783

CROSS REF.:
DJ - Purchasing Ethics
DJE - Bidding/Purchasing Procedures

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ADVISORY 987

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~~PROFESSIONAL STAFF POSITIONS~~

~~Professional staff positions are created only with the approval of the Board. The District will attempt to activate a sufficient number of positions to accomplish the District's goals and objectives.~~

~~Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.~~

~~The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-501~~
~~15-502~~
~~15-503~~

~~CROSS REF.:~~
~~CCB - Line and Staff Relations~~

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~~PROFESSIONAL STAFF~~
~~CONTRACTS AND~~ COMPENSATION

Definitions

Administrator: any school district administrator except a school principal who devotes at least fifty percent (50%) of the principal's time to classroom teaching.

Certificated Teacher: a person who holds a certificate from the state board of education to work in the schools of this state and who is employed under contract in a school district in a position that requires certification except a psychologist or an administrator who devotes at least fifty percent (50%) of the person's time to classroom teaching.

Noncertificated Personnel: employees of the District who are not required by state law or by a District policy, regulation, or job description to possess *teaching certificates* from the Arizona Department of Education for the purpose of performing their jobs.

Compensation

Compensation Statement

~~Salaries in the District will be differentiated in relationship to duties and responsibilities.~~

~~The Superintendent will provide recommendations on salaries and fringe benefits to the Board.~~

~~The Board at any time may establish, within the budgetary constraints of the District, the salaries and benefits for all employees necessary for the succeeding year.~~

Every fiscal year, each School District employee will be provided with a total compensation statement that is broken down by category of benefit or payment and that includes, for that employee, at least all of the following:

A. Base salary and any additional pay.

B. Medical benefits and the value of any employer-paid portions of insurance plan premiums.

C. Retirement benefit plans, including social security.

D. Legally required benefits.

E. Any paid leave.

F. Any other payment made to or on behalf of the employee.

G. Any other benefit provided to the employee.

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Salaries and Benefits

Salaries within the District will be set in accordance with assigned duties and responsibilities. The Superintendent will recommend salary and benefit levels to the Governing Board.

Within budgetary limits, the Board at any time may establish employee salaries and benefits for the upcoming year and will review benefit offerings annually during the budget process. Adjustments may be made as needed to serve the best interests of the District.

Eligibility standards for benefits will also be determined by the Board each year.

Employment Status

Certificated

Reduction/Elimination. Subject to the terms of employment contracts, the Governing Board at any time may reduce salaries or eliminate certificated teachers in the District in order to effectuate economies in the operation of the District or to improve the efficient conduct and administration of the District's schools. Notice of a general salary reduction shall be given to each certificated teacher affected. These provisions do not apply to salary reductions from classroom site fund money.

Noncertificated

All noncertificated personnel are either term employees or at-will employees of the District.

Term employee. A term employee is a noncertificated staff member who is employed by the District pursuant to a written contract that specifies the duration of the employment contract, which shall not exceed one (1) year. All noncertificated staff members who are not term employees are at-will employees.

At-will employee. An at-will employee is a noncertificated staff member who is employed by the District for no specific term and who has no right of continued employment. The employment of an at-will employee may be terminated by action of the Governing Board without advance notice. No employee or Governing Board member shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No District policy or regulation or item within the District's handbook is intended to - and shall not operate to - create any property or contract rights inconsistent with the at-will employment status of noncertificated staff members.

Adopted: _____

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LEGAL REF.:
A.R.S.
15-341
15-501
15-502
15-503
15-544
15-977

CROSS REF.:
GCF - Professional Staff Hiring
GCO – Evaluations and Contracts ~~of Professional Staff Members~~

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ADVISORY 989

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~~PROFESSIONAL STAFF~~
~~SALARY SCHEDULES~~
SALARIES

Certificated

Administrators

The Board will enter into an individual contract with each member of the administrative staff commensurate with the requirements of the position. This contract shall describe the general services to be rendered by the employee in return for financial and other considerations. Additionally, the employee's job description, detailing the more specific performance responsibilities of the contracted position ~~and the mode of evaluating performance~~, ~~shall~~ may be incorporated into the contract by reference. All terms and conditions of contracts with administrative staff members are to conform with the requirements of the Arizona Revised Statutes.

Other Certificated Personnel

Salary Schedule

The salary schedule pertains to personnel holding provisional, basic, or standard certificates at the elementary or secondary levels.

Initial Placement on Salary Schedule. New teachers entering the system with prior teaching service, who have met academic and ~~professional~~ certificated qualifications for Arizona State Department of Education certification, will be given a maximum credit of _____ years for substantiated experience, i.e., placed on the _____ step of the salary schedule.

Verified previous experience recognized for the purpose of placement on the salary schedule is defined as any previous full-time certificated teaching in any public school. For a teacher to receive credit for previous teaching experience, the teacher must furnish the ~~office of the~~ Superintendent full information concerning the previous teaching records. When the experience has been verified, credit will be given by the District.

Days intended for participation in professional association activities are not to be compensated under an employee's contract or other employment agreements. For the purpose of this policy, ~~*professional*~~ *certificated association activities* for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.

Substitutes Teachers

Pay for substitute teaching will be established by the Board.

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Extra-Duty

The Superintendent will recommend to the Board an extra-duty pay schedule each year for its review and action.

Advancement on Salary Schedule

Vertical and horizontal advancement on the salary schedule will be in accordance with the salary schedule currently in effect. Vertical advancement is limited to one (1) step per year.

~~Reasons for denial of~~ Vvertical advancement on the salary schedule may be withheld for reasons includeing but ~~are~~ not limited to the following:

A. ~~Lack of adequate disciplinary control~~ Failure to demonstrate effective classroom management and student discipline, as documented in formal evaluations.

B. ~~Insufficient effort and time given to assigned duties or failure to engage in a reasonable amount of extracurricular activity~~ Failure to meet assigned duties and responsibilities, including instructional preparation, attendance, and participation in required District activities.

C. ~~Lack of cooperation with the administration in carrying out adopted policies of the school~~ Failure to comply with adopted District policies, procedures, and administrative directives.

D. ~~Unprofessional conduct~~ Failure to maintain professional standards of conduct, as defined by Arizona law and Governing Board policy.

Other ~~Contract~~ Provisions

Any person who does not work the full term as set up by salary schedule shall be paid on a prorated basis for the number of days to be worked for the remainder of the school year; this shall include school days taught plus the number of days required for orientation.

For newly hired, critical, and difficult-to-fill certificated personnel positions placed on the teachers' salary schedule, differentials above the stated schedule may be paid.

A teacher who is or has been employed by or teaching at a charter school, and was previously employed by the School District, shall receive the benefits, protections, and preferences granted under A.R.S. 15-187.

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Noncertificated

Wages

Initial Placement

Wages for all new noncertificated personnel and for all currently employed personnel selected for another position in the District will be recommended by the Superintendent and approved by the Board at the time of employment. The Superintendent's recommendation will be based on consideration of the candidate's qualifications, relevant job experience, and years of District employment, if applicable.

Advancement

Advancements for regular twelve (12)-month employees are granted only at the beginning of each fiscal year. Annual increases may be withheld if it is determined the employee does not perform at the expected level or does not meet standards for the job.

An employee must work one (1) day more than one-half (1/2) of the year to receive an advancement in wages.

Supplementary Pay/Overtime

The Superintendent will recommend extra-duty pay each year for the Board's review and action.

Whenever applicable, pay for extra duty must be coordinated with regular pay in accordance with the requirements of the Fair Labor Standards Act.

Adopted: _____

LEGAL REF.:
A.R.S.
15-502
15-504
15-941

CROSS REF.:
GCCA - Types of Leaves
~~GCCE - Professional/Support Staff Conferences/Visitations/Workshops~~
GCO-R- Evaluations and Contracts ~~of Professional Staff Members~~

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ADVISORY 990

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~~**SUPPLEMENTARY PAY PLANS**~~

~~**(Extra-Duty Pay)**~~

~~The Superintendent will recommend to the Board an extra-duty pay schedule each year for its review and action.~~

~~Adopted: _____~~

~~**LEGAL REF.:**~~
~~A.R.S.~~
~~15-502~~

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~~FRINGE BENEFITS~~

~~The Governing Board will review professional staff fringe benefits each year during the budget process and may modify the benefits to meet the best interest of the District.~~

~~Minimum standards of eligibility for fringe benefits will be determined by the Board annually.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-187~~
~~15-502~~

~~CROSS REF.:~~
~~DKB - Salary Deductions~~
~~GCBA - Professional Staff Salary Schedules~~

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~~LEAVES AND ABSENCES~~

~~(Absent Without Leave)~~

~~An employee shall be deemed "absent without leave" when absent from work because of:~~

~~A. A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; or~~

~~B. A reason that does not conform to any policy currently in effect; or~~

~~C. Failure to report to work without prior notification to the Superintendent.~~

~~In no case shall an employee be compensated for time lost due to being absent without leave.~~

~~An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee's return.~~

~~Adopted: _____~~

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

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ADVISORY 993

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~~SICK LEAVE~~
TYPES OF LEAVES

~~Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.~~

~~Each staff member shall be credited with a sick leave allowance at the rate of _____ (__) days per month up to ten (10) or twelve (12) days, determined by the number of months employed:~~

~~Twelve (12) month employment — twelve (12) days~~
~~Ten (10) month employment — ten (10) days~~

~~The unused portion of such allowance shall accumulate to a maximum of _____ (__) days, at which time no more sick leave can be accumulated. As accumulated sick leave days are used and drop below _____ (__) days, an eligible employee may again accumulate sick leave up to the maximum limit.~~

~~When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.~~

~~Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.~~

~~If an employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.~~

~~Upon request, the staff member shall inform the Superintendent of the following:~~

~~A. Purpose for which sick leave is being taken.~~

~~B. Expected date of return from sick leave.~~

~~C. Where the staff member may be contacted during the leave.~~

~~Use of Earned Paid Sick Time~~

~~Earned paid sick time shall be provided to an employee by an employer for:~~

~~A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;~~

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~~B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;~~

~~C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.~~

~~Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.~~

~~When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.~~

~~An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non compliance with such a policy.~~

~~An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.~~

~~Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.~~

~~For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.~~

~~As defined in statute **(A.R.S. 23-371)**, "family member" means:~~

~~A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;~~

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~~B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;~~

~~C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;~~

~~D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or~~

~~E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.~~

~~***Notice:***~~

~~A. Employers shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the employer or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities under can be answered.~~

~~B. The notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.~~

~~C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.~~

~~D. The Industrial Commission of Arizona shall create and make available to employers, in English, Spanish, and any language deemed appropriate by the commission, model notices that contain the information for employers' use in complying with the statute.~~

~~E. Employer violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. 23-364.~~

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~~***Accrual:***~~

~~A. Employees of an employer with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the employer selects a higher limit.~~

~~B. Employees of an employer with fewer than fifteen (15) employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than twenty-four (24) hours of earned paid sick time per year, unless the employer selects a higher limit.~~

~~C. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later. An employer may provide all earned paid sick time that an employee is expected to accrue in a year at the beginning of the year.~~

~~D. An employee may use earned paid sick time as it is accrued, except that an employer may require an employee hired after July 1, 2017, to wait until the ninetieth (90th) calendar day after commencing employment before using accrued earned paid sick time, unless otherwise permitted by the employer.~~

~~E. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.~~

~~F. Earned paid sick time shall be carried over to the following year, subject to the limitations on usage indicated above for employees of employers with fifteen (15) or more employees and employees of employers with fewer than fifteen (15) employees. Alternatively, in lieu of carryover of unused earned paid sick time from one (1) year to the next, an employer may pay an employee for unused earned paid sick time at the end of a year and provide the employee with an amount of earned paid sick time that meets or exceeds the requirements in statute that is available for the employee's immediate use at the beginning of the subsequent year.~~

~~G. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.~~

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~~H. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.~~

~~I. When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original employer, and are entitled to use earned paid sick time previously accrued.~~

~~J. At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee.~~

~~Any employer with a paid leave policy, such as a paid time off policy, who makes available an amount of paid leave sufficient to meet the accrual requirements of this section that may be used for the same purposes and under the same conditions as earned paid sick time under this article is not required to provide additional paid sick time.~~

~~Nothing in statute shall be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.~~

~~Retaliation Prohibited~~

~~It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.~~

~~An employer shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.~~

~~It shall be unlawful for an employer's absence control policy to count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.~~

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~~Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.~~

Leaves may be granted to employees by the Board based on state or federal law, policy, employee agreements and/or employment contracts.

Such leaves may include but are not limited to the following classifications:

Sick Leave

Earned Paid Sick Leave

Per A.R.S. 23-372, each employee shall accrue one (1) hour of earned paid sick time (EPST) for every thirty (30) hours worked. This includes full-time, part-time, and temporary employees. Employees who are exempt from overtime under the Fair Labor Standards Act (FLSA) are assumed to work forty (40) hours per week for EPST purposes, unless their normal week is less than forty (40) hours.

In districts with fifteen (15) or more employees, an employee shall not be entitled to accrue or use more than forty (40) hours of EPST per year, unless the district selects a higher limit.

In districts with fewer than fifteen (15) employees, an employee shall not be entitled to accrue or use more than twenty-four (24) hours of EPST unless the district selects the higher limit.

EPST is carried over to the following year, subject to the forty (40)-hour/twenty-four (24)-hour limits provided above. An employee who separates from employment but is rehired within nine (9) months is entitled to reinstatement of their previously accrued EPST.

A district may provide each employee with an EPST balance for immediate use at the beginning of the year, at the district's sole discretion.

The use of accrued EPST is provided in A.R.S. 23-373.

EPST rights and obligations may be modified pursuant to a valid collective bargaining agreement.

Communicable Disease Exposure/ Outbreak Exclusion

When an employee is excluded from the workplace due to a communicable disease outbreak response, or because the health authorities having jurisdiction determine the employee's presence in the community may jeopardize the health of others due to exposure to a communicable disease, the employee may use available accrued sick leave, consistent with A.R.S. 23-373.

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If the employee does not have accrued paid leave available, or chooses not to use available paid leave, the absence shall be addressed under *Leave of Absence Without Pay* or applicable leave provision of this policy, consistent with employment agreements and law.

Family and Medical Leave

The District shall comply with all components of the Family and Medical Leave Act (FMLA). Eligible employees are entitled up to twelve (12) or twenty-six (26) weeks of leave as designated in the FMLA. Any employee seeking to understand rights under FMLA may inquire with the benefits department in Human Resources, review posted materials, and/or review GCCA-RB.

Banked Sick Leave

A district may provide a mechanism for the voluntary transfer of accrued sick leave among employees.

Personal Leave

A district may grant leave for an employee's personal business, bereavement, religious observances, and other approved situations.

Crime Victim Leave

A district with fifty (50) or more employees as determined by law shall allow an employee leave if the employee is the victim of a juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S. 8-420 and/or 13-4439. While the district is not required to compensate the employee when the employee leaves work to attend such proceedings, the district is prohibited from dismissing the employee or discriminating against the employee in compensation or other terms, conditions, or privileges of employment because the employee exercised their victim leave rights under A.R.S. 8-420 or 13-4439. Leave for this purpose may be limited if the leave creates an undue hardship to the employer's business.

Regardless of the number of employees employed by the District, EPST may also be used for certain absences occasioned by the employee or their family member having been the victim of domestic violence, sexual violence, abuse, or stalking. [A.R.S. 23-373(A)(4), (G), (H), and (I)]

Jury Duty Leave

Jury duty leaves of absence must be provided per A.R.S. 21-236.

Voting Leave

An employee may take time from work to vote in a primary or general election per A.R.S. 16-402.

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Military Leave

An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training up to the statutory limit [A.R.S. 26-168 and 38-610].

An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service or may take unpaid leave of absence.

The District must reemploy uniformed service members, as provided in 38 U.S.C. 4301 *et seq*., after returning from a period of service.

Holiday Leave

Employees shall be entitled to holidays and breaks as established by the Governing Board and noted on each year's school calendar, consistent with Arizona Revised Statutes. Uncompensated days off will be established by the Board and noted on each year's school calendar. When July 4, Veterans' Day, December 25, or Thanksgiving Day, occurs within the school week, the schools shall be closed, and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess. [A.R.S. 15-801]

Vacation Leave

A district may grant vacation leave as it deems appropriate.

Sabbatical Leave

Sabbatical leave may be granted to certificated teaching and administrative personnel for a maximum of one (1) year when conforming to A.R.S 15-510 and other applicable Arizona Revised Statutes.

Professional Development Leave

To attend meetings or conferences, employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible).

Leave of Absence Without Pay

The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted to certificated or noncertificated personnel for not longer than one (1) year when deemed reasonable, for good cause, and not detrimental to education within the School District.

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Requests for Leave

Each request for a leave of absence without pay shall be in a written application stating the purpose of the leave of absence, the starting date and duration of the leave of absence, the facts as to its necessity or advisability, and any other information the applicant deems relevant to the request.

Approval

A leave of absence requested pursuant to this policy may be:

A. Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or

B. Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.

The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District.

Preservation of Rights for Continuing Certificated Teachers

In accordance with A.R.S. 15-510, all rights of retirement, accrued leave with pay, salary increments and other benefits provided by law shall be preserved and available to the continuing certificated teacher after the termination of the leave of absence.

Absent Without Leave

An employee shall be deemed "absent without leave" when absent from work because of:

A. A reason that conforms to a policy currently in effect, but the maximum days provided for in that policy will be exceeded; or

B. A reason that does not conform to any policy currently in effect; or

C. Failure to report to work without prior notification to the Superintendent.

Employees shall not be compensated for time lost due to being absent without leave.

An employee who is absent from work without prior approval is subject to disciplinary action, up to and including dismissal, in accordance with applicable law, Governing Board policy, and established District procedures.

Adopted: _____

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LEGAL REF.:
A.R.S.
8-386
8-420
13-4405
13-4439
15-187
15-341
15-502
15-510
15-801
16-402
21-236
23-363
23-364
23-371
23-372
23-373
23-374
23-375
26-168
38-608
38-610
38-615
29 U.S.C. 2601 *et seq.*
38 U.S.C. 4301 *et seq.*
29 CFR 825.100 *et seq.*

CROSS REF.:
GCBA - ~~Professional Staff Salary Schedules~~ Salaries

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REGULATION

TYPES OF LEAVES

(Sick Leave/Earned Paid Sick Time)

Use of Earned Paid Sick Time

Earned paid sick time shall be provided to an employee by an employer for:

A. An employee's mental or physical illness, injury or health condition or care for a family member with these conditions; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition or care for a family member with these conditions; an employee's need for preventive medical care or care for a family member with these conditions;

B. Reasons as described in A.R.S. 23-373 including but not limited to: public health emergency/exposure circumstances (including workplace closure or a child's school/place of care closure), domestic violence, sexual violence, abuse or stalking, and legal services.

Employee Request

Earned paid sick time shall be provided upon the request of an employee made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

The employee shall try to provide notice as early as possible and try to schedule the sick time so it disrupts District operations as little as possible.

If an employer requires notice from an employee needing to use earned paid sick time, even when the need was not foreseeable, the employer must provide a written policy of the required procedures for providing such notice. If this is not done, the employer cannot deny earned paid sick time because the employee did not follow the correct procedures.

An employee is not responsible for finding a replacement worker for an absence when using earned paid sick time.

Earned paid sick time may be used in the smallest hourly increments used by the District to account for absences or use of other time.

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If an employee requests paid sick time for three (3) or more consecutive work days, the District may request reasonable documentation (documentation signed by a health care professional) indicating that earned paid sick time is necessary. Reasonable documentation in cases of domestic violence, sexual violence, abuse or stalking, is provided in A.R.S. 23-373(G). An employer may not require that document explain the nature of the health condition or the details of the domestic violence, sexual violence, abuse or stalking.

Accrual of Earned Paid Sick Time

Accrual of earned paid sick time shall be determined in accordance with A.R.S. 23-372(D).

Per A.R.S. 23-372, the following guidelines shall be used in determining accrual of earned paid sick time.

Number of Employees:

A. Employees of a district with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the District selects a higher limit.

B. Employees of a district with fewer than fifteen (15) employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than twenty-four (24) hours of earned paid sick time per year, unless the District selects a higher limit.

Number of employees should be determined in accordance with A.R.S. 23-372(C).

District Paid Leave

A district with a paid leave policy, such as a paid time off policy, that makes available an amount of paid leave sufficient to meet the accrual requirements listed above that may be used for the same purposes and under the same conditions as earned paid sick time under statute is not required to provide additional paid sick time.

Unused Sick Time

Nothing in statute shall be construed as requiring financial or other reimbursement to an employee from a district upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.

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Notice:

A. A district shall give employees written notice of the following at the commencement of employment: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the District or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the Industrial Commission of Arizona where questions about rights and responsibilities under can be answered.

B. The notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.

C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.

D. A district's violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. 23-364.

Retaliation Prohibited

It is unlawful for a district or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

A district shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about a district's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

It shall be unlawful for a district's absence control policy to count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

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Definitions

As defined in statute (A.R.S. 23-371), "family member" means:

A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;

B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;

C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;

D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or

E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

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REGULATION

TYPES OF LEAVES

(Family and Medical Leave Act)

Family and Medical Leave Act (FMLA) Leave

Regulations, Process and Forms

The District shall fully comply with the Family and Medical Leave Act in accordance with the requirements of federal law and guidance issued by the U.S. Department of Labor. All procedures, forms, and timelines shall conform to these requirements.

Information and resources regarding FMLA rights and responsibilities, including required forms, are available from the U.S. Department of Labor at:

https://www.dol.gov/agencies/whd/fmla

https://www.dol.gov/agencies/whd/fmla/forms

Number of Employees

FMLA applies to any employer that employs fifty (50) or more employees in twenty (20) or more workweeks in the current or preceding calendar year.

The employee must work at a location where the employer employs at least fifty (50) employees within seventy-five (75) miles.

All districts must post required FMLA information regardless of number of employees. Posters are available at the FMLA link above.

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REGULATION

TYPES OF LEAVES

(Professional Development)

The following guides will be used in granting released time and/or travel expense:

A. Value of the meeting or conference.

B. Funds available in the appropriate budgets.

C. Availability of a substitute, if one is necessary.

With prior approval, expenses associated with authorized employee attendance at meetings and conferences may be eligible for compensation in accordance with District Policy DKC. Staff member travel and expense for participation in student field trips and excursions shall be in accordance with District Policy IJOA.

Employee absences for attendance at or participation in professional association activities are not eligible for compensation under the employee's contract or work agreement. The District may authorize an employee to take other eligible unused accumulated compensated leave for a personal, professional, or other lawful purpose.

For the purpose of this policy, *professional association activities* for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.

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EXHIBIT

TYPES OF LEAVES

MILITARY / LEGAL LEAVE

Part 200 - Regulations Under the Uniformed Services Employment and Reemployment Rights Act of 1994 (Appendix to Part 1002 - Your Rights Under USERRA)

The Uniformed Services Employment and Reemployment Rights Act

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and;

A. you ensure that your employer receives advance written or verbal notice of your service;

B. you have five (5) years or less of cumulative service in the uniformed services while with that particular employer;

C. you return to work or apply for reemployment in a timely manner after conclusion of service; and

D. you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

Right to be Free from Discrimination and Retaliation

If you:

A. are a past or present member of the uniformed service;

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B. have applied for membership in the uniformed service; or

C. are obligated to serve in the uniformed service;

then an employer may not deny you:

A. initial employment;

B. reemployment;

C. retention in employment;

D. promotion; or

E. any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection:

A. If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to twenty-four (24) months while in the military.

B. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Enforcement:

A. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

B. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/agencies/vets/programs/userra. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra/.

C. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.

D. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the Internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm.

Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.

U.S. Department of Labor, Veterans
Employment and Training Service
Washington, DC 20210
1-866-487-2365

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ADVISORY 994

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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~~PROFESSIONAL / SUPPORT STAFF~~
~~PERSONAL / EMERGENCY /~~
~~RELIGIOUS LEAVE~~

~~Each staff member will be granted personal leave not to exceed two (2) days per year. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the principal.~~

~~Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time.~~

~~Personal leave will not be granted during the following periods:~~

~~A. On the day immediately preceding or following a holiday or vacation.~~

~~B. During the first two (2) weeks of school or the last two (2) weeks of school.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-510~~

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ADVISORY 995

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~~PROFESSIONAL / SUPPORT STAFF~~
~~LEAVES OF ABSENCE WITHOUT PAY~~

~~The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted a member of the certificated or support staff for not longer than one (1) year.~~

~~Leave of absence may be requested for, but not limited to, the following purposes:~~

~~A. For additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented.~~

~~B. To provide for an unpaid leave in a situation where the employee will be absent from work because of 1) a reason that conforms to a policy currently in effect but the maximum number of days provided for in that policy will be exceeded, or 2) failure to report to work without prior notification to the Superintendent.~~

~~C. For a leave of absence that benefits or is in the best interest of the District, as determined by the Board upon review of the application.~~

~~D. For leave under the Family and Medical Leave Act.~~

~~A leave of absence requested pursuant to this policy may be:~~

~~A. Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or~~

~~B. Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.~~

~~A request for leave of absence shall not be denied by the District if the employee is entitled to the leave under the Family and Medical Leave Act. All other applications for leave of absence may be granted or denied by the District, in its sole discretion.~~

~~Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request.~~

~~The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District.~~

~~All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick, vacation, personal, and other paid leave shall be applied to the leave period unless otherwise agreed to by the District or prohibited by the Family and Medical Leave Act.~~

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Family and Medical Leave Act (FMLA)

The District shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. Accordingly, all portions of this policy that pertain to the FMLA shall be interpreted in a manner consistent with the FMLA and its regulations. Subject to the conditions set forth herein, any eligible employee of the District may take up to twelve (12) weeks of leave (FMLA leave) measured backward for each employee from the first time such employee uses leave under FMLA without pay, for any one (1) or more of the following reasons:

A. Because of the birth of a child of the employee and in order to care for such child.

B. Because of the placement of a child with the employee for adoption or foster care.

C. In order to care for the spouse or a son, daughter, or parent of the employee, if such person has a serious health condition.

D. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

E. Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

An eligible employee is one who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the FMLA leave is to commence.

Serious health condition means an illness, injury, impairment, or physical condition that involves inpatient care in a hospital, hospice, or residential medical facility, or outpatient care with continuing medical treatment by a licensed physician. Any employee who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the leave is to commence shall be eligible for FMLA leave.

Special conditions applicable to FMLA. Entitlement to leave for the birth of a child or the placement of a child for adoption or foster care ends at the expiration of a twelve (12) month period, beginning on the date of the event. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12) month period to care for the servicemember. The leave described to care for a covered servicemember shall only be available during one (1) single twelve (12) month period.

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~~A husband and wife working for the District may be limited to a total of twelve (12) weeks of leave during each applicable twelve (12)-month period for leave for the birth of a child or the placement of a child for adoption or foster care and to care for an employee's parent with a serious health condition. The aggregate number of workweeks of leave to which both the husband and wife may be entitled under covered servicemember family leave combined with leave as described in the previous sentence shall be limited to twenty-six (26) workweeks during one (1) single twelve (12)-month period.~~

~~The District shall not require an employee to substitute accrued sick leave for FMLA leave used by reason of a birth, adoption, or foster placement. An employee shall substitute accrued vacation or personal leave for FMLA leave used by reason of a birth, adoption, or foster placement, to the extent available by policy, unless otherwise agreed to by the District. In any other circumstance, an employee's accrued sick, vacation, personal, or other applicable leave shall be substituted for FMLA leave, to the extent available by policy, unless otherwise agreed to by the District.~~

~~***Notice.*** An employee must provide at least thirty (30) days notice before the FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption, or foster care, planned medical treatment for a serious health condition, or military service leave of the employee or family member. If thirty (30) days notice is not practicable, notice must be given as soon as practicable. The notice shall be in the form of a request for leave of absence as specified in this policy. The District may deny FMLA leave to any eligible employee until such time as the employee has provided the required notice.~~

~~***Certification.*** All FMLA leave shall be supported by medical certificate provided by the employee's health provider in the form of the exhibit accompanying this policy. In any instance where the FMLA leave must be preceded by thirty (30) days notice, the medical certificate should accompany the request for leave of absence. In any other instance, the medical certificate should be provided within fifteen (15) days after the FMLA leave commences.~~

~~Certification of active military duty or call to active duty in support of a contingency operation for purpose of receiving family leave shall be required under the same conditions as FMLA certification for leave indicated above.~~

~~The employee may be requested (at the District's expense) to provide recertification of medical conditions in support of leave if the District feels that the circumstances so warrant and notice is given. Recertification shall not be required for intervals shorter than thirty (30) days.~~

~~Whenever a medical certification or recertification is required of an employee, notice describing such requirement and providing the form of such certification shall be provided to the employee. An employee shall not be denied FMLA leave or other rights under the FMLA unless a notice required by FMLA in such situation has first been provided to the employee.~~

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~~In the case of continuation, recurrence, or onset of a serious health condition to the employee, covered family of the employee (including a servicemember being cared for by an employee) and the employee is unable to return to work, certification issued by the health care provider of the entity with the serious health condition shall be required to support the inability of the employee to return to work.~~

~~***Intermittent or reduced time (IRT) leave.*** FMLA leave may be taken intermittently or on a reduced leave schedule under the following circumstances:~~

~~A. If medically necessary to care for a family member or for the employee's own serious health condition;~~

~~B. Because of any qualifying exigency the spouse, or a son, daughter, or parent, of the employee is on active duty, or notified of an impending call or order to active duty in support of a contingency operation; or~~

~~C. If approved by the District.~~

~~The District may, for the term of the leave, transfer the employee to an alternative position with equivalent pay and benefits.~~

~~If the IRT leave is for an *instructional employee* (one whose principal function is to instruct students in a class, small group, or as individuals), the District can require the employee either to take leave for a period or periods of a particular duration not greater than the duration of the planned treatment or to transfer temporarily to an available alternative position with equivalent pay and benefits that provides better accommodation of recurring periods of leave, provided the leave is:~~

~~A. Requested to care for a qualifying family member or as a result of the employee's serious health condition preventing job performance;~~

~~B. Foreseeable, based upon planned medical treatment; and~~

~~C. For more than twenty percent (20%) of the working days in the leave period.~~

~~The employee may be granted leave under these circumstances, subject to reasonable efforts to schedule treatment so as not to unduly disrupt the educational program.~~

~~***Special end-of-semester circumstances for instructional employees.*** Under each of the following conditions, leave for an instructional employee may be required to continue to the end of the academic semester:~~

~~A. Leave begins more than five (5) weeks before the end of the semester, leave is for at least three (3) weeks, and return to employment would occur during the last three (3) weeks of the semester.~~

~~B. Leave other than for the employee's serious health condition begins within the last five (5) weeks of the semester, leave is for greater than two (2) weeks duration, and return to employment would occur during the last two (2) weeks of the semester.~~

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C. Leave other than for the employee's serious health condition begins within the last three (3) weeks of the semester and leave exceeds five (5) working days.

Employee notification. With each request for FMLA leave, the employee shall be notified:

A. About FMLA by provision of the FMLA fact sheet (Exhibit EE).

B. As appropriate concerning the expectations, obligations, and consequences of taking FMLA leave per 29 C.F.R. 825.300(a) of FMLA.

C. That FMLA leave may be withheld until a requested notice is provided or the time frame is met.

D. That if leave is granted to an employee who is unable to perform the work required, restoration may be denied until the employee has complied with the request to provide medical certification of ability to return to work.

The District will post notices in conspicuous places on the District premises that provide a summary of FMLA and information on how to file a charge for an FMLA violation.

Health care continuation. An employee taking FMLA leave shall be entitled to have the health care plan in which the employee is participating continue under the same terms and conditions applicable to actively working employees. The District shall require the repayment of any health care premiums paid by the District for continuing coverage during the period of the FMLA leave if the employee fails to return to work after the FMLA leave expires and the failure to return is not due to circumstances beyond the employee's control.

Position restoration. Upon return from FMLA leave, an employee shall be restored to the same position held before the FMLA leave commenced or to an equivalent position with equivalent pay, benefits, and working conditions. The District requires an employee to provide a medical certificate from a health care provider that the employee is able to resume work before returning from FMLA leave for a serious personal health condition. The District may delay the return of an instructional employee from FMLA leave at the end of a semester, in accordance with Section 825.602 of FMLA rules. The District may deny restoration of position to any key employee (i.e., one who is among the highest paid ten percent [10%] of all employees of the District), in accordance with Section 825.218 of FMLA rules.

Adopted: _____

LEGAL REF.:
A.R.S.
15-510
Family and Medical Leave Act of 1993
29 C.F.R. Part 825

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EXHIBIT

PROFESSIONAL / SUPPORT STAFF
LEAVES OF ABSENCE WITHOUT PAY

CERTIFICATION OF HEALTH CARE PROVIDER
(Family and Medical Leave Act of 1993)
When completed, this form goes to the employee.

1. Employee's Name _____

2. Patient's Name (If different from employee) _____

3. A definition of "**serious health condition**" under the Family and Medical Leave Act is provided near the end of this form. Does the patient's condition[1] qualify under any of the categories described? If so, please check the applicable category.

(1) ___ (2) ___ (3) ___ (4) ___ (5) ___ (6) ___, or None of the above ___

_____

4. Describe the **medical facts** which support the patient's certification, including a brief statement as to how the medical facts meet the criteria of the category checked above:

5. a. State the approximate **date** the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present ***incapacity***[2] if different):

b. Will it be necessary for the employee to take work only **intermittently or to work on a less than full schedule** as a result of the condition (including for treatment described in Item 6 below)?

If yes, give the probable duration:

c. If the condition is a **chronic condition** (condition 4) or **pregnancy**, state whether the patient is presently incapacitated[2] and the likely duration and frequency of **episodes of incapacity**[2]:

_____

[1] Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

[2] "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.

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6. a. If additional **treatments** will be required for the condition, provide an estimate of the probable number of such treatments.

If the patient will be absent from work or other daily activities because of **treatment** on an **intermittent** or **part-time** basis, also provide an estimate of the probable number of and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:

B. If any of these treatments will be provided by **another provider of health services** (e.g., physical therapist), please state the nature of the treatments:

C. **If a regimen of continuing treatment** by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

---

7. a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform work** of any kind?

b. If able to perform some work, is the employee **unable to perform any one (1) or one (1) or more of the essential functions of the employee's job** (the employee or the employer should supply you with information about the essential job functions)? If yes, please list the essential functions the employee is unable to perform:

c. If neither a. nor b. above applies, is it necessary for the employee to be **absent from work for treatment**?

---

8. a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation?

b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery?

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c. If the patient will need care only **intermittently** or on a part time basis, please indicate the probable **duration** of this need:

_____

_____ _____
Signature of Health Care Provider Type of Practice

_____ _____
Address Telephone Number

_____ _____
Date

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

_____ _____
Employee Signature Date

Definitions

A **"Serious Health Condition"** means an illness, injury impairment, or physical or mental condition that involves one (1) of the following:

1. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity[2] or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

(a) A period of incapacity[2] of **more than three (3) consecutive calendar days** (including any subsequent treatment or period of incapacity[2] relating to the same condition), that also involves:

(1) **Treatment[3] two (2) or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

(2) **Treatment** by a health care provider on **at least one (1) occasion** which results in a **regimen of continuing treatment**[4] under the supervision of the health care provider.

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~~3. Pregnancy~~

~~Any period of incapacity due to **pregnancy**, or for **prenatal care**.~~

~~4. Chronic Conditions Requiring Treatments~~

~~**A chronic condition** which:~~

~~(1) Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;~~

~~(2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and~~

~~(3) May cause **episodic** rather than a continuing period of incapacity[2] (e.g., asthma, diabetes, epilepsy, etc.).~~

~~5. Permanent/Long-term Conditions Requiring Supervision~~

~~A period of **Incapacity**[2] which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.~~

~~6. Multiple Treatments (Non-Chronic Conditions)~~

~~Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of Incapacity2 of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).~~

~~This optional form may be used by employees to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 C.F.R. 825.306).~~

~~[3] Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.~~

~~[4] A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.~~

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EXHIBIT

PROFESSIONAL / SUPPORT STAFF
LEAVES OF ABSENCE WITHOUT PAY

EMPLOYER RESPONSE TO EMPLOYEE REQUEST
FOR FAMILY OR MEDICAL LEAVE
(Family and Medical Leave Act of 1993
Optional Use Form - See 29 C.F.R. § 825.300)

Date: _____

To: _____
(Employee's Name)

From: _____
(Name of Appropriate Employer Representative)

Subject: **REQUEST FOR FAMILY/MEDICAL LEAVE**

On _____, you notified us of your need to take family/
(Date)
medical leave due to:

[ ] The birth of a child, or the placement of a child with you for adoption or foster care; or

[ ] A serious health condition that makes you unable to perform the essential functions for your job; or

[ ] A serious health condition affecting your [ ] spouse, [ ] child, [ ] parent, for which you are needed to provide care; or

[ ] A qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

You notified us that you need this leave beginning on _____.
(Date)

and that you expect leave to continue until on or about _____.
(Date)

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~~Except as explained below, you have a right under the FMLA for up to twelve (12) weeks of unpaid leave in a twelve (12) month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or 2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.~~

~~This is to inform you that: (*check appropriate boxes: explain where indicated*)~~

~~1. You are [ ] eligible [ ] not eligible for leave under the FMLA.~~

~~2. The requested leave [ ] will [ ] will not be counted against your annual FMLA leave entitlement.~~

~~3. You [ ] will [ ] will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____ (insert date; must be at least fifteen [15] days after you are notified of this requirement), or we may delay the commencement of your leave until the certification is submitted.~~

~~4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We [ ] will [ ] will not require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply: (Explain)~~

~~5. (a) If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you, and it is agreed that you will make premium payments as follows: (Set forth dates, e.g., the tenth [10th] of each month, or pay periods, etc., that specifically cover the agreement with the employee.)~~

~~(b) You have a minimum thirty (30) day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least fifteen (15) days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We [ ] will [ ] will not pay your share of health insurance premiums while you are on leave.~~

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(c) We o will o will not do the same with other benefits (e.g., life insurance, life insurance, disability insurance, etc.) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you [ ] will [ ] will not be expected to reimburse us for the payments made on your behalf.

6. You [ ] will [ ] will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.

7. (a) You [ ] are [ ] are not a "key employee" as described in § 825.217 of the FMLA regulations. If you are a "key employee:" restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to the District as discussed in § 825.218.

(b) We [ ] have [ ] have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us §825.219 of the FMLA regulations.)

8. While on leave, you [ ] will [ ] will not be required to furnish us with periodic reports every _____ (indicate interval of periodic reports, as appropriate for the particular leave situation) of your status and intent to return to work (see § 825.309 of the FMLA regulations). If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you [ ] will [ ] will not be required to notify us at least two (2) work days prior to the date you intend to report to work.

9 You [ ] will [ ] will not be required to furnish recertification relating to a serious health condition. (Explain below, if necessary, including the interval between certifications as prescribed in §825.308 of the FMLA regulations.)

This optional use form may be used to satisfy mandatory employer requirements to provide employees taking FMLA leave with written notice detailing specific expectations and obligations of the employee and explaining any consequences of a failure to meet these obligations. (29 C.F.R. 825.300(b).)

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~~EXHIBIT~~

~~PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY~~

~~YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993~~

~~The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there are at least fifty (50) employees within seventy-five (75) miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.~~

~~*Reasons for Taking Leave*~~

~~Unpaid leave must be granted for any of the following reasons:~~

~~A. To care for the employee's child after birth, or placement for adoption or foster care;~~

~~B. To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or~~

~~C. For a serious health condition that makes the employee unable to perform the employee's job.~~

~~At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.~~

~~*Advance Notice and Medical Certification*~~

~~The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.~~

~~A. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."~~

~~B. An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.~~

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Job Benefits and Protection:

A. For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

B. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

C. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

A. interfere with, restrain, or deny the exercise of any right provided under FMLA.

B. discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

A. The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.

B. An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information

If you have access to the Internet visit the FMLA website: http://www.dol.gov/esa/whd/fmla. To locate your nearest Wage-Hour Office, telephone the Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm in your time zone; or log onto the following at http://www.wagehour.dol.gov.

A Spanish translation of this form may be downloaded at http://www.dol.gov/whd/fmla/index.htm

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EXHIBIT

PROFESSIONAL / SUPPORT STAFF
LEAVES OF ABSENCE WITHOUT PAY

MILITARY FAMILY LEAVE

The National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, Section 585(a), amended the Family and Medical Leave Act of 1993 (FMLA) to provide eligible employees working for covered employers two (2) important new leave rights related to military service:

(1) New Qualifying Reason for Leave. Eligible employees are entitled to up to twelve (12) weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

(2) New Leave Entitlement. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the servicemember. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single twelve (12) month period" during which an eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments Web site at http://www.dol.gov/agencies/whd/fmla/law.

A Spanish translation of this form may be downloaded at http://www.dol.gov/whd/fmla/index.htm

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~~EXHIBIT~~

~~PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY~~

~~FACT SHEET NO. 28: THE FAMILY AND MEDICAL LEAVE ACT OF 1993~~

~~The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.~~

~~The FMLA became effective on August 5, 1993 for most employers and entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a twelve (12)-month period for specified family and medical reasons. Amendments to the FMLA by the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, expanded the FMLA to allow eligible employees to take up to twelve (12) weeks of job-protected leave in the applicable twelve (12) month period for any "qualifying exigency" arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The NDAA also amended the FMLA to allow eligible employees to take up to twenty-six (26) weeks of job-protected leave in a "single twelve (12) month period" to care for a covered servicemember with a serious injury or illness.~~

~~Employer Coverage~~

~~FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools), and private-sector employers who employed fifty (50) or more employees in twenty (20) or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers.~~

~~Employee Eligibility~~

~~To be eligible for FMLA benefits, an employee must:~~

~~A. work for a covered employer;~~

~~B. have worked for the employer for a total of twelve (12) months;~~

~~C. have worked at least one thousand two hundred fifty (1,250) hours over the previous twelve (12) months; and~~

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~~D. work at a location in the United States or in any territory or possession of the United States where at least fifty (50) employees are employed by the employer within seventy five (75) miles.~~

~~While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven (7) years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA), or a written agreement, including a collective bargaining agreement, exists concerning the employer's intention to rehire the employee after the break in service. See, special rules for returning reservists under USERRA.~~

~~**Leave Entitlement**~~

~~A covered employer must grant an eligible employee up to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for one (1) or more of the following reasons:~~

~~A. For the birth and care of a newborn child of the employee;~~

~~B. For placement with the employee of a son or daughter for adoption or foster care;~~

~~C. To care for a spouse, son, daughter, or parent with a serious health condition;~~

~~D. To take medical leave when the employee is unable to work because of a serious health condition; or~~

~~E. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.~~

~~A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of twenty-six (26) workweeks of unpaid leave during a "single twelve (12) month period" to care for the servicemember.~~

~~Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of twelve (12) weeks (or twenty-six [26] weeks if leave to care for a covered servicemember with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within twelve (12) months of the birth or placement.~~

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~~Under some circumstances, employees may take FMLA leave intermittently - taking leave in separate blocks of time for a single qualifying reason - or on a reduced leave schedule - reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.~~

~~Under certain conditions, employees or employers may choose to "substitute" (run concurrently) accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.~~

~~"*Serious health condition*" means an illness, injury, impairment, or physical or mental condition that involves either:~~

~~A. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or~~

~~B. Continuing treatment by a health care provider, which includes:~~

~~1. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:~~

~~a. treatment two (2) or more times by or under the supervision of a health care provider (i.e., in person visits, the first within seven [7] days and both within thirty [30] days of the first day of incapacity); or~~

~~b. one (1) treatment by a health care provider (i.e., an in person visit within seven [7] days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or~~

~~2. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or~~

~~3. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or~~

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4. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or

5. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.

Maintenance of Health Benefits

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Job Restoration

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked, products sold, or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

Notice and Certification

Employee Notice

Employees seeking to use FMLA leave are required to provide thirty (30) day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than thirty (30) days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer's usual and customary notice and procedural requirements for requesting leave.

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~~Employees must provide sufficient information for an employer reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.~~

~~When an employee seeks leave for a FMLA qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA qualifying reason for which the employer has previously provided the employee FMLA protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.~~

~~Employer Notice~~

~~Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to one hundred ten dollars ($110) for each separate offense. Additionally, employers must either include this general notice in employee handbooks or other written guidance to employees concerning benefits, or must distribute a copy of the notice to each new employee upon hiring.~~

~~When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA purpose, the employer must notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. When the employer has enough information to determine that leave is being taken for a FMLA qualifying reason, the employer must notify the employee that the leave is designated and will be counted as FMLA leave.~~

~~Certification~~

~~Employers may require that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. An employer may require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition. An employer may use a health care provider, a human resource professional, a leave administrator, or a management official - but not the employee's direct supervisor - to authenticate or clarify a medical certification of a serious health condition. An employer may have a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, an employer may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.~~

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~~**Unlawful Acts**~~

~~It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.~~

~~**Enforcement**~~

~~The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also be able to bring a private civil action against an employer for violations.~~

~~**Other Provisions**~~

~~Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent leave or when leave is required near the end of a school term.~~

~~Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 C.F.R. Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to an "eligible" employee's use of leave required by FMLA.~~

~~For additional information, visit the Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).~~

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ADVISORY 1018

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RESIGNATION ~~OF PROFESSIONAL STAFF MEMBERS~~

Certificated Employees

All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement.

A teacher who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.

Noncertificated Employees

Employees voluntarily terminating their service with the District are expected to give advance notice of not less than ten (10) business days. This notice should be submitted to the supervisor in writing and should specify both the last day of work and the reason for termination.

Adopted: _____

LEGAL REF.:
A.R.S.
15-545
23-352
23-353
A.A.C.
R7-2-205

CROSS REF.:
GCMF - Duties and Responsibilities

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ADVISORY 1019

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GCQE-© RETIREMENT OF PROFESSIONAL / SUPPORT STAFF MEMBERS

Retirement Incentive Program

The retirement incentive program is intended to provide a school employee with the opportunity to receive an incremental increase in salary during the final year of employment in exchange for the voluntary release, by the employee, of tenure rights or employee benefit rights accrued during such employment. Such payment must be offered and accepted in the employment contract prior to the beginning of the particular school year in which the retirement incentive pay is to be received.

The employee must apply to the Governing Board, in writing, for the retirement incentive during or before the year prior to the year in which retirement will occur. This application for the retirement incentive may be withdrawn on or before February 1 of the year of retirement.

An employee choosing the retirement incentive shall receive an increase over the regular contractual or scheduled salary in the year before retirement. All legally required deductions, including the employee's contribution to the state retirement fund, will be withheld. The payment shall be calculated as set forth below.

The payment will be based upon the number of years of service to the District.

Number of years of service to the School District	Percent of annual salary	Number of years of service to the School District	Percent of annual salary
10	2%	16	8%
11	3%	17	9%
12	4%	18	10%
13	5%	19	11%
14	6%	20 and above	12%
15	7%		

Sick Leave Payment upon Retirement

Upon proper and timely application for the retirement incentive program, the District will pay for accumulated sick leave on a graduated scale up to the maximum accumulated amount indicated by the District. Certificated employees will be paid based upon a daily rate established for payment of a day-to-day substitute teacher in the District, and support staff members will be paid based upon a daily rate calculated by multiplying the minimum wage times eight (8) hours. The payment will be made on the following scale:

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Number of years of service to the School District	Percent of daily rate	Number of years of service to the School District	Percent of daily rate
10	0%	16	30%
11	5%	17	35%
12	10%	18	40%
13	15%	19	45%
14	20%	20 and above	50%
15	25%		

No continuing rights are established by this policy. In compliance with established procedure, the Governing Board reserves the right to modify or rescind any policy in accord with its own guidelines.

Adopted: _____

LEGAL REF.:
A.R.S.
38-711 *et seq.*
38-741 *et seq.*

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ADVISORY 1020

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DISCIPLINE, SUSPENSION, AND DISMISSAL ~~OF~~ ~~PROFESSIONAL STAFF MEMBERS~~

An employee may be disciplined for unprofessional or immoral conduct, violations of policy, violation of the District's Ethics and Code of Conduct, and/or violations of the following expected standards of professional conduct. Consequences for misconduct may include disciplinary and/or non-disciplinary action.

Conduct

All Employees

Unprofessional Conduct

Any District employee or applicant for District employment who is arrested for or charged with any nonappealable offense listed in A.R.S. 41-1758.03, subsection B and who does not immediately report the arrest or charge to their supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with the School District.

Required Conduct

In addition to the conduct required under the District's Ethics and Code of Conduct, employees shall:

A. Make reasonable efforts to protect students from conditions harmful to learning, health, or safety;

B. Account for all funds collected from students, parents, or school personnel;

C. Adhere to provisions of the Uniform System of Financial Records related to use of school property, resources, or equipment; and

D. Abide by copyright restrictions, security, or administration procedures for a test or assessment.

Prohibited Conduct

In addition to the conduct prohibited under the District's Ethics and Code of Conduct, employees shall not:

A. Discriminate against or harass any students or school employee on the basis of race, national origin, religion, sex, including sexual orientation, disability, color or age;

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B. Deliberately suppress or distort information or facts relevant to a student's academic progress;

C. Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment;

D. Engage in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a student;

E. Use professional position or relationships with students, parents, or colleagues for improper personal gain or advantage;

F. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character;

G. Assist in the professional certification or employment of a person the certificate holder knows to be unqualified to hold a position;

H. Accept gratuities or gifts that influence judgment in the exercise of professional duties;

I. Possess, consume, or be under the influence of alcohol on school premises or at school-sponsored activities;

J. Illegally possess, use, or be under the influence of marijuana, dangerous drugs, or narcotic drugs, as each is defined in A.R.S. 13-3401;

K. Make any sexual advance towards a student or child, either verbal, written, or physical;

L. Engage in sexual activity, a romantic relationship, or dating of a student or child;

M. Submit fraudulent requests for reimbursement of expenses or for pay;

N. Use school equipment to access pornographic, obscene, or illegal materials; or

O. Engage in conduct which would discredit the District or the teaching profession.

~~**Categories of Misconduct**~~

~~Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:~~

~~A. Engaging in unprofessional conduct.~~

~~B. Committing fraud in securing appointment.~~

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~~C. Exhibiting incompetency in their work.~~

~~D. Exhibiting inefficiency in their work.~~

~~E. Exhibiting improper attitudes.~~

~~F. Neglecting their duties.~~

~~G. Engaging in acts of insubordination.~~

~~H. Engaging in acts of child abuse or child molestation.~~

~~I. Engaging in acts of dishonesty.~~

~~J. Being under the influence of alcohol while on duty.~~

~~K. Engaging in the illicit use of narcotics or habit-forming drugs.~~

~~L. Being absent without authorized leave.~~

~~M. Engaging in discourteous treatment of the public.~~

~~N. Engaging in improper political activity.~~

~~O. Engaging in willful disobedience.~~

~~P. Being involved in misuse or unauthorized use of school property.~~

~~Q. Being involved in excessive absenteeism.~~

~~R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.~~

Statutory Requirements for Discipline

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.

B. May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.

C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. 15-341 or A.R.S. 15-539, whichever is appropriate.

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D. Shall, if disciplined under A.R.S. 15-539 or other applicable statutes, excluding A.R.S. 15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.

Statutory Requirements for Suspension and Dismissal

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

~~E.~~ Shall have the right to a hearing in accordance with the following:

1. *Suspension under A.R.S. 15-341.* The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.

2. *Dismissal or dismissal with suspension included under A.R.S. 15-539.* A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

~~**General Provisions for Discipline Under A.R.S. 15-341**~~

~~General provisions for discipline are as follows:~~

~~A. *Informal consultation.* Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. 15-341, the procedures outlined herein shall be followed.~~

~~B. *Persons authorized to impose discipline.* Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.~~

~~C. *Notice.* Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a~~

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reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.

D. *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

E. *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.

F. *Definition of work days.* For the purposes of this policy, a work day is any day that the District's central administrative office is open for business.

G. *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.

Procedure for Discipline Under A.R.S. 15-341

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. 15-341:

Step 1 – Notice:

A. Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first class mail. The notice shall include the following:

1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.

2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.

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~~3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.~~

~~4. Copies of any available relevant documentation, at the discretion of the supervising administrator.~~

~~Step 2 - Discipline Hearing:~~

~~A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.~~

~~B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.~~

~~Step 3 - Decision (in writing):~~

~~At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.~~

~~Step 4 - Appeal:~~

~~Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.~~

~~The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:~~

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~~A. Determination was founded upon error of construction or application of any pertinent regulations or policies.~~

~~B. Determination was unsupported by any evidence as disclosed by the entire record.~~

~~C. Determination was materially affected by unlawful procedure.~~

~~D. Determination was based on violation of any statutory or constitutional right.~~

~~E. Determination was arbitrary and capricious.~~

~~F. The penalty was excessive.~~

~~The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.~~

~~The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.~~

~~This policy, under A.R.S. 15-341, does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.~~

~~Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:~~

~~A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.~~

~~B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.~~

~~C. Counseling of a certificated staff member concerning expectations of future conduct.~~

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~~D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).~~

~~General Provisions for Suspension Without Pay or Dismissal Under A.R.S. 15-539~~

~~Step 1 - Notice:~~

~~A. The Governing Board, except as otherwise provided by A.R.S. 15-539, shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.~~

~~1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.~~

~~2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. 15-540.~~

~~3. As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.~~

~~B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.~~

~~C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.~~

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~~***Step 2 – Hearing for Suspension Without Pay or Dismissal:***~~

~~A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. 15-541.~~

~~***PLEASE CHOOSE OPTION*** - The Governing Board may provide, **(A)** *by policy* or **(B)** *vote* at its annual organizational meeting, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.~~

~~B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:~~

~~1. hold the hearing,~~

~~2. hear the evidence,~~

~~3. prepare a record of the hearing, and~~

~~4. issue a recommendation to the Board for action.~~

~~C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.~~

~~D. A hearing held pursuant to A.R.S. 15-541 may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.~~

~~E. The hearing shall be held:~~

~~1. not less than fifteen (15) days, nor~~

~~2. not more than thirty (30) days.~~

~~3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.~~

~~F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.~~

~~G. The teacher may request that the hearing be conducted in public or private.~~

~~H. The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.~~

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~~I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.~~

~~J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.~~

~~K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.~~

~~L. Within ten (10) days after a hearing conducted by the Governing Board the Board shall:~~

~~1. determine whether there existed good and just cause for the notice of dismissal or suspension, and~~

~~2. affirm or withdraw the notice of dismissal or suspension.~~

~~M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:~~

~~deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.~~

~~N. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.~~

~~O. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.~~

~~Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.~~

~~Additional Provisions and Conditions~~

~~During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.~~

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~~The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. 15-551.~~

~~**State Board of Education**~~

~~The highest ranking official of a school or school district (that employs the person or to whom the person has applied for employment) may request from the State Board of Education information relating to allegations that a certificated or noncertificated person engaged in conduct that, if true, constitutes grounds for disciplinary action if the certificated or noncertificated person resigned or otherwise separated from employment with a school before the State Board of Education either investigates the allegations or determines whether to take disciplinary action against the person.~~

~~The State Board of Education, after verifying the official's identity, shall provide the requested information, if available, to the official or designee. If providing the requested information might impede the State Board of Education's investigation of the allegations, the State Board of Education may deny the official's request or provide the information to the official or administrator after the State Board of Education completes the investigation.~~

~~*Amendments.* The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.~~

~~*Severability.* If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.~~

Teachers Working Under a Short-Term Certification

A teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate, that is valid for one (1) year or less, may be dismissed by the Board effective ten (10) days after delivery of the notice of dismissal to the teacher without complying with the requirements of A.R.S. conditions found in 15-537, 15-538, or 15-541. Notice of the Board's authority to dismiss pursuant to this shall be included in each teacher's contract.

Adopted: _____

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LEGAL REF.:
A.R.S.
13-2911
13-3401
15-153
15-203
15-341
15-342
15-350
15-502
15-503
15-505
15-507
15-508
15-512
15-514
15-536
15-538
15-538.01
15-538.02
15-539
15-540
15-541
15-542
15-543
15-549
15-550
15-551
23-1501
41-770
41-773
A.A.C.
R7-2-1308
20 U.S.C. 1681

CROSS REF.:
DK - Payment and Payroll Procedures
~~DKA - Payroll Procedures/Schedules~~
~~GCJ - Professional Staff Noncontinuing and Continuing Status~~
GCO - Evaluations ~~of Professional Staff Members~~ and Contracts

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GCQF-RA ©

REGULATION

DISCIPLINE, SUSPENSION, AND DISMISSAL

(Certificated Employees)

Provisions

General provisions for discipline are as follows:

A. *Informal consultation.* Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. 15-341, the procedures outlined herein shall be followed.

B. *Persons authorized to impose discipline.* Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.

C. *Notice.* Any person who is required by Policy GCQF and this regulation to give written notice to any other person affected by Policy GCQF and this regulation may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.

D. *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

E. *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates Policy GCQF and this regulation.

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F. *Definition of business days.* For the purposes of this regulation, a business day is any day that the District's central administrative office is open for business.

G. *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under Policy GCQF and this regulation.

Procedures

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. 15-341:

Step 1 - Notice:

Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.

2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) business days after the date the certificated staff member receives the notice.

3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.

4. Copies of any available relevant documentation, at the discretion of the supervising administrator.

Step 2 - Discipline Hearing:

A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.

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B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

Step 3 - Decision (in writing):

At the hearing, or within ten (10) business days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) business days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

Step 4 – Appeal:

Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

A. Determination was founded upon error of construction or application of any pertinent regulations or policies.

B. Determination was unsupported by any evidence as disclosed by the entire record.

C. Determination was materially affected by unlawful procedure.

D. Determination was based on violation of any statutory or constitutional right.

E. Determination was arbitrary and capricious.

F. The penalty was excessive.

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Decision

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) business days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

Actions Not Covered

This regulation, under A.R.S. 15-341, does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in Policy GCQF and this regulation should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This regulation addresses only discipline and has no application to any of the following:

A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.

B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.

C. Counseling of a certificated staff member concerning expectations of future conduct.

D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

Suspension Without Pay or Dismissal

Step 1 - Notice:

A. The Governing Board, except as otherwise provided by A.R.S. 15-539, shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.

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1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.

2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. 15-540.

3. As used in this regulation, *immoral conduct* means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.

B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.

C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

Step 2 – Hearing for Suspension Without Pay or Dismissal:

A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. 15-541.

PLEASE CHOOSE OPTION - The Governing Board may provide, **(A)** *by policy* or **(B)** *vote* at its annual organizational meeting, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.

B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:

1. hold the hearing,

2. hear the evidence,

3. prepare a record of the hearing, and

4. issue a recommendation to the Board for action.

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C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.

D. A hearing held pursuant to A.R.S. 15-541 may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.

E. The hearing shall be held:

1. not less than fifteen (15) days, nor

2. not more than thirty (30) days.

3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.

F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.

G. The teacher may request that the hearing be conducted in public or private.

H. The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.

J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.

K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.

L. Within ten (10) days after a hearing conducted by the Governing Board the Board shall:

1. determine whether there existed good and just cause for the notice of dismissal or suspension, and

2. affirm or withdraw the notice of dismissal or suspension.

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M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:

deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.

N. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.

O. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.

Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

Additional Provisions and Conditions

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by Policy GCQF and this regulation. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. 15-551.

State Board of Education

The highest ranking official of a school or school district (that employs the person or to whom the person has applied for employment) may request from the State Board of Education information relating to allegations that a certificated or noncertificated person engaged in conduct that, if true, constitutes grounds for disciplinary action if the certificated or noncertificated person resigned or otherwise separated from employment with a school before the State Board of Education either investigates the allegations or determines whether to take disciplinary action against the person.

The State Board of Education, after verifying the official's identity, shall provide the requested information, if available, to the official or designee. If providing the requested information might impede the State Board of Education's investigation of the allegations, the State Board of Education may deny the official's request or provide the information to the official or administrator after the State Board of Education completes the investigation.

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Amendments. The District reserves the right to amend Policy GCQF and this regulation in any way at any time. Any amendment shall have prospective application only.

Severability. If any provision of Policy GCQF and this regulation is held to be invalid for any reason, such action shall not invalidate the remainder of Policy GCQF and this regulation. If any provision of Policy GCQF and this regulation conflicts with any provisions in any other policies adopted by the District, the provisions of Policy GCQF and this regulation shall prevail.

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GCQF-RB ©

REGULATION

DISCIPLINE, SUSPENSION, AND DISMISSAL

(Noncertificated Employees)

Definitions

At-will employee, as used in this Section GCQF-RB, means a noncertificated employee whose employment relationship is severable at the pleasure of either the employee or the District unless a written contract or applicable law expressly provides otherwise.

Term employee, as used in this Section GCQF-RB, means a noncertificated employee working under a written employment contract or other written employment arrangement for a specified duration of time or otherwise expressly restricting the District's right to terminate the employment relationship.

Cause, as used in this Section GCQF-RB, means unprofessional or immoral conduct, violation of Policy GCQF, violation of Board policy or regulation, violation of the District's Ethics and Code of Conduct, or other conduct that, in the judgment of the District, warrants corrective/disciplinary action—including, but not limited to: Fraud or misrepresentation in securing appointment; Incompetency; Inefficiency; Neglect of duty; Insubordination; Dishonesty; Being impaired by alcohol or drugs while on duty; Illegal use or illegal possession of a narcotic or habit-forming drug; Unauthorized absence or absence without leave; Commission of any crime classified as a felony or involving moral turpitude; Discourteous treatment of the public or other employees; Improper political activity; Willful disobedience; and/or Misuse or unauthorized use of government property.

Grounds for Discipline

A noncertificated employee may be disciplined for unprofessional or immoral conduct, violation of Policy GCQF, violation of Board policy or regulation, violation of the District's Ethics and Code of Conduct, or other conduct that, in the judgment of the District, warrants corrective/disciplinary action.

Disciplinary Action

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The District may impose progressive discipline, up to and including dismissal, that may include verbal or written reprimand, suspension without pay, or other appropriate action.

The Superintendent may investigate alleged misconduct and may place an employee on administrative leave, with or without pay as permitted by law, pending investigation.

Suspension Without Pay

At-will employees. An at-will employee may be suspended without pay for conduct that, in the judgment of the Superintendent, warrants such action. Before suspending an at-will employee without pay, the employee shall be informed of the nature of the concerns and given an opportunity to respond, unless immediate action is necessary to protect students, employees, property, or District operations. The Superintendent's decision will be final unless otherwise provided by Board policy.

Term employees. A term employee may be suspended without pay during the term of employment for cause. If the Superintendent recommends suspension without pay of a term employee, the employee shall be given written notice of the recommendation and the reasons for it. The employee may request a hearing in accordance with the hearing procedures set forth below for suspension without pay or dismissal of a term employee. If no hearing is requested within the time provided, the recommended suspension without pay may be imposed.

Minor disciplinary action that does not include dismissal or suspension without pay may be imposed without use of the hearing procedures set forth below unless otherwise required by contract or law.

Dismissal

At-will employees. An at-will employee may be dismissed by the Governing Board at any time, subject to applicable law and any written contract. If the Superintendent recommends dismissal of an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit a written response to the Governing Board before the Board considers the recommendation. If the at-will employee attends the Board meeting at which the recommendation is considered, the Governing Board may, in its discretion and consistent with applicable law, permit the employee to address the Governing Board concerning the recommendation.

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Term employees. A term employee may be dismissed for cause by the Governing Board at any time prior to the expiration of the term of employment.

Term Employee: Process for Suspension Without Pay or Dismissal

If the Superintendent recommends suspension without pay or dismissal of a term employee, a copy of the recommendation shall be delivered to the employee.

The employee may request a hearing within five (5) business days after receipt of the recommendation. If a hearing is requested, the Superintendent shall deliver written notice of the time and place of the hearing and a written statement of the reasons for the recommendation. The notice may also include a list of persons whom the Superintendent expects to testify and a general description of any other evidence that may be presented at the hearing in support of the recommendation.

The hearing shall be conducted by the Governing Board or by a hearing officer designated by the Governing Board within not less than five (5) business days and not more than thirty (30) calendar days after a request for hearing is submitted, unless postponed by agreement of the parties or by the Governing Board or hearing officer for good cause.

The employee may be represented at the hearing by counsel, at the employee's expense. The employee shall have the opportunity to present witnesses and other relevant evidence and to question witnesses presented by the District. Formal rules of evidence shall not apply. A record of the hearing shall be made by mechanical or electronic means.

If a hearing officer is used, the hearing officer shall prepare written findings and a disciplinary recommendation for the Governing Board within ten (10) business days after the conclusion of the hearing. The Governing Board shall review the findings and recommendation and render a final decision whether to accept, reject, or modify the hearing officer's findings and/or recommendation.

If the Governing Board conducts the hearing, it shall render a decision within ten (10) business days after the conclusion of the hearing.

If the employee does not timely request a hearing, the employee shall be deemed to have waived the right to a hearing, and the Governing Board may act on the recommendation.

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The Governing Board's decision shall be final.

State Board of Education Discipline/Duty to Report

A noncertificated employee who meets the definition of noncertificated person in A.R.S. 15-505 may also be subject to investigation and discipline by the State Board of Education for immoral or unprofessional conduct as provided by law and State Board rules.

Nothing in this regulation limits or replaces any duty to report suspected conduct involving minors, suspected immoral or unprofessional conduct, arrest or charge information, criminal conviction information, or other legally reportable matters to law enforcement, the State Board of Education, the Department of Public Safety, or other authorities as required by law.

The District shall not accept the resignation of a certificated or noncertificated person when there is a reasonable suspicion or allegation of conduct involving minors that must be reported to the State Board of Education as required by law until the required report has been made.

General Matters

None of the procedures of this regulation shall alter the status of an at-will employee.

Failure to timely request a hearing or otherwise timely respond as provided in this regulation shall constitute a waiver of further review under this regulation.

The filing or pendency of a complaint or other form of grievance under another policy shall not limit or delay action authorized by this regulation unless otherwise required by contract or law.

This regulation does not apply to:

A. nonrenewal of a term employee at the expiration of the employee's contract, unless otherwise expressly provided by contract or law;

B. ratings, comments, or recommendations made in the course of an evaluation;

C. placement on administrative leave; or

D. counseling, directives, or supervisory instructions regarding future conduct or performance.

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ADVISORY 1021

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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NONSCHOOL EMPLOYMENT ~~BY PROFESSIONAL STAFF MEMBERS~~

A regular, full-time employee's position in the District shall be given precedence over any type of outside work or self-employment. ~~Employees are free to carry on individual work or self-employment projects as long as no~~ District facilities, equipment, or school(s) are not to be used, except as provided by policy, and the outside work or self-employment ~~does~~ must not interfere with the employees' performance of District-assigned duties.

The outside work or self-employment by a staff member is of concern to the Board ~~insofar as~~ if it may:

A. Prevent the employee from performing assigned responsibilities in an effective manner.

B. Be prejudicial to proper effectiveness in the position or compromise the District.

C. Raise a question of conflict of interest - for example, where the employee's position in the District permits access to information or other advantage useful to the outside employer.

~~Therefore, a~~An employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension, or termination.

Adopted: _____

LEGAL REF.:
A.R.S.
15-321
15-341

CROSS REF.:
EDB - Maintenance and Control of Materials and Equipment, and Instructional Materials
KF - Community Use of School Facilities

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ADVISORY 1022

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GCRD ©
TUTORING FOR PAY

Except by prior written authorization from the Superintendent:

A. School buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the District.

B. A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member's own classes.

Any person contracted by the state or District to provide tutoring services directly to ~~pupils~~ students shall be required to obtain a fingerprint clearance card prior to such services being provided.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-512
15-534
15-1105
A.G.O.
R97-023

CROSS REF:
GCF - ~~Professional Staff~~ Hiring
KF - Community Use of School Facilities
LDA - Student Teaching and Internships

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ADVISORY 1023

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PROFESSIONAL RESEARCH AND PUBLISHING

Proprietary Rights

The Board has proprietary rights to publications, instructional materials, and devices prepared by employees unless prepared by such employees on their own time and without use of school facilities and/or equipment.

A. The Board authorizes the Superintendent to review material prepared by staff members prior to copyright or patent for subsequent publication or distribution, and to recommend waiving all or part of the Board's proprietary rights in favor of the employees involved in preparing such materials, subject to Board approval.

B. Any staff member who submits professional materials for publication in which the District is mentioned will submit all such material to the Superintendent prior to release for publication, including materials developed on the employee's own time.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
17 U.S.C. 201

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ADVISORY 1024

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~~SUPPORT STAFF POSITIONS~~

~~Support staff positions are created only with the approval of the Board. The District will attempt to activate a sufficient number of positions to accomplish the District's goals and objectives.~~

~~Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.~~

~~The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-341~~
~~15-502~~

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~~SUPPORT STAFF CONTRACTS AND COMPENSATION~~

~~Support staff members are all employees of the District who are not required by state law or by a District policy, regulation, or job description to possess from the Arizona Department of Education for the purpose of performing their jobs, unless they are expressly designated as professional staff members in notices of employment or contracts executed by the Governing Board.~~

~~Employment Status~~

~~All support personnel are either term employees or at-will employees of the District.~~

~~Term employee. A term employee is a support staff member who is employed by the District pursuant to a written contract that specifies the duration of the employment contract, which shall not exceed one (1) year. All support staff members who are not term employees are at-will employees.~~

~~At-will employee. An at-will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment. The employment of an at-will employee may be terminated by action of the Governing Board without advance notice. No employee or Governing Board member shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No District policy or regulation or item within the District's handbook is intended to - and shall not operate to - create any property or contract rights inconsistent with the at-will employment status of support staff members.~~

~~Compensation~~

~~The Board will determine salaries and benefits of support staff employees, differentiated on the basis of duties and responsibilities.~~

~~Every fiscal year, each School District employee will be provided a total compensation statement that is broken down by category of benefit or payment and that includes, for that employee, at least all of the following:~~

~~A. Base salary and any additional pay.~~

~~B. Medical benefits and the value of any employer-paid portions of insurance plan premiums.~~

~~C. Retirement benefit plans, including social security.~~

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~~D. Legally required benefits.~~

~~E. Any paid leave.~~

~~F. Any other payment made to or on behalf of the employee.~~

~~G. Any other benefit provided to the employee.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-341~~
~~15-502~~
~~A.A.C.~~
~~R7-2-601 *et seq.*~~

~~CROSS REF.:~~
~~GDQB - Resignation of Support Staff Members~~

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~~SUPPORT STAFF SALARY~~

~~(Wages)~~

~~Initial Placement~~

~~Wages for all new support staff personnel and for all currently employed personnel selected for another position in the District will be recommended by the Superintendent and approved by the Board at the time of employment. The Superintendent's recommendation will be based on consideration of the candidate's qualifications, relevant job experience, and years of District employment, if applicable.~~

~~Advancement~~

~~Advancements for regular twelve (12) month employees are granted only at the beginning of each fiscal year. Annual increases may be withheld if it is determined the employee does not perform at the expected level or does not meet standards for the job.~~

~~An employee must work one (1) day more than one-half (1/2) of the year to receive an advancement in wages.~~

~~Adopted: _____~~

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~~SUPPORT STAFF SUPPLEMENTARY PAY / OVERTIME~~

~~The Superintendent will recommend extra-duty pay each year for the Board's review and action.~~

~~Whenever applicable, pay for extra duty must be coordinated with regular pay in accord with the requirements of the Fair Labor Standards Act.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-502~~
~~29 U.S.C. 207, Fair Labor Standards Act~~

~~CROSS REF.:~~
~~GDL - Support Staff Workload~~

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~~SUPPORT STAFF FRINGE BENEFITS~~

~~The Governing Board will review support staff fringe benefits each year during the budget process and may modify the benefits to meet the best interest of the District.~~

~~Minimum standards of eligibility for fringe benefits will be determined by the Board annually.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-502~~

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SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of support staff employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism will be termed *banked sick leave*, or a *sick leave bank*. It is considered of benefit to the District to establish this mechanism because it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service.

Limits:

A. The value of banked sick leave will be limited to the equivalent of one hundred (100) days multiplied by the federal minimum wage rate times eight (8) hours, or less, depending on contributions.

B. No employee shall be entitled to receive banked sick leave by reason of contribution or employment.

C. Each approved applicant is limited to the one time use of no more than one hundred (100) consecutive days of the available limited sick leave from the sick leave bank in any school year.

D. Additional leave will not be earned/accrued during use of banked sick leave.

E. All unused banked sick leave will expire at the end of each contract year.

Voluntary contributions:

A. Support staff members may voluntarily contribute a maximum of one (1) day of earned/accrued sick leave to the sick leave bank annually. Such contribution must be from the current year's sick leave earned/accrued, the value of which will be determined by the number of days multiplied by the federal minimum wage rate times eight (8) hours.

B. Each staff member contributing leave to the sick leave bank acknowledges an uncoerced, voluntary release of the leave, the value it represents, and that it will not be returned but will expire at the end of the fiscal year in which it is contributed.

C. In case of contributions exceeding the value of the sick leave bank limit, each contribution will be accepted on a first-come, first-served basis by date of signature.

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~~***Eligibility (for use of sick leave bank).*** The approved applicant shall:~~

~~A. Be a full-time employee.~~

~~B. Have a non-job-related, seriously incapacitating, and extended illness or injury.~~

~~C. Have exhausted all earned/accrued leave of any nature or kind.~~

~~D. Be presently on unpaid leave status with the District.~~

~~E. Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.~~

~~F. Be one whose return to duty is projected to occur within a period no longer than six (6) months.~~

~~G. Submit an application, which shall be received by the District office within ten (10) days following the applicant's beginning unpaid leave status.~~

~~***Application:***~~

~~A. The application must be in writing.~~

~~B. The application must be supported by a physician's statement confirming the conditions required for receipt of sick leave bank assistance.~~

~~C. Data in the application shall include the nature of the illness, the diagnosis, and the prognosis for return to duty.~~

~~***Determining eligibility:***~~

~~The Superintendent shall receive the applications and shall screen for and determine eligibility.~~

~~No continuing rights are established by this policy. In compliance with established procedure, the Governing Board reserves the right to modify or rescind any policy in accord with its own guidelines.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.G.O.~~
~~I91-027~~

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~~REGULATION~~

~~SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE~~

~~**Application Screening Committee**~~

~~A committee consisting of one (1) staff member from each building and one (1) from the central staff selected by the support staff and an administrator appointed by the Superintendent shall review each application and submit a recommendation to the Superintendent. The applications are to be reviewed in accord with the guidelines found in policy and as presented below:~~

~~A. The application must be in writing.~~

~~B. The application must be supported by the appropriate documentation as defined in A.R.S. 23-373.~~

~~C. Data in the application shall include the expected date for return to duty.~~

~~D. The application shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid leave status.~~

~~For approval, the applicant shall:~~

~~A. Be a full-time employee.~~

~~B. Have a non-job-related need, as defined in A.R.S. 23-373, for sick leave.~~

~~C. Be presently on unpaid leave status with the District.~~

~~D. Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.~~

~~E. Be one whose return to duty is projected to occur within a period no longer than six (6) months.~~

~~F. Submit an application, which shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid leave status.~~

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~~SUPPORT STAFF~~
~~VACATIONS AND HOLIDAYS~~

~~All regular twelve (12) month support staff employees shall accumulate vacation with pay at the rate of one (1) working day per month during the first year of employment. Thereafter, vacation shall be accumulated at the rate of one and one-fourth (1 1/4) working days per month, with the accumulated maximum of fifteen (15) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below fifteen (15) days, an eligible employee may again accumulate vacation up to the maximum limit. Vacations shall be taken as approved by the Superintendent.~~

~~Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Uncompensated days off will be established by the Board and noted on each year's school calendar.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~1-301~~
~~15-502~~
~~15-801~~
~~38-608~~

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ADVISORY 1031

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~~SUPPORT STAFF HIRING~~

~~It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by considering qualifications and by providing competitive wages within the financial capabilities of the District, adequate facilities, and good working conditions.~~

~~Recruitment of support staff personnel is the responsibility of the Superintendent. Other members of the administration and supervisory staff will assist as responsibilities are delegated by the Superintendent.~~

~~Before employing a certificated or noncertificated person, school districts and charter schools shall conduct a search of the prospective employee on the educator information system that is maintained by the Department of Education.~~

~~A school district or charter school may not employ either of the following in a position that requires a valid fingerprint clearance card:~~

> ~~A. A certificated person whose certificate has been suspended, surrendered or revoked, unless the State Board of Education has subsequently reinstated the person's certificate.~~
>
> ~~B. A noncertificated person who has been prohibited from employment at a school district or charter school by the State Board of Education pursuant to subsection b of this section.~~

~~Candidates shall disclose whether they have pled guilty, pled no contest, been convicted of or are awaiting trial pursuant to A.R.S. 15-509.~~

~~Each school district and charter school shall annually submit to the Department of Education a list of certificated and noncertificated persons who are employed at the school district or charter school. The department shall issue guidance to school districts and charter schools regarding this requirement.~~

~~The Board adopts the following general criteria and procedures, which shall be utilized in the selection process for initial employment:~~

> ~~A. There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, or disability of an otherwise qualified individual.~~
>
> ~~B. Candidates for all positions shall be physically and mentally able to perform the duties of the position job descriptions for which they have applied.~~

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~~C. Each candidate shall be requested to complete a consent and release form regarding conduct of a background investigation.~~

~~D. A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.~~

~~Information obtained about an employee or applicant for employment by the District in the performance of a background investigation, including any records indicating that a current or former employee of a school or school district was disciplined for violating policies of the School District Governing Board pursuant to A.R.S. 15-153, may be retained by that District and may be provided to any school district or other public school that is performing a background investigation.~~

~~Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.~~

~~A district may hire and place a noncertificated employee into service before receiving the results of the mandatory fingerprint check or a fingerprint clearance card has been issued or denied. However, until fingerprint clearance has been received, an applicant who is required or allowed to have unsupervised contact with pupils cannot be hired and placed into service until:~~

~~A. The District documents in the applicant's file the necessity for hiring and placing the applicant into service before a fingerprint check can be completed or a fingerprint clearance card is issued or denied.~~

~~B. The District obtains from the Department of Public Safety a statewide criminal records information check on the applicant. Subsequent criminal records checks are also required every one hundred twenty (120) days until the date that the fingerprint check is completed or the fingerprint clearance card is issued or denied.~~

~~C. The District obtains references from the applicant's current employer and two (2) most recent previous employers, except that for applicants who have been employed for at least five (5) years by the most recent employer, only references from that employer are required.~~

~~D. The District provides general supervision of the applicant until the date the fingerprint check is completed or the fingerprint clearance card is issued or denied.~~

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~~Upon recommendation for employment the District shall confirm employment authorization and employment eligibility verification by participating in the E-Verify program of the Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA). The District will then complete the Form I-9 as required and maintain the form with copies of the necessary documents and documentation of the authorization and verification pending any inquiry.~~

~~The District reports to the Superintendent of Public Instruction on June 30 and December 31 the number of applicants hired prior to the completion of a fingerprint check or the issuance of a fingerprint clearance card and the number of applicants for whom fingerprint checks or fingerprint clearance cards have not been received after one hundred twenty (120) days and after one hundred seventy-five (175) days of hire.~~

~~The District may provide information received as a result of a fingerprint check required by section 15-512 to any other school district if requested to do so by the person who was the subject of the fingerprint check or communicate to any school district if requested to do so by the person who applied for a fingerprint clearance card whether the person has been issued or denied a fingerprint clearance card. A copy of any written communication regarding employment must be sent by the employer providing the information to the former employee's last known address.~~

~~Any person who permits unauthorized access to criminal history record information, releases criminal history record information, or procures the release or uses criminal history record information other than in accord with A.R.S. 41-1750 is guilty of a Class 6 felony.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~13-3716~~
~~15-153~~
~~15-502~~
~~15-505~~
~~15-509~~
~~15-512~~
~~23-211~~
~~23-212~~
~~23-1361~~
~~38-201~~
~~38-481~~
~~41-1756~~

~~CROSS REF.:~~
~~GDFA - Support Staff Qualifications and Requirements~~
~~(fingerprinting requirements)~~

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~~REGULATION~~

~~SUPPORT STAFF HIRING~~

~~Definition~~

~~A background investigation is defined as any communication with an applicant's (or employee's) former employer that concerns the education, training, experience, qualifications, and job performance of the individual and that is used for the purpose of evaluation for employment. Background investigation does not include the results of any state or federal criminal history records check.~~

~~Background Investigation Requirements~~

~~Only persons designated by the Superintendent shall perform background investigations. Prior to contacting former employers or other persons, the background investigator shall:~~

~~A. Ascertain that the standard employment application for the type of position has been completed in full.~~

~~B. Obtain from the individual a consent to background investigation and release as determined by the District.~~

~~C. Make certain that the individual has identified at least two (2) persons from each past employer who can verify basic job information and discuss the individual's work performance and reason for leaving.~~

~~D. Examine the application for a complete work history, accounting for any gaps in employment.~~

~~Two (2) persons should be contacted at each past employer if possible (any exceptions should be documented). Upon making contact, the contacts or the former employer or employer's agent should be provided the following information:~~

~~A. The name and identifying information of the District.~~

~~B. The name of the District representative making the inquiry and how the representative can be contacted.~~

~~C. The name of the former employee and period of employment as indicated by the individual whose background is being investigated.~~

~~D. The position for which the individual has applied, with descriptive information as to the duties, if requested or necessary to understanding of the inquiry.~~

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~~The background investigator shall:~~

~~A. Ask the questions, and complete the background check form(s) as provided by the District.~~

~~B. Make impression notes as necessary based upon the questions and responses, and determine if there may be cause to contact others or make further inquiries based upon the responses.~~

~~C. Provide the information to the Superintendent.~~

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~~EXHIBIT~~

~~SUPPORT STAFF HIRING~~

~~NOTICE OF EMPLOYMENT~~

~~You are hereby notified that, pursuant to action taken at a meeting of the _____ Governing Board held on _____(1)_____, you have been employed for the position of _____(2)_____, beginning _____(3)_____, at the rate of _____(4)_____ per hour. A work schedule for the position is enclosed, which includes information on holidays and nonwork days.~~

~~Your employment may be terminated by the District without advance notice. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies. You are expected to comply with the requirements of the job description and Board policies while employed by the District.~~

_____ _____

~~Employee Signature~~ ~~Date~~

_____ _____

~~Superintendent Signature~~ ~~Date~~

~~Key to numbers in blanks:~~
~~(1) Date of meeting~~
~~(2) Title of position~~
~~(3) Date that duties begin~~
~~(4) Hourly rate of pay~~

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~~EXHIBIT~~

~~SUPPORT STAFF HIRING~~

~~WAGE NOTICE~~

~~You are hereby notified that, pursuant to action taken at a meeting of the _____ Governing Board held on _____(1)_____, your wages have been set at the rate of _____(2)_____ per hour, effective on _____(3)_____.~~

~~Employee Signature~~ ~~Date~~

~~Superintendent Signature~~ ~~Date~~

~~Key to numbers in blanks:~~
~~(1) Date of meeting~~
~~(2) Hourly rate of pay~~
~~(3) Effective date of hourly pay~~

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~~EXHIBIT~~

~~SUPPORT STAFF HIRING~~

~~CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE~~

~~I, _____ [applicant's name], have applied for employment with the _____ School District to work as a _____ [job title]. I understand that in order for the School District to determine my eligibility, qualifications, and suitability for employment, the School District will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and any educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct, and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable), and similar information.~~

~~I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.~~

~~According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.~~

~~In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one [1]) my right to see any written reference or other information provided to the School District by any educational institution.~~

~~According to Arizona Revised Statutes Section 23-1361, any employer that provides a written communication to the School District regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the School District will not further consider my application if it cannot complete its background investigation.~~

~~In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one [1]) my right to receive a copy of any written communication furnished to the School District by any employer.~~

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~~Whether or not I have waived my right to see or to receive copies of written references furnished to the School District by employers or educational institutions, I release, hold harmless, and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by this School District to complete its background investigation.~~

~~A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.~~

~~DATED this _____ day of _____, 20_____.~~

~~_____ _____~~
~~Witness Applicant~~

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~~EXHIBIT~~

~~SUPPORT STAFF HIRING~~

~~BACKGROUND CHECK FORM~~

~~Applicant~~ _____ ~~Date~~ _____

~~Person contacted~~ _____ ~~Telephone~~ _____

~~Address~~ _____

~~E-mail address~~ _____

~~Relationship to applicant:~~

~~☐ Former employer - position~~ _____

~~District, business, or other entity~~ _____

~~☐ Personal reference~~

~~Method of contact: ☐ Telephone ☐ Letter ☐ Other~~ _____

~~QUESTIONS FOR EMPLOYERS~~

~~Dates of employment~~ _____

~~Position held~~ _____

~~Final rate of pay~~ _____

~~Was the person reliable?~~ _____ ~~If no, explain~~ _____

~~Was the person satisfactory?~~ _____ ~~If no, explain~~ _____

~~Any concern about the person being late to work without authorization?~~ _____

~~If yes, explain~~ _____

~~Any concern with abuse of leave policies (such as sick leave or personal leave)?~~ _____

~~If yes, explain~~ _____

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~~Any difficulty establishing communication and rapport with children?~~ _____

~~If yes, explain~~ _____

~~Any difficulties in establishing communication and rapport with supervisors, parents, or community members?~~ _____

~~If yes, explain~~ _____

~~Did the person ever receive a written counseling statement, letter of direction, or reprimand?~~ _____

~~If yes, describe~~ _____

~~Did the District ever consider taking action or take action to suspend, decline to renew, or dismiss the employee?~~ _____

~~If yes, describe~~ _____

~~Was there ever an allegation or complaint about:~~

~~Abusive language?~~ _____

~~Insulting or derogatory comments?~~ _____

~~Inappropriate contact with a child?~~ _____

~~Verbal or physical contact of a sexual nature?~~ _____

~~Dishonesty?~~ _____

~~Substance abuse?~~ _____

~~Failure to provide adequate supervision?~~ _____

~~Failure to follow reasonable directions or instructions?~~ _____

~~If yes on any of the above, get explanation~~ _____

_____

~~Was the person ever involved in an incident that resulted in injury to an adult or child?~~ _____

~~If yes, explain~~ _____

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~~Would you rehire this person?~~ _____

_____

~~Can you identify anyone else who could provide relevant information regarding the applicant's fitness for employment?~~ _____

_____

~~Is there any other information I have not asked about that would help us determine this person's eligibility, qualifications, and suitability for employment with our District?~~ _____

_____

~~QUESTIONS FOR PERSONAL REFERENCE~~

~~How long have you known the applicant?~~ _____

~~What is the nature of your relationship?~~ _____

~~Why do you think the applicant would be a good choice for this position?~~

_____

~~Do you know of any reasons that could prevent the applicant from fulfilling the functions of the position?~~ _____

_____

~~Background check form completed by~~ _____

~~Date completed~~ _____

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~~EXHIBIT~~

~~SUPPORT STAFF HIRING~~

~~PROCEDURES AND PRACTICES FOR EMPLOYMENT AUTHORIZATION AND EMPLOYMENT ELIGIBILITY VERIFICATION~~

~~*Anti-Discrimination Notice.* It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers cannot specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.~~

~~Employment Authorization Procedure~~

~~Arizona schools must use the federal government's Basic Pilot Program to verify the employment authorization of all newly hired employees.~~

~~The Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA) are jointly conducting E-Verify, formerly known as the Basic Pilot. E-Verify involves verification checks of the SSA and DHS databases, using an automated system to verify the employment authorization of all newly hired employees.~~

~~There are four (4) types of access to E-Verify: As an employer, as a designated agent for employers, as a multi location corporate administrator, or through a web service.~~

~~Users can access the web-based access methods using any Internet capable Windows based personal computer and a web browser of Internet Explorer 5.5 or Netscape 4.7 or higher (with the exception of Netscape 7.0).~~

~~To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the SSA, USCIS and the employer.~~

~~The following e-mail address will allow navigation to both instructions and forms for the I-9 for verifying the identity and employment authorization of individuals hired for employment in the United States:~~

~~https://www.uscis.gov/i-9~~

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~~Form I-9 may be completed as soon as the employer has offered the individual a job and the individual has accepted the offer. Each newly hired employee must complete and sign Section 1 of Form I-9 no later than his or her first day of employment.~~

~~If you need assistance in completing the registration process or need additional information relating to E-Verify, please call the Office of Verification toll free at 1-888-464-4218.~~

~~I-9 Form Completion~~

~~The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals.~~

~~The Employment Eligibility Verification (Form I-9) must be completed as follows:~~

~~Section 1. Employee Information and Attestation~~

~~Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)~~

~~Section 2. Employer or Authorized Representative Review and Verification~~

~~Employers or their authorized representative must complete and sign Section 2 within three (3) business days of the employee's first day of employment.~~

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ADVISORY 1032

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~~SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS~~

~~(Fingerprinting Requirements)~~

~~All newly hired noncertificated District personnel - and personnel who are not paid employees of the District and who are not either the parents or the guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:~~

~~A. Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.~~

~~B. Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.~~

~~The School District may require noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment.~~

~~For the purposes of this policy, supervision means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.~~

~~If the School District does not require a fingerprint clearance card as a condition of employment, noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee may apply for a fingerprint clearance card. A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.~~

~~The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.~~

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~~The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. 15-512 is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.~~

~~***School Bus Drivers*** – An applicant shall submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106. A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.~~

~~The District will assume the cost of fingerprint checks or fingerprint clearance card applications but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.~~

~~Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:~~

~~A. Sexual abuse of a minor.~~

~~B. Incest.~~

~~C. First- or second-degree murder.~~

~~D. Kidnapping.~~

~~E. Arson.~~

~~F. Sexual assault.~~

~~G. Sexual exploitation of a minor.~~

~~H. Felony offenses involving contributing to the delinquency of a minor.~~

~~I. Commercial sexual exploitation of a minor.~~

~~J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.~~

~~K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.~~

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~~L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.~~

~~M. Burglary in the first degree.~~

~~N. Burglary in the second or third degree.~~

~~O. Aggravated or armed robbery.~~

~~P. Robbery.~~

~~Q. A dangerous crime against children as defined in A.R.S. 13-705.~~

~~R. Child abuse.~~

~~S. Sexual conduct with a minor.~~

~~T. Molestation of a child.~~

~~U. Manslaughter.~~

~~V. Aggravated assault.~~

~~W. Assault.~~

~~X. Exploitation of minors involving drug offenses.~~

~~Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.~~

~~Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.~~

~~AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.~~

~~AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.~~

~~A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a Class 3 misdemeanor.~~

~~The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.~~

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~~When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.~~

~~The Superintendent shall develop and implement procedures that include the following in the employment process:~~

~~A. Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.~~

~~B. Provide for fingerprint checks pursuant to A.R.S. 41-1750.~~

~~C. Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~13-705~~
~~15-106~~
~~15-509~~
~~15-512~~
~~15-534~~
~~23-1361~~
~~41-1750~~

~~CROSS REF.:~~
~~EEAEA - Bus Driver Requirements, Training, and Responsibilities~~
~~GDF - Support Staff Hiring~~
~~GDG - Part-Time and Substitute Support Staff Employment~~
~~JLIA - Supervision of Students~~

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~~GDFA-E ©~~

~~EXHIBIT~~

~~SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS~~

~~Name (typed or printed)~~ ~~Position~~

~~I, _____, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:~~

~~A. Sexual abuse of a minor.~~

~~B. Incest.~~

~~C. First- or second-degree murder.~~

~~D. Kidnapping.~~

~~E. Arson.~~

~~F. Sexual assault.~~

~~G. Sexual exploitation of a minor.~~

~~H. Felony offenses involving contributing to the delinquency of a minor.~~

~~I. Commercial sexual exploitation of a minor.~~

~~J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.~~

~~K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.~~

~~L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.~~

~~M. Burglary in the first degree.~~

~~N. Burglary in the second or third degree.~~

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~~O. Aggravated or armed robbery.~~

~~P. Robbery.~~

~~Q. A dangerous crime against children as defined in A.R.S. 13-705.~~

~~R. Child abuse.~~

~~S. Sexual conduct with a minor.~~

~~T. Molestation of a child.~~

~~U. Manslaughter.~~

~~V. Aggravated assault.~~

~~W. Assault.~~

~~X. Exploitation of minors involving drug offenses.~~

~~Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.~~

~~Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.~~

~~AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.~~

~~AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.~~

~~_____ _____~~

~~Employee signature Date signed~~

~~Subscribed, sworn to, and acknowledged before me by _____~~

~~_____, this _____ day of _____, 20_____,~~

~~in _____ County, Arizona.~~

~~My Commission Expires~~

~~_____ _____~~

~~Notary Public~~

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ADVISORY 1033

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~~PART - TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT~~

~~The Superintendent may employ, when conditions warrant, temporary or part-time personnel on a per diem or time card basis. This authority is subject to the following conditions:~~

~~A. Continued employment of any such person shall be subject to confirmation and approval by the Board at its next official meeting; however, employment shall not be recommended to the Board prior to satisfactory completion of any pending fingerprint check.~~

~~B. The employee shall be hired on a per diem basis and shall be compensated in accordance with the requirements and limitations of existing contracts that cover similar positions or employees.~~

~~C. In addition to the conditions set forth above, the temporary assignment of a person to a supervisory or administrative position shall be preceded by notification to the Board. The Superintendent will detail the circumstances that created the need for the part-time employment.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-502~~
~~23-1361~~

~~CROSS REF.:~~
~~GDF - Support Staff Hiring~~
~~GDFA - Support Staff Qualifications and Requirements~~
~~(fingerprinting requirements)~~

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SUPPORT STAFF
ASSIGNMENTS AND TRANSFERS

Assignments

The Superintendent will determine all support staff assignments.

Support staff shall be assigned based on the needs of the District, on their qualifications, and on their expressed desires. When it is not possible to meet all three (3) conditions, an employee shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employee.

Assignments may be changed to serve the best interests of the District.

Transfers/Reassignments

Staff members may apply for transfer or reassignment whether or not a vacancy exists.

The transfer/reassignment of support staff members will be based on the needs of the District, employee qualifications, and the employee's expressed desires. When it is not possible to meet all three (3) conditions, an employee shall be transferred/reassigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employee.

The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

The above applies to transfers/reassignments within the same job classification and pay grade. Transfer/reassignment of an employee to a position of greater or lesser pay requires Board approval.

Adopted: _____

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~~SUPPORT STAFF~~
~~SCHEDULES AND CALENDARS~~

~~All support staff employees shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave.~~

~~Adopted: _____~~

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~~SUPPORT STAFF WORKLOAD~~

~~The normal workweek for support staff personnel will not exceed forty (40) hours per week. Typically the week will be based on eight (8) hours per day, five (5) days per week; however, the Superintendent may designate other workweek structures to meet varying conditions and needs of the District. Employees will be notified at least one (1) week in advance of any modification to the workweek plan.~~

~~Individual employee work schedules will be based on the position held by the respective employees and on District needs as identified during the employment process.~~

~~For the purpose of calculating regular and overtime hours in accordance with wage and hour requirements, the District's designated workweek shall begin at 12:01 a.m. Sunday and conclude at 12:00 midnight the following Saturday.~~

~~An employee may work overtime, provided that advance authorization is obtained from the supervisor in charge or, in the case of an emergency, authorization is obtained immediately upon completion of the work or as soon thereafter as practicable.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~23-391~~
~~Arizona Constitution, Article 18, Section 1~~
~~29 U.S.C. 207, Fair Labor Standards Act~~
~~29 C.F.R. 516 *et seq.*, Fair Labor Standards Act~~

~~CROSS REF.:~~
~~GDBC - Support Staff Supplementary Pay/Overtime~~

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~~GDL-R ©~~

~~REGULATION~~

~~SUPPORT STAFF WORKLOAD~~

~~(Fair Labor Standards Act: Overtime Compensation)~~

~~Nonexempt employees who work more than forty (40) hours per week shall be awarded "compensatory time" at the rate of one and one-half (1 1/2) hours for each hour of overtime work. In cases of emergency, when the employee cannot be immediately released for this time and one-half compensation, the Superintendent will make the decision as to paying the employee at the rate of time and one-half or having the employee take the time off at a future date. The hours must be approved by the immediate supervisor before an employee works overtime or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible.~~

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~~SUPPORT STAFF MEETINGS~~

~~The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated to the school principals or supervisor(s), who may hold such meetings on a regularly scheduled basis or as the need arises.~~

~~All appropriate staff members are required to attend any such meeting(s) unless officially excused.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-321~~
~~15-341~~

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~~SUPERVISION OF SUPPORT STAFF MEMBERS~~

~~The supervisor(s) of the various departments or divisions shall be responsible for the supervision of personnel assigned to these areas and shall provide the necessary orientation to new employees and in-service training for all employees under their supervision.~~

~~All other support staff employees shall be under the supervision of the administrative heads of the units to which the employees are assigned. The administrative head shall be responsible for the necessary orientation of new employees and shall provide in-service training as needed.~~

~~Supervision shall include evaluation of the employee.~~

~~Adopted: _____~~

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~~**EVALUATION OF SUPPORT STAFF MEMBERS**~~

~~All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during the first year of employment and not later than ninety (90) days after the first day of work. A second first year evaluation will be not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-341~~
~~15-1326~~

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~~EXHIBIT~~

~~EVALUATION OF SUPPORT STAFF MEMBERS~~

~~Definition of Rating Scale Terms~~

~~1 = Outstanding~~

~~A. Performance exceeds the requirements of the position.~~

~~B. Displays high degree of self-motivation.~~

~~C. Consistently generates output of superior quality.~~

~~2 = Satisfactory~~

~~A. Performance is adequate for the requirement of the position; meets expectations of the job.~~

~~B. Self-motivation confined to accomplishing assigned tasks.~~

~~C. Generates output of acceptable quality.~~

~~3 = Improvement needed~~

~~A. Performance is not of the quality expected of the position; frequently falls short of job expectations.~~

~~B. Frequently lacks motivation to complete assigned tasks.~~

~~C. Frequently generates output of poor quality.~~

~~4 = Unsatisfactory~~

~~A. Performance is definitely inadequate for the position; consistently falls short of job expectations.~~

~~B. Lacks self-motivation.~~

~~C. Consistently generates output of inferior quality.~~

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~~EXHIBIT~~

~~EVALUATION OF SUPPORT STAFF MEMBERS~~

~~PERFORMANCE RATING REPORT~~

~~Employee _____ Department _____~~

~~Supervisor _____ Date of rating _____~~

~~*Rating scale:*~~
~~*1 = outstanding 2 = satisfactory 3 = improvement needed 4 = unsatisfactory*~~

~~1 2 3 4 RATING FACTORS:~~

~~☐ ☐ ☐ ☐ 1. ***Quality of work:*** The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.~~

~~☐ ☐ ☐ ☐ 2. ***Quantity of work:*** Volume or amount of work done.~~

~~☐ ☐ ☐ ☐ 3. ***Knowledge:*** Knowledge of methods, materials, objectives, and other fundamental information skills.~~

~~☐ ☐ ☐ ☐ 4. ***Adaptability:*** Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.~~

~~☐ ☐ ☐ ☐ 5. ***Work habits:*** Organization of work, care of equipment, safety, industry.~~

~~☐ ☐ ☐ ☐ 6. ***Working relationship with students and other employees:*** Ability to get along with the students and other employees.~~

~~☐ ☐ ☐ ☐ 7. ***Dependability:*** Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.~~

~~☐ ☐ ☐ ☐ 8. ***Attitude:*** Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.~~

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☐ ☐ ☐ ☐ 9. ***Personal fitness:*** Physical capacity, appearance, personal habits.

☐ ☐ ☐ ☐ 10. ***Judgment:*** Soundness of decisions, common sense.

☐ ☐ ☐ ☐ **OVERALL RATING** (average): Should reflect the above ratings.

Number of days absent for any reason _____ total points _____.

Comments:

1. What are the employee's strengths? ("Outstanding" ratings must be explained in this space.)

_____

_____

_____

2. What are the employee's weaknesses? ("Unsatisfactory" and "Improvement Needed" must be explained in this space.)

_____

_____

_____

3. General comments:

_____

_____

_____

I have discussed this performance rating report with the evaluator.

Employee's signature _____ Date _____

Evaluator's signature _____ Date _____

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~~SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION~~

~~The Superintendent will fill positions of increased responsibility with the best available candidates. Candidates will be considered from both within and outside the District.~~

~~A change in assignment shall be considered a promotion to which the job classification or pay grade is greater and shall require Board approval.~~

~~Adopted: _____~~

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~~SUPPORT STAFF~~
~~REDUCTION IN FORCE~~

~~In the event the Board decides to release support staff members, the following guidelines will be in effect:~~

~~A. Normal attrition due to terminations will be relied upon as the first means of reducing the staff.~~

~~B. If attrition does not accomplish the required reduction in the staff, the Superintendent shall submit to the Board recommendations for the termination of specific staff members. The criteria used in formulating these recommendations shall include, but shall not be limited to:~~

~~1. Qualifications of staff members to accomplish the District's program.~~

~~2. Overall experience, training, and ability.~~

~~3. Past contributions to the program of the District.~~

~~4. All other factors being equal, length of service in the District.~~

~~Criteria for selection of staff members to be released will be applied separately to employees within specialty categories.~~

~~Personnel to be released shall be notified of such release as soon as practical.~~

~~Adopted: _____~~

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~~RESIGNATION OF~~
~~SUPPORT STAFF MEMBERS~~

~~Employees voluntarily terminating their service with the District are expected to give advance notice of not less than ten (10) working days. This notice should be submitted to the supervisor in writing and should specify both the last day of work and the reason for terminating. Authorized unused vacation credit will be paid to employees with the last paycheck.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~23-352~~
~~23-353~~

~~CROSS REF.:~~
~~GDL - Support Staff Workload~~

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~~DISCIPLINE, SUSPENSION, AND DISMISSAL OF SUPPORT STAFF MEMBERS~~

~~(Discipline)~~

~~Minor Disciplinary Action~~

~~A support staff member may be disciplined for any conduct that, in the judgment of the District, is inappropriate. Minor disciplinary action includes, without limitation thereto, verbal or written reprimands, suspension with pay, or suspension without pay for a period of five (5) days or less. Minor disciplinary action shall be imposed by the support staff member's supervisor. A support staff member who wishes to object to a minor disciplinary action shall submit a written complaint to the supervisor's superior within five (5) work days of receiving notice of the disciplinary action. The supervisor's superior will review the complaint and may confer with the support staff member, the supervisor, and such other persons as the supervisor's superior deems necessary. The decision of the supervisor's superior will be final.~~

~~Suspension without Pay for More than Five Days~~

~~***At-will employees.*** The employment of an at-will employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct by the employee that, in the judgment of the Superintendent, is inappropriate. Before suspending an at-will employee, the Superintendent will inform the employee of intent to suspend the employee and will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed. The Superintendent's decision will be final.~~

~~***Term employees.*** The employment of a term employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct that, in the judgment of the Superintendent, is inappropriate. If the Superintendent intends to suspend a term employee without pay for more than five (5) days, the notice and hearing procedures prescribed for the dismissal of term employees shall be followed, except that the hearing officer shall be designated by the Superintendent and the findings of the hearing officer shall be a final decision. At the Superintendent's option, the Superintendent may request that the Governing Board act as the hearing officer. If the hearing officer or the Governing Board finds that there is not cause to suspend the employee without pay for more than five (5) days, the Superintendent may, after reviewing the findings, impose minor disciplinary action.~~

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Dismissal

At-will employees. The employment of an at-will employee may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit to the Governing Board prior to the Board meeting a written response to the recommendation. If the at-will employee chooses to attend the Board meeting when the recommendation is considered, the Governing Board may, in its discretion, permit the employee to address the Governing Board concerning only the recommendation.

Term employees. The employment of a term employee may be terminated for cause by action of the Governing Board at any time prior to the expiration of the term of employment. For the purposes of this provision, cause means any conduct that, in the judgment of the District, is detrimental to the interests of the District or its personnel or students and shall include, without limitation thereto, the following:

A. Absence without leave	J. Incompetence or inefficiency
B. Abuse of leave	K. Insubordination
C. Alcohol or drug impairment	L. Neglect of duty
D. Child abuse or molestation	M. Unauthorized possession of a weapon on school grounds
E. Discourteous treatment of the public	N. Unauthorized use of school property
F. Dishonesty	O. Unlawful conduct
G. Excessive absenteeism	P. Use of illegal drugs
H. Fraud in securing employment	Q. Violation of a directive of a supervisor
I. Improper attitude	R. Violation of a District policy or regulation

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~~If the Superintendent recommends termination of a term employee, a copy of the recommendation shall be delivered to the employee. The employee may request a hearing within five (5) work days after receipt of the recommendation. If a hearing is requested, the Superintendent shall deliver a written notice of the time and place of the hearing and a written statement that gives the reasons for the recommendation, a list of persons whom the Superintendent expects to testify in support of the recommendation (together with a brief summary of what each person is expected to say), and a general description of any other evidence that the Superintendent at the time believes may be presented at the hearing in support of the recommendation.~~

~~The hearing shall be conducted by the Governing Board or by a person designated by the Governing Board within not less than five (5) work days and not more than thirty (30) calendar days after a request for hearing is submitted by the employee. The date of the hearing may be postponed by stipulation of the employee and the District, or by and in the sole discretion of the Governing Board or the hearing officer, or at the request of the aggrieved employee or the District for such reason or reasons as the Governing Board or hearing officer may deem appropriate.~~

~~The employee may be represented at the hearing by counsel, at the employee's expense. The employee shall have the opportunity to present witnesses and to cross-examine any witnesses presented by the District. Formal rules of evidence shall not apply. A record of the hearing shall be made by use of a mechanical device.~~

~~If a hearing officer is used, the hearing officer shall prepare a written statement of findings as to whether there is cause for termination of the employee and submit it to the Governing Board within ten (10) work days after the conclusion of the hearing. The Governing Board shall review the written statement and, if desired, the record, and the Governing Board's decision whether to accept the findings and whether to terminate employment or to impose other discipline shall be a final decision.~~

~~If the Governing Board conducts the hearing, it shall render a decision within ten (10) days after the conclusion of the hearing.~~

~~**General Matters**~~

~~Failure to object to a disciplinary action or take other action within the time limitations set forth in this policy shall mean that the employee does not wish to pursue the matter further. Complaints filed after the expiration of the applicable time limitation will not be considered.~~

~~The filing or pendency of a complaint or other form of grievance pursuant to this policy shall in no way limit or delay action taken by the supervisor or the Superintendent authorized by this policy to take such action.~~

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~~A complaint relating to minor disciplinary action, suspension without pay for more than five (5) days, or dismissal shall not be processed as a grievance.~~

~~None of the procedures of this policy shall alter the status of an at-will employee.~~

~~This policy does not apply to:~~

~~A. Any administrative recommendation or Governing Board action, discussion, or consideration involving the nonrenewal of a term employee.~~

~~B. Ratings, comments, and recommendations made in the course of an evaluation of a support staff member.~~

~~C. The decision of the Superintendent to place a support staff member on administrative leave.~~

~~D. Counseling of or directives to a support staff member regarding future conduct.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~13-2911~~
~~15-153~~
~~15-341~~
~~15-502~~
~~41-773~~

~~CROSS REF.:~~
~~DKA - Payroll Procedures/Schedules~~

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ADVISORY 1044

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~~GDR ©~~
~~NONSCHOOL EMPLOYMENT BY SUPPORT STAFF MEMBERS~~

~~A regular, full-time employee's position in the District shall be given precedence over any type of outside work or self-employment. Employees are free to carry on outside work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of District-assigned duties.~~

~~The outside work or self-employment by a staff member is of concern to the Board insofar as it may:~~

~~A. Prevent the employee from performing assigned responsibilities in an effective manner.~~

~~B. Be prejudicial to proper effectiveness in the position or compromise the District.~~

~~C. Raise a question of conflict of interest - for example, where the employee's position in the District permits access to information or other advantage useful to the outside employer.~~

~~Therefore, an employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension, or termination.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-321~~
~~15-341~~

~~CROSS REF.:~~
~~EDB - Maintenance and Control of Materials and Equipment~~
~~KF - Community Use of School Facilities~~

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ADVISORY 1045

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VANDALISM AND REPORTING SUSPECTED CRIMES

Vandalism

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

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

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

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

Reporting Suspected Crimes or Incidents

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or ~~that could pose a threat of death or~~ serious physical injury, and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property.

All such reports shall be documented and communicated to the principal or other school administrator in accordance with District procedures. The administrator shall ensure the matter is promptly reported to the Superintendent who shall be responsible for reporting to local law enforcement as required by Governing Board policy and law.

"Serious offense" is defined in A.R.S. 13-706; "deadly weapon," "dangerous instrument," and "serious physical injury" are defined in A.R.S. 13-105. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

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Observed Weapons and Drug-Free School Zone Violations

In addition to the reporting requirements above, and as required by law, any school employee who observes 1) a violation of A.R.S. 13-3102(A)(12) (possession of a deadly weapon on school grounds) or 2) A.R.S. 13-3111 (minor in possession of a firearm) shall immediately report the violation to a school administrator, and the administrator shall immediately report the violation to a peace officer, as required by A.R.S. 15-515.

Any school employee who observes a violation of A.R.S. 13-3411 (drug-free school zone violations) shall immediately report the violation to a school administrator, and the administrator shall immediately report the violation to a peace officer; failure to report as required is unlawful.

Subject to the ~~conditions provided under A.R.S. 8-303~~ requirements of federal law, the school district or charter school ~~is to~~ shall notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above~~, subject to the requirements of federal law~~.

~~The District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents," as developed by the Department of Education, on the District's website to verify that the District has adopted the required policies and procedures.~~

If a peace officer takes a juvenile into temporary custody pursuant to A.R.S. 8-303 on school property, an employee of the school, after consultation with the investigating law enforcement agency to ensure notification would not pose a risk to the juvenile or the investigation, shall immediately notify the juvenile's parents, guardian or custodian of the juvenile's custody. If the juvenile is a ward of the state, the school employee shall notify the Department of Child Safety.

The District shall post the reporting policies and procedures prescribed by A.R.S. 15-153 on the District's website.

If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.

A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

Adopted: Adopted: _____

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LEGAL REF.:
A.R.S.
8-303
12-661
13-105
13-706
13-3102
13-3111
13-3411
15-153
15-341
15-515
15-842

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ECAC-R ©

REGULATION

VANDALISM AND REPORTING SUSPECTED CRIMES

Vandalism Reporting

District Administration
~~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 district administrator every perceived incident of vandalism and, if known, the names of those ~~responsible~~ involved.

Suspected Crimes or Incidents Reporting:

A. Any employee who becomes aware of conduct described in Policy ECAC shall document and report the matter to ~~the principal~~ or other school administrator in accordance with District procedures. district administration

B. The administrator shall ensure the matter is promptly reported to the Superintendent and report to local law enforcement as required by Governing Board policy and law.

C. The administrator shall ensure any required immediate reporting to a peace officer occurs without delay when applicable.

D. Any school employee who observes a violation of A.R.S. 13-3102(A)(12) or A.R.S. 13-3111 on school premises shall immediately report the violation to a school administrator. The administrator shall immediately report the violation to a peace officer.

E. Any school employee who observes a violation of A.R.S. 13-3411 shall immediately report the violation to a school administrator. The administrator shall immediately report the violation to a peace officer.

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ADVISORY 1046

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TEACHING ABOUT RELIGION

Standards pertaining to instruction on the historical study of biblical text may be found in the State Board of Education Standards in history or English arts, or both, as concepts that include the history and literature of the Old Testament era and the history and literature of the New Testament era. The standards do not require that ~~pupils~~ students who do not enroll in the elective course prescribed in this section receive instruction on the historical study of biblical text.

The instructional program of the District may include content in an elective course pertaining to how the Bible has influenced western culture for ~~pupils~~ students in grades nine (9) through twelve (12). A school may offer this course as an online course. The School District may develop a new curriculum or use an existing curriculum that includes teacher~~'~~s' guides and that is currently in use in public schools in this state or in other states. An existing curriculum that is used by a school district shall meet the standards and guidelines prescribed in this section as indicated below:

A. Before a school offers a course under this section, a legal review shall be conducted to ensure that the course complies with the First Amendment to the United States Constitution.

B. A course offered under this section shall be designed to:

1. Familiarize ~~pupils~~ students with the contents, characters, poetry and narratives that are prerequisites to understanding society and culture, including literature, art, music, mores, oratory and public policy.

2. Familiarize ~~pupils~~ students with the following:

a. The contents of the Old Testament and the New Testament.

b. The history recorded by the Old Testament and the New Testament.

c. The literary style and structure of the Old Testament and the New Testament.

d. The influence of the Old Testament and the New Testament on laws, history, government, literature, art, music, customs, morals, values and culture.

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C. A course offered under this section shall follow applicable law and all federal and state guidelines in maintaining religious neutrality and accommodating the diverse religious or nonreligious views, traditions and perspectives of ~~pupils~~ students. This section is not intended to violate any provision of the United States Constitution, the constitution of Arizona or state law or any rules, guidelines or regulations adopted by the United States Department of Education, the State Board of Education or the Arizona Department of Education.

D. A ~~pupil~~ student shall not be required to use a specific translation as the sole text of the Old Testament or the New Testament and may use as the basic textbook a different translation of the Old Testament or the New Testament from that chosen by the School District Governing Board or the student~~pupil~~'s teacher.

E. Personnel shall not be assigned to teach a course offered under this section based on a religious or nonreligious test, a profession of faith or lack of faith, or prior or current religious affiliation or a lack of religious affiliation.

F. A teacher who instructs a course offered under this section in its appropriate historical context and in good faith shall be immune from civil liability and disciplinary action pursuant to ~~section~~ A.R.S. 15-535.

This program will conform to all applicable Arizona Revised Statutes and Arizona Administrative Codes. The program~~,~~ and materials used in the elective course~~, and the act of sectarian instruction as referenced in statute~~ are not prohibited under A.R.S. 15-341(~~a~~A)(2), A.R.S. 15-362(~~a~~B)(2), or A.R.S. 15-535 ~~as each are authorized under~~ when offered pursuant to A.R.S. 15-717.01, ~~Bible influence; elective course; requirements; immunity~~ in a neutral, historical, nonsectarian manner.

Prohibited Sectarian Instruction

A teacher who uses sectarian or denominational books or teaches any sectarian doctrine or conducts any religious exercises in school is guilty of unprofessional conduct and his/her certificate shall be revoked. This section shall not be construed to prohibit a teacher from teaching the elective course permitted by A.R.S. 15-717.01.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-362
15-535
15-717.01

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ADVISORY 996

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~~PROFESSIONAL / SUPPORT STAFF~~
~~LEAVES OF ABSENCE WITHOUT PAY~~

~~[FMLA POLICY WHEN FEWER THAN 50 EMPLOYEES]~~

~~The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted a member of the certificated or support staff for not longer than one (1) year.~~

~~Leave of absence may be requested for, but not limited to, the following purposes:~~

~~A. For additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented.~~

~~B. To provide for an unpaid leave in a situation where the employee will be absent from work because of 1) a reason that conforms to a policy currently in effect but the maximum number of days provided for in that policy will be exceeded, or 2) failure to report to work without prior notification to the Superintendent.~~

~~C. For a leave of absence that benefits or is in the best interest of the District, as determined by the Board upon review of the application.~~

~~A leave of absence requested pursuant to this policy may be:~~

~~A. Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or~~

~~B. Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.~~

~~All applications for leave of absence may be granted or denied by the District, in its sole discretion.~~

~~Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request.~~

~~The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District.~~

~~All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick, vacation, personal, and other paid leave shall be applied to the leave period unless otherwise agreed to by the District.~~

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~~**Family and Medical Leave Act (FMLA)**~~

~~As the District has fewer than fifty (50) employees within a seventy-five (75) mile radius, District personnel are not eligible for provisions of the Family and Medical Leave Act (FMLA).~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-510~~
~~29 C.F.R. Part 825~~
~~Family and Medical Leave Act of 1993~~

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PROFESSIONAL / SUPPORT STAFF
MILITARY / LEGAL LEAVE

The Board recognizes the fact that its employees have citizenship responsibilities, and, in order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to jury duty, when an employee is called to attend field training services for the Military Reserve or National Guard and when an employee is a victim of a juvenile or adult crime exercising a right to be present at a proceeding as defined in statute.

When an employee receives notice that requires leave as delineated above, it is the responsibility of the employee to notify the Superintendent or principal.

Jury Duty

It is recognized by the Board that no employee is exempt from jury duty and that leaves of absence for such duty must be granted.

Only the regular salary may be received by an employee on jury duty.

1. It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed.

2. An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed [A.R.S. 21-236].

Victim Leave

Statute provides that an employer who has fifty (50) or more employees shall permit an employee leave if the employee is the victim of juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S. 8-420 or 13-4439. Compensation may be provided if the employee has available vacation or to the extent other leave may be available by policy.

A. An employee's accrued vacation, personal, sick or other applicable leave shall be used to the extent available by policy.

B. If paid leave is unavailable, the employee must request an unpaid leave of absence in accord with policy.

C. Before an employee may leave work for this purpose, the employee shall provide the employer with a copy of the form provided by law enforcement and if applicable a copy of the information the law enforcement agency provides the employee pursuant to either A.R.S. 8-386 or 13-4405.

~~D. Leave for this purpose may be limited if the leave creates an undue hardship to the employer's business.~~

~~***Military Leave:***~~

~~A. An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training [A.R.S. 26-168 and 38-610].~~

~~B. An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence.~~

~~C. The District must reemploy uniformed service members, as defined in 38 U.S.C. 4303, returning from a period of service, if the service member:~~

~~1. Was employed by the District.~~

~~2. Gave the District notice that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable.~~

~~3. Has a cumulative period of service in the uniformed services not exceeding five (5) years.~~

~~4. Was not released from service under dishonorable or other punitive conditions.~~

~~5. Has reported back to the District in a timely manner or has submitted a timely application for reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~8-386~~
~~8-420~~
~~13-4405~~
~~15-502~~
~~16-402~~
~~21-236~~
~~26-168~~
~~38-610~~
~~A.G.O.~~
~~I80-177~~
~~38 U.S.C. 4301 *et seq.*, Uniformed Services Employment and Reemployment Rights Act~~

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~~EXHIBIT~~

~~PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE~~

~~Part 200 - Regulations Under the Uniformed Services Employment and Reemployment Rights Act of 1994 (Appendix to Part 1002 - Your Rights Under USERRA)~~

~~The Uniformed Services Employment and Reemployment Rights Act~~

~~USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.~~

~~Reemployment Rights~~

~~You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and;~~

~~A. you ensure that your employer receives advance written or verbal notice of your service;~~

~~B. you have five years or less of cumulative service in the uniformed services while with that particular employer;~~

~~C. you return to work or apply for reemployment in a timely manner after conclusion of service; and~~

~~D. you have not been separated from service with a disqualifying discharge or under other than honorable conditions.~~

~~If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.~~

~~Right to be Free from Discrimination and Retaliation~~

~~If you:~~

~~A. are a past or present member of the uniformed service;~~

~~B. have applied for membership in the uniformed service; or~~

~~C. are obligated to serve in the uniformed service;~~

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~~then an employer may not deny you:~~

~~A. initial employment;~~

~~B. reemployment;~~

~~C. retention in employment;~~

~~D. promotion; or~~

~~E. any benefit of employment;~~

~~because of this status.~~

~~In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.~~

~~Health Insurance Protection:~~

~~A. If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to twenty-four (24) months while in the military.~~

~~B. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.~~

~~Enforcement:~~

~~A. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.~~

~~B. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at **http://www.dol.gov/agencies/vets/programs/userra**. An interactive online USERRA Advisor can be viewed at **https://webapps.dol.gov/elaws/vets/userra/**.~~

~~C. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.~~

~~D. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.~~

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~~The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the Internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm.~~

~~Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.~~

~~**U.S. Department of Labor, Veterans**~~
~~**Employment and Training Service**~~
~~**Washington, DC 20210**~~
~~**1-866-487-2365**~~

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~~PROFESSIONAL / SUPPORT STAFF~~
~~CONFERENCES / VISITATIONS / WORKSHOPS~~

~~To attend meetings or conferences, employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible).~~

~~The following guides will be used in granting released time and/or travel expense:~~

~~A. Value of the meeting or conference.~~

~~B. Funds available in the appropriate budgets.~~

~~C. Availability of a substitute, if one is necessary.~~

~~With prior approval, expenses associated with authorized employee attendance at meetings and conferences may be eligible for compensation in accordance with District Policy DKC. Staff member travel and expense for participation in student field trips and excursions shall be in accordance with District Policy IJOA.~~

~~Employee absences for attendance at or participation in professional association activities are not eligible for compensation under the employee's contract or work agreement. The District may authorize an employee to take other eligible unused accumulated compensated leave for a personal, professional, or other lawful purpose.~~

~~For the purpose of this policy, professional association activities for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-504~~
~~38-621~~

~~CROSS REF.:~~
~~GCB - Professional Staff Contracts and Compensation~~
~~GCC - Professional/Support Staff Leaves of Absence~~
~~GDB - Support Staff Contracts and Compensation~~
~~IJOA - Field Trips~~

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ADVISORY 999

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~~SABBATICAL LEAVE~~

~~Sabbatical leave may be granted to certificated teaching and administrative personnel for a maximum of one (1) year when conforming to Arizona Revised Statute, 15-510.~~

~~Application for sabbatical leave must be received by March 15. It will be considered within the framework of all applicable law, on the basis of improvement of professional preparation and/or the educational program of the District, current assignment of the individual, value of the leave to the District, and funds that are available.~~

~~An employee's sabbatical leave will be governed by applicable Arizona Revised Statutes.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-510~~
~~A.G.O.~~
~~I81-053~~

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ADVISORY 1000

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PROFESSIONAL STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of certificated employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism will be termed *banked sick leave*, or a *sick leave bank*. It is considered of benefit to the District to establish this mechanism because it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service.

Limits:

A. The value of banked sick leave will be limited to the equivalent of the number of contract days multiplied by the daily base salary of a teacher with a baccalaureate degree and no experience, or less, depending on contributions.

B. No employee shall be entitled to receive banked sick leave by reason of contribution or employment.

C. Each approved applicant is limited to the one (1) time use of no more than one hundred (100) consecutive days of the available limited sick leave from the sick leave bank in any school year.

D. Additional leave will not be earned/accrued during use of banked sick leave.

E. All unused banked sick leave will expire at the end of each contract year.

Voluntary contributions:

A. Certificated staff members may voluntarily contribute a maximum of _____ days of *earned/accrued* sick leave to the sick leave bank annually. Such contribution must be from the current year's sick leave earned/accrued, the value of which will be determined by the number of days multiplied by the daily base teacher salary.

B. Each certificated staff member contributing leave to the sick leave bank must acknowledge an uncoerced, voluntary release of the leave, the value it represents, and that it will not be returned but will expire at the end of the contract year in which it is contributed.

C. In case of contributions exceeding the value of the sick leave bank limit, each contribution will be accepted on a first-come, first-served basis by date of signature.

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~~***Eligibility (for use of sick leave bank).*** The approved applicant shall:~~

~~A. Be a full-time teaching employee.~~

~~B. Have a non-job-related, seriously incapacitating, and extended illness or injury.~~

~~C. Have exhausted all earned/accrued leave of any nature or kind.~~

~~D. Be presently on unpaid leave status with the District.~~

~~E. Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.~~

~~F. Be one whose return to duty is projected to occur within a period no longer than six (6) months.~~

~~***Determining eligibility:***~~

~~The Superintendent shall receive the applications and shall screen for and determine eligibility.~~

~~No continuing rights are established by this policy. In compliance with established procedure, the Governing Board reserves the right to modify or rescind any policy in accord with its own guidelines.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.G.O.~~
~~I91-027~~

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~~REGULATION~~

~~PROFESSIONAL STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE~~

~~(Application)~~

~~The application must be in writing.~~

~~The application must be supported by documentation from a health care professional confirming the need for receipt of sick leave bank assistance related to health needs. In cases of domestic violence, sexual violence, abuse or stalking, documentation from the employee, as defined in A.R.S. 23-373, shall be considered reasonable documentation.~~

~~Data in the application shall include an expected date for return to duty.~~

~~The application shall be received by the District office within ten (10) days following the applicant beginning unpaid leave status.~~

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~~REGULATION~~

~~PROFESSIONAL STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE~~

~~(Application Screening Committee)~~

~~A committee consisting of one (1) staff member from each building and one (1) from the central staff selected by the staff and an administrator appointed by the Superintendent shall review each application and submit a recommendation to the Superintendent. The applications are to be reviewed in accord with the guidelines found in policy and as presented below:~~

~~A. The application must be in writing.~~

~~B. The application must be supported by the appropriate documentation as defined in A.R.S. 23-373.~~

~~C. Data in the application shall include the expected date for return to duty.~~

~~D. The application shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid leave status.~~

~~For approval, the applicant shall:~~

~~A. Be a full-time employee.~~

~~B. Have a non-job-related need, as defined in A.R.S. 23-373, for sick leave.~~

~~C. Be presently on unpaid leave status with the District.~~

~~D. Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.~~

~~E. Be one whose return to duty is projected to occur within a period no longer than six (6) months.~~

~~F. Submit an application, which shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid leave status.~~

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~~PROFESSIONAL / SUPPORT STAFF~~
~~BEREAVEMENT LEAVE~~

~~An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death of an employee's family member as defined in Policy GCCA.~~

~~Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued sick leave.~~

~~In the absence of any accumulated sick leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-502~~

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~~PROFESSIONAL STAFF~~
~~VACATIONS AND HOLIDAYS~~

~~Vacations~~

~~Twelve (12)-month administrators earn four (4) weeks of vacation, which shall be taken when school is not in session. Vacation may accumulate to a maximum of _____ days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below _____ days, an eligible employee may again accumulate vacation up to the maximum limit. If workloads disallow vacations as established, the Superintendent may approve vacation days during the school year.~~

~~Holidays~~

~~When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess.~~

~~Other holidays will be established by the Board and noted on each year's school calendar.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-502~~
~~15-801~~
~~38-608~~

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ADVISORY 1003

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~~PROFESSIONAL STAFF~~ HIRING

~~It shall be the policy of t~~The District will strive to employ and retain the ~~best~~ most qualified personnel.~~ This will be accomplished by considering qualifications and by providing competitive salary schedules within the financial capability of the District, adequate facilities, and good~~ ensure competitive compensation, provide safe facilities and favorable working conditions.

~~Before employing a certificated or noncertificated person, school districts and charter schools shall conduct a search of the prospective employee on the educator information system that is maintained by the Department of Education.~~

Requirements

Per A.R.S. 15-505, ~~A~~a school district or charter school may not employ either of the following in a position that requires a valid fingerprint clearance card:

A. A certificated person whose certificate has been suspended, surrendered or revoked, unless the State Board of Education has subsequently reinstated the person's certificate.

B. A noncertificated person who has been prohibited from employment at a school district or charter school by the State Board of Education pursuant to A.R.S. 15-505.

Candidates shall disclose whether they have pled guilty, pled no contest, been convicted of or are awaiting trial pursuant to A.R.S. 15-509.

Each school district and charter school shall annually submit to the Department of Education a list of certificated and noncertificated persons who are employed at the school district or charter school. The department shall issue guidance to school districts and charter schools regarding this requirement.

Selection Process

The Board ~~has the legal responsibility of~~ approves~~ing~~ the employment of all employees~~. While this responsibility cannot be waived, the Board~~ but may assign~~s~~ to the Superintendent the process of recruiting and selecting staff members. In carrying out this responsibility, the Superintendent may involve other staff members as needed. All personnel selected for employment must be recommended by the Superintendent and approved by the Board.

Criteria

The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

A. There will be no discrimination ~~in the hiring process~~ due to race, color, religion, sex, age, national origin, ~~or~~ disability or any other basis prohibited by law in the hiring process of an otherwise qualified individual.

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B. Candidates for all ~~professional~~ positions shall be mentally and physically qualified for and have the education and/or training necessary to perform the instructional duties or functions for which they have applied.

C. Each candidate for a certificated position shall provide evidence of meeting state requirements for certification.

D. Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.

E. A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

Information obtained about an employee or applicant for employment by the District in the performance of a background investigation, including any records indicating that a current or former employee of a school or school district was disciplined for violating policies of the School District Governing Board pursuant to A.R.S. 15-153, may be retained by that district and may be provided to any school district or other public school that is performing a background investigation.

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

Employment

Before ~~employment, schools or~~ employing a certificated or noncertificated person, school districts and charter schools shall ~~verify the certification and fingerprint status of applicants who apply for school or school district positions that require certification~~ conduct a search of the prospective employee on the educator information system that is maintained by the Department of Education.

Additionally, for positions that require certification, schools or school districts shall verify the applicant's certification and fingerprint status.

~~Should the need arise to employ a teacher who meets the requirements for a conditional certificate before an applicant has obtained the appropriate valid fingerprint clearance card, the District may assist in obtaining the conditional certificate, and employ the teacher, by meeting all of the following conditions:~~ Subject to the conditions below, a district may hire and place an employee into services before receiving the results of the mandatory fingerprint check or before a fingerprint clearance card is issued or denied. However, until fingerprint clearance has been received, an applicant who is required or allowed to have unsupervised contact with

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students shall not be placed into service unless the applicable requirements below are met.

A. *Certificated*: The District verifies in writing on a form provided by the Arizona Department of Education (ADE) the necessity for hiring and placing the applicant into service before a fingerprint~~ing~~ check is completed.

Noncertificated: The District documents in the applicant's file the necessity for hiring and placing the applicant into service before a fingerprint check could be completed or a fingerprint clearance card could be issued.

B. The District ensures that ~~obtains from~~ the Department of Public Safety completes a state-wide criminal records check on the applicant. Subsequent statewide criminal records ~~checks~~ must be completed every one hundred twenty (120) days until ~~a permanent certificate is received~~ the date the fingerprint check is completed or the fingerprint clearance card is issued or denied, as applicable.

C. *Certificated*: The District ~~searches the~~ completes a search of criminal records ~~of~~ in all local jurisdictions outside Arizona where the applicant has lived in the previous five (5) years.

D. The District obtains references from the applicant's current employer and two (2) most recent previous employers, except that for applicants who have been employed for at least five (5) years by the most recent employer, only references from that employer are required.

E. The District provides general supervision of the applicant until permanent certification is issued by ADE or until the date the fingerprint check is completed or the fingerprint clearance card is issued or denied, as applicable.

F. Before an applicant is employed for a certificated position, the District shall verify the certification and fingerprint status of an applicant.

E-Verify

Upon recommendation for employment the District shall confirm employment authorization and employment eligibility verification required by A.R.S. 23-214 ~~participating in the E-Verify program of the Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA). The District will then complete the Form I-9 as required and maintain the form with copies of the necessary documents and documentation of the authorization and verification pending any inquiry~~.

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~~The Superintendent of Public Instruction may also impose any additional conditions or restrictions deemed necessary.~~

Fingerprints and Criminal History

Noncertificated Applicants

The District must report to the Superintendent of Public Instruction on June 30 and December 31 of each year the number of applicants hired prior to the completion of a fingerprint check or the issuance of a fingerprint clearance card and the number of applicants for whom fingerprint checks or fingerprint clearance cards have not been received after one hundred twenty (120) days and after one hundred seventy-five (175) days of hire.

The District may provide information received as a result of a fingerprint check required by A.R.S. 15-512 to any other school district if requested to do so by the person who was the subject of the fingerprint check or communicate to any school district if requested to do so by the person who applied for a fingerprint clearance card whether the person has been issued or denied a fingerprint clearance card. A copy of any written communication regarding employment must be sent by the employer providing the information to the person's last known address.

The Superintendent of Public Instruction may also impose any additional conditions or restrictions deemed necessary.

Criminal History

Any person who permits unauthorized access to criminal history record information, releases criminal history record information, or procures the release or uses criminal history record information other than in accord with A.R.S. 41-1750 is guilty of a Class 6 felony.

Acceptance of Contract

Certificated Applicant

A ~~professional~~ certificated candidate's acceptance of a contract offer must be indicated within _____ (_____) business days from the date of the written contract or the offer is revoked. Written notice of the deadline date for acceptance shall be included in the contract offer or an attachment to the contract offer. The candidate accepts the contract by signing the contract and returning it to the Governing Board or by making a written instrument which accepts the terms of the contract and delivering it to the Governing Board. If the written instrument includes terms in addition to the terms of the contract offered by the Board, the candidate fails to accept the contract.

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Oath of Office

Every school employee shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the employee remains employed by the District and for a period of five (5) years after termination of employment with the District.

Adopted: _____

LEGAL REF.:
A.R.S.
13-3716
15-153
15-502
15-503
15-505
15-509
15-512
15-534
15-536
15-538.01
15-539
15-550
23-211
23-212
23-214
23-1361
38-201
38-231
38-232
38-481
38-766.01
41-1750
41-1756

CROSS REF.:
GCB - ~~Professional Staff Contracts and~~ Compensation
GCFC - ~~Professional Staff Certification and Credentialing Requirements~~ ~~(f~~Fingerprinting R~~r~~equirements~~)~~
GCO – Evaluations and Contracts ~~of Professional Staff Members~~

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REGULATION

~~PROFESSIONAL STAFF~~ HIRING

Definition

A *background investigation* is defined as any communication with an applicant's (or employee's) former employer that concerns the education, training, experience, qualifications, and job performance of the individual and that is used for the purpose of evaluation for employment. Background investigation does not include the results of any state or federal criminal history records check.

Background Investigation Requirements

Only persons designated by the Superintendent shall perform background investigations. Prior to contacting former employers or other persons, the background investigator shall:

A. Ascertain that the standard employment application for the type of position has been completed in full.

B. Obtain from the individual a consent to background investigation and release as determined by the District.

C. Make certain that the individual has identified at least two (2) persons from each past employer who can verify basic job information and discuss the individual's work performance and reason for leaving.

D. Examine the application for a complete work history, accounting for any gaps in employment.

Two (2) persons should be contacted at each past employer if possible (any exceptions should be documented). Upon making contact, the contacts or the former employer or employer's agent should be provided the following information:

A. The name and identifying information of the District.

B. The name of the District representative making the inquiry and how the representative can be contacted.

C. The name of the former employee and period of employment as indicated by the individual whose background is being investigated.

D. The position for which the individual has applied, with descriptive information as to the duties, if requested or necessary to understanding of the inquiry.

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The background investigator shall:

A. Ask the questions, and complete the background check form(s) as provided by the District.

B. Make impression notes as necessary based upon the questions and responses, and determine if there may be cause to contact others or make further inquiries based upon the responses.

C. Provide the information to the Superintendent.

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EXHIBIT

~~PROFESSIONAL STAFF~~ HIRING

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, _____ [applicant's name], have applied for employment with the _____ School District ~~to work as a~~ for the position of _____ [job title]. I understand that in order for the School District to determine my eligibility, qualifications, and suitability for employment, the School District will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include ~~asking~~ contacting my current employer, any former employer, and any educational institution I have attended ~~about~~ regarding my education, training, experience, qualifications, job performance, professional conduct, and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I ~~could be~~ am eligible for rehire~~d~~, reasons for not rehiring me (if applicable), and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

~~According~~ Pursuant to the Family Educational Rights and Privacy Act, I understand that I have ~~a~~ the right to ~~see~~ inspect most education records ~~that are~~ maintained by any educational institution.

In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one [1]) my right to ~~see~~ inspect any written reference or other information provided to the School District by any educational institution.

~~According~~ Pursuant to ~~Arizona Revised Statutes Section~~ A.R.S. 23-1361, I understand that any employer that provides a written communication to the School District regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the School District ~~will~~ may ~~not further consider~~ discontinue consideration of my application if it ~~cannot~~ is unable to complete its background investigation.

In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one [1]) my right to receive a copy of any written communication furnished to the School District by any employer.

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Whether or not I have waived my right to ~~see~~ inspect or ~~to~~ receive copies of written references furnished to the School District by employers or educational institutions, I release, hold harmless, and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee ~~of either~~ thereof, that in good faith furnishes written or oral references requested by this School District to complete its background investigation.

A ~~photocopy or facsimile ("fax")~~ copy of this form that shows my signature shall be as valid as an original.

DATED this _____ day of _____, 20_____.

_____ Witness

_____ Applicant

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EXHIBIT

~~PROFESSIONAL STAFF~~ HIRING

BACKGROUND CHECK FORM

Applicant _____ Date _____

Person contacted _____ Telephone _____

Address _____

E-mail address _____

Relationship to applicant:

☐ Former employer - position _____

District, business, or other entity _____

☐ Personal reference

Method of contact: ☐ Telephone ☐ Letter ☐ Other _____

QUESTIONS FOR EMPLOYERS

Dates of employment _____

Position held _____

Final rate of pay _____

Was the person reliable? ____ If no, explain _____

Was the person's job performance satisfactory? ____ If no, explain _____

_____

Was there a~~A~~ny concern about the person ~~being late to work without authorization~~ related to punctuality, unauthorized tardiness, or other work schedule matters? _____

If yes, explain _____

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Was there a~~A~~ny concern ~~with~~ regarding abuse of leave policies (such as sick leave or personal leave)? _____

If yes, explain _____

Did the person have a~~A~~ny difficulty establishing ~~communication and~~ rapport and communicating with children? _____

If yes, explain _____

Did the person have a~~A~~ny difficult~~ies in~~ establishing ~~communication and~~ rapport and communicating with supervisors, parents, or community members? _____

If yes, explain _____

Did the person ever receive a written counseling statement, letter of direction, or reprimand? _____

If yes, describe _____

Did the ~~District~~ employer ever consider taking action or take action to suspend, decline to renew, or dismiss the employee? _____

If yes, describe _____

Was there ever an allegation or complaint ~~about~~ involving any of the following:

Abusive language? _____

Insulting or derogatory comments? _____

Inappropriate contact with a child? _____

Verbal or physical contact of a sexual nature? _____

Dishonesty? _____

Substance abuse? _____

Failure to provide adequate supervision? _____

Failure to follow reasonable directions or instructions? _____

If yes ~~on~~ to any of the above, ~~get explanation~~ explain _____

_____

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Was the person ever involved in an incident that resulted in injury to an adult or child? _____

If yes, explain _____

Would you rehire this person? _____

_____

Can you identify anyone else who could provide relevant information regarding the applicant's fitness for employment? _____

_____

Is there any other information I have not asked about that would help us determine this person's eligibility, qualifications, and suitability for employment with our District? _____

_____

QUESTIONS FOR PERSONAL REFERENCE

How long have you known the applicant? _____

What is the nature of your relationship? _____

Why do you think the applicant would be a good choice for this position?

_____

Do you know of any reasons that ~~could prevent~~ would affect the applicant~~'s from fulfilling the functions of~~ suitability for the position? _____

_____

Background check form completed by _____

Date completed _____

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EXHIBIT

~~PROFESSIONAL STAFF~~ HIRING

~~AFFIRMATION~~ ACKNOWLEDGEMENT OF A RETIRED EMPLOYEE UPON RETURN TO EMPLOYMENT

To satisfy the requirements of A.R.S. 38-766.01~~, and to retain my eligibility to receive retirement benefits from the Arizona State Retirement System (ASRS)~~ following my return to employment ~~following~~ after a qualified retirement, ~~by my signature below~~ I affirm ~~my awareness and acceptance of the following provisions~~ by my signature below that I understand and accept the following:

A. I have attained ~~a~~ normal retirement age as defined by the Arizona State Retirement System (ASRS).

B. I ~~am returning to greater than half (1/2) time employment not sooner than twelve (12) months following my termination of full-time employment for the purpose of retirement~~ terminated direct employment with an employer at least three hundred sixty-five (365) consecutive days before returning to work.

C. If I return to work as a certificated teacher, my employment is not subject to the requirements prescribed in A.R.S. 15-536, 15-538, 15-538.01, and 15-539 through 15-543.

D. I understand that:

1. pursuant to A.R.S. 38-766.01 my election to return to work is irrevocable for the remainder of the employment for which I ~~have made~~ make this election~~.~~; and

2. I must make this acknowledgement in writing and file it with my employer within thirty (30) days ~~of~~ after returning to work~~.~~ ; and

3. during this period of employment, no ASRS contributions will be made on my behalf, and I will not accrue credited service, additional retirement benefits, or long-term disability benefits.

_____ _____

Signature Date

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EXHIBIT

~~PROFESSIONAL STAFF~~ HIRING

PROCEDURES AND PRACTICES FOR EMPLOYMENT AUTHORIZATION AND EMPLOYMENT ELIGIBILITY VERIFICATION

Anti-Discrimination Notice. It is ~~illegal~~ unlawful to discriminate ~~against any individual (other than an alien not authorized to work in the U.S.)~~ in hiring, discharging, or recruiting or referring for a fee because of ~~that~~ an individual's national origin or citizenship status. ~~It is illegal to discriminate against work eligible individuals~~ except with respect to an individual who is not authorized to work in the United States (8 U.S.C. 1324a and 1324b). Employers cannot specify which document(s) ~~they will accept from~~ an employee must present for Form I-9 completion. The refusal to hire an individual because of a future document expiration date may also constitute illegal discrimination.

Employment Authorization ~~Procedure~~ Verification

~~Arizona schools must use the federal government's Basic Pilot Program to verify the employment authorization of all newly hired employees.~~

~~The Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA) are jointly conducting E-Verify, formerly known as the Basic Pilot. E-Verify involves verification checks of the SSA and DHS databases, using an automated system to verify the employment authorization~~ Pursuant to the Immigration Reform and Control Act (IRCA) and A.R.S. 23-214, the District shall verify the employment eligibility of all newly hired employees. This verification process includes:

~~There are four (4) types of access to E-Verify: As an employer, as a designated agent for employers, as a multi-location corporate administrator, or through a web service.~~

~~Users can access the web-based access methods using any Internet-capable Windows based personal computer and a web browser of Internet Explorer 5.5 or Netscape 4.7 or higher (with the exception of Netscape 7.0).~~

~~To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the SSA, USCIS and the employer.~~

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~~The following e-mail address will allow navigation to both instructions and forms for the I-9 for verifying the identity and employment authorization of individuals hired for employment in the United States:~~

~~https://www.uscis.gov/i-9~~

~~Form I-9 may be completed as soon as the employer has offered the individual a job and the individual has accepted the offer. Each newly hired employee must complete and sign Section 1 of Form I-9 no later than his or her first day of employment.~~

~~If you need assistance in completing the registration process or need additional information relating to E-Verify, please call the Office of Verification toll free at 1-888-464-4218.~~

~~**I-9 Form Completion**~~

~~The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals.~~

~~The Employment Eligibility Verification (Form I-9) must be completed as follows:~~

~~**Section 1. Employee Information and Attestation**~~

~~Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)~~

~~**Section 2. Employer or Authorized Representative Review and Verification**~~

~~Employers or their authorized representative must complete and sign Section 2 within three (3) business days of the employee's first day of employment.~~

A. Form I-9 Completion:

1. Each newly hired employee must complete and sign Section 1 of Form I-9 no later than the first day of employment and only after accepting a job offer.

2. The District, as the employer, must complete and sign Section 2 of Form I-9 within three (3) business days of the employee's first day of employment (8 C.F.R. 274a.2).

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B. E-Verify Participation. The District shall comply with A.R.S. sections 23-214 and 41-4401 as applicable to District employees and District contractors and subcontractors.

Resources

Information and instructions regarding Form I-9 are available at: https://www.uscis.gov/i-9.

E-Verify program resources are available at: https://www.e-verify.gov.

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EXHIBIT

HIRING

OATH OF OFFICE

In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before entering upon the duties of office or employment, any officer or employee shall take and subscribe to the following oath or affirmation:

State of Arizona, County of _____,
I, _____ [type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of _____ [name of office] according to the best of my ability, so help me God (or so I do affirm).

_____
(Signature of officer or employee)

LEGAL REF.:
A.R.S.
38-231

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GCF-EF ©

EXHIBIT

HIRING

NONCERTIFICATED NOTICE OF EMPLOYMENT AND WAGE TERMS

☐ New Hire ☐ Wage/Status Change

Employee: _____ Position: _____

Supervisor: _____

Effective Date: ____/____/____

Rate: $_____

(*If change*) Prior Rate: $_____ → New Rate: $_____

Work Schedule (attach if needed): _____

Governing Board action on ____/____/____

Acknowledgments (check all that apply):

☐ I received the position description and understand the duties and requirements.

☐ I acknowledge this notice does not alter my employment status (at-will employees have no expectation of continued employment).

☐ I will comply with Governing Board policies and administrative regulations.

☐ I received information on hourly rate of pay, pay periods, timekeeping, and overtime rules (if non-exempt).

Employee Signature _____ Date _____

Superintendent Signature _____ Date _____

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ADVISORY 1004

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~~PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING~~ FINGERPRINTING REQUIREMENTS

~~(Fingerprinting Requirements)~~

New Hires

Certificated Employees

All certificated personnel ~~to be~~ hired by the District shall be fingerprinted as a condition of employment, except ~~for personnel~~ those who, as a condition of certification are required to ~~have~~ hold a valid fingerprint clearance card.

~~The candidate's f~~Fingerprints shall be submitted, along with the form ~~presented as an exhibit to this policy~~ GCFC-E, immediately upon ~~being~~ notified~~ed~~cation of possible employment. The form shall be ~~considered a~~ part of the application for employment.

An expired fingerprint clearance card may be used ~~to satisfy the fingerprint requirements of section 15-183, 15-503, 15-512, 15-534, 15-782.02, 15-1330 or 15-1881~~ if the person signs an affidavit ~~stating both of the following~~ affirming that:

A. ~~The person submitted a~~ A completed application for renewal was submitted to the ~~Finger Printing Division of the~~ Department of Public Safety (DPS) ~~for a new fingerprint clearance card~~ within ninety (90) days before ~~the~~ expiration ~~date on the person's current fingerprint clearance card.~~, and

B. The person is not awaiting trial on, and has not been convicted of, a disqualifying criminal offense ~~that would make the person ineligible for a fingerprint clearance card~~.

This does not apply to a fingerprint clearance card that has been denied, suspended or revoked or to a person who has requested a good cause exception hearing.

Noncertificated Employees

All newly hired noncertificated personnel, and unpaid personnel who are not the parent or guardian of a student but who provide direct services to students without the supervision of a certificated employee, shall be fingerprinted as a condition of employment under A.R.S. 15-512, except:

A. Personnel fingerprinted as a condition of licensing, if the license is required for employment.

B. Personnel previously employed by the District and reemployed within one (1) year of termination.

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Additional provisions:

A. The District may require noncertificated or unpaid personnel to obtain a fingerprint clearance card as a condition of employment.

B. For the purposes of this policy, *supervision* means under the direction of and, except for brief periods, within sight of a certificated employee while providing direct services to students.

C. If a fingerprint clearance card is not required, such personnel may still apply for one, and the District may share results or status with other school districts for employment purposes.

D. Fingerprints and the form GCFC-E must be submitted within twenty (20) days of beginning work. Employment may be terminated if information on the affidavit is inconsistent with the fingerprint check or fingerprint clearance card results.

E. The District may fingerprint or require a fingerprint clearance card for any other employee or applicant not otherwise required by law.

All Employees:

A. The District shall assume the cost of fingerprint checks and clearance card applications but may assess paid employees for actual costs. Unpaid personnel will not be charged.

B. ~~Candidates shall certify on the prescribed notarized forms~~ Individuals shall complete the form GCFC-E, certifying whether they are awaiting trial on or have ever been convicted of or admitted ~~in open court or pursuant to a plea agreement committing~~ to, any of the following criminal offenses in Arizona or similar offenses in any other jurisdictions, including ~~a~~ charges or convictions that ~~has~~ have been vacated, set aside or expunged:

1. ~~A.~~ Sexual abuse of a minor.

2. ~~B.~~ Incest.

3. ~~C.~~ First- or second-degree murder.

4. ~~D.~~ Kidnapping.

5. ~~E.~~ Arson.

6. ~~F.~~ Sexual assault.

7. ~~G.~~ Sexual exploitation of a minor.

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8. ~~H.~~ Felony offenses involving contributing to the delinquency of a minor.

9. ~~I.~~ Commercial sexual exploitation of a minor.

10. ~~J.~~ Felony offenses involving the sale, distribution, or transportation of~~, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute~~ marijuana~~, or~~ dangerous drugs, or narcotic drugs.

11. ~~K.~~ Felony offenses involving ~~the~~ possession or use of marijuana, dangerous drugs, or narcotic drugs.

12. ~~L.~~ Misdemeanor offenses involving ~~the~~ possession or use of marijuana or dangerous drugs.

13. ~~M.~~ Burglary in the first degree.

14. ~~N.~~ Burglary in the second or third degree.

15. ~~O.~~ Aggravated or armed robbery.

16. ~~P.~~ Robbery.

17. ~~Q.~~ A dangerous crime against children as defined in A.R.S. 13-705.

18. ~~R.~~ Child abuse.

19. ~~S.~~ Sexual conduct with a minor.

20. ~~T.~~ Molestation of a child.

21. ~~U.~~ Manslaughter.

22. ~~V.~~ Aggravated assault.

23. ~~W.~~ Assault.

24. ~~X.~~ Exploitation of minors involving drug offenses.

25. ~~Y.~~ Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.

26. ~~Z.~~ An act committed in another ~~state or territory~~ jurisdiction that if committed in this state would ~~have been subject to disclosure under Q and Y above~~ fall under the above Arizona provisions.

27. ~~AA.~~ Any crime ~~that~~ requiresing ~~the person to register as a~~ sex offender registration pursuant to (A.R.S. 13-3821).

28. ~~AB.~~ ~~A p~~Preparatory offenses ~~as prescribed in~~ (A.R.S. 13-1001) of any ~~offense that is subject to disclosure under Q, S, Y, Z, or AA~~ crime listed above.

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False statements on the form GCFC-E are ~~A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of~~ a Class 3 misdemeanor. The District may refuse to hire or may review or terminate personnel ~~who have been~~ convicted of or who have admitted ~~committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review~~ to such offenses, consistent with A.R.S. 15-512. In making determinations, the Governing Board shall ~~utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512~~ consider the statutory factors. Before termination under A.R.S. 15-512, a hearing shall be held.

~~When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.~~

Identity Verified Prints (IVP) Fingerprint Clearance Card Requirements

The following individuals must obtain an IVP Fingerprint Clearance Card pursuant to A.R.S. 15-106:

A. Applicants for a new teaching certificate to teach in a school district.

B. Participants in field experience or student teaching in Arizona.

C. Applicants for renewal of a teaching certificate in order to continue teaching in a school district.

D. Applicants required for the first time to be fingerprinted to teach in a charter school and applicants required to renew fingerprints to continue teaching in a charter school under A.R.S. 15-183.

E. Applicants required to be fingerprinted under A.R.S. 15-512.

F. Individuals contracted by this state, a school district, or a charter school to provide tutoring services.

Exceptions:

A. A person who participates in a teacher preparation program that is approved by the State Board of Education and who does not participate in field experience or student teaching in Arizona shall not be required to obtain a fingerprint clearance card pursuant to A.R.S. 15-106.

B. A person who has a set of identity verified fingerprints on file with the Department of Public Safety pursuant to A.R.S. 15-106 shall not be required to submit a new set of fingerprints to the DPS to renew the person's fingerprint clearance card.

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Required Employment Process

The Superintendent shall develop and implement procedures ~~that include the following in the employment process~~ to ensure compliance with this policy and A.R.S. 15-106, 15-512, and 41-1750, including:

A. Providinge for fingerprinting of ~~employees~~ covered employees ~~under this policy and A.R.S. 15-512~~.

B. Submitting ~~Provide for~~ fingerprint checks pursuant to A.R.S. 41-1750.

C. Collecting and depositing fingerprinting fees with the county treasurer as required by A.R.S. 15-512.

Adopted: _____

LEGAL REF.:
A.R.S.
13-705
15-183
15-503
15-509
15-512
15-534
15-782.02
15-1330
15-1881
23-1361
41-1750
41-1758.07

CROSS REF.:
GCF - ~~Professional Staff~~ Hiring
GCG - Part-Time and Substitute ~~Professional Staff~~ Employment
IJOC - School Volunteers

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EXHIBIT

~~PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING~~ FINGERPRINTING REQUIREMENTS

AFFIDAVIT OF CRIMINAL HISTORY

_____ _____

Name (typed or printed) Position

I, _____, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

1 ~~A.~~ Sexual abuse of a minor.

2 ~~B.~~ Incest.

3 ~~C.~~ First- or second-degree murder.

4 ~~D.~~ Kidnapping.

5 ~~E.~~ Arson.

6 ~~F.~~ Sexual assault.

7 ~~G.~~ Sexual exploitation of a minor.

8 ~~H.~~ Felony offenses involving contributing to the delinquency of a minor.

9 ~~I.~~ Commercial sexual exploitation of a minor.

10 ~~J.~~ Felony offenses involving the sale, distribution, or transportation of~~, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute~~ marijuana, ~~or~~ dangerous drugs, or narcotic drugs.

11 ~~K.~~ Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.

12 ~~L.~~ Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.

13 ~~M.~~ Burglary in the first degree.

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14 ~~N~~. Burglary in the second or third degree.

15 ~~O~~. Aggravated or armed robbery.

16 ~~P~~. Robbery.

17 ~~Q~~. A dangerous crime against children as defined in A.R.S. 13-705.

18 ~~R~~. Child abuse.

19 ~~S~~. Sexual conduct with a minor.

20 ~~T~~. Molestation of a child.

21 ~~U~~. Manslaughter.

22 ~~V~~. Aggravated assault.

23 ~~W~~. Assault.

24 ~~X~~. Exploitation of minors involving drug offenses.

25 ~~Y~~. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.

26 ~~Z~~. An act committed in another jurisdiction ~~state or territory~~ that if committed in this state would fall ~~have been subject to disclosure~~ under the ~~Q and Y~~ above Arizona provisions.

27 ~~AA~~. Any crime ~~that~~ requiringes ~~the person to register as a~~ sex offender registration pursuant to A.R.S. 13-3821.

28 ~~AB~~. ~~A~~ Ppreparatory offenses ~~as prescribed in~~ (A.R.S. 13-1001) of any crime listed ~~offense that is subject to disclosure under Q, S, Y, Z, or AA~~ above.

_____ _____

Employee signature Date signed

Subscribed, sworn to, and acknowledged before me by _____

_____, this _____ day of _____, 20_____,

in _____ County, Arizona.

My Commission Expires

_____ _____

Notary Public

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~~PROFESSIONAL / SUPPORT STAFF~~
~~HIRING - OATH OF OFFICE~~

~~Every school employee shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the employee remains employed by the District and for a period of five (5) years after termination of employment with the District.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~38-231~~

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~~GCFE-E ©~~

~~EXHIBIT~~

~~PROFESSIONAL / SUPPORT STAFF~~
~~HIRING - OATH OF OFFICE~~

~~In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before entering upon the duties of office or employment, any officer or employee shall take and subscribe to the following oath or affirmation:~~

~~State of Arizona, County of _____, I, _____ [type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of _____ [name of office] according to the best of my ability, so help me God (or so I do affirm).~~

_____
~~(Signature of officer or employee)~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~38-231~~

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PART - TIME AND SUBSTITUTE ~~PROFESSIONAL STAFF~~ EMPLOYMENT

Substitute Teachers

The Board will establish the daily pay rate for substitute teachers.

The Superintendent will screen all applicants for substitute positions and recommend substitute teachers to the Board for approval. The Superintendent will establish regulations to ensure that all substitutes used in the schools are on the Board-approved substitute list.

~~**Substitute Professional Staff Members**~~

Part-Time Employees

The Superintendent may employ, when conditions warrant, temporary or part-time personnel on a per diem or time card basis. This authority is subject to the following conditions:

A. Continued employment of any such person shall be subject to confirmation and approval by the Board at its next official meeting.

B. The employee shall be hired on a per diem basis and shall be compensated in accordance with the requirements and limitations of existing contracts that cover similar positions or employees.

C. In addition to the conditions set forth above, the temporary assignment of a person to a supervisory or administrative position shall be preceded by notification to the Board. The Superintendent will detail the circumstances that created the need for the part-time employment.

==========

Optional language: **The following outlined item (to the next double line) is available for inclusion in whole or in part at the discretion of school districts having only one (1) school or fewer than 600 students as determined by the local Governing Board.**

Small School Districts; Substitute Teachers

A *small school district*, as defined in A.R.S. 15-901, is allowed to employ a substitute teacher who is related to a member of the Governing Board as the member's spouse or immediate family and who has had the same household of residence within the preceding four (4) years. If a small school district employs a substitute teacher in these circumstances, the member of the Governing Board who is related to the substitute teacher must recuse themselves from voting on any matter relating to substitute teachers.

==========

Adopted: _____

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LEGAL REF.:
A.R.S.
15-341
15-421
15-502
15-503
15-901
A.A.C.
R7-2-603
R7-2-614

CROSS REF.:
GCF – Hiring

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~~ARRANGEMENTS FOR SUBSTITUTE STAFF MEMBERS~~

~~The Superintendent will establish procedures for reporting the need for and arranging for professional staff substitutes.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.A.C.~~
~~R7-2-614~~

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~~GCGB-R ©~~

~~REGULATION~~

~~ARRANGEMENTS FOR SUBSTITUTE STAFF MEMBERS~~

~~When utilizing the leave policies of the District, it shall be the responsibility of the teacher to notify the supervising principal, as soon as possible, of the need for a substitute teacher. In the event the principal is not available, the _____ may be notified.~~

~~If the teacher knows in advance that a return to duty will be assured on a certain day, the principal should be so notified in order that the substitute may be informed.~~

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~~PROFESSIONAL / SUPPORT STAFF~~
ORIENTATION AND TRAINING

The Superintendent will establish a program to provide orientation for all new District employees. At a minimum, this program will cover the following items:

A. Goals, objectives, and programs of the District.

B. Personnel policies.

C. Sexual harassment.

D. Terms of employment.

E. General disciplinary rules and procedures.

F. Salary and ~~fringe~~ benefit plans.

G. Professional development ~~Self improvement~~ opportunities.

H. The evaluation program and name(s) of evaluator(s).

I. Handling of body fluids.

J. Child abuse reporting responsibilities.

School districts and charter schools may not require an employee to engage in and shall not use public monies for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity, or sex. This does not preclude any training on sexual harassment or lessons on recognizing and reporting abuse.

"Blame or judgment on the basis of race, ethnicity or sex" is defined in A.R.S. 41-1494 by seven (7) concepts.

Adopted: _____

LEGAL REF.:
A.R.S.
13-3620
15-153
15-341
41-1494
29 CFR 1910.1030

CROSS REF.:
IHAMD - Instruction and Training in Suicide Prevention

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~~PROFESSIONAL STAFF DEVELOPMENT~~

~~The Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its certificated staff. Such opportunities include, within budgetary limitation, special in-service training courses, workshops, school or District visitations, conferences, professional library, and assistance from supervisors and consultants.~~

~~In line with such opportunities, the Board encourages educational research by staff members when the conduct of the project does not conflict with the major functions of the schools.~~

~~In-Service Training Courses~~

~~The Superintendent may establish local in-service training courses for teachers and other certificated employees in the schools, credit for which may be granted beyond the bachelor's degree in the manner that graduate courses in institutions of higher learning are taken into account.~~

~~This credit may be granted in cases where the scope, level, quality, and content of the local course is equal to college graduate work and the instructor is qualified to teach on the college level. The Superintendent may establish reasonable rules by which to select such courses and designate them for credit. The maximum number of credits earned in such courses that may be counted toward the salary differentials is one-half (1/2) the credits required for each column of the salary schedule. The number of credits to be granted for each course shall be determined by the Superintendent.~~

~~The attendance of teachers in these courses shall be recorded, and no credit shall be allowed unless the teacher has completed the assigned work of the course.~~

~~If the District compensates the staff member for attending in-service training courses, no credit shall be allowed for advancement on the salary schedule.~~

~~Adopted: _____~~

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

~~CROSS REF.:~~
~~IHAMD - Instruction and Training in Suicide Prevention~~

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PROFESSIONAL STAFF PROBATIONARY AND CONTINUING STATUS

Probationary teacher means a certificated teacher who is not a continuing teacher.

Continuing teacher means:

A. a certificated teacher who has been and is currently employed by the District for the major portion of three (3) consecutive school years, and;

B. who has not been designated in the lowest performance classification for the previous school year or who has not regained continuing status after being designated as a probationary teacher.

A continuing teacher becomes a probationary teacher in the school year following having been designated in the lowest performance classification and shall remain a probationary teacher until that teacher's performance classification is designated in either of the two (2) highest performance classifications.

Administrators are not covered under the terms of the teacher appointment and evaluation statutes and do not gain credit toward continuing status.

Adopted: _____

LEGAL REF.:
A.R.S.
15-501
15-502
15-536
15-538.01
15-539
15-544
15-546
15-547
A.G.O.
I78-150
I78-286
I80-113
I83-131
I84-048

CROSS REF.:
GCO - Evaluation of Professional Staff Members

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ADVISORY 1011

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~~PROFESSIONAL STAFF~~ ASSIGNMENTS AND TRANSFERS

~~The Superintendent shall have the responsibility for the assignment of all personnel throughout the District.~~ The procedure for assignment and transfer of ~~professional~~ staff members, as well as the resolution of any conflicts regarding transfers, will be based on employee qualifications, the needs of the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

Assignments

The Superintendent shall have the responsibility for the assignment of all personnel throughout the District.

~~In addition, n~~No right to school, grade, or subject assignment shall be inferred from ~~the~~ a teacher's contract.

Transfers

Certificated Employees

The transfer of teachers from one school to another school within the District shall take into consideration the needs of the students in the District and the current distribution of teachers across all of the four (4) performance classifications as adopted by the State Board of Education.

A teacher who has been employed by the District for the major portion of three (3) or more consecutive school years and who is currently designated in the lowest performance classification for two (2) consecutive school years shall not be transferred as a teacher to another school in the District unless 1) the District has issued a preliminary notice of inadequacy of classroom performance, ~~and approved a performance improvement plan for the teacher and~~ 2) the performance plan has been approved, and 3) the Governing Board has approved the new placement as in the best interests of the ~~pupils~~ students in the school.

Following a transfer under this provision, a teacher who continues to be designated in one (1) of the two (2) lowest performance classifications shall not be permitted to transfer to another school. A teacher shall not be transferred more than once under the provisions of this paragraph.

Noncertificated Employees

The transfer/reassignment of noncertificated employees will be determined by the ~~of teachers from one school to another school within the District shall take into consideration the~~ needs of the ~~pupils in the~~ District and ~~the current distribution of teachers across all of the four (4) performance classifications as adopted by the State Board of Education~~ employee qualifications.

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Transfer Across Pay Grades

The above applies to transfers/reassignments within the same job classification and pay grade. Transfer/reassignment of an employee to a position of greater or lesser pay requires Board approval.

Voluntary Transfers

~~Professional~~ All staff members may apply for transfer or reassignment, whether or not a vacancy exists. Transfers will not be approved during the school year unless the needs of the District dictate such approval.

~~In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees.~~

~~The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.~~

Prohibited Transfer/Re-assignment Basis

An employer cannot transfer or reassign an employee due to the employee's good faith report required under A.R.S. 13-3620 or A.R.S. 15-514.

Adopted: _____

LEGAL REF.:
A.R.S.
13-3620
15-341
15-502
15-503
15-514
15-537 - 15-541

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ADVISORY 1012

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PROFESSIONAL STAFF
SCHEDULES AND CALENDARS

All professional staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. The Superintendent may alter or extend the school day for meetings, special events, and activities.

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours.

In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the Superintendent.

Adopted: _____

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

CROSS REF.:
GCMF - Professional Staff Duties and Responsibilities
JLIA - Supervision of Students

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~~PROFESSIONAL STAFF MEETINGS~~

~~The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated to the school principals, who may hold such building meetings on a regularly scheduled basis or as they may arise.~~

~~All teachers are required to attend any such meetings unless officially excused by the principal or the Superintendent prior to the meeting.~~

~~The Board and the administration recognize the value of and encourage grade-level staff meetings or departmental staff meetings. A minimum number of such meetings will be allowed during the regular school day, as long as the minimum number of classroom minutes for the grade level has been met. Arrangements for such meetings shall be made with the Superintendent through the school principals.~~

~~Adopted: _____~~

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

~~CROSS REF.:~~
~~IKACA - Parent Conferences~~

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~~PROFESSIONAL STAFF~~ DUTIES AND RESPONSIBILITIES

(Duties of Teachers; Failure to Comply is Unprofessional Conduct; Penalty)

Certificated Employees

~~***Every teacher shall:***~~

~~A. Make student learning the primary focus of the teacher's professional time.~~

~~B. Hold students to strict account for disorderly conduct.~~

~~C. Exercise supervision over students on the playgrounds and during recess if assigned to such duty.~~

~~D. Take and maintain daily classroom attendance.~~

~~E. Make the decision to promote or retain a student in grade in a common school or to pass or fail a student in a course in high school. Such decisions may be overturned only as provided in A.R.S. 15-342.~~

~~F. Comply with all rules, regulations, and policies of the Governing Board that relate to the duties as prescribed.~~

~~A teacher shall not use sectarian or denominational books or teach any sectarian doctrines or conduct religious exercises.~~

~~A teacher who instructs a course offered under Policy IHAL, Teaching About Religion, in its appropriate historical context and in good faith shall be immune from civil liability and disciplinary action pursuant to section A.R.S. 15-535.~~

~~A teacher who fails to comply with the above is guilty of unprofessional conduct and may be subject to disciplinary action by the Governing Board and by the State Board of Education.~~

~~A teacher who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the teacher's supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with the School District.~~

Schedules

Certificated employees are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours.

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In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. The Superintendent may alter or extend the school day for meetings, special events, and activities; extra duty assignments may be made by the Superintendent.

Arrangements for Substitute Teachers

The Superintendent will establish procedures for reporting the need for and arranging for substitutes.

Noncertificated Employees

Schedules

All noncertificated employees shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave.

The normal workweek for noncertificated employees will not exceed forty (40) hours per week. Usually, the week will be based on eight (8) hours per day, five (5) days per week; however, the Superintendent may designate other workweek structures to meet varying conditions and needs of the District. Employees will be notified at least one (1) week in advance of any modification to the workweek plan.

Individual employee work schedules will be based on the position held by the respective employees and on District needs as identified during the employment process.

For the purpose of calculating regular and overtime hours in accordance with wage and hour requirements, the District's designated workweek shall begin at 12:01 a.m. Sunday and conclude at 12:00 midnight the following Saturday.

Overtime

A noncertificated employee may work overtime, provided that advance authorization is obtained from the supervisor in charge or, in the case of an emergency, authorization is obtained immediately upon completion of the work or as soon thereafter as practicable.

All Employees

Meetings

The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated to the school ~~principals~~ or supervisors, who may hold such meetings on a regularly scheduled basis or as they may arise. district administrators

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All appropriate employees are required to attend any such meetings unless officially excused by the principal, supervisor or the Superintendent prior to the meeting.

Grade-level staff meetings or departmental staff meetings are allowed during the regular school day, as long as the minimum number of classroom minutes for the grade level has been met. Arrangements for such meetings shall be made with the Superintendent through ~~the school principals.~~ district administration

Adopted: _____

LEGAL REF.:
A.R.S.
15-153
15-203
15-341
15-342
15-502
15-535
15-539
15-550
15-717.01
15-901
23-391
41-1758.03
A.A.C.
R7-2-614
Arizona Constitution, Article 18, Section 1
29 U.S.C. 207, Fair Labor Standards Act
29 C.F.R. 516 *et seq.*, Fair Labor Standards Act

CROSS REF.:
GBEA - Ethics and Code of Conduct
~~GBEB - Staff Conduct~~
GCO - Evaluations ~~of Professional Staff Members~~ and Contracts
IKACA - Parent Conferences
JLIA - Supervision of Students

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REGULATION

DUTIES AND RESPONSIBILITIES

(Noncertificated Employee Workload)

Fair Labor Standards Act: Overtime Compensation

Per 29 U.S.C. 207(o), nonexempt employees who work more than forty (40) hours per week shall be awarded "compensatory time" at the rate of one and one-half (1 1/2) hours for each hour of overtime work, in lieu of overtime compensation, as stated in the employee's agreement or contract. Compensatory time ("comp time") accrual, use, and payout shall occur pursuant to 29 U.S.C. 207(o).

In cases of emergency, when the employee cannot be immediately released for comp time, the Superintendent will either pay the employee overtime compensation at the rate of time and one-half or have the employee use the comp time at a future date, consistent with law.

The hours must be approved by the immediate supervisor before an employee works overtime or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible.

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REGULATION

DUTIES AND RESPONSIBILITIES

(Arrangements for Substitute Staff Members)

When utilizing the leave policies of the District, it shall be the responsibility of the teacher to notify ~~the principal~~, as soon as possible, of the need for a substitute teacher. In the event ~~the principal~~ is not available, the principal's designee will be notified.

If the teacher knows in advance that a return to duty will be assured on a certain day, ~~the principal~~ should be so notified in order that the substitute may be informed.

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EVALUATIONS ~~OF PROFESSIONAL STAFF MEMBERS~~ AND CONTRACTS

~~The process and purpose of evaluation for certificated professional staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of the professional staff.~~

Definitions ~~of Terms~~

In this policy:

A. ***Certificated teacher*** means a person who holds a certificate from the State Board of Education to work in the schools of this state and who is employed under contract in a position that requires certification, except a psychologist or an administrator devoting at least fifty percent (50%) of the person's time to classroom teaching.

B. ***Continuing teacher*** means a certificated teacher who has been and is currently employed by the School District for the major portion of three (3) consecutive school years and who has not been designated in the lowest performance classification for the previous school year or who has not regained continuing status after being designated as a probationary teacher.

C. ***Probationary teacher*** means a certificated teacher who is not a continuing teacher.

D. ~~B.~~ ***Inadequacy of classroom performance*** means the definition of inadequacy of classroom performance adopted by the Governing Board.

E. ~~C.~~ ***Performance classifications*** means the four (4) performance classifications for teachers and the principals performance evaluation system as adopted by the Governing Board.

F. ~~D.~~ ***Qualified evaluator*** means ~~a school principal~~ district administration or other person who is trained to evaluate teachers and who is designated by the Governing Board to evaluate certificated teachers.

~~Evaluation of Classroom Teachers and Other Certificated Non-administrative Staff Members~~

A continuing teacher becomes a probationary teacher in the school year following having been designated in the lowest performance classification and shall remain a probationary teacher until that teacher's performance classification is designated in either of the two (2) highest performance classifications.

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Evaluations

The Governing Board shall adopt teacher evaluation policies pursuant to A.R.S. 15-537.

In developing the District's evaluation systems, the Governing Board may review and consider the Arizona Department of Education's teacher and principal evaluation system best practices.

Information regarding the evaluation process can be found in GCO-R.

Certificated Employees

The District teacher performance evaluation system shall do the following:

A. Be designed to improve teacher performance and improve student achievement;

B. Include quantitative data on the academic progress for all students, which shall account for between twenty percent (20%) and thirty-three percent (33%) of the evaluation outcomes;

C. Include four (4) performance classifications, designated as highly effective, effective, developing, and ineffective.

~~Performance classifications for teachers shall be the same four (4) performance classifications adopted by the State Board of Education. The performance classifications are to be applied to the evaluation instruments in a manner designed to improve principal and teacher performance. At least annually, the Governing Board will discuss at a public meeting its aggregate performance classifications of principals and teachers.~~

The District will involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. The ~~following elements will be a part of the~~ Governing Board shall ensure that its teacher evaluation system and policies describe teacher incentives, protections, performance improvement plans, and dismissal and nonrenewal procedures as required by A.R.S. 15-537, including:

A. *Incentives* for teachers in the highest performance classification, which may include multiyear contracts not to exceed three (3) years. The offer and acceptance of a multiyear contract does not exclude that teacher from the application of A.R.S. 15-538.01, 15-540, 15-541, or 15-549, and the teacher may accept a multiyear contract offer or decline and accept a one (1) year contract.

B. *Incentives* for teachers in the two (2) highest performance classifications to work at schools that are assigned a letter grade of D or F pursuant to A.R.S. 15-241.

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C. *Protections* for teachers who are transferred to schools that are assigned a letter grade of *D* or *F* pursuant to A.R.S. 15-241.

D. *Protections* for teachers if the principal of the school is designated in the lowest performance classification.

E. *Performance improvement plans* for teachers designated in the lowest performance classification.

F. *Dismissal or nonrenewal procedures* pursuant to A.R.S. 15-536 or 15-539 for teachers who continue to be designated in the lowest performance classification. The procedures shall require that the School District issue the preliminary notice of inadequacy of classroom performance no later than the second consecutive year that the teacher is designated in one (1) of the two (2) lowest performance classifications unless the teacher is in the first or second year of employment with the School District or has been reassigned to teach a new subject or grade level for the preceding or current school year.

The Governing Board shall also ensure that its teacher evaluation system includes procedures as prescribed by 15-537(F), (G), (H), (I) & (J).

~~A. It will meet the requirements prescribed in statute and provide at least one (1) evaluation of each certificated teacher by a qualified evaluator each school year or as provided in Section I.~~

~~B. A copy of the evaluation system shall be given to each teacher in the District.~~

~~C. Specific training requirements for qualified evaluators, approved by the Board, will be included which may involve local or national educator training resources recommended by the Superintendent.~~

~~D. The Superintendent will recommend qualified evaluators to the Board prior to naming evaluators.~~

~~E. The Board will designate qualified evaluators.~~

~~F. Best practices for professional development and evaluator training adopted by the State Board of Education will be considered.~~

~~G. The system will include incentives for teachers in the highest performance classification.~~

~~H. The system will include a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete school years.~~

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~~I. The District may use an alternative performance evaluation cycle subject to the following:~~

~~1. The Governing Board shall adopt policies for an expedited performance review during the years in which a teacher is not undergoing a formal performance evaluation. The expedited performance review policies may classify teacher performance in categories that include teamwork and support for lower-performing teachers.~~

~~2. The Governing Board shall allow only teachers who have been evaluated and designated in the highest performance classification for at least three (3) consecutive years by the same school to participate in the alternative performance evaluation cycle.~~

~~3. If an expedited performance review under this subsection determines that the teacher is not in the highest performance classification, the teacher shall be removed from the alternative performance evaluation cycle and be reviewed on the established evaluation system.~~

~~The Governing Board may waive the requirement of a second classroom observation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.~~

~~Either the qualified evaluator or another Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.~~

~~==========~~

The District teacher evaluation will address the following ~~items~~ (*to be inserted in this location BEFORE adoption by the Board*):

~~**Item 1**~~

In this policy the Board shall describe:

1) ~~The Board shall~~ *~~describe~~* *performance improvement plans.* ~~for teachers designated in the lowest performance classification~~ *~~and~~*

2) *dismissal or nonrenewal procedures* pursuant to ~~section~~ A.R.S. 15-536 or 15-539 for teachers who continue to be designated in the lowest performance classification.

3) *Inadequacy of Classroom Performance.*

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~~Item 2~~

~~**The Board's dismissal or nonrenewal procedures shall require that the District issue the preliminary notice of inadequacy of classroom performance no later than the second consecutive year that the teacher is designated in one (1) of the two (2) lowest performance classifications unless the teacher is in the first or second year of employment with the District or has been reassigned to teach a new subject or grade level for the preceding or current school year.**~~

~~A teacher's classroom performance is inadequate if:~~

~~***INSERT DISTRICT LANGUAGE HERE.***~~

~~==========~~

~~The Superintendent is authorized to issue preliminary notices of inadequacy of classroom performance prior to Governing Board approval. The Superintendent, in consultation with the principal or supervisor of the classroom teacher, will consider any mitigating circumstances before issuing such notices to a classroom teacher who is new to the profession or who was recently reassigned to a new grade level or content area. The Board will be notified within ten (10) school days of such issuance.~~

~~A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal. The teacher shall have the burden of proof in the appeal. The appeal shall go to the Superintendent.~~

~~**Evaluation of** *Principals,*~~
other Administrators
and Psychologists

The Board authorizes the Superintendent to establish a system for the evaluation of principals, other administrators, and certificated school psychologists. Advice will be sought from those to be evaluated in the development of the performance evaluation system for each of these employee classifications.

~~**Evaluation of** *Principals*~~

The Governing Board shall adopt policies that:

A. are designed to improve principal performance and improve student achievement.

B. include the use of quantitative data on the academic progress for all students, which shall account for between twenty percent (20%) and thirty-three percent (33%) of the evaluation outcomes.

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C. include four (4) performance classifications, designated as highly effective, effective, developing and ineffective.

D. describe both of the following:

1. the methods used to evaluate the performance of principals, including the data used to measure student performance and job effectiveness.

2. the formula used to determine evaluation outcomes.

The evaluation system for the evaluation of the performance of principals may include the overall instructional program, student progress, personnel, curriculum, and facilities. Principals will be given a review of evaluation procedures prior to beginning the process.

Subject to statutory limitations, the Board shall make available the evaluation and performance classification pursuant to A.R.S. 15-5037 of each principal in the District to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes.

~~Evaluation of~~ *Other Administrators*

The format for the evaluation system for other administrators (other than the Superintendent) will be developed under the leadership of the Superintendent, focusing on the responsibilities and outcomes which support the overall instructional program and needs of the District. Evaluation procedures, timelines, and methods to be used for the communication of evaluation results will be reviewed with each employee prior to beginning the process.

~~Evaluation of~~ *Certificated School Psychologists*

The evaluation system for certificated school psychologists shall include the following:

A. Recommendations as to areas of improvement in the performance of the certificated school psychologist if the performance warrants improvement.

B. After transmittal of an assessment, a Board designee shall confer with the certificated school psychologist to make specific recommendations as to areas of improvement in performance.

C. The Board designee shall provide assistance and opportunities for the certificated school psychologist to improve his/her performance and shall follow up after a reasonable period of time for the purpose of ascertaining that adequate performance is being demonstrated.

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D. Appeal procedures for certificated school psychologists who disagree with the evaluation of their performance, if the evaluation is for use as criteria for establishing compensation or dismissal.

~~Contracts of~~ ***Noncertificated Employees***

A. All noncertificated personnel shall be evaluated by the designated supervisor or administrator.

B. A written evaluation of each employee's effectiveness shall be completed during the first year of employment, no later than ninety (90) days after the employee's start date.

C. A second evaluation shall be conducted within the first year, on or before the employee's anniversary date.

D. Each noncertificated employee shall be evaluated at least once annually thereafter.

E. Evaluations shall be used to support the improvement of job performance and to inform decisions regarding continued employment.

Contracts

Certificated Employees

The Governing Board may transmit and receive contracts of certificated employees in an electronic format and may accept electronic signatures on those contracts. The Superintendent will develop procedures for the implementation of this discretionary process.

The Governing Board may adopt requirements that require electronic signatures to be followed by original signatures within a specified time period.

Adopted: _____

LEGAL REF.:
A.R.S.
15-153
15-189.06
15-203
15-241
15-341
15-501
15-502
15-503
15-512
15-536

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15-537
15-537.01
15-538
15-538.01
15-539 *et seq.*
15-544
15-549
15-918.02
15-977
15-1326
A.A.C.
R7-2-605

CROSS REF.:
GBEA - Ethics and Code of Conduct
~~GBEB - Staff Conduct~~
GCB - ~~Professional Staff Contracts and~~ Compensation
GCF - ~~Professional Staff~~ Hiring
~~GCJ - Professional Staff Noncontinuing and Continuing Status~~
GCK - ~~Professional Staff~~ Assignments and Transfers
GCMF - ~~Professional Staff~~ Duties and Responsibilities
GCQF - Discipline, Suspension, and Dismissal ~~of Professional Staff Members~~
~~GDO - Evaluation of Support Staff Members~~

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REGULATION

EVALUATIONS ~~OF PROFESSIONAL STAFF MEMBERS~~ AND CONTRACTS

~~(Certificated Employees)~~

~~Evaluators~~

~~The Superintendent will compile an updated listing of those who have successfully completed the District required evaluator training and submit this list of newly trained evaluators prior to the first scheduled staff observation by an evaluator to the Governing Board for designation as qualified evaluators. The evaluator shall be responsible for the final written and official statement of evaluation, which shall be in writing, and a copy shall be transmitted to the certificated teacher within five (5) days after completion of the evaluation. [A.R.S. 15-537]~~

Performance Classifications

Teachers shall be evaluated using the four (4) performance classifications: Highly Effective, Effective, Developing, and Ineffective. The teacher performance evaluation system shall be designed to improve teacher performance and improve student achievement. The instrument shall include the use of quantitative data on the academic progress for all students, and that data shall account for between twenty (20) percent and thirty-three (33) percent of the evaluation outcomes. The objectives of the evaluation system are to improve instruction and maintain instructional strengths.

~~The Superintendent shall implement the specific training requirements for qualified evaluators prescribed by the Governing Board.~~

~~Best practices for professional development and evaluator training adopted by the State Board of Education should be referenced by the Superintendent periodically as the State Board has the authority to periodically make adjustments to align with the model framework for teacher and principal evaluations with assessment data changes at the state level.~~

~~***Classroom Observations by Evaluator:***~~

~~A. The teacher performance evaluation system shall include at least two (2) actual classroom observations of the certificated teacher demonstrating teaching skills in a complete and uninterrupted lesson by the qualified evaluator. However, the Governing Board may waive the requirement of a second classroom observation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.~~

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~~B. There shall be at least sixty (60) calendar days between the first and last observations.~~

~~C. Preliminary notice of inadequacy may follow the first observation.~~

~~D. The last observation may follow the issuance of a preliminary notice of inadequacy of classroom performance, the completion of any performance improvement plan and be used to determine whether the teacher has corrected inadequacies and has demonstrated adequate classroom performance.~~

~~E. An observation shall not be conducted within two (2) instructional days of any scheduled period in which school is not in session for one (1) week or more.~~

~~F. Informal or additional formal observations may be made at the discretion of the administrator. Observations that do not constitute a complete and uninterrupted lesson shall not be considered in determining performance ratings and may only be used to provide feedback to improve instructional performance.~~

~~Procedural Steps in the Process of Evaluation:~~

~~A. The evaluation procedures shall be reviewed at each school. At the beginning of the school year, the principal shall meet with the school's faculty for the purpose of orienting the teachers to the total evaluation plan. Any teacher that is hired after the school year begins must also be given a review of evaluation procedures prior to the teacher's evaluation.~~

~~B. Within ten (10) business days after each observation, the qualified evaluator observing the teacher shall provide written feedback to the teacher and a copy shall be retained for the principal's file. A third copy shall be placed in the teacher's personnel file and made available to authorized District officers and employees and as otherwise provided by law.~~

~~C. The results of an annual evaluation shall be in writing, or provided in electronic format to the certificated teacher and a copy shall be transmitted or provided in an electronic format to the certificated teacher within five (5) business days after completion of the evaluation.~~

~~D. Either the qualified evaluator or another Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.~~

~~E. The certificated teacher may initiate a written reaction or response to the evaluation. The official evaluation shall be reduced to writing and signed by both the teacher and the evaluator. The teacher's signature shall not mean~~

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~~concurrence. The teacher shall be allowed ten (10) calendar days to write and submit any comments, which shall be attached to the evaluation.~~

~~F. Copies of the evaluation report and performance classification of a certificated teacher retained by the Governing Board and the Department of Education are confidential, do not constitute a public record and shall not be released to any person except to those stipulated in A.R.S. 15-537 which allows release to certain prescribed parties, including school districts and charter schools that inquire about the performance of the teacher for prospective employment purposes.~~

~~G. A school district or charter school that receives information about a certificated teacher from the evaluation report and performance classification shall use this information solely for employment purposes and shall not release to or allow access to this information by any other person, entity, school district or charter school for employment purposes.~~

In accordance with A.R.S. 15-537, the Governing Board shall adopt teacher evaluation policies in a public meeting, following opportunities for public discussion.

Teacher Participation

The Governing Board shall involve certificated teachers in the development and periodic evaluation of the teacher performance evaluation system.

Evaluation Process

Certificated Teachers

The District's teacher evaluation system shall:

A. Provide at least one (1) annual evaluation of each certificated teacher by a qualified evaluator, unless the teacher is participating in an alternative cycle as provided in A.R.S. 15-537(B).

B. Incorporate quantitative data on the academic progress of all students, accounting for between twenty (20) percent and thirty-three (33) percent of evaluation outcomes. The District shall implement a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete years.

C. Include at least two (2) actual classroom observations of a complete and uninterrupted lesson by a qualified evaluator, with at least sixty (60) calendar days between the first and last observations.

1. The last observation may follow the issuance of a preliminary notice of inadequacy of classroom performance and be used to determine

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whether the teacher has corrected inadequacies and has demonstrated adequate classroom performance.

2. An observation shall not be conducted within two (2) instructional days of any scheduled period in which school is not in session for one (1) week or more.

3. Each evaluation shall include recommendations as to areas of improvement in the performance of a certificated teacher if performance warrants improvement. After transmittal of an evaluation, the qualified evaluator or other Board designee shall confer with the teacher to make specific recommendations as to areas of improvement in the teacher's performance. The qualified evaluator or other Board designee shall provide professional development opportunities for the certificated teacher to improve performance and follow up after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.

4. The requirement of a second classroom observation may be waived for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.

D. Require that written feedback be provided to the teacher within ten (10) business days after each observation.

E. Require that the results of an annual evaluation be in writing or electronic format and a copy provided to the teacher within five (5) days after completion.

F. Permit the teacher to submit a written reaction or response to the evaluation.

G. Maintain the confidentiality of evaluation reports and performance classifications, releasing them only as authorized by law. Copies of the evaluation report and performance classifications of a certificated teacher retained by the Governing Board and the Department of Education are confidential, do not constitute a public record and shall not be released or shown to any person except: 1) to the certificated teacher; 2) to authorized District officers and employees for personnel matters; 3) to school districts and charter schools that inquire about the performance of the teacher for prospective employment purposes (and any district or charter school receiving the information shall use it solely for employment purposes and shall not release it or allow access to it by any other person or entity); and 4) for introduction in evidence or discovery in a court action as provided by law.

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H. If the evaluation is used as criteria for establishing compensation, permit the teacher to appeal the evaluation pursuant to appeal procedures adopted by the Governing Board.

I. Include specific and reasonable plans for the improvement of teacher performance.

J. Include training requirements for qualified evaluators, as prescribed by the Governing Board.

The District may permit an alternative performance evaluation cycle subject to the following:

A. Expedited reviews shall be conducted in years when a formal evaluation is not required and may include factors such as teamwork and support for lower-performing teachers.

B. Teacher performance may be classified in categories that include teamwork and support for lower-performing teachers.

C. Only teachers who have been evaluated and designated in the highest performance classification for at least three (3) consecutive years by the same school district may participate.

D. A teacher who does not maintain the highest performance classification shall return to the regular evaluation cycle.

Preliminary Notice of Inadequacy ~~of Classroom Performance~~:

A. A teacher whose ~~classroom~~ performance ~~has been evaluated as being~~ is found inadequate shall be ~~given~~ issued a preliminary notice of inadequacy of classroom performance if ~~the teacher may be~~ dismissedal or non-renewedal ~~because of this notice~~ is being considered. The notice ~~will provide the teacher at least forty-five (45) instructional days in which to overcome the inadequacies and~~ shall specify the deficiencies and provide at least forty-five (45) instructional days to correct them ~~nature of the inadequacy with such particularity as to furnish the teacher an opportunity to correct the inadequacies and maintain adequate classroom performance as defined by the Governing Board~~.

B. ~~The Superintendent is authorized to issue preliminary notice of inadequacy of classroom performance without prior Board approval. The Superintendent will notify the Board of such issuance~~ A preliminary notice may be issued by the Superintendent or another authorized employee of the Governing Board, and its issuance shall be reported to the Governing Board within ten (10) school days ~~of such issuance~~.

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C. ~~The preliminary~~ Each notice ~~of inadequacy of classroom performance~~ shall be accompanied by a performance improvement plan ~~designed to help the teacher correct inadequacies and demonstrate adequate classroom performance~~.

D. The Governing Board shall adopt a definition of inadequacy of classroom performance aligned with the performance classifications.

Nonrenewal/Dismissal ~~of Certificated Employees~~:

A. The Governing Board shall ~~authorize, as necessary, and send notice to teachers who will not be reemployed for the ensuing school year~~ issue notices of dismissal or nonrenewal as required by law.

B. ~~The written n~~Notices ~~of intention to dismiss or not to reemploy~~ shall include a copy of ~~any valid~~ relevant evaluations ~~pertinent to the charges made~~ and state the reasons for dismissal or nonrenewal.

C. Notices ~~of the Board's intention not to reemploy the teacher~~ shall be ~~made by~~ deliver~~inged~~ ~~it~~ personally ~~to the teacher or by sending it~~ or sent by registered or certified mail to the ~~teacher at the~~ teacher's ~~place of residence, as recorded in the District's~~ address of records. ~~The notice shall incorporate a statement of reasons for not reemploying the teacher.~~

D. No notice of dismissal or nonrenewal based on ~~If a teacher does not correct~~ inadequac~~ies~~ ~~and demonstrate adequate classroom performance following the preliminary notice of inadequacy of classroom performance accompanied by a~~ shall be issued until the statutory observation and performance plan ~~and the statutory time allocated for such improvement has elapsed, a written notice of intention to dismiss or not to reemploy may be issued~~ process has been completed.

~~E. The Governing Board shall give any certificated teacher notice of intention to dismiss or not to reemploy if such intention is based on charges of inadequacy of classroom performance. The Governing Board or its authorized representative at least forty five (45) instructional days before such notice, shall give the teacher written preliminary notice of inadequacy of classroom performance, specifying the nature thereof with such particularity as to furnish the teacher an opportunity to correct inadequacies and maintain adequate classroom performance. A notice of the Governing Board's intention to dismiss or not to reemploy for inadequacy of classroom performance shall not be issued until the District has completed an observation at the conclusion of a performance improvement plan.~~

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~~F. In the case of a continuing teacher, if the teacher does not demonstrate adequate classroom performance within the allotted time the Board shall dismiss the teacher as provided by statute.~~

Contracts ~~of Certificated Employees~~:

A. The Governing Board shall offer ~~a teaching~~ contracts ~~for the next ensuing school year~~ to ~~each~~ certificated ~~probationary~~ teachers as provided in statute, except where proper notice of dismissal or nonrenewal has been given ~~who is under a contract of employment with the District for the current school year, unless the Governing Board, a member of the Board acting on behalf of the Board or the Superintendent gives notice to the teacher of the Board's intention not to offer a teaching contract or unless such teacher has been dismissed~~.

~~The Governing Board shall offer to each certificated continuing teacher who has been employed more than the major portion of three (3) consecutive years and who is under contract of employment with the District for the current year a contract renewal for the next ensuing school year unless the teacher has been given notice of the Board's intent not to offer a contract and to dismiss the teacher as provided by statute.~~

~~The Governing Board shall offer a contract to each certificated teacher who is not designated in the lowest performance classification and was offered a contract in the prior year unless the teacher has been given notice of the Board's intent not to offer a contract and to dismiss the teacher.~~

B. ~~The t~~Teachers must accept~~ance of the~~ contracts ~~must be indicated~~ within fifteen (15) business days ~~from the date of the teacher's~~ after receipt, ~~of the written contract~~ or the offer ~~of a contract~~ is revoked. Receipt is ~~considered~~ deemed to ~~have~~ occur~~red~~ when the ~~written~~ contract is ~~A.~~ personally delivered, ~~B.~~ placed in the ~~teacher's~~ school-provided mailbox~~,~~ (including e-~~lectronic~~ mail), or ~~C.~~ two (2) days after being placed in ~~a~~ the U.~~nited~~ S.~~tates Postal Service~~ mail ~~box~~. ~~The teacher a~~Acceptance~~s~~ occurs ~~the contract~~ by signing and returning the contract ~~and returning it to the Governing Board~~ or by ~~making a written instrument which accepts the terms of the contract and~~ delivering ~~it to the Governing Board. If the~~ a written instrument accepting ~~includes terms in addition to the~~ its terms ~~of the contract offered by the Board, the teacher fails to accept the contract~~.

C. A continuing teacher designated in the lowest performance classification for the current school year shall become a probationary teacher for the subsequent school year and shall remain probationary until designated in one (1) of the top two (2) performance classifications.

~~The Governing Board may transmit and receive contracts of certificated employees in an electronic format and may accept electronic signatures on those contracts. Additional provisions are as follows:~~

~~A. If a contract has not been transmitted to the certificated employee by the end of the current school year, an electronic contract to that certificated employee, if provided in that format by the District, shall be transmitted prior~~

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~~to the start of the next school year and shall be submitted to both the certificated employee's District e-mail as well as the certificated employee's personal e-mail in order to notify the certificated employee of the offer of contract.~~

~~B. Each certificated employee shall be responsible for submitting his or her personal e-mail to human resources personnel at the District for this purpose.~~

~~C. Documents transmitted in an electronic format pursuant to this subsection shall be considered written documents for the purposes of sections 15-536 and 15-538.01.~~

~~D. If the Governing Board has so adopted, electronic signatures are to be followed by original signatures within a specified time period.~~

~~E. The Governing Board that accepts an electronic signature for a certificated employee's contract shall provide validation to the certificated employee that the contract has been transmitted.~~

~~***Principals, Other Administrators and Certificated School Psychologists:***~~

~~A. Evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria and process.~~

~~B. The results of an annual evaluation shall be in writing, or be provided in electronic format, to the evaluatee and a copy shall be transmitted or provided in an electronic format within five (5) business days after completion of the evaluation.~~

~~C. Evaluation documents and procedures shall be developed based on the unique responsibilities and expectations inherent in the assignment.~~

~~D. The evaluation and performance classification of each principal in the District will be made available to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes.~~

Principals, ~~Other~~ Administrators, and ~~Certificated School~~ Psychologists:
~~**Contract Renewal**~~

A. The evaluation system for certificated school psychologists shall include all components required by A.R.S. 15-503.

~~If the administrator's contract with the District is for more than one (1) year, but not exceeding three (3) years,~~

B. ~~o~~On or before May 15 ~~of the last year of the contract~~, the Governing Board shall offer a contract for the next school year to ~~the administrator~~ each certified administrator and certificated school psychologist who is in the last year of

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their contract, unless notice of nonrenewal is given on or before April 15 ~~the Board gives notice to the administrator of the Board's intention not to offer a new administrative contract~~.

C. ~~If the administrator's or psychologist's contract with the District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the administrator or psychologist unless on or before April 15 the Board gives n~~Notice of nonrenewal shall be delivered personally or sent by certified mail, postmarked on or before the statutory deadline ~~to the administrator or psychologist of the Board's intention not to offer a new administrative contract or psychologist's contract~~.

D. The administrator's or certificated school psychologist's acceptance of the contract shall be indicated within thirty (30) days after the date of the written contract or the offer is revoked. The administrator or certificated school psychologist accepts the contract by signing and returning the contract to the Governing Board or by making a written instrument that accepts the terms of the contract and delivering it to the Governing Board.

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~~REGULATION~~

~~EVALUATION OF PROFESSIONAL STAFF MEMBERS~~

~~(Procedures for Appeal of Evaluation)~~

~~When an evaluation is used as the criterion for establishing a teacher's compensation, the teacher will be so informed at the conference where the evaluation is discussed.~~

~~A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal to the Superintendent no later than ten (10) days after the conference where the disputed evaluation is discussed.~~

~~The appeal to the Superintendent shall be limited to the sole issue of how the evaluation procedure used is at variance from the Board-adopted procedure. The burden of proof is on the teacher and the appeal may consist of a paper review. The decision of the Superintendent shall be final and not subject to further appeal or review.~~

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EXHIBIT

EVALUATIONS AND CONTRACTS

NONCERTIFICATED STAFF

Rating Scale Definitions

Highly Proficient – Consistently exceeds job expectations; demonstrates initiative and produces work of superior quality.

Proficient – Fully meets job expectations; dependable performance and satisfactory results.

Progressing – Inconsistently meets job expectations; improvement is needed to ensure consistent performance.

Ineffectual – Does not meet job expectations; performance is inadequate and requires immediate improvement.

Performance Report

Employee: _____

Department/Position: _____

Supervisor: _____

Date of Evaluation: _____

Evaluation Categories

Category	Highly Proficient	Proficient	Progressing	Ineffectual
1. Quality of Work – Accuracy, completeness, and thoroughness of job performance.	☐	☐	☐	☐
2. Quantity of Work – Volume of work performed in relation to expectations.	☐	☐	☐	☐

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3. Job Knowledge and Skills – Understanding of duties, methods, materials, and ability to apply them effectively.	☐	☐	☐	☐
4. Adaptability and Problem-Solving – Ability to adjust to change, handle new assignments, and respond to challenges.	☐	☐	☐	☐
5. Work Habits and Organization – Efficiency, use of time, organization of tasks, and compliance with procedures.	☐	☐	☐	☐
6. Teamwork and Collaboration – Ability to work cooperatively with students, staff, and supervisors.	☐	☐	☐	☐
7. Dependability and Attendance – Reliability in completing assignments, punctuality, and consistent attendance.	☐	☐	☐	☐
8. Attitude and Professionalism – Demonstrates a positive approach, ethical conduct, and willingness to support the organization.	☐	☐	☐	☐
9. Communication – Effectiveness in oral, written, and interpersonal communication.	☐	☐	☐	☐
10. Judgment and Decision-Making – Ability to make sound, practical decisions appropriate to the job.	☐	☐	☐	☐
Overall Rating (should reflect above ratings)	☐	☐	☐	☐

Comments:

1. Strengths (explain any "Highly Proficient " ratings):

_____

_____

_____

2. Areas for Growth (explain any "Progressing" or "Ineffectual" ratings):

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_____

_____

_____

3. General comments:

_____

_____

_____

Signatures indicate discussion of the Performance Report.

Employee's signature _____ Date _____

Evaluator's signature _____ Date _____

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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ADVISORY 1016

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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~~GCP ©~~
~~PROFESSIONAL STAFF PROMOTIONS~~

~~The Superintendent will fill positions of increased responsibility with the best available candidates. Candidates will be considered both from within and from outside the District.~~

~~Adopted: _____~~

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ADVISORY 1017

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GCQA ©
~~PROFESSIONAL STAFF~~
REDUCTION IN FORCE

Certificated Employees

The number and type of certificated staff positions required to implement the District's educational program will be determined by the Board after recommendation from the Superintendent. In the event the Board decides to release certificated ~~staff members~~ employees, the following guidelines will be in effect:

The Superintendent shall submit to the Board recommendations for the termination of specific staff members. The criteria used in formulating these recommendations shall include, but shall not be limited to:

1. Qualifications and certification of staff members to accomplish the District's educational program, including certification requirements for specialty categories and designation as a highly qualified teacher.

2. Overall teaching experience, academic training, and ability.

3. Past contributions to the educational program of the District.

Teacher tenure and seniority shall not be considerations in retention determinations.

Noncertificated Employees

In the event the Board decides to release noncertificated employees, the following guidelines will be in effect:

A. Normal attrition due to terminations will be relied upon as the first means of reducing staff.

B. If attrition does not accomplish the required reduction in staff, the Superintendent shall submit to the Board recommendations for the termination of specific employees. The criteria used in formulating these recommendations shall include, but shall not be limited to:

1. Qualifications of staff members to accomplish the District's program.

2. Overall experience, training, and ability.

3. Past contributions to the program of the District.

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4. All other factors being equal, length of service in the District.

Criteria for selection of staff members to be released will be applied separately to employees within specialty categories.

Personnel to be released shall be notified as soon as practical.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-502
15-503
15-544
A.G.O.
I78-286

CROSS REF.:
GCB - ~~Professional Staff Contracts and~~ Compensation

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POLICY SERVICES *ADVISORY*

Volume 38, Number 3 **July 2026**

Policy Advisory No. 1047 ..exists..... Policy BEDB — Agenda

Policy Advisory No. 1048 ....exists..... Policy CBA — Qualifications and Duties of The Superintendent

Policy Advisory No. 1049 ....exists..... Policy DJ —Purchasing Ethics

Policy Advisory No. 1050 ....exists.....Policy DJE — Bidding / Purchasing Procedures

Policy Advisory No. 1051 ....exists..... Policy IHA — Basic Instructional Program

Policy Advisory No. 1052 Does..not...Regulation IHB-R — Special Instructional Programs

Policy Advisory No. 1053 .Does..not..... Regulation IKE-RB — Promotion and Retention of Students

Policy Advisory No. 1054 ..Does..not..... Policy IKF — Graduation Requirements

Policy Advisory No. 1055 .Does..not.....***NEW*** Regulation JF-R — Student Admissions

Policy Advisory No. 1056 .Does...not....***NEW*** Regulation JFAA-R — Admission of Resident Students

Policy Advisory No. 1057 .Does...not.... ***NEW*** Regulation JFAB-R — Tuition / Admission of Nonresident Students

Policy Advisory No. 1058 .Does...not. ***NEW*** Regulation JFABC-R — Admission of Transfer Students

Policy Advisory No. 1059 .Does..not***NEW*** Regulation JFABD-RB — Admission of Homeless Students

Policy Advisory No. 1060 .Does..not..***NEW*** Regulation JFABDA-RB — Admission of Students in Foster Care

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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Policy Advisory No. 1061 ..Does not.....***NEW*** Regulation JFB-RB — Open Enrollment

Policy Advisory No. 1062 ...Yes..... Policy JJAB — Limited Open / Closed Forum

Policy Advisory No. 1063 ....Yes..... Regulation JR-R — Student Records

Policy Advisory No. 1064 ...Yes..... Policy KFA — Public Conduct on School Property

POLICY ADVISORY DISCUSSION

Summary

The following Policy Advisories reflect legislation enacted during the Fifty-seventh Legislature, Second Regular Session, which convened in January 2026 and adjourned sine die on June 13, 2026. The general effective date for these bills is September 12, 2026, unless otherwise specified.

Policy Advisory Discussion

Policy Advisory No. 1047 **Policy BEDB — Agenda**

This revision reflects the requirements of Chapter 62, HB 2876, amending Arizona's Open Meeting Law. The legislation prohibits a public body from placing a proposal to impose or increase a tax rate, assessment, or fee on a consent agenda. It also provides that any matter discussed in executive session that requires a final vote or decision by the Governing Board must be placed on the regular agenda and may not be included on the consent agenda. These changes reinforce the Open Meeting Law requirement that significant matters requiring Board action be considered as individual agenda items rather than as part of a consent agenda.

Policy Advisory No. 1048 **Policy CBA — Qualifications and Duties of The Superintendent**

This revision reflects the requirements of Chapter 58, HB 2370, amending A.R.S. 15-341. The policy now provides that if the District has a weapons detection system at a school operated by the District, the Governing Board may authorize the Superintendent to modify the system without prior Governing Board approval. The policy also incorporates the statutory requirements that the Superintendent report each modification to the Governing Board within twenty-four (24) hours and that no other person may be authorized to modify the system without prior Governing Board approval.

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Policy Advisory No. 1049 **Policy DJ —Purchasing Ethics**

This revision incorporates the guidance in the Arizona Auditor General's Uniform System of Financial Records (USFR) regarding the approval and documentation of food and beverage purchases made with public monies.

Although A.R.S. 15-342(39) authorizes Governing Boards to provide food and beverages at District events, including official school functions and trainings, the updated USFR provides guidance indicating that Governing Boards are responsible for approving such purchases in advance or, alternatively, adopting a sufficiently detailed policy or resolution delegating approval authority. The added language incorporates the USFR's recommended process for advance Governing Board approval of individual food and beverage purchases, including documentation of the approved expenditure, funding source, public purpose, District benefit, and compliance with applicable law and funding restrictions.

Districts choosing to authorize food and beverage purchases through a standing policy or resolution rather than individual Governing Board approval should ensure their local policy or resolution includes the specific parameters outlined in the USFR.

Policy Advisory No. 1050 Policy DJE — Bidding / Purchasing Procedures

This revision reflects the 2027 Uniform System of Financial Records (USFR) update increasing the threshold for written price quotations from ten thousand dollars ($10,000) to fifteen thousand dollars ($15,000). The policy now provides that purchases of at least fifteen thousand dollars ($15,000) and less than one hundred thousand dollars ($100,000) require written price quotations from at least three (3) vendors.

Policy Advisory No. 1051 **Policy IHA — Basic Instructional Program**

This revision reflects the requirements of Chapter 92, HB 2423, amending A.R.S. 15-708. If an advanced mathematics course is available, the policy now provides for the automatic enrollment of qualifying students entering grades six (6), seven (7), or eight (8) in the next advanced mathematics course, unless the student's parent objects. The policy also incorporates the statutory requirement that the District notify the student's parent of the purpose and goals of the automatic enrollment and provide instructions for objecting to the placement.

Policy Advisory No. 1052 **Regulation IHB-R — Special Instructional Programs**

ASBA previously notified districts of this statutory change in a 2025 Policy Alert following the enactment of Chapter 196 (HB 2170). This revision incorporates that requirement into the model regulation by providing that when a pupil is determined to need special education and related services because of a specific learning disability, the pupil's Individualized

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Education Program (IEP) must indicate whether the pupil has been diagnosed with dyslexia, as required by A.R.S. 15-763.

Policy Advisory No. 1053 Regulation IKE-RB — Promotion and Retention of Students

This revision reflects the requirements of Chapter 75, HB 2032, amending A.R.S. 15-701. The regulation has been updated to align with the revised statutory promotion requirements for third-grade students by requiring that students who do not demonstrate sufficient reading skills, as established by the State Board of Education, not be promoted to the fourth grade. The regulation also incorporates the statutory requirement that a student who is not retained and whose statewide assessment results subsequently demonstrate insufficient reading skills receive evidence-based intervention and remedial strategies.

Policy Advisory No. 1054 Policy IKF — Graduation Requirements

This revision reflects the requirements of Chapter 117, HB 2895, establishing A.R.S. 15-701.05. The policy now provides that if the State Board of Education or the District includes a world language requirement in the minimum course of study for high school graduation, a student may satisfy that requirement by demonstrating proficiency in a Native American language. The policy also clarifies that the District is not required to offer a Native American language course.

Policy Advisory No. 1055 *NEW* Regulation JF-R — Student Admissions

This revision reflects the requirements of Chapter 102, HB 2621, which establishes procedures for serving students who reside in unorganized territories and students placed by a court or state placing agency. The legislation clarifies school district responsibilities related to Child Find activities, special education evaluations and services, enrollment, Certificates of Educational Convenience, and related definitions.

Because the comprehensive update to Section J has not yet been published, ASBA has created substantively identical regulations to accompany the affected policies as an interim measure. This approach maintains compliance with the new statutory requirements while simplifying the transition to the updated Section J. When the revised Section J is published, these interim regulations will be incorporated into the updated and consolidated documents and may then be removed with minimal effort.

Policy Advisory No. 1056 *NEW* Regulation JFAA-R — Admission of Resident Students

This revision reflects the requirements of Chapter 102, HB 2621, which establishes procedures for serving students who reside in unorganized territories and students placed

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by a court or state placing agency. The legislation clarifies school district responsibilities related to Child Find activities, special education evaluations and services, enrollment, Certificates of Educational Convenience, and related definitions.

Because the comprehensive update to Section J has not yet been published, ASBA has created substantively identical regulations to accompany the affected policies as an interim measure. This approach maintains compliance with the new statutory requirements while simplifying the transition to the updated Section J. When the revised Section J is published, these interim regulations will be incorporated into the updated and consolidated documents and may then be removed with minimal effort.

Policy Advisory No. 1057 ***NEW*** **Regulation JFAB-R — Tuition / Admission of Nonresident Students**

This revision reflects the requirements of Chapter 102, HB 2621, which establishes procedures for serving students who reside in unorganized territories and students placed by a court or state placing agency. The legislation clarifies school district responsibilities related to Child Find activities, special education evaluations and services, enrollment, Certificates of Educational Convenience, and related definitions.

Because the comprehensive update to Section J has not yet been published, ASBA has created substantively identical regulations to accompany the affected policies as an interim measure. This approach maintains compliance with the new statutory requirements while simplifying the transition to the updated Section J. When the revised Section J is published, these interim regulations will be incorporated into the updated and consolidated documents and may then be removed with minimal effort.

Policy Advisory No. 1058 ***NEW*** **Regulation JFABC-R — Admission of Transfer Students**

This revision reflects the requirements of Chapter 102, HB 2621, which establishes procedures for serving students who reside in unorganized territories and students placed by a court or state placing agency. The legislation clarifies school district responsibilities related to Child Find activities, special education evaluations and services, enrollment, Certificates of Educational Convenience, and related definitions.

Because the comprehensive update to Section J has not yet been published, ASBA has created substantively identical regulations to accompany the affected policies as an interim measure. This approach maintains compliance with the new statutory requirements while simplifying the transition to the updated Section J. When the revised Section J is published, these interim regulations will be incorporated into the updated and consolidated documents and may then be removed with minimal effort.

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Policy Advisory No. 1059 *NEW* Regulation JFABD-RB — Admission of Homeless Students

This revision reflects the requirements of Chapter 102, HB 2621, which establishes procedures for serving students who reside in unorganized territories and students placed by a court or state placing agency. The legislation clarifies school district responsibilities related to Child Find activities, special education evaluations and services, enrollment, Certificates of Educational Convenience, and related definitions.

Because the comprehensive update to Section J has not yet been published, ASBA has created substantively identical regulations to accompany the affected policies as an interim measure. This approach maintains compliance with the new statutory requirements while simplifying the transition to the updated Section J. When the revised Section J is published, these interim regulations will be incorporated into the updated and consolidated documents and may then be removed with minimal effort.

Policy Advisory No. 1060 *NEW* Regulation JFABDA-RB — Admission of Students in Foster Care

This revision reflects the requirements of Chapter 102, HB 2621, which establishes procedures for serving students who reside in unorganized territories and students placed by a court or state placing agency. The legislation clarifies school district responsibilities related to Child Find activities, special education evaluations and services, enrollment, Certificates of Educational Convenience, and related definitions.

Because the comprehensive update to Section J has not yet been published, ASBA has created substantively identical regulations to accompany the affected policies as an interim measure. This approach maintains compliance with the new statutory requirements while simplifying the transition to the updated Section J. When the revised Section J is published, these interim regulations will be incorporated into the updated and consolidated documents and may then be removed with minimal effort.

Policy Advisory No. 1061 *NEW* Regulation JFB-RB — Open Enrollment

This revision reflects the requirements of Chapter 102, HB 2621, which establishes procedures for serving students who reside in unorganized territories and students placed by a court or state placing agency. The legislation clarifies school district responsibilities related to Child Find activities, special education evaluations and services, enrollment, Certificates of Educational Convenience, and related definitions.

Because the comprehensive update to Section J has not yet been published, ASBA has created substantively identical regulations to accompany the affected policies as an interim measure. This approach maintains compliance with the new statutory requirements while

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simplifying the transition to the updated Section J. When the revised Section J is published, these interim regulations will be incorporated into the updated and consolidated documents and may then be removed with minimal effort.

Policy Advisory No. 1062 Policy JJAB — Limited Open / Closed Forum

This revision reflects the requirements of Chapter 4, HB 2312, establishing A.R.S. 15-120.08. The policy now provides that a public school may not deny a patriotic youth group equal access or a fair opportunity to meet in a designated open forum or limited public forum, or otherwise discriminate against the group based on its membership or leadership requirements or its oath of allegiance to God and country. The policy also incorporates the statutory procedures governing requests by patriotic youth groups to address students during the first quarter of the school year and the distribution of materials provided by those groups.

Policy Advisory No. 1063 Regulation JR-R — Student Records

The revision adds the new statutory requirements established by Chapter 28, SB 1126, amending A.R.S. 15-141. The Regulation now provides that, upon request and in accordance with the Family Educational Rights and Privacy Act (FERPA), a school must identify for a Department of Child Safety caseworker any school that has requested a student's educational records and any person who has withdrawn the student from school. It also requires the school to provide other requested information or records relating to a student who is or was enrolled at the school. In addition, the Regulation reflects the prohibition against preventing a school employee, contractor, or volunteer from speaking with a Department of Child Safety caseworker who is investigating an allegation of abuse or neglect.

Policy Advisory No. 1064 Policy KFA — Public Conduct on School Property

This policy has been comprehensively updated as part of ASBA's continuing review of the model policy manual. The revisions improve the organization and alignment of the policy with Arizona law governing public conduct on school property.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

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ADVISORY 1047

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BEDB ©
AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. Except for a meeting through technological devices, the agenda shall also include the time that the public will have physical access to the meeting place. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (Subject to A.R.S. 38-431.02)

Preparation and Dissemination

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent may place items on the agenda. Any Board member may propose an item for consideration of placement on the agenda and will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Copies of the agenda shall be available to the public and the press.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Order of Business

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular meetings:

A. Call to order

B. Adoption of the agenda (*Discussion of items is not in order.*)

C. Pledge of allegiance

D. Board Meeting minutes not previously approved

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E. Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)

1. Summary of current events

a. Superintendent

Celebrations and recognitions

b. Governing Board members

2. Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report.*)

F. Public comments (*Members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*)

G. Action items (*Matters on which the Governing Board may take legal action during the meeting.*)

1. Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.*)

A proposal to impose or increase a tax rate, assessment or fee in this state may not be placed on the consent agenda.

2. Specific items of District business (*As listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action.*)

H. Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting.*)

I. Information items (*The Board will not propose, discuss, or take legal action during the meeting.*)

Requests for future agenda items

J. Adjournment

Special meetings:

A. Call to order

B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)

C. Announcements

D. Adjournment

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Executive sessions:

An executive session may be scheduled, as necessary, during either a regular or special meeting. (*See Arizona Attorney General Agency Handbook Section 7.6.7.*)

1. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session. An agenda is also required and must contain a general description of the matters to be considered.

2. The following statement may be included on every agenda:

"The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A)(3)."

3. A matter that is discussed in executive session on which the Governing Board must take a final vote or make a final decision must be placed on the regular agenda and may not be placed on the consent agenda.

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by A.R.S. 38-431.02. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for Individual with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name of designated District contact person] at [provide telephone number and e-mail]. Requests should be made as early as possible to allow time to arrange the accommodation.

Amanda Graybill

928-771-0791 x4
amanda.graybill@micted.net

Adopted: _____

LEGAL REF.:
A.R.S.
38-431
38-431.01
38-431.02
38-431.03
28 CFR § 35.163
7.6.7 AZ Agency Handbook

CROSS REF.:
BDA - Board Organizational Meeting and Board President Duties
BE - School Board Meetings

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ADVISORY 1048

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CBA ©
QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Qualifications

The Superintendent shall have appropriate qualifications as determined by the Governing Board by action taken at a public meeting.

The Superintendent shall have a valid fingerprint card issued pursuant to A.R.S. 41-1758.03.

Duties

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent, as chief administrative officer of the District, shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties. The Superintendent is, however, responsible to the Board for all functions of the District, including but not limited to those listed below.

Education:

A. Administers the development, coordination, maintenance, and evaluation of all educational programs.

B. Supervises methods of teaching, supervision, and administration in effect in the schools.

C. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.

D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

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Management:

A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.

B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget and submission of it to the Board for review and approval.

C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.

D. Maintains adequate records for the schools, including, but not limited to:

1. financial accounts,

2. business and property records,

3. personnel,

4. school population,

5. student records including verifiable documentation of each student's residency in this state in accordance with guidelines and forms adopted by the Arizona Department of Education, and

6. scholastic records.

E. Provides suitable instructions and regulations to govern the maintenance of District properties.

F. Provides suitable instructions and regulations to govern the safety and transportation of students.

G. Assumes responsibility for the use of buildings and grounds.

H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

I. Oversees the processing and submission of required reports.

J. Interprets the budget and finances to the community.

K. Remains current on new legislation and implements laws to the best advantage of the District.

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Governing Board:

A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.

B. Takes prompt action to implement all directives of the Board.

C. Advises the Board on the need for new and/or revised policies.

D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.

E. Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.

> If the District has a weapons detection system at a school operated by the District, the Governing Board may authorize the Superintendent to modify the system without prior approval by the Governing Board. If authorized to modify the system, the Superintendent shall report each modification to the Governing Board not later than twenty-four (24) hours after the modification is made. No person other than the Superintendent may be authorized to modify the weapons detection system without prior approval by the Governing Board.

F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.

G. Develops and implements rules and regulations in keeping with Board policy.

H. Acts as chief public relations agent for the District.

I. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

Personnel:

A. Recommends to the Board the appointment or dismissal of all employees of the District.

B. Ensures that all employees are evaluated in accordance with the schedule established by the Board.

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C. Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.

D. Recommends all promotions, demotions, and salary changes to the Board.

E. Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-503
15-802
38-201
41-1758
A.A.C.
R7-2-603

CROSS REF.:
CBI - Evaluation of Superintendent

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ADVISORY 1049

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DJ ©
PURCHASING ETHICS

Governing Board

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

Food and Beverages

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution, laws pertaining to travel and subsistence, gifts, grants (including federal grants), or devises, and policies of the Department of Education.

Food and beverage purchases shall be approved in advance by the Governing Board. For each purchase, the Governing Board will approve the total amount to be spent or an allowable per-person cost and identify the District fund to be used. The District will document how the purchase benefits the District and serves a public purpose and will determine that the purchase complies with applicable state law, the Arizona Constitution's Gift Clause, and the allowable uses of the identified funding source.

Personal Gift or Benefit

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars ($300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars ($300) is a Class 1 misdemeanor.

Any person or vendor who has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars ($300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning,

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recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars ($300) is a Class 1 misdemeanor.

Definitions

For the purpose of this policy, a *gift* or *benefit* means a payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property or any kind of tangible personal or real property. A *gift* or *benefit* does not include an item of nominal value such as a greeting card, t-shirt, mug or pen. A *gift* or *benefit* does not include food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement and purchasing are invited.

Reprisals

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: _____

LEGAL REF.:
A.R.S.
15-213
15-323
15-341
15-342
38-501 to 38-511
A.A.C.
R7-2-1001 to R7-2-1003
R7-2-1308
Uniform System of Financial Records (USFR)
Article IX, section 7, Constitution of Arizona
Policies adopted by the Department of Education

CROSS REF.:
DJE - Bidding/Purchasing Procedures
GBEAA - Conflict of Interest

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ADVISORY 1050

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DJE ©
BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq*. A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-verify requirements. District purchases shall also be in accordance with 2 C.F.R. 200 (Code of Federal Regulations Title 2).

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations, including A.R.S. 38-503(C). The Superintendent shall establish administrative regulations to ensure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. (2 C.F.R. 200.321).

Bidding

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

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

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

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

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

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Online Bidding

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

Except as otherwise provided below, only purchases of ~~ten~~ fifteen thousand dollars (~~$10~~ 15,000) or more are subject to competitive bidding requirements.

Purchasing

Purchases from District Employees

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. 38-503(C) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

Purchases from District Board Members

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. 38-503(C) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars ($100,000). Purchases below the one hundred thousand dollar ($100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars ($300) per transaction and one thousand dollars ($1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

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Purchases Requiring Bidding

For transactions of at least ~~ten~~ fifteen thousand dollars (~~$10~~ 15,000) and less than one hundred thousand dollars ($100,000), written price quotations will be requested from at least three (3) vendors. If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand dollars ($100,000), sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

Purchases Not Requiring Bidding

Except as otherwise provided above, purchases of less than ~~ten~~ fifteen thousand dollars (~~$10~~ 15,000) may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

Contract Requirements

Contract Duration

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

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Public Inspection and Rationale for Awarding a Contract

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

Requirement: Registered Sex Offender Prohibition

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

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

Adopted: _____

LEGAL REF.:
A.R.S.
11-952
15-213
15-213.01
15-213.02
15-239
15-323
15-342
15-382
15-765
15-910.02

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23-214
34-101 *et seq.*
35-391 *et seq.*
35-393 *et seq.*
38-503
38-511
39-121
41-2632
41-2636
41-4401
A.A.C.
R7-2-1001 *et seq.*
R7-2-1023
R7-2-1029
A.G.O.
I83-136
I87-035
I06-002
Uniform System of Financial Records
2 C.F.R. 200
2 C.F.R. 200.321

CROSS REF.:
BCB - Board Member Conflict of Interest
DJ - Purchasing Ethics
DJG - Vendor/Contractor Relations and Sales Calls Requirements
GBEAA - Conflict of Interest
JLIF - Sex Offender Notification

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ADVISORY 1051

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BASIC INSTRUCTIONAL PROGRAM

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. 15-704 and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

If an advanced mathematics course is available, the District shall enroll a student entering grades six (6), seven (7), or eight (8) in the next advanced mathematics course for which the student qualifies, unless the student's parent objects. Automatic enrollment applies if the student demonstrates the highest level of proficiency in grade-level mathematics in either the statewide assessment or a benchmark assessment per A.R.S. 15-708.

When a student is automatically enrolled, the District shall notify the student's parent of the purpose and goals of the automatic enrollment and provide instructions for objecting to the placement.

The instructional program will ensure that on or before July 1, 2022, at least one (1) kindergarten through third (K-3) grade teacher, literacy coach or literacy specialist in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

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Minimum Course of Study for Students in the Common Schools

Students shall demonstrate competency as defined by the State Board-adopted academic standards, at the grade levels specified, in the following required subject areas:

A. English language arts (ELA);

B. Mathematics;

C. Social studies; including:

1. Civics; and

2. Instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).

3. Instruction in the Constitutions of the United States and Arizona, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona for a total of one (1) year during kindergarten (K) through eighth (8th) grades.

D. Science;

E. Two (2) or more of the following:

1. Visual Arts

2. Dance

3. Theatre

4. Music

5. Media Arts

F. Health/Physical education, including mental health. Mental health instruction may be included as part of other subject areas and shall comply with A.R.S. § 15-701.03.

Minimum Course of Study for Graduation from High School

See Policy IKF.

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Observance Days

September 11, in each year shall be observed as 9/11 Education Day. On 9/11 Education Day, each public school that provides instruction to students in any of grades seven (7) through twelve (12) shall provide age-appropriate instruction to students in each of grades seven (7) through twelve (12) on the terrorist attacks of September 11, 2001.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day or 9/11 Education Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday.

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S. 15-701 and 15-701.01.

Adopted: _____

LEGAL REF.:
A.R.S.
1-319
1-321
15-203
15-211
15-219
15-341
15-501.01
15-701
15-701.01
15-701.03
15-704
15-708
15-710
15-710.02
15-741.01
15-802
A.A.C.
R7-2-301 et seq.

CROSS REF.:
IJNDB - Use of Technology Resources in Instruction
IKF - Graduation Requirements

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ADVISORY 1052

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REGULATION

SPECIAL INSTRUCTIONAL PROGRAMS

(Identification and Placement of Exceptional Students)

This detailed administrative regulation is issued to:

A. Accomplish the requirements of the Governing Board set out in Policy IHB - Special Instructional Programs.

B. Assure District compliance with the requirements of applicable federal and state laws and the lawful regulations of the State Board of Education.

C. Aid District personnel in fulfilling their duties relating to the topic by presenting the procedural information in a format that aligns with the Arizona Department of Education/Exceptional Student Services (ADE/ESS) compliance checklists.

Citations from the following sources are annotated to the material to assist in conducting research and for clarification:

A. Arizona Revised Statutes (A.R.S.)

B. Arizona Administrative Code (A.A.C.) Title 7, Chapter 2, State Board of Education Rules

C. Regulations of the Family Educational Rights and Privacy Act as published in Part 99 of Title 34 of the Code of Federal Regulations (C.F.R.)

D. Regulations to the Individuals with Disabilities Education Act (IDEA) as published in Title 34 of the C.F.R., Part 300.

Whenever the term "District" is used in this regulation, it is to be interpreted contextually to mean the School District, the respective local school site, a representative of the District or a representative of the local school site, as is applicable to the circumstance.

Applicability

To accommodate the necessity to present procedural information in a format that aligns with the Arizona Department of Education/Exceptional Student Services (ADE/ESS) compliance checklists, this generic regulation contains procedural requirements for covered individuals of all ages. However, any statement in this regulation that addresses a provision that is not applicable to the grade levels and age ranges included in the student membership of the District is to be considered for the purposes of compliance to be not applicable.

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Child Find

Procedures for child identification and referral shall meet the requirements of the IDEA and its regulations, A.R.S. Title 15, chapter 7, and its regulations, and the State Board of Education rules R7-2-401.

The District is responsible for child identification activities for children whose parents reside in the District unless:

A. The student is enrolled in a charter school or public education agency that is not a school district. In that event, the charter school or public education agency is responsible for child identification activities;

B. The student is enrolled in a nonprofit private school. In that event, the District within whose boundaries the private school is located is responsible for child identification activities.

The District will identify, locate, and evaluate all children with disabilities within its geographic boundaries who are in need of special education and related services including, but not limited to, children who are:

A. Homeless;

B. Highly mobile, including migrant children;

C. Wards of the state; and,

D. Attending private schools or who are homeschooled.

In its identification process the District will include children who are suspected of being children with a disability and in need of special education, even though:

A. They are advancing from grade to grade; or

B. They are highly mobile children, including those who are migrant children. [34 C.F.R. 300.111]

The District will maintain a record of children who are receiving special education and related services. [34 C.F.R. 300.111]

The District will inform the general public and all parents within its boundaries of the responsibility of the availability of special education services for students aged three (3) through twenty-one (21) years, and how those services may be accessed including information regarding early intervention services for children aged birth through two (2) years. Services for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22). [A.A.C. R7-2-401.C]

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The District shall establish, implement, and make available (either in writing or electronically) to its school-based personnel, and all parents within District boundaries of responsibility for the identification and referral of all children with disabilities aged birth (0+) through 21 (twenty-one), including children with disabilities attending private schools and home schools, regardless of the severity of their disability. [A.A.C. R7-2-401.D]

The District shall require appropriate school-based personnel to review the written procedures related to child identification and referral on an annual basis. The District shall maintain documentation of school-based personnel review. [A.A.C. R7-2-401] Identification screening for possible disabilities shall be completed within forty-five (45) calendar days after:

A. Entry of each preschool or kindergarten student and any student enrolling without appropriate records or screening, evaluation, and progress in school; or

B. Notification to the District by parents of concerns regarding developmental or educational progress by their child (aged three [3] years through twenty-one [21] years). [A.A.C. R7-2-401].

Screening procedures shall include vision and hearing status and consideration of the following areas:

A. Cognitive or academic;

B. Communication;

C. Motor;

D. Social or behavioral; and

E. Adaptive development. [A.A.C. R7-2-401]

Screening does not include detailed individualized comprehensive evaluation procedures. [A.A.C. R7-2-401]

For a student transferring into a school, the District shall review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education, or poor progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. [A.A.C. R7-2-401.D]

If a concern about a student is identified through screening procedures or review of records, the parents of the student shall be notified of the concern within ten (10) school days and informed of the District's procedures to follow-up on the student's needs. [A.A.C. R7-2-401.D]

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The District shall maintain documentation of the identification procedures utilized, the dates of entry into school, notification by parents of a concern and the dates of screening. The results shall be maintained in the student's permanent records in a location designated by the administrator, should the student be enrolled or not enrolled in the District. [A.A.C. R7-2-401.D]

If the identification process indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent or a student who has reached the age of majority may request an evaluation of the student. [A.A.C. R7-2-401.D]

If, after consultation with the parent, the District determines that a full and individual evaluation is not warranted, the District shall provide prior written notice and procedural safeguards notice to the parent in a timely manner. [A.A.C. R7-2-401.D]

Confidentiality

The District will permit parents to inspect and review any education records relating to their children that are collected, maintained or used by the District under Individuals with Disabilities Education Act (IDEA). The District will comply with a request without unnecessary delay and in no case more than forty-five (45) calendar days after the request has been made, and before:

A. Any individualized education program (IEP) meeting;

B. Any hearing involving a due process complaint or disciplinary hearing;

C. Any resolution session. [34 C.F.R. 300.613]

The right to inspect and review education records includes:

A. The right to a response from the District to reasonable requests for explanations and interpretations of the records;

B. The right to request that the District provide copies of the records if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and

C. The right to have a representative of the parent inspect and review the records. [34 C.F.R. 300.613]

The District may presume that the parent has authority to inspect and review records relating to his or her child unless the District has been advised to the contrary by legal proceeding involving guardianship, separation and divorce. [34 C.F.R. 300.613]

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The District will keep a record of parties obtaining access to education records collected, maintained or used under IDEA (except access by parents and authorized employees of the District), including:

A. The name of the party;

B. The date access was given; and

C. The purpose for which the party is authorized to use the records. [34 C.F.R 300.614]

If any education record includes information on more than one (1) child, the parents of those children have the right to inspect and review only the information relating to their child. [34 C.F.R 300.615]

The District will provide parents on request a list of the types and locations of education records collected, maintained or used by the District. [34 C.F.R 300.616]

The District may charge a fee for copies of records that are made for parents if the fee does not effectively prevent the parents from exercising their right to inspect and review records. [34 C.F.R 300.617]

The District will not charge a fee to search for or to retrieve information. [34 C.F.R 300.615]

A parent who believes that information in the education records collected, maintained or used by the District is inaccurate or misleading or violates the privacy or other rights of the child, may request the District to amend the information. [34 C.F.R 300.618]

The District will decide whether to amend the information in accordance with the request in a reasonable period of time of receipt of the request. [34 C.F.R 300.618]

If the District refuses to amend the information in accordance with the request, it will inform the parent of the refusal and advise the parent of the right to a hearing under 34 C.F.R 300.619. [34 C.F.R 300.618]

The District will, on request, provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. [34 C.F.R 300.619]

If, as a result of a hearing, the District decides to amend information determined inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it will do so accordingly and so inform the parent in writing. [34 C.F.R 300.620]

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If, as a result of a hearing, the District decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, the District will inform the parent of the parent's right to place in the maintained records a statement commenting on the information or setting forth any reasons for disagreeing with the District's decision. [34 C.F.R 300.620]

Parental consent will be obtained before personally identifiable information is disclosed to parties other than participating agencies, unless the information is contained in education records and the disclosure is authorized without parent consent under Family Educational Rights and Privacy Act (FERPA). [34 C.F.R 300.622]

Parental consent will be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services in accordance with §300.321. [34 C.F.R 300.622]

If a child is enrolled, or is going to enroll in a private school that is not located in the boundaries of the district of the parent's residence, parental consent will be obtained before any personally identifiable information about the child is released between officials in the district where the private school is located and officials in the district of the parent's residence. [34 C.F.R 300.622]

Upon receiving a written request, the District shall forward special education records to any other public education agency in which a student has enrolled or is seeking to enroll. Records shall be forwarded within the time-frame specified in A.R.S. 15-828(F). The District shall also forward records to any other person or agency for which the parents have signed consent. [A.A.C. R7-2-401.J(4)]

The District will protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. [34 C.F.R 300.623]

One (1) official at the District will assume responsibility for ensuring the confidentiality of any personally identifiable information.

All persons collecting or using personally identifiable information will receive training or instruction regarding the State's policies and procedures under 300.123 and FERPA (34 C.F.R. part 99). [34 C.F.R 300.623]

The District will maintain, for public inspection, a current listing of the names and positions of its employees who may have access to personally identifiable information. [34 C.F.R 300.623]

The District shall establish, implement, and make available to its personnel and parents written policies and procedures to ensure the confidentiality of records and information in accordance with IDEA and its regulations, the Family Educational Rights and Privacy Act (FERPA) and its regulations, and state statutes. [A.A.C. R7-2-401.J(1)]

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The District will inform parents when personally identifiable information collected, maintained, or used for IDEA purposes is no longer needed to provide educational services to the child. [34 C.F.R 300.624]

The information will be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. [34 C.F.R 300.624]

Parents shall be fully informed about the requirements of the IDEA and regulations, including an annual notice of the policies and procedures that the District shall follow regarding storage, disclosure to a third party, retention, and destruction of personally identifiable information. [A.A.C. R7-2-401.J(2)

The rights of the parents regarding educational records are transferred to the student at age eighteen (18) under FERPA unless the student has been declared legally incompetent, or the student has executed a delegation of rights to make educational decisions pursuant to A.R.S. 15-773. [34 C.F.R 300.625]

If the rights of the parents regarding educational records are transferred to the student at age eighteen (18) under the IDEA, the District will provide any notice required under the procedural safeguards provisions. [34 C.F.R 300.625]

The rights of parents regarding education records are transferred to the student at age 18, unless the student has been adjudicated incapacitated, or the student has executed a delegation of rights to make educational decisions pursuant to A.R.S. 15-773. [A.A.C. R7-2-401.J(3)]

Discipline

On a case-by-case basis and in consideration of any unique circumstances, school personnel may remove a child with a disability who violates a student code of conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten (10) consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement under §300.536. [34 C.F.R. 300.530]

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, during any subsequent days of removal the District will provide services to the extent required to:

A. Enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting his/her IEP goals; and

B. Receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. [34 C.F.R. 300.530]

The District is only required to provide services during periods of removal to a child with a disability who has been removed from his or her current placement for the (10) days or less in that school year, if it provides services to non-disabled children similarly removed. [34 C.F.R. 300.530]

After a child with a disability has been removed from his or her current placement for ten (10) school days, and the current removal is for not more than ten (10) consecutive school days and not a change of placement, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed, so as to enable the child to continue to participate in the general education curriculum and to progress toward meeting the individualized education program (IEP) goals. [34 C.F.R. 300.530]

If the removal is a change in placement, the child's IEP team determines the appropriate services. [34 C.F.R. 300.530]

Within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the District, parent, and relevant members of the IEP team will review all relevant information in the student's file, the IEP, teacher observations, and any relevant information to determine:

A. If the conduct was caused by, or had a direct and substantial relationship to, the child's disability; or

B. If the conduct in question was the direct result of the District's failure to implement the IEP. [34 C.F.R. 300.530]

The conduct will be determined to be a manifestation of the disability if either of the above-named conditions occurred, and, if the IEP was not implemented, the District will take immediate steps to remedy that deficiency. [34 C.F.R. 300.530]

If the District, parent, and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the child will be returned to the placement from which the child was removed, unless the parent and District agree to a change of placement. The IEP team will either:

A. Conduct a functional behavioral assessment, unless already done, and implement a behavioral intervention plan; or

B. If a behavioral intervention plan has already been developed, review the plan and modify it, as necessary, to address the behavior. [34 C.F.R. 300.530]

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School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to manifestation of disability if the child:

A. Carries a weapon to or possesses a weapon at school, on school premises, to or at a school function under the jurisdiction of the state or the District;

B. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the state or the District; or

C. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the state or the District. [34 C.F.R. 300.530]

The District will notify parents and provide notice of procedural safeguards on the day the District determines the student has violated the code of conduct, and the violation constitutes a change in placement (i.e., interim alternative education setting). [34 C.F.R. 300.530]

The District shall establish, implement, and make available to personnel and parents written procedures for the suspension and expulsion of students with disabilities. [A.A.C. R7-2-401.P]

The District shall require all school-based staff involved in the disciplinary process to review the policies and procedures related to suspension and expulsion on an annual basis. [A.A.C. R7-2-401.P]

The District shall maintain documentation of staff review. [A.A.C. R7-2-401.P]

Procedures for such suspensions and expulsions shall meet the requirements of the IDEA and its regulations, and state statutes. [A.A.C. R7-2-401.P]

The child's IEP team determines the interim alternative educational setting for services. [34 C.F.R. 300.531]

The parent of a child with a disability who disagrees with any decision regarding placement under §§300.530 and 300.531 or the manifestation determination may appeal the decision by requesting an expedited due process hearing in conformance with §§300.532(C) and A.A.C. R7-2-405.I. [34 C.F.R. 300.532]

When the District believes that maintaining the current placement of the child is substantially likely to cause injury to the child or others the District may appeal the decision by requesting an expedited due process hearing in conformance with §§300.532(C) and A.A.C. R7-2-405.I. [34 C.F.R. 300.532]

The student will remain in the interim alternative educational setting pending the decision of the hearing officer or expiration of the interim setting, whichever comes first, unless the parent and District agree otherwise. [34 C.F.R. 300.533]

A non-eligible student who engaged in a behavior that violated a code of student conduct may assert protections if the District had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred. The District will be deemed to have such knowledge if:

A. The parent of the child expressed concern in writing to supervisory or administrative personnel of the District, or a teacher of the child, that the child is in need of special education and related services;

B. The parent of the child requested an evaluation of the child pursuant to §§300.300 through 300.311; or

C. The teacher of the child, or other personnel of the District, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education or to other supervisory personnel of the District. [34 C.F.R. 300.534]

The District will not be deemed to have knowledge if the parent of the child:

A. Has not allowed an IDEA evaluation of the child;

B. Has refused special education services for the child; or

C. The child has been evaluated and determined to not be a child with a disability under IDEA. [34 C.F.R. 300.534]

When the District does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be disciplined as other children without disabilities who engage in comparable behaviors.

If an evaluation is requested during the time in which a child is subjected to disciplinary measures, the evaluation will be conducted in an expedited manner.

A. Until the evaluation is completed, the child remains in the educational placement determined by the District, which can include suspension or expulsion without educational services.

B. If the child is determined to be a child with a disability, the District will provide special education and related services in accordance with this part, including the requirements of §§300.530 through 300.536. [34 C.F.R. 300.534]

The District may report a crime committed by a child with a disability to appropriate authorities to enable them to exercise their responsibilities. 34 C.F.R. 300.535]

When reporting a crime committed by a child with a disability the District ensures that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the District reports the crime, but only to the extent permitted by FERPA. [34 C.F.R. 300.535]

A change of placement occurs if:

A. The removal is for more than ten (10) consecutive school days; or

B. The child has been subjected to a series of removals that constitute a pattern:

1. because the series of removals total more than ten (10) school days in a school year;

2. because the child's behavior is substantially similar to the behavior in previous incidents that resulted in a series of removals; and

3. because of such additional factors as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another. [34 C.F.R. 300.536]

The District will determine on a case-by-case basis whether a pattern of removals constitutes a change of placement, and such determinations are subject to review through due process and judicial proceedings. [34 C.F.R. 300.536]

Evaluation and Eligibility

The District, when proposing to conduct an initial evaluation to determine if a child qualifies as a child with a disability, and after reviewing existing data with the parents and providing prior written notice, will obtain informed consent from the parent of the child before collecting any additional data.

A. Parental consent for initial evaluation will not be construed as consent for initial provision of special education and related services.

B. The District will make reasonable efforts to obtain the informed consent from the parent for an initial evaluation. [34 C.F.R. 300.300]

For initial evaluations only, if the child is a ward of the state, is not residing with the child's parent, the District is not required to obtain consent from the parent if:

A. Despite reasonable efforts to do so, the District cannot discover the whereabouts of the parents of the child;

B. The rights of the parents of the child have been terminated in accordance with state law;

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C. The rights of the parent to make educational decisions have been subrogated by a judge, in accordance with state law, and consent for an initial evaluation has been given by an individual appointed by the judge to represent the child. [34 C.F.R. 300.300]

The District may, but is not required to seek informed consent through due process procedures if the parent of a child who is enrolled or seeking to enroll in the District refuses, or fails to respond to, a request to provide consent for an initial evaluation. [34 C.F.R. 300.300]

The District will obtain informed consent from the parent of the child before the initial provision of special education and related services to the child, and will make reasonable efforts to obtain that consent. [34 C.F.R. 300.300]

If a parent refuses consent for the initial provision of special education and related services, the District will not seek consent through due process hearing procedures. The District:

A. Will not be considered to be in violation to provide a Free Appropriate Public Education (FAPE);

B. Is not required to convene a IEP team meeting or develop an IEP for the child. [34 C.F.R. 300.300]

If, at any time subsequent to the initial provision of special education and related services, the parent of a child revokes consent in writing for the continued provision of special education and related services, the District:

A. May not continue to provide special education and related services to the child, but shall provide prior written notice before ceasing the provision of special education and related services;

B. May not use the mediation procedures or the due process procedures in order to obtain agreement or a ruling that the services may be provided to the child;

C. Will not be considered in violation of the requirement to make FAPE available to the child because of the failure to provide the child with further special education and related services; and

D. Is not required to convene an IEP Team meeting or develop an IEP for the child for further provision of special education and related services. If a parent revokes consent in writing for their child's receipt of special education services after the child is initially provided special education and related services, the District is not required to amend the child's education records to remove any reference to the child's receipt of special education and related services because of the revocation of consent.

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The District will obtain informed consent prior to conducting any reevaluation of a child with a disability.

A. If the parent refuses consent, the District may utilize due process hearing procedures to seek consent, but does not violate its obligation if it declines to pursue the evaluation or reevaluation.

B. The informed parental consent for reevaluation need not be obtained if the District can demonstrate that:

1. it made reasonable efforts to obtain such consent and has documented those attempts;

2. the child's parent has failed to respond. [34 C.F.R. 300.300]

Parental consent is not required before:

A. Reviewing existing data as part of an evaluation or reevaluation; or

B. Administering a test or other evaluation that is administered to all children unless consent is required of parents of all children prior to administration. [34 C.F.R. 300.300]

The District will not use a parent's refusal to consent to one service or activity under this section to deny the parent or child any other service, benefit, or activity of the District, except as required by this part. [34 C.F.R. 300.300]

If a parent of a child who is home-schooled or placed in a private school by the parents at their own expense does not provide consent for the initial evaluation or the reevaluation, or the parent fails to respond to a request to provide consent, the District will not utilize due process hearing procedures to seek consent. [34 C.F.R. 300.300]

Consistent with consent requirements of §300.300, either a parent of a child or the District may initiate a request for an initial evaluation to determine if a child is a child with a disability. [34 C.F.R. 300.301]

If the parent requests the evaluation, the District must, within a reasonable amount of time not to exceed fifteen (15) school days from the date it receives a parent's written request for an evaluation, either begin the evaluation by reviewing existing data or provide prior written notice refusing to conduct the requested evaluation. The sixty (60)-day evaluation period shall commence upon the District's receipt of the parent's informed written consent. [A.A.C. R7-2-401.E]

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The initial evaluation will:

A. Be conducted within sixty (60) calendar days of receiving informed written parental consent for the evaluation, unless: [34 C.F.R. 300.301] [A.A.C.R7-2-401(E)(3)]

1. the parents and the District agree, in writing, that it is in the best interest of the child to extend the timeline to complete the evaluation for an additional thirty (30) calendar days; or;

2. the child enrolls in the District following the child's departure from a previous district after the parent has provided consent and before the determination of eligibility by the child's previous district. In that event, the District ensures prompt completion of the evaluation.

3. the parent of a child with a disability repeatedly fails or refuses to produce the child for the evaluation.

B. Consist of procedures to determine if the child is a child with a disability and to determine the educational needs of the child. [34 C.F.R. 300.301] [A.A.C. R7-2-401.E]

C. The initial evaluation of a child being considered for special education or re-evaluation shall conclude with the date of the Multidisciplinary Evaluation Team (MET) determination of eligibility.

D. Neither the sixty (60)-day evaluation period nor any extension shall cause a re-evaluation to exceed the time-lines for a re-evaluation within three (3) years of the previous evaluation. [34 C.F.R. 300.301] [A.A.C. R7-2-401.E]

The District will conduct a reevaluation of a child with a disability if:

A. The District determines that the educational or related service needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or

B. If the child's parents or teacher requests a reevaluation; except

C. The District will not conduct a reevaluation more than once a year unless the parent and District agree otherwise. [34 C.F.R. 300.303]

The District will conduct a reevaluation at least once every three (3) years. The Multidisciplinary Evaluation Team shall determine, in accordance with IDEA and regulations, whether the requirements of subsections (E)(6)(a) through (i) are required for a student's re-evaluation. [34 C.F.R. 300.303] [A.A.C. R7-2-401.E]

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The District will provide prior written notice to the parents of a child who has, or who is suspected of having, a disability, that describes the evaluation procedures that the District proposes to conduct. [34 C.F.R. 300.304]

In conducting an evaluation or reevaluation, the District will:

A. Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent in order to determine;

1. whether the child is a child with a disability; and

2. if the child is a child with a disability, information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities).

B. Not use any single measure or assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child; and

C. Use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors. [34 C.F.R. 300.304]

For the following disabilities, the full and individual initial evaluation shall include:

A. *Emotional disability*: verification of a disorder by a qualified professional.

B. *Hearing impairment*:

1. An audiological evaluation by a qualified professional, and

2. An evaluation of communication/language proficiency.

C. *Other health impairment*: verification of a health impairment by a qualified professional.

D. *Specific learning disability*: a determination of whether the child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, state-approved grade-level standards, or intellectual development that meets the District's criteria through one of the following:

1. A discrepancy between achievement and ability;

2. The child's response to scientific, research-based interventions; or

3. Other alternative research-based procedures.

E. *Orthopedic impairment*: verification of the physical disability by a qualified professional.

F. *Speech/language impairment*: an evaluation by a qualified professional.

G. For students whose speech impairments appear to be limited to articulation, voice, or fluency problems, the written evaluation may be limited to:

1. An audiometric screening within the past calendar year,

2. A review of academic history and classroom functioning,

3. An assessment of speech problems by a speech therapist, or,

4. An assessment of the student's functional communication skills.

H. The Department of Education shall develop a list, subject to review and approval of the State Board of Education, of qualified professionals eligible to conduct the appropriate evaluations prescribed in A.A.C. R7-2-401.E.7.

The District ensures that evaluation materials and strategies:

A. Are selected and administered so as not to be discriminatory on a racial or cultural basis;

B. Are administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to do so;

C. Are used for the purposes for which the assessment(s) or measure(s) are valid and reliable;

D. Are administered by trained and knowledgeable personnel;

E. Are administered in accordance with the instructions provided by the assessment publisher;

F. Are selected and administered so as to ensure that if administered to a child with impaired sensory, manual, or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure rather than reflecting the child's impairments (unless those skills are the factors being measured).

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G. Assess the child in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, adaptive behavior, communicative status, and motor abilities; and

H. Are sufficiently comprehensive to identify all of the child's special education and related services needs, whether or not those needs are commonly associated with the child's disability.

I. Provide relevant information that directly assists in determining the educational needs of the child. [34 C.F.R. 300.304]

Evaluations of children who transfer to or from another District in the same school year are coordinated with the prior and subsequent schools, in order to expedite the completion of a full evaluation. [34 C.F.R. 300.304]

As part of an initial evaluation (if appropriate), and as part of any reevaluation, the IEP team and other qualified professionals, as appropriate, will:

A. Review existing evaluation data on the child including:

1. evaluations and information provided by the parents;

2. current classroom-based, local and state-wide assessments, and classroom-based observations;

3. observations by teachers, and related services providers.

B. On the basis of that review, and input from the child's parents, identify what additional data, if any, are needed to determine whether:

1. the child is or continues to be a child with a disability, and, if so, the educational needs of the child;

2. the present levels of academic achievement and related developmental needs of the child;

3. whether the child needs special education and related services to enable the child to meet measurable annual IEP goals and to participate, as appropriate, in the general education curriculum.

C. The IEP team may conduct the review without a meeting. [34 C.F.R. 300.305]

D. The District may accept current information about the student from another state, public agency, public education agency, or through an independent education evaluation.

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If additional data are needed, the District will administer the assessments required to obtain the additional data. [34 C.F.R. 300.305]

If additional data are not needed to determine whether the child continues to be a child with a disability, and to determine the child's educational needs, the District will notify the parents of:

A. The determination and the reasons for the determination; and

B. The right of the parents to request an assessment to determine whether the child continues to be a child with a disability and to determine the child's educational needs. [34 C.F.R. 300.305]

The District will evaluate a child before determining that the child is no longer a child with a disability except when the termination is due to graduation with a regular high school diploma or at the conclusion of the instructional year during which the child attained the age of twenty-two (22).

When the child's eligibility terminates because of graduation or at the conclusion of the instructional year during which the child attained the age of twenty-two (22), the District will provide a summary of the child's academic achievement and functional performance that includes recommendations on how to assist the child in meeting the child's postsecondary goals. [34 C.F.R. 300.305]

Upon completion of the evaluation process, the District ensures that:

A. A group of qualified professionals and the parent of the child determine:

1. if the child is a child with a disability under the Individuals with Disabilities Education Act, Arizona State Statutes, and Arizona Administrative Code; and

2. if so, the educational needs of the child.

B. The parents are provided, at no cost, a copy of the evaluation report and eligibility determination. [34 C.F.R. 300.306]

A child will not be determined to be a child with a disability if the primary factor for the determination is:

A. Lack of appropriate instruction in reading, including the essential components of reading instruction (as defined in 1208(3) of the Elementary and Secondary Education Act [ESEA]);

B. Lack of appropriate instruction in math; or

C. Limited English proficiency. [34 C.F.R. 300.306]

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The eligibility determination, including education needs, will be based on all of the information sources used in the evaluation process, and if deemed eligible and in need of special education and related services, an IEP will be developed in accordance with §300.320 through 300.324. [34 C.F.R. 300.306]

Additional procedures for identifying children with specific learning disabilities:

A. *Option 1*:

The District will use the state-adopted criteria for determining whether a child has a specific learning disability through a process based on the child's response to scientific, research-based intervention in conformity with IDEA Regulations §300.307-311. [34 C.F.R. 300.307]

B. *Option 2*:

The District will use a criteria for determining whether a child has a specific learning disability through the identification of a severe discrepancy between intellectual ability and achievement in conformity with IDEA Regulations §300.307-311. [34 C.F.R. 300.307]

C. *Option 3*:

The District will determine, on an individual child basis, the criteria for determining whether a child has a specific learning disability using one of the following criteria in conformity with IDEA Regulations §300.307-311:

a. The state-adopted criteria based on a child's response to scientific, research-based intervention;

b. The identification of a severe discrepancy between intellectual ability and achievement. [34 C.F.R. 300.307]

The determination of whether a child suspected of having a specific learning disability is a child with a disability will be made by the child's parents and a team of qualified professionals which will include:

A. The child's regular education teacher; or

B. If the child does not have a regular education teacher, then a regular education teacher qualified to teach children of that age;

C. For a child of less than school age, an individual qualified by the state to teach children of his/her age;

D. At least one (1) person qualified to conduct individual diagnostic evaluations of children, such as a school psychologist, speech-language pathologist, or remedial reading teacher. [34 C.F.R. 300.308]

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A child may be determined to have a specific learning disability if:

A. The child does not achieve adequately for the child's age or meet state-approved grade level standards in one (1) or more of the following areas, when provided with learning experiences and instruction appropriate for the child's age or meet state-approved grade level standards:

1. oral expression
2. listening comprehension
3. written expression
4. basic reading skill
5. reading fluency skills
6. reading comprehension
7. mathematics calculation
8. mathematics problem solving

B. The child does not make sufficient progress to meet age or state-approved grade level standards in one (1) or more of the areas listed immediately above when using a process based on the child's response to scientific, research-based intervention; or

C. The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, state-approved grade level standards, or intellectual development, that is determined by the group to be relevant to the identification of a specific learning disability using appropriate assessments. [34 C.F.R. 300.309]

The findings of this section are not primarily the result of:

A. A visual, hearing or motor disability;

B. Intellectual disability;

C. Emotional disturbance;

D. Cultural factors;

E. Environmental or economic disadvantage; or

F. Limited English proficiency. [34 C.F.R. 300.309]

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The group ensures that the underachievement is not due to a lack of appropriate instruction in reading or math and consider:

A. Data that demonstrate that prior to, or as part of, the referral process, the child was provided appropriate instruction in regular education settings, delivered by qualified personnel; and

B. Data-based documentation of repeated assessments of achievement at reasonable intervals, reflecting formal assessment of student progress during instruction, which was provided to the child's parents. [34 C.F.R. 300.309]

The District will promptly request parent consent to evaluate if, prior to referral, the child has not made adequate progress after an appropriate period of time when provided instruction described in the two (2) immediately preceding bullets. [34 C.F.R. 300.309]

The District ensures that the child is observed in his/her learning environment, including the regular classroom setting, to document the child's academic performance and behavior in the areas of difficulty. [34 C.F.R. 300.310]

In the case of a child less than school age or out of school, a group member will observe the child in an environment appropriate for a child that age. [34 C.F.R. 300.310]

For a child suspected of having a specific learning disability, the eligibility determination will contain a statement of:

A. Whether the child has a specific learning disability;

B. The basis for making the determination, including an assurance the determination was made in accordance with the Individuals with Disabilities Education Act;

C. The relevant behavior, if any, noted during the observation and the relationship of that behavior to the child's academic functioning;

D. The educationally relevant medical findings, if any;

E. Whether the child does not achieve adequately for his/her age or to meet state-approved grade level standards consistent with whether the child has a specific learning disability; and does not make sufficient progress to meet age or state-approved grade level standards consistent with the basis of a determination in accordance with IDEA; or

F. The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, state-approved grade level standards or intellectual development consistent with the observation of relevant behavior.

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G. The determination of the group concerning the effects of a visual, hearing, or motor disability; intellectual disability; emotional disturbance; cultural factors; environmental or economic disadvantage; or limited English proficiency of the child's achievement level. [34 C.F.R. 300.311]

If the child participated in a process that assessed the child's response to scientific, research-based intervention, the determination must include:

A. The instructional strategies used and the student-centered data collected; and

B. The documentation that the child's parents were notified about the state's policies regarding the amount and nature of student performance that would be collected and the general education services that would be provided;

C. Strategies for increasing the rate of learning; and

D. The parent's right to request an evaluation. [34 C.F.R. 300.311]

Each group member will certify in writing whether the report reflects the member's conclusion. If it does not, the group member will submit a separate statement presenting the member's conclusions. [34 C.F.R. 300.311]

The District shall establish, implement, and make available to school-based personnel and parents within its boundaries of responsibility written procedures for the initial full and individual evaluation of students suspected of having a disability, and for the reevaluation of students previously identified as being eligible for special education. [A.A.C. R7-2-401.E]

Procedures for the initial full and individual evaluation of children suspected of having a disability and for the reevaluation of students with disabilities shall meet the requirements of IDEA and its regulations, state statutes, and State Board of Education rules. [A.A.C. R7-2-401.E]

Free Appropriate Public Education

The determination that a child is eligible for special education and related services will be made on an individual basis by a properly constituted District team. [34 C.F.R. 300.306 and, if applicable, 300.308]

For preschool children (age three [3] to five [5]):

The District will:

1. Make FAPE available no later than the child's third birthday;

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2. Ensure that an IEP or an Individualized Family Service Plan (IFSP) is in effect for each child by that date;

3. Ensure that a child's IEP team determines the date when services under the IEP or IFSP will begin if a child's third birthday occurs during the summer.

For school-aged children (age five [5] through twenty-one [21]):

The District will make FAPE available to any child who needs special education and related services, even though the child has not failed or been retained in a course or grade, and is advancing from grade to grade. Services for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22).

The District will establish policy and procedures with regard to allowable pupil-teacher ratios and pupil-staff ratios within the District or county for provision of special education services. [A.R.S. 15-764.A(5)]

The special education programs and services established pursuant to this section and section 15-765 shall be conducted only in a school facility which houses regular education classes or in other facilities approved by the division of special education. [A.R.S. 15-764.B]

The District ensures that assistive technology devices or services or both will be available to a child with a disability, if required, as a part of:

A. special education;

B. related services;

C. supplementary aids and service. [34 C.F.R. 300.105]

On a case-by-case basis, the District ensures the use of school-purchased assistive technology devices in a child's home or other setting if the child's IEP team determines that the child needs access to those devices in order to receive FAPE. [34 C.F.R. 300.105]

The District will make extended school year services available as necessary to provide FAPE to children with disabilities.

A. Extended school year (ESY) services will be provided only if a child's IEP team determines, in accordance with §§300.320-300.324, that the services are necessary for the provision of FAPE.

B. Services will not be:

1. limited to a particular category of disability; or,

2. unilaterally limited to the type, amount, or duration of services. [34 C.F.R. 300.106]

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The ESY services that are provided to a child with a disability will:

A. Be provided beyond the normal school year of the District;

B. Be provided in accordance with the child's IEP;

C. Be provided at no cost to the parents of the child; and

D. Meet the standards of the state. [34 C.F.R. 300.106]

The District will afford children with disabilities an equal opportunity for participation in nonacademic and extracurricular services and activities including, as determined appropriate and necessary by the child's IEP team, the provision of supplementary aids and services. [34 C.F.R. 300.107]

Nonacademic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the District and assistance in making outside employment available. [34 C.F.R. 300.107]

The District will make regular physical education services available to children with disabilities to the same extent that the District provides those services to children without disabilities, unless:

A. The child is enrolled full time in a separate facility; or

B. The child needs specially designed physical education as prescribed in the child's IEP. [34 C.F.R. 300.108]

If a child is enrolled in a separate facility, the District ensures that the child receives appropriate physical education services. [34 C.F.R. 300.108]

If special physical education is prescribed in a child's IEP, the District will provide for those services, either directly or through other public or private programs. [34 C.F.R. 300.108]

The District ensures that children with disabilities have available to them the variety of education programs and services that are available to nondisabled children, including art, music, industrial arts, consumer and homemaking education, and vocational education. [34 C.F.R. 300.110]

When serving children wearing hearing aids or surgically implanted medical devices, the District ensures that:

A. The hearing aids worn in school by children with hearing impairments are functioning properly; and

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B. The external components of surgically implanted medical devices (e.g., cochlear implants) are functioning properly, except that the District will not be responsible for any post-surgical maintenance, programming or replacement of any component, external or internal, of the medical device. [34 C.F.R. 300.113]

The District may use the Medicaid or other public benefits or insurance programs in which a child participates to provide or pay for services required under IDEA, as permitted under the public benefits or insurance program, except that the District:

A. Will not require parents to sign up for or enroll in public benefits or insurance programs to receive FAPE;

B. Will not require parents to incur out-of-pocket expenses such as payment of a deductible or co-pay for services required by IDEA, but may pay the cost that parents otherwise would be required to pay;

C. Will not use a child's public benefit if that use would:

1. decrease lifetime benefits;

2. result in the family paying for non-school services that would otherwise be paid for by public benefits;

3. increase premiums or lead to discontinuation of benefits; or

4. risk loss of eligibility. [34 C.F.R. 300.154]

The District will notify parents that their refusal to allow access to their public benefits does not relieve the District of its responsibility to provide all required IDEA services. [34 C.F.R. 300.154]

The District will obtain a one (1)-time written consent from the parent, after providing written notification and prior to accessing a child's or parent's public benefits for the first time. The consent must specify:

A. The personally identifiable information that may be disclosed;

B. The purpose of the disclosure; and

C. The agency to which the disclosure may be made.

The District will provide a written notification to the child's parents before accessing the child's or parent's public benefits or insurance for the first time and prior to obtaining the one-time parental consent and annually thereafter.

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The District responsible for serving preschool children with disabilities shall establish, implement, and make available to its personnel and parents, written procedures for:

A. The operation of the preschool program, in accordance with federal statute and regulations and the state statutes, that provides a continuum of placements for students;

B. The smooth and effective transition from the Arizona Early Intervention Program to a public school preschool program in accordance with the agreement between the Department of Economic Security and the Department; and

C. The provision of a minimum of three hundred sixty (360) minutes per week of instruction in a program that meets at least two hundred sixteen (216) hours over the minimum. [A.A.C. R7-2-401.K]

The District shall establish, implement, and make available to its personnel and parents written procedures regarding the access to special education services to students enrolled in private schools by their parents as identified by the IDEA and its regulations, state statutes, and State Board of Education rules. [A.A.C. R7-2-401.F]

Graduation

The District ensures that the Governing Board shall prescribe graduation criteria for students with disabilities from its high schools, which shall include accomplishment of the academic standards in at least reading, writing, mathematics, science and social studies, as determined by District assessment. [A.R.S. 15-701(B) and A.A.C. R7-2-301(D)(1)]

The District ensures that the Governing Board shall develop a course of study and graduation and promotion requirements for all students placed in special education programs in accordance with R7-2-401 et seq. [A.R.S. 15-701(B) and A.A.C. R7-2-301(D)(1)]

The District will not be obligated to provide FAPE to students with disabilities who have graduated from high school with a regular high school diploma. [34 C.F.R. 300.102]

The exception does not apply to children who have graduated from high school but have not been awarded a regular high school diploma. [34 C.F.R. 300.102]

Parents shall be provided written notification of a student's anticipated graduation date at least one (1) year before the anticipated high school graduation date.

Graduation from high school with a regular high school diploma constitutes a change of placement requiring prior written notice in accordance with §300.503. [34 C.F.R. 300.102]

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An evaluation is not required before the termination of a child's eligibility due to graduation from secondary school with a regular diploma or due to conclusion of the instructional year during which the student attains the age of twenty-two (22). [34 C.F.R. 300.305]

For a child no longer eligible due to graduation or exceeding the age of eligibility, the District will provide the child with a summary of the child's academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child's post secondary goals. [34 C.F.R. 300.305]

Pupils with disabilities as defined in A.R.S. 15-761 or children who receive special education as defined in 15-763, shall not be required to achieve passing scores on competency tests in order to graduate from high school unless the pupil is learning at a level appropriate for the pupil's grade level in a specific academic area and unless a passing score on a competency test is specifically required in a specific academic area by the pupil's IEP as mutually agreed on by the pupil's parents (or eighteen [18] year old student) and IEP team. [A.R.S. 15-701.01(3)]

Individualized Education Program

Each individualized education program (IEP) of a student with a disability shall be developed in accordance with IDEA and its regulations, state statutes, and State Board of Education rules. If appropriate to meet the needs of a student and to ensure access to the general curriculum, an IEP team may include specially designed instruction in the IEP that may be delivered in a variety of educational settings by a general education teacher or other certificated personnel provided that certificated special education personnel are involved in the planning, progress monitoring, and when appropriate, the delivery of the specially designed instruction. [A.A.C. R7-2-401.G]

Each student with a disability who has an IEP shall participate in the state assessment system. Students with disabilities can test with or without accommodations or modifications as indicated in the student's IEP. Students who are determined to have a significant cognitive disability based on the established eligibility criteria will be assessed with the state's alternate assessments as determined by the IEP team. [A.A.C. R7-2-401.G]

The contents of each individualized education program (IEP) will include a statement of:

A. The child's present levels of academic achievement and functional performance, including:

1. how the child's disability affects the child's involvement and progress in the general curriculum; or

2. for preschool children, as appropriate, how the disability affects the child's participation in appropriate activities;

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B. Measurable annual goals, including academic and functional goals designed to:

1. meet the child's needs that result from the child's disability to enable the child to be involved in and make progress in the general education curriculum; and

2. meet each of the child's other educational needs that result from the child's disability;

3. for children with disabilities who take alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives;

C. How the child's progress toward meeting the IEP goals will be measured and when periodic reports on the child's progress toward the goals will be provided;

D. The special education and related services to be provided to the child, the supplementary aids and services to be provided to the child or on behalf of the child, the program modifications or supports for school personnel that will be provided to enable the child:

1. to advance appropriately toward attaining the annual goals;

2. to be involved in and progress in the general education curriculum and to participate in extracurricular and other nonacademic activities with other children with disabilities and nondisabled children.

E. If a child needs special education and related services because of a specific learning disability, the child's IEP shall indicate whether the child has been diagnosed with dyslexia;

F. ~~E.~~ The extent, if any, to which the child will not participate with nondisabled children in the regular class and in extracurricular and other nonacademic activities;

G. ~~F.~~ Any individual accommodations that are needed to measure the academic achievement and functional performance of the child on state and District-wide assessments;

H. ~~G.~~ If the IEP team determines that the child must take an alternate assessment instead of a particular regular state or District-wide assessment of student achievement, a statement of why:

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1. the child cannot participate in the regular assessment; and

2. the particular alternate assessment selected is appropriate for the child;

I. ~~H.~~ The projected date for the beginning of the services and modifications and the anticipated frequency, location, and duration of those services and modifications. [34 C.F.R. 300.320]

J. ~~I.~~ The student's estimated graduation date, aligned with the transition plan, by the end of ninth (9th) grade or age sixteen (16), whichever comes first, or earlier, if determined necessary by the student's IEP team.

Beginning not later than the first IEP to be in effect when the student turns sixteen (16), or earlier if determined appropriate by the IEP team, and updated annually, the IEP will also include a statement of:

A. appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and, where appropriate independent living skills;

B. transition plan and services (including courses of study) needed to assist the child in reaching those goals by the anticipated graduation date. [34 C.F.R. 300.320]

Beginning not later than one (1) year before a student reaches the age of eighteen (18), the IEP will include a statement that the parents and the student have been informed of the rights under Part B, if any, that will transfer to the student on reaching the age of eighteen (18). [34 C.F.R. 300.320]

The IEP team for each child with a disability will include:

A. The parents of the child;

B. Not less than one (1) regular education teacher of the child (if the child is, or may be, participating in the regular education environment);

C. Not less than one (1) special education teacher of the child, or where appropriate, not less than one special education provider of the child;

D. A representative of the District who:

1. is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;

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2. is knowledgeable about the general education curriculum; and

3. is knowledgeable about the availability of resources of the District;

4. may be a District team member described in the IEP team described above, with the exception of the parents, if the above criteria are met.

E. An individual who can interpret the instructional implications of evaluation results, who may be a member of the team described in the IEP team described above.

F. At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate; and

G. Whenever appropriate, the child with a disability.

1. A child of any age if the purpose of the meeting is to consider postsecondary goals and transition services needed to assist the child in reaching the IEP goals;

2. If the student does not attend the IEP meeting, the District will take other steps to ensure that the student's preferences and interests are considered.

H. To the extent appropriate and with consent of the parents or the adult child, the District will invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services.

I. For a child who is transitioning from the Arizona Early Intervention Program (AzEIP), representatives from AzEIP must be invited to the initial IEP if the parent requests. [34 C.F.R. 300.321]

A member of the IEP team described above is not required to attend the IEP meeting if the parent and the school agree in writing prior to the meeting that attendance is not necessary because the member's area of curriculum or related services is not being modified or discussed in the meeting. [34 C.F.R. 300.321]

A member of the District IEP team described above, and including a person who can interpret the results, may be excused from attending the IEP meeting in whole or part when the meeting involves a modification to or discussion of the member's area of the curriculum or related services if the parent, in writing and the District consent to the excusal, and the member submits, in writing to the IEP team, input into the development of the IEP prior to the meeting. [34 C.F.R. 300.321]

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A parent or the District may request in writing a review of the IEP and shall identify the basis for requesting review. Such review shall take place within forty-five (45) school days of the receipt of the request at a mutually agreed upon date and time. [A.A.C. R7-2-401.G]

In the case of a child previously served by AzEIP, an invitation to the initial IEP team meeting will, at the request of the parent, be sent to the AzEIP service coordinator to assist with the smooth transition of services. [34 C.F.R. 300.321]

The District will take steps to ensure parent(s) of a child with a disability are present at each IEP meeting or are afforded the opportunity to participate by:

A. Notifying parents of the meeting early enough to ensure that they will have an opportunity to attend; and

B. Scheduling the meeting at a mutually agreed on time and place. [34 C.F.R. 300.322]

The meeting notice will:

A. Indicate the purpose, time, and location of the meeting and who will be in attendance; and

B. Inform the parents of the provisions relating to the participation of other individuals who have knowledge or special expertise about the child and of representatives of the AzEIP if the meeting is for an initial IEP of a child transitioning from AzEIP. [34 C.F.R. 300.322]

Beginning not later than the first IEP to be in effect by the end of ninth (9th) grade or age sixteen (16), whichever comes first, or earlier, if determined necessary by the student's IEP team, the notice will also:

A. Indicate that a purpose of the meeting will be the consideration of postsecondary goals and transition services;

B. Indicate that the District will invite the student;

C. Identify any other agency that will be invited to send a representative. [34 C.F.R. 300.322]

If neither parent can attend, the District will use other methods to ensure parent participation, including individual or conference telephone calls. [34 C.F.R. 300.322]

A meeting may be conducted without a parent in attendance if the District is unable to convince the parents that they should attend. In this case, the District will maintain a record of its attempts to arrange a mutually agreed on time and place, such as:

A. Detailed records of telephone calls made or attempted and the results of those calls;

B. Copies of correspondence sent to the parents and any responses received; and

C. Detailed records of visits made to the parent's home or place of employment and the results of those visits. [34 C.F.R. 300.322]

The District will take whatever action is necessary to help the parent understand the proceedings at the IEP meeting, including arranging for an interpreter for parents with deafness or whose native language is other than English. [34 C.F.R. 300.322]

The District will give the parent a copy of the child's IEP at no cost to the parent. [34 C.F.R. 300.322]

At the beginning of each school year, the District will have in effect for each child with a disability in its jurisdiction, an IEP as defined in 300.320. [34 C.F.R. 300.323]

The District ensures that:

A. A meeting to develop an IEP for an eligible child is conducted within thirty (30) calendar days of a determination of eligibility for special education and related services.

B. As soon as possible following the development of the IEP, the services indicated in the IEP are made available to the child. An IEP will be in effect at the beginning of each school year. [34 C.F.R. 300.323]

For a child aged two (2) years nine (9) months to five (5) years previously served by AzEIP, the IEP team will consider the contents of the child's Individualized Family Service Plan (IFSP). An IFSP may serve as the IEP of the child if:

A. The District has provided the parents with a detailed explanation of the differences between an IEP and an IFSP;

B. The parent and the District agree in writing to the use of an IFSP;

C. The IFSP contains an educational component that promotes school readiness and includes pre-literacy, language and numeric skills; and

D. The IFSP is developed in accordance with IEP procedures. [34 C.F.R. 300.323]

The District ensures that each child's IEP is accessible to each regular education teacher, special education teacher, related service provider and any other service provider who is responsible for implementing the IEP.

A. Each teacher and related service provider will be informed of his or her specific responsibilities in implementing the IEP; and

B. The specific accommodations, modifications, and supports that will be provided for the child in accordance with the IEP. [34 C.F.R. 300.323]

For a child with an IEP who transfers into the District from another school system in Arizona, the District, in consultation with the parents, will provide a free appropriate public education (including services comparable to the services described in the existing IEP) until the District:

A. Reviews and adopts the child's IEP from the previous district, or

B. Develops, adopts, and implements a new IEP. [34 C.F.R. 300.323]

For a child with an IEP who transfers into the District from another state, the District, in consultation with the parents, will provide a free appropriate public education (including services comparable to the services described in the existing IEP) until the District:

A. Conducts an evaluation for eligibility for special education in Arizona, or determines that such an evaluation is unnecessary; and

B. Develops, adopts, and implements a new IEP, if appropriate. [34 C.F.R. 300.323]

To facilitate the transition of a child enrolling from another school system, either from within or from outside of Arizona, the District will take reasonable steps to promptly obtain the child's education records, including all records pertaining to special education, from the previous school system in which the child was enrolled. [34 C.F.R. 300.323]

When a records request is received from another district, from either within or outside of Arizona, the District will promptly respond to the request. [34 C.F.R. 300.323]

In developing each child's IEP, the IEP team will consider:

A. The strengths of the child and the concerns of the parents for enhancing the education of their child;

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B. The results of the initial or most recent evaluation of the child; and

C. The academic, developmental, and functional needs of the child. [34 C.F.R. 300.324]

In consideration of special factors, the IEP team will:

A. In the case of a child whose behavior impedes his or her learning or that of others, consider the use of positive behavioral interventions and supports, and other strategies to address that behavior;

B. In the case of a child with limited English proficiency, consider the language needs of the child as those needs relate to the child's IEP;

C. In the case of a child who is blind or visually impaired, provide for instruction in Braille and the use of Braille unless the IEP team determines, after an evaluation of the child's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the child's future needs for instruction in Braille or the use of Braille) that instruction in Braille or the use of Braille is not appropriate for the child;

D. Consider the communication needs of the child, and in the case of a child who is deaf or hard of hearing, consider the child's language and communication needs, opportunities for direct communication with peers and professional personnel in the child's language and communication mode, academic level and full range of needs, including opportunities for direct instruction in the child's language and communication mode;

E. Consider whether the child requires assistive technology devices and services. [34 C.F.R. 300.324]

The regular education teacher of a child with a disability, as a member of the IEP team, will, to the extent appropriate, participate in the development, review, and revision of the child's IEP, including the determination of:

A. Appropriate positive behavioral interventions and strategies for the child; and

B. Supplementary aids and services, program modifications, and/or supports for school personnel that will be provided for the child, consistent with §300.320(a)(4). [34 C.F.R. 300.324]

In making changes to the IEP after the annual IEP meeting, the parent and the District may agree to amend the IEP without a meeting for the purpose of making those changes and, instead, develop a written document to amend or modify the child's current IEP. The District will:

A. Inform all members of the child's IEP team of those changes, and

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B. Upon request, provide the parents with the revised copy of the IEP. [34 C.F.R. 300.324]

To the extent possible, the District will encourage the consolidation of evaluation, reevaluation and IEP meetings for a child. [34 C.F.R. 300.324]

The District ensures that the IEP team reviews the child's IEP periodically, but not less than annually, to determine if goals are being achieved, and revise the IEP, when appropriate, to address:

A. any lack of expected progress toward the annual goals and in the general education curriculum, if appropriate;

B. the results of any reevaluation;

C. information about the child provided to, or by the parents;

D. the child's anticipated needs, or other matters. [34 C.F.R. 300.324]

If a participating agency other than the District fails to provide the transition services in an IEP, the District will reconvene the IEP team to identify alternative strategies to meet the child's transition outcomes. [34 C.F.R. 300.324]

Before the District places a child with a disability in a private school or facility, the District will initiate and conduct a meeting to develop an IEP for the child and ensure that a representative of the private school or facility attends the meeting in person or by conference call. [34 C.F.R. 300.325]

Subsequent IEP reviews may be initiated and conducted by the private school at the discretion of the District. However, the District ensures that:

A. The parents and District representative are involved in any decisions about the child's IEP; and

B. They agree to any proposed changes in the IEP before those changes are implemented. [34 C.F.R. 300.325]

The District remains responsible to ensure FAPE to a child placed by the District in a private school or facility. [34 C.F.R. 300.325]

The District ensures that the parents of a child with a disability are members of any group that makes decisions on the educational placement of their child. [34 C.F.R. 300.327]

The District shall establish, implement, and make available to its school-based personnel and parents written procedures for the development, implementation, review, and revision of IEPs. [A.A.C. R7-2-401.G]

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Procedures for IEPs shall meet the requirements of the IDEA and its regulations, the state statutes, and the State Board of Education rules. [A.A.C. R7-2-401.G]

Procedures shall include the incorporation of Arizona academic standards as adopted by the State Board of Education into the development of each IEP and address grade-level expectations and grade-level content instruction. [A.A.C. R7-2-401.G]

Least Restrictive Environment

The District ensures that special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. [34 C.F.R 300.114]

The District will make available a continuum of alternative placements to meet the needs of children with disabilities for special education and related services. [34 C.F.R 300.115]

The continuum of alternative placements will include:

A. Instruction in regular classes, special classes, special schools, home instruction, and instruction in hospital and institutions;

B. Supplementary services, such as a resource room or itinerant instruction, to be provided in conjunction with regular class placement.

The placement decision for each child will be:

A. Made by a group that includes the parents and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options;

B. In conformity with the least restrictive environment (LRE) provisions of the IDEA regulations;

C. Determined at least annually;

D. Based on the child's IEP; and,

E. As close as possible to the child's home. [34 C.F.R 300.115]

Unless the IEP of a child requires some other arrangement, the child will be educated in the school that he or she would attend if not disabled. [34 C.F.R 300.115]

In selecting the LRE, consideration will be given to any potential harmful effect on the child or on the quality of services that she/he needs. [34 C.F.R 300.115]

A child with a disability will not be removed from age-appropriate regular classrooms solely because of needed modifications in the general education curriculum. [34 C.F.R 300.115]

In providing or arranging for the provision of nonacademic and extracurricular services and activities, including meals, recess periods, and other nonacademic activities, the District ensures that each child with a disability participates with nondisabled children in the extracurricular services and activities to the maximum extent appropriate to the needs of that child. [34 C.F.R 300.117]

The District ensures that the supplementary aides and services determined by the IEP team to be appropriate and necessary are provided to allow the child to participate in nonacademic settings. [34 C.F.R 300.115]

The District shall establish, implement, and make available to its school-based personnel and parents, written procedures to ensure the delivery of special education services in the least restrictive environment as identified by IDEA and its regulations, the state statutes, and the State Board of Education rules. [A.A.C. R7-2-401.H]

A continuum of services and supports for students with disabilities shall be available through the District. [A.A.C. R7-2-401.H]

Procedural Safeguards

The District ensures that the parents of a child with a disability shall be given an opportunity to inspect and review all education records with respect to the identification, evaluation, educational placement, and the provision of FAPE to the child. [34 C.F.R. 300.501]

The District ensures that the parents of a child with a disability shall:

A. be given an opportunity to participate in meetings with respect to the identification, evaluation, educational placement and the provision of FAPE to the child.

B. be provided notice consistent with §300.322 to ensure they have opportunity to participate in meetings.

C. be members of any group that makes decisions on the educational placement of their child. [34 C.F.R. 300.501]

If neither parent can participate in a meeting in which a decision is to be made relating to the educational placement of their child, the District must use other methods to ensure their participation, including individual or conference telephone calls, or video conferencing. [34 C.F.R. 300.501]

A placement decision may be made by a group without the involvement of the parent, if the District is unable to obtain the parent's participation and has maintained a record of its attempts to ensure their involvement. [34 C.F.R. 300.501]

The parents of a child with a disability have the right to obtain an independent educational evaluation of their child. The District must provide to parents, upon request for an independent educational evaluation:

A. Information about where an independent educational evaluation may be obtained; and

B. The District criteria applicable for independent educational evaluations. District criteria for the independent educational evaluation must be the same as the criteria the District uses when it conducts an evaluation, to the extent consistent with the parent's right to an evaluation. [34 C.F.R. 300.502]

A parent has the right to an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the District. If a parent requests an independent educational evaluation at public expense, the District must, without unnecessary delay, either:

A. File for a due process hearing to show that its evaluation is appropriate; or

B. Ensure that an independent educational evaluation is provided at public expense, unless the District demonstrates in a hearing that the evaluation obtained by the parent did not meet District criteria. [34 C.F.R. 300.502]

If a due process hearing decision is that the District's evaluation is appropriate, the parent still has the right to an independent educational evaluation, but not at public expense. [34 C.F.R. 300.502]

If a parent requests an independent educational evaluation, the District may ask for the parent's reasons for the objections, but may not require the parent to provide an explanation and may not unreasonably delay either providing the independent educational evaluation at public expense or filing a request for due process to defend its evaluation. [34 C.F.R. 300.502]

A parent is entitled to only one (1) independent educational evaluation at public expense each time the District conducts an evaluation with which the parent disagrees. [34 C.F.R. 300.502]

The results of any independent educational evaluation which is obtained by or provided to the District:

A. Must be considered by the District, if it meets District criteria, in any decision with respect to the provision of FAPE to the child; and

B. May be presented by any party as evidence in a due process hearing. [34 C.F.R. 300.502]

If a hearing officer requests an independent educational evaluation as part of a due process hearing, the cost of the evaluation must be at public expense.

Written notice must be given to the parents of a child with a disability a reasonable time after the District:

A. Proposes to initiate or change the identification, evaluation or educational placement of the child or the provision of FAPE to the child; or

B. Refuses to initiate or change the identification, evaluation or educational placement of the child or the provision of FAPE to the child. [34 C.F.R. 300.503]

Such notice shall occur before the proposal or refusal action is implemented.

The notice must include:

A. A description of the action proposed or refused by the District;

B. An explanation of why the District proposes or refuses to take the action;

C. A description of each evaluation procedure, assessment, record or report the District used as a basis for the proposed or refused action;

D. A statement that the parents of a child with a disability have protection under the procedural safeguards of this part and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained;

E. Sources for parents to contact to obtain assistance in understanding the provisions of this part;

F. A description of other options that the IEP team considered and the reasons why those options were rejected;

G. A description of other factors that are relevant to the District's proposal or refusal. [34 C.F.R. 300.503]

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The notice must be written in language understandable to the general public, provided in the native language or other mode of communication used by the parent. [34 C.F.R. 300.503]

If the native language or other mode of communication used by the parent is not a written language, the District ensures:

A. The notice is translated orally or by other means to the parent in his or her native language or other mode of communication;

B. That the parent understands the content of the notice;

C. That there is written evidence of these requirements. [34 C.F.R. 300.503]

A copy of the procedural safeguards available to the parent of a child with a disability must be given to the parents only one (1) time a school year, except that a copy also must be given to the parents:

A. Upon initial referral or parent request for evaluation;

B. Upon receipt of a first complaint to the state or first request for a due process hearing in a school year;

C. When a disciplinary change of placement /removal has been initiated;

D. Upon request by a parent. [34 C.F.R. 300.504]

The procedural safeguards notice must include a full explanation of all the procedural safeguards available under §300.148, §§300.151 through 300.153, §300.300, §§300.502 through 300.503, §§300.505 through 300.515, §300.520, §§300.530 through 536, and §§300.610 through 300.625 relating to:

A. Independent educational evaluations;

B. Prior written notice;

C. Parental consent;

D. Access to education records;

E. Opportunity to present and resolve complaints through the due process hearing and state complaint procedures, including;

1. The time period in which to file a complaint;

2. The opportunity for the District to resolve the complaint;

3. The difference between due process hearing and state complaint procedures, jurisdictions, issues that may be raised, timelines, and relevant procedures.

F. The availability of mediation;

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G. The child's placement during the due process hearing;

H. Procedures for students subject to placement in an interim alternative educational setting;

I. Requirements for unilateral placements by parents of children in private schools at public expense;

J. Due process hearings including requirements for disclosure of evaluation results and recommendations;

K. Civil actions, including timelines;

L. Attorney fees. [34 C.F.R. 300.504]

This notice must meet the same requirements for understandable language as for the written prior notice described in §300.503. [34 C.F.R. 300.504]

The parent of a child with a disability may elect to receive required notices by an electronic mail communication if the District makes that option available. [34 C.F.R. 300.505]

The District will establish procedures to allow parties to disputes, including those matters arising prior to a request for a due process hearing, to resolve disputes through mediation. Procedures will ensure that the mediation process:

A. Is voluntary on the part of the parties;

B. Is not used to deny or delay a parent's right to a due process hearing or any other right under the IDEA;

C. Is conducted by a qualified and impartial mediator who is trained in effective mediation techniques. [34 C.F.R. 300.506]

The District may establish procedures to offer to parents and schools that choose not to use mediation an opportunity to meet, at a time and location convenient to the parties, with a disinterested party:

A. Who is under contract with an appropriate alternative dispute resolution entity, or a parent training and information center, or community parent resource center;

B. Who would explain the benefits of, and encourage the mediation process to the parents. [34 C.F.R. 300.506]

A parent or District may file a request for a due process hearing relating to the identification, evaluation or educational placement of a child with a disability. [34 C.F.R. 300.507]

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The request for a due process hearing must allege a violation that occurred not more than two (2) years before the date the parent or District knew or should have known about the alleged violation. [34 C.F.R. 300.507]

The District must inform the parent of any free or low cost legal and other relevant services available in the area upon parent request. [34 C.F.R. 300.507]

The District will have procedures that require either party, or the attorney representing a party, to provide to the other party a confidential due process complaint. [34 C.F.R. 300.508]

The party filing the notice for a hearing must forward a copy of the request to the state. [34 C.F.R. 300.508]

The due process hearing complaint must include the following in order for the complaint to be heard:

A. The name of the child;

B. The residential address of the child;

C. The school of attendance;

D. A description of the nature of the problem of the child relating to the proposed or refused initiation or change, including facts relating to the problem; and

E. A proposed resolution of the problem to the extent known and available to the party at the time. [34 C.F.R. 300.508]

The due process complaint will be deemed sufficient unless the party receiving the complaint notifies the hearing officer and the other party in writing, within fifteen (15) days of receipt of the complaint, that it believes the complaint does not meet the content requirements. [34 C.F.R. 300.508]

Within five (5) days of receipt of notice, the hearing officer must determine whether the complaint meets the requirements and notify the parties, in writing, of that determination. [34 C.F.R. 300.508]

A party may amend its due process complaint only if:

A. The other party consents in writing and is given an opportunity to resolve the complaint through the resolution process; or

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B. The hearing officer grants permission, but in no case later than five (5) days before the due process hearing begins. [34 C.F.R. 300.508]

If a party files an amended complaint, the relevant timelines begin again. [34 C.F.R. 300.508]

If the District has not sent a prior written notice to the parent regarding the subject matter contained in the due process complaint, it must do so within ten (10) days of receiving the complaint. [34 C.F.R. 300.508]

Within ten (10) days of receiving the complaint, the receiving party will send to the other party a response that specifically addresses the issues raised in the due process complaint. [34 C.F.R. 300.508]

Within fifteen (15) days of receiving the notice of the parent's due process complaint, and prior to the initiation of a due process hearing, the District must convene a meeting with the parent and the relevant members of the IEP team who have specific knowledge of the facts identified in the complaint that:

A. Includes a representative of the District who has District decision-making authority;

B. May not include an attorney of the District unless the parent is accompanied by an attorney. [34 C.F.R. 300.510]

The purpose of the meeting is for the parent of the child to discuss the due process complaint, and the factual basis of the complaint, so the District has the opportunity to resolve the dispute. [34 C.F.R. 300.510]

The resolution meeting need not be held if:

A. The parent and District agree in writing to waive the meeting; or

B. The parent and District agree to use the mediation process. [34 C.F.R. 300.510]

The parent and the District determine the relevant IEP team members to attend the meeting. [34 C.F.R. 300.510]

If the District has not resolved the complaint to the satisfaction of the parent within thirty (30) days of the receipt of the complaint, the due process hearing may occur. The timeline for issuing a final decision begins at the end of this thirty (30) day period. [34 C.F.R. 300.510]

The failure of the parent to participate in the resolution meeting that has not been mutually agreed to be waived, will delay the timelines for the resolution process and due process hearing until the meeting is held. [34 C.F.R. 300.510]

If the District is unable to obtain the participation of the parent after reasonable efforts have been made and documented, the District may, at the conclusion of the thirty (30) day period, request the hearing officer dismiss the parent's due process complaint. [34 C.F.R. 300.510]

If the District fails to hold the resolution meeting within fifteen (15) days of receiving the complaint or fails to participate in the meeting, the parent may request that the hearing officer begin the hearing timeline. [34 C.F.R. 300.510]

The forty-five (45) day timeline for the due process hearing starts the day after:

A. Both parties agree in writing to waive the resolution meeting; or

B. After either the mediation or resolution meeting starts but before the end of the thirty (30) day resolution period, the parties agree in writing that no agreement is possible; or

C. If both parties agree in writing to continue the mediation at the end of the thirty (30) day resolution period, but later, one (1) party withdraws from the mediation process. [34 C.F.R. 300.510]

If a resolution is reached at the meeting, the parties must execute a legally binding agreement that is:

A. Signed by both the parent and District representative who has authority to legally bind the District; and

B. Enforceable in any state court of competent jurisdiction or in a district court of the United States. [34 C.F.R. 300.510]

Either party may void the agreement within three (3) business days of the agreement's execution. [34 C.F.R. 300.510]

The child involved in the due process hearing complaint must remain in his or her current educational placement:

A. Unless a discipline appeal has been filed as provided in §300.533;

B. During the pendency of any administrative or judicial proceeding regarding a due process complaint notice requesting a due process hearing under §300.507; or

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C. Unless the District and parents of the child agree otherwise. [34 C.F.R. 300.518]

If the complaint involves an application for initial admission to public school, the child, with the consent of the parents, must be placed in the public school until the completion of all the proceedings. [34 C.F.R. 300.518]

If the complaint involves an application for initial services for a child who has turned three (3) and transitioning from Part C to Part B, the District is not required to provide the Part C services the child had been receiving. If the child is found eligible for special education and related services under Part B, and the parent consents to the initial provision of services under §300.300(b), then the District must provide those services that are not in dispute. [34 C.F.R. 300.518]

If the hearing officer agrees with the child's parents that a change of placement is appropriate, that placement must be treated as an agreement between the state and parent for the purposes of (1)(c) of this section. [34 C.F.R. 300.518]

The District ensures that the rights of a child are protected by assigning an individual to act as a surrogate for the parents when:

A. No parent can be identified;

B. After reasonable efforts are made, no parent can be located;

C. The child is a ward of the state (with no foster parent);

D. The child is an unaccompanied homeless youth as defined by the McKinney-Vento Homeless Assistance Act. [34 C.F.R. 300.519]

The District will have a method for determining when a surrogate parent is needed and for making surrogate parent assignments. [34 C.F.R. 300.519]

The District ensures that a person selected as a surrogate parent:

A. Is not an employee of the state, the District, or any other agency that is involved in the education or care of the child;

B. Has no personal or professional interest that conflicts with the interest of the child the surrogate parent represents; and

C. Has knowledge and skills that ensure adequate representation of the child. [34 C.F.R. 300.519]

In the case of an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs, and street outreach programs may be appointed as temporary surrogate parents until a surrogate parent can be appointed that meets all the requirements of this section. [34 C.F.R. 300.519]

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When a child with a disability reaches age eighteen (18), unless that child has been determined to be incompetent:

A. The District will provide any notice required by the IDEA regulations to both the child and the parents; and

B. All rights accorded to parents under Part B of the Act transfer to the child. [34 C.F.R. 300.520]

When the rights are transferred, the District will provide notice to the child and parent of the transfer of rights. [34 C.F.R. 300.520]

The District shall establish, implement, and make available to school-based personnel and parents of students with disabilities written procedures to ensure children with disabilities and their parents are afforded the procedural safeguards required by federal statute and regulation and state statute. These procedures shall include dissemination of information to parents about the District's and the state's dispute resolution options. [A.A.C. R7-2-401.I]

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ADVISORY 1053

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REGULATION

PROMOTION AND RETENTION OF STUDENTS

Competency Requirements for Promotion of Students from Third Grade

The District shall identify each student who is at risk of reading below grade level in kindergarten and grades one (1), two (2), and three (3). The District shall provide an annual specific written notification to parents or guardians of students in kindergarten programs and first (1st), second (2nd) and third (3rd) grades that a student who obtains a score on the reading portion of the state-wide assessment that does not demonstrate sufficient reading skills as established by the Board will not be promoted from the third (3rd) grade.

If the student's school has determined that the student is substantially deficient in reading before the end of grade three (3), the District shall provide to the parent or guardian of that student a specific written notification of the reading deficiency within three (3) weeks after identifying the reading deficiency. That notification shall include the following information:

A. A Description of the student's specific individual needs.

B. A description of the current reading services provided to the student.

C. A description of the available supplemental instructional services and supporting programs that are designed to remediate reading deficiencies. The District shall offer more than one (1) evidence-based intervention strategy and more than one (1) remedial strategy developed by the State Board of Education for students with reading deficiencies. The notification shall list the intervention and remedial strategies offered and shall instruct the parent or guardian to choose, in consultation with the student's teacher, the most appropriate strategies that will be implemented for the student.

D. Parental/guardian strategies to assist the student to attain reading proficiency.

E. The frequency with which the school district or charter school will provide timely updates and information to the parent on the student's progress toward reading proficiency.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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F. A ~~statement~~ requirement that ~~the~~ a student ~~will~~ not be promoted from the third (3rd) grade if the student ~~obtains a score on the reading portion of the state-wide assessment that~~ does not demonstrates ~~the student is~~ sufficient reading skills ~~far below the third-grade level does not demonstrate sufficient reading skills, unless the student is exempt from mandatory retention in grade three or the student qualifies for an exemption~~ as established by the State Board. A student who is not retained and who obtains a reading score on the state assessment that does not demonstrate sufficient reading skills must receive evidence-based intervention and remedial strategies.

G. A description of the District policies on midyear promotion to a higher grade.

Competency requirements for the promotion of a student from the third (3rd) grade shall include the following:

A. The student shall not be promoted from the third (3rd) grade if the student obtains a score on the reading portion of the state-wide assessment required test that does not demonstrate sufficient reading skills as established by the Board, unless the student is exempt from mandated retention or the student qualifies for an exemption as determined by the Governing Board.

B. The Governing Board may promote from the third (3rd) grade a student who does not demonstrate sufficient reading skills if the student:

1. is an English learner or a limited proficient student as defined in section 15-751 and has had fewer than two (2) years of English language instruction.

2. is in the process of a special education referral or evaluation for placement in special education or a student who has been diagnosed as having a significant reading impairment, including dyslexia or is a child with a disability as defined in section 15-761 if the student's individualized education program team and the student's parent or guardian agree that promotion is appropriate based on the student's individualized education program. "Dyslexia" as defined in section 15-701 means a brain-based learning difference that impairs a person's ability to read and spell, that is independent of intelligence and that typically causes a person to read at levels lower than expected.

3. has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the third-grade reading standards as evidenced through a collection of reading assessments approved by the State Board of Education, which includes an alternative standardized reading assessment approved by the State Board.

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4. receives intervention and remedial services during the summer or subsequent school year pursuant to those indicated below under "Intervention and Remedial Strategies Developed by the State Board of Education" and demonstrates sufficient progress based on guidelines issued pursuant to the description of the school district or charter school policies on midyear promotion to a higher grade.

C. The student has demonstrated reading proficiency on an alternate assessment approved by the State Board of Education (SBE).

A student may not be retained if data regarding the student's performance on the state-wide assessment is not available before the end of the current academic year. A student who is not retained due to the unavailability of test data must receive evidence-based intervention and remedial strategies as in the section immediately below if the third-grade assessment data subsequently does not demonstrate sufficient reading skills.

Intervention and Remedial Strategies Developed by the State Board of Education (SBE) for Students Who Are Not Promoted from the Third Grade

The Governing Board shall offer more than one (1) of the intervention and remedial strategies developed by the SBE. The parent or guardian of a student not promoted from the third (3rd) grade and the student's teacher(s) and ~~principal~~ administration may choose the most appropriate intervention and remedial strategies that will be provided to that student. The intervention and remedial strategies developed by the SBE shall include:

A. A requirement the student be assigned for evidence-based reading instruction by a different teacher who was designated in that teacher's most recent performance evaluation in one (1) of the top two (2) performance classifications pursuant to section 15-203.

B. Summer school reading instruction.

C. Intensive reading instruction in the next academic year that occurs before, during, or after the regular school day, or any combination of before, during and after the regular school day.

D. Small group and teacher-led evidence-based reading instruction, which may include computer-based or online reading instruction.

E. A requirement that a school district governing board or charter school governing body that promotes a student pursuant to the above provide annual reporting to the Department of Education on or before October 1 that includes information on the total number of students subject to the retention provisions of Policy IKE and this regulation, the total number of students promoted pursuant to Policy IKE and this regulation, the total number of students retained in grade three (3) and the interventions administered.

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The intervention and remedial strategies developed by the SBE shall also:

A. Provide for universal screening of students in preschool programs, kindergarten programs and grades one (1) through three (3) that is designed to identify students who have reading deficiencies in accordance with A.R.S. 15-704.

B. Develop interventions and remedial strategies for students in kindergarten programs and grades one (1) through three (3) who are identified as having reading deficiencies pursuant to section 15-704.

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GRADUATION REQUIREMENTS

Regular Education

A minimum number of units of credit are required for graduation by the Arizona State Board of Education. Listed below are the units that must be completed before a student may receive a high school diploma.

Graduation requirements may be met as follows:

A. By successful completion of subject area course requirements.

B. By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accord with A.A.C. R7-2-302 and rules established by the Superintendent.

C. By earning credits through correspondence courses (limited to one [1] in each of the four [4] major subject areas) and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. 15-701.01.

D. By the transfer of credits as described in Policy JFABC.

E. An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the State Board Adopted Academic Standards.

Graduation requirements as determined by the Arizona State Board of Education (A.A.C. R7-2-302) and the District Governing Board are as follows:

English		4.0 units
Math		4.0 units*
Science		3.0 units**
Social Studies		3.0 units***
American Government and Arizona Government	0.5 unit	
American History - including Arizona History	1.0 unit	
World History and Geography – including instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).	1.0 unit	
Economics	0.5 unit****	
Fine Arts or Career, Technical and Vocational Education		1.0 unit
Electives		7.0 units
Total		22.0 units

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* In lieu of one (1) credit of Algebra II or its equivalent course content a student may request a personal curriculum in mathematics following A.A.C. R7-2-302.03.

* Math courses shall consist of Algebra I, Geometry, Algebra II, (or its equivalent) and an additional course with significant math content as determined by the Governing Board (Governing Body).

Pursuant to A.R.S. 15-710, a total of one (1) year instruction in state and federal constitutions, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona is required during grades nine (9) through twelve (12).

Pursuant to A.R.S. 15-701.05, if the State Board of Education or the District includes, in the minimum course of study for graduation from high school, a requirement that students receive instruction in a world language, the District will allow a student to satisfy the requirement by demonstrating proficiency in a Native American language in accordance with A.R.S. 15-701.05. This does not require the District to offer a Native American language course. The State Board of Education may establish criteria for evaluating the Native American language proficiency of students.

Pursuant to the prescribed graduation requirements adopted by the State Board of Education, the Governing Board may approve a rigorous computer science course that would fulfill a mathematics course required for graduation from high school. The Governing Board may only approve a rigorous computer science course if the rigorous computer science course includes significant mathematics content and the Governing Board determines the high school where the rigorous computer science course is offered has sufficient capacity, infrastructure and qualified staff, including competent teachers of computer science.

** Three (3) credits of science in preparation for proficiency at the high school level on a state required test.

*** Through the graduating class of 2025, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least sixty (60) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship And Immigration Services.

Beginning with the graduating class of 2026, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least seventy (70) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. The District school shall document on the student's transcript only a pass or fail designation that the student has passed or failed the test.

A student in grade seven (7) or eight (8) may take the test described in this paragraph, and if the student correctly answers at least seventy (70) of the one hundred (100) questions on the test:

a) The district school or charter school shall document on the student's transcript only a pass or fail designation that the student has passed or failed the test required by this paragraph.

b) The student is not required to take the test required by this paragraph again in high school.

**** The State Board requirement for economics is at least one-half (.5) of a course credit, which shall include financial literacy and personal financial management.

The Governing Board may determine the method and manner in which to administer a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. A student who does not obtain a passing score on the test that is identical to the civics portion of the naturalization test may retake the test until the student obtains a passing score.

Each school district and charter school shall report to the department of education all of the following aggregate data, organized by grade level, relating to the test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services required by subsection A, paragraph 3 of A.R.S. 15-701.01:

1. The median score.

2. The percentage of students who passed by correctly answering the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of A.R.S. 15-701.01.

3. The percentage of students who failed by correctly answering fewer than the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of A.R.S. 15-701.01.

4. Any other data required by the department relating to the test.

A school district or charter school may not include the personally identifiable information of any student in the data reported to the department of education under subsection L of A.R.S. 15-701.01.

Assessments

If a high school student who is enrolled in a school district or charter school participates in a nationally recognized assessment that is both adopted by the State Board of Education and administered by a person other than the school district or charter school,

the student or student's parent or guardian may submit the student's official score report for the assessment to the school district or charter school. On receiving an official score report, the school district or charter school shall do all of the following:

1. record the score in the student's file.

2. report the score to the State Board of Education and the Department of Education.

3. If the student or student's parent or guardian submits an official score report to the school district or charter school before the date on which the school administers the tests, allow the student to opt out of participation in the assessment that is administered by the school district or charter school. If a student opts out of an assessment, the school district or charter school shall use the data from the student's official score report for the student's achievement test data. "Nationally recognized" has the same meaning as provided in A.R.S. 15-741.02.

A school district or charter school is not required to allow a student to opt out of the collection of non-test indicator data or other information that is collected about students who participate in the assessment that is administered by the school district or charter school.

Written Assessment

A school district or charter school may administer the statewide assessment in the form of a written test if any of the following applies:

1. a written test is required pursuant to an individualized education program or a section 504 plan.

2. to accommodate special circumstances.

3. for religious purposes.

4. on request by a student's parent or guardian.

Special Education

Listed above, under "Regular Education," are the requirements that must be completed before a student may receive a high school diploma. Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student. Graduation requirements established by the Governing Board may be met by a student as defined in A.R.S. 15-701.01 and A.A.C. R7-2-302.

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Students who receive special education shall not be required to achieve passing scores on the test that is identical to the civics portion of the naturalization test under A.R.S. 15-701.01 in order to graduate from high school unless the student is learning at a level appropriate for the student's grade level in a specific academic area and unless a passing score on the test that is identical to the civics portion of the naturalization test under section 15-701.01 is specifically required in a specific academic area by the student's individualized education program as mutually agreed on by the student's parents and the student's individualized education program team or the student, if the student is at least eighteen (18) years of age.

Competency requirements. Any student who is placed in special education classes, grades nine (9) through twelve (12), is eligible to receive a high school diploma without meeting state competency requirements.

State Seal of Biliteracy. The School District may voluntarily participate in the state seal of biliteracy program by notifying the Superintendent of Public Instruction of such intention. Schools will then identify the students who have met the requirements to be awarded the state seal of biliteracy, which shall be affixed to the diploma and noted on the transcript of each student who has met the requirements.

CPR Instruction and Training. School districts and charter schools shall provide public school students with one (1) or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner, during high school.

Adopted: _____

LEGAL REF.:
A.R.S.
15-203
15-341
15-701.01
15-701.05
15-710
15-741
15-763
A.A.C.
R7-2-302
R7-2-302.03

CROSS REF.:
IGD - Curriculum Adoption
IGE - Curriculum Guides and Course Outlines
IHAMC - Instruction and Training in Cardiopulmonary Resuscitation
IHAMD - Instruction and Training in Suicide Prevention
IIE - Student Schedules and Course Loads
IKA - Grading/Assessment Systems
JFABC - Admission of Transfer Students

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REGULATION

STUDENT ADMISSIONS

Special Programs and Services

Unorganized Territories:

"Unorganized Territory" means a geographic area that is not located within the boundaries of any school district.

A. *Child Find Screening, Special Education Evaluation, Student Enrollment:*

1. The parent of a student who resides in an unorganized territory may request a Child Find screening, a special education evaluation or enrollment of the student in the adjoining school district that is geographically closest to the student 's residence.

2. A school district that receives a request pursuant to this subsection is responsible for all Child Find activities for that student.

3. If a parent of a student who is a student with a disability as defined in A.R.S. 15-761 requests enrollment of the student in a school district, the school district is responsible for providing a free appropriate public education (FAPE) to the student.

B. *Early Intervention Services:*

1. Each program that provides early intervention services to student's who reside in unorganized territories shall initiate the process for transitioning the student from Part C to Part B of the Individuals with Disabilities Education Act (IDEA) by notifying the Department of Education and referring the student to the adjoining school district that is geographically closest to the student's residence for a special education evaluation and transition at least ninety days before the student's third (3rd) birthday.

2. If a program determines that a student who resides in an unorganized territory is eligible for early intervention services pursuant to Part C of IDEA more than forty-five (45) days but fewer than ninety (90) days before the student's third (3rd) birthday, the program shall initiate the process for transitioning the student from Part C to Part B of IDEA as soon as possible, consistent with federal law.

C. *Special Education Evaluation:*

1. If the adjoining school district that is geographically closest to the residence of a student conducts a special education evaluation of the student and determines that the student is eligible for special education and related

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services under Part B of IDEA, the student's parent(s) may request enrollment of the student in the school district at any time and the school district shall inform the student's parent(s) that the student's parent(s) may request enrollment of the student.

2. On receipt of a request for enrollment of a student residing in an unorganized territory, the school district shall prepare a Certificate of Educational Convenience application for the student as prescribed by A.R.S. 15-825 and offer a free appropriate public education to the student.

D. *Private School or Homeschool.* If a student resides in an unorganized territory and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph D.1 of this regulation and for providing the services described in paragraph D.2 of this regulation for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit, the adjoining school district that is geographically closest to the student's residence.

Placement by Court or State:

"State Placing Agency" means the department of juvenile corrections, the department of economic security, the department of child safety, the Arizona health care cost containment system or the administrative office of the court.

E. If a student is placed by a state placing agency or a court of competent jurisdiction in a residential placement described in section 15-823(C), and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph E.1 above and for providing the services described in paragraph E. 2 above for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located within the boundaries of a school district, the school district in which the residential placement is located.

d. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located in an unorganized territory, the adjoining school district that is geographically closest to the residential placement.

Parent Request for Identification of Closest Adjoining District

On request from a student or a student's parent, a county school superintendent shall identify the adjoining school district that is geographically closest to the student's residence or residential placement.

Definitions

For the purposes of this section:

A. "Child find activities" means state obligations pursuant to 20 U.S.C. section 1412(a)(3), the federal regulations issued pursuant to IDEA and the rules adopted by the State Board of Education relating to the identification and referral of children with disabilities by public schools.

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B. "Free appropriate public education" has the same meaning prescribed in 20 U.S.C. section 1401.

C. "Homeschool" has the same meaning prescribed in A.R.S. 15-802.

D. "Unorganized territory" has the same meaning prescribed in section A.R.S. 15-825.

E. "Related services" has the same meaning prescribed in 20 U.S.C. section 1401.

F. "Special education" has the same meaning prescribed in 20 U.S.C. section 1401.

G. "Special education evaluation" means an evaluation conducted pursuant to A.R.S. 15-766 and rules adopted by the State Board of Education.

H. "State placing agency" has the same meaning prescribed in A.R.S. 15-1181.

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REGULATION

ADMISSION OF RESIDENT STUDENTS

Special Programs and Services

Unorganized Territories:

"Unorganized Territory" means a geographic area that is not located within the boundaries of any school district.

A. *Child Find Screening, Special Education Evaluation, Student Enrollment*:

1. The parent of a student who resides in an unorganized territory may request a Child Find screening, a special education evaluation or enrollment of the student in the adjoining school district that is geographically closest to the student 's residence.

2. A school district that receives a request pursuant to this subsection is responsible for all Child Find activities for that student.

3. If a parent of a student who is a student with a disability as defined in A.R.S. 15-761 requests enrollment of the student in a school district, the school district is responsible for providing a free appropriate public education (FAPE) to the student.

B. *Early Intervention Services*:

1. Each program that provides early intervention services to student's who reside in unorganized territories shall initiate the process for transitioning the student from Part C to Part B of the Individuals with Disabilities Education Act (IDEA) by notifying the Department of Education and referring the student to the adjoining school district that is geographically closest to the student's residence for a special education evaluation and transition at least ninety days before the student's third (3rd) birthday.

2. If a program determines that a student who resides in an unorganized territory is eligible for early intervention services pursuant to Part C of IDEA more than forty-five (45) days but fewer than ninety (90) days before the student's third (3rd) birthday, the program shall initiate the process for transitioning the student from Part C to Part B of IDEA as soon as possible, consistent with federal law.

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C. *Special Education Evaluation*:

1. If the adjoining school district that is geographically closest to the residence of a student conducts a special education evaluation of the student and determines that the student is eligible for special education and related services under Part B of IDEA, the student's parent(s) may request enrollment of the student in the school district at any time and the school district shall inform the student's parent(s) that the student's parent(s) may request enrollment of the student.

2. On receipt of a request for enrollment of a student residing in an unorganized territory, the school district shall prepare a Certificate of Educational Convenience application for the student as prescribed by A.R.S. 15-825 and offer a free appropriate public education to the student.

D. *Private School or Homeschool.* If a student resides in an unorganized territory and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph D.1 of this regulation and for providing the services described in paragraph D.2 of this regulation for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit, the adjoining school district that is geographically closest to the student's residence.

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Placement by Court or State:

"State Placing Agency" means the department of juvenile corrections, the department of economic security, the department of child safety, the Arizona health care cost containment system or the administrative office of the court.

E. If a student is placed by a state placing agency or a court of competent jurisdiction in a residential placement described in section 15-823(C), and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph E.1 above and for providing the services described in paragraph E. 2 above for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located within the boundaries of a school district, the school district in which the residential placement is located.

d. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located in an unorganized territory, the adjoining school district that is geographically closest to the residential placement.

Parent Request for Identification of Closest Adjoining District

On request from a student or a student's parent, a county school superintendent shall identify the adjoining school district that is geographically closest to the student's residence or residential placement.

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Definitions

For the purposes of this section:

A. "Child find activities" means state obligations pursuant to 20 U.S.C. section 1412(a)(3), the federal regulations issued pursuant to IDEA and the rules adopted by the State Board of Education relating to the identification and referral of children with disabilities by public schools.

B. "Free appropriate public education" has the same meaning prescribed in 20 U.S.C. section 1401.

C. "Homeschool" has the same meaning prescribed in A.R.S. 15-802.

D. "Unorganized territory" has the same meaning prescribed in section A.R.S. 15-825.

E. "Related services" has the same meaning prescribed in 20 U.S.C. section 1401.

F. "Special education" has the same meaning prescribed in 20 U.S.C. section 1401.

G. "Special education evaluation" means an evaluation conducted pursuant to A.R.S. 15-766 and rules adopted by the State Board of Education.

H. "State placing agency" has the same meaning prescribed in A.R.S. 15-1181.

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REGULATION

TUITION / ADMISSION OF NONRESIDENT STUDENTS

Special Programs and Services

Unorganized Territories:

"Unorganized Territory" means a geographic area that is not located within the boundaries of any school district.

A. *Child Find Screening, Special Education Evaluation, Student Enrollment*:

1. The parent of a student who resides in an unorganized territory may request a Child Find screening, a special education evaluation or enrollment of the student in the adjoining school district that is geographically closest to the student 's residence.

2. A school district that receives a request pursuant to this subsection is responsible for all Child Find activities for that student.

3. If a parent of a student who is a student with a disability as defined in A.R.S. 15-761 requests enrollment of the student in a school district, the school district is responsible for providing a free appropriate public education (FAPE) to the student.

B. *Early Intervention Services*:

1. Each program that provides early intervention services to student's who reside in unorganized territories shall initiate the process for transitioning the student from Part C to Part B of the Individuals with Disabilities Education Act (IDEA) by notifying the Department of Education and referring the student to the adjoining school district that is geographically closest to the student's residence for a special education evaluation and transition at least ninety days before the student's third (3rd) birthday.

2. If a program determines that a student who resides in an unorganized territory is eligible for early intervention services pursuant to Part C of IDEA more than forty-five (45) days but fewer than ninety (90) days before the student's third (3rd) birthday, the program shall initiate the process for transitioning the student from Part C to Part B of IDEA as soon as possible, consistent with federal law.

C. *Special Education Evaluation*:

1. If the adjoining school district that is geographically closest to the residence of a student conducts a special education evaluation of the student and

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determines that the student is eligible for special education and related services under Part B of IDEA, the student's parent(s) may request enrollment of the student in the school district at any time and the school district shall inform the student's parent(s) that the student's parent(s) may request enrollment of the student.

2. On receipt of a request for enrollment of a student residing in an unorganized territory, the school district shall prepare a Certificate of Educational Convenience application for the student as prescribed by A.R.S. 15-825 and offer a free appropriate public education to the student.

D. *Private School or Homeschool.* If a student resides in an unorganized territory and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph D.1 of this regulation and for providing the services described in paragraph D.2 of this regulation for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit, the adjoining school district that is geographically closest to the student's residence.

Placement by Court or State:

"State Placing Agency" means the department of juvenile corrections, the department of economic security, the department of child safety, the Arizona health care cost containment system or the administrative office of the court.

E. If a student is placed by a state placing agency or a court of competent jurisdiction in a residential placement described in section 15-823(C), and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph E.1 above and for providing the services described in paragraph E. 2 above for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located within the boundaries of a school district, the school district in which the residential placement is located.

d. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located in an unorganized territory, the adjoining school district that is geographically closest to the residential placement.

Parent Request for Identification of Closest Adjoining District

On request from a student or a student's parent, a county school superintendent shall identify the adjoining school district that is geographically closest to the student's residence or residential placement.

Definitions

For the purposes of this section:

A. "Child find activities" means state obligations pursuant to 20 U.S.C. section 1412(a)(3), the federal regulations issued pursuant to IDEA and the rules adopted by the State Board of Education relating to the identification and referral of children with disabilities by public schools.

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B. "Free appropriate public education" has the same meaning prescribed in 20 U.S.C. section 1401.

C. "Homeschool" has the same meaning prescribed in A.R.S. 15-802.

D. "Unorganized territory" has the same meaning prescribed in section A.R.S. 15-825.

E. "Related services" has the same meaning prescribed in 20 U.S.C. section 1401.

F. "Special education" has the same meaning prescribed in 20 U.S.C. section 1401.

G. "Special education evaluation" means an evaluation conducted pursuant to A.R.S. 15-766 and rules adopted by the State Board of Education.

H. "State placing agency" has the same meaning prescribed in A.R.S. 15-1181.

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REGULATION

ADMISSION OF TRANSFER STUDENTS

Special Programs and Services

Unorganized Territories:

"Unorganized Territory" means a geographic area that is not located within the boundaries of any school district.

A. *Child Find Screening, Special Education Evaluation, Student Enrollment:*

1. The parent of a student who resides in an unorganized territory may request a Child Find screening, a special education evaluation or enrollment of the student in the adjoining school district that is geographically closest to the student 's residence.

2. A school district that receives a request pursuant to this subsection is responsible for all Child Find activities for that student.

3. If a parent of a student who is a student with a disability as defined in A.R.S. 15-761 requests enrollment of the student in a school district, the school district is responsible for providing a free appropriate public education (FAPE) to the student.

B. *Early Intervention Services:*

1. Each program that provides early intervention services to student's who reside in unorganized territories shall initiate the process for transitioning the student from Part C to Part B of the Individuals with Disabilities Education Act (IDEA) by notifying the Department of Education and referring the student to the adjoining school district that is geographically closest to the student's residence for a special education evaluation and transition at least ninety days before the student's third (3rd) birthday.

2. If a program determines that a student who resides in an unorganized territory is eligible for early intervention services pursuant to Part C of IDEA more than forty-five (45) days but fewer than ninety (90) days before the student's third (3rd) birthday, the program shall initiate the process for transitioning the student from Part C to Part B of IDEA as soon as possible, consistent with federal law.

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C. *Special Education Evaluation:*

1. If the adjoining school district that is geographically closest to the residence of a student conducts a special education evaluation of the student and determines that the student is eligible for special education and related services under Part B of IDEA, the student's parent(s) may request enrollment of the student in the school district at any time and the school district shall inform the student's parent(s) that the student's parent(s) may request enrollment of the student.

2. On receipt of a request for enrollment of a student residing in an unorganized territory, the school district shall prepare a Certificate of Educational Convenience application for the student as prescribed by A.R.S. 15-825 and offer a free appropriate public education to the student.

D. *Private School or Homeschool.* If a student resides in an unorganized territory and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph D.1 of this regulation and for providing the services described in paragraph D.2 of this regulation for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit, the adjoining school district that is geographically closest to the student's residence.

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Placement by Court or State:

"State Placing Agency" means the department of juvenile corrections, the department of economic security, the department of child safety, the Arizona health care cost containment system or the administrative office of the court.

E. If a student is placed by a state placing agency or a court of competent jurisdiction in a residential placement described in section 15-823(C), and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph E.1 above and for providing the services described in paragraph E. 2 above for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located within the boundaries of a school district, the school district in which the residential placement is located.

d. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located in an unorganized territory, the adjoining school district that is geographically closest to the residential placement.

Parent Request for Identification of Closest Adjoining District

On request from a student or a student's parent, a county school superintendent shall identify the adjoining school district that is geographically closest to the student's residence or residential placement.

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Definitions

For the purposes of this section:

A. "Child find activities" means state obligations pursuant to 20 U.S.C. section 1412(a)(3), the federal regulations issued pursuant to IDEA and the rules adopted by the State Board of Education relating to the identification and referral of children with disabilities by public schools.

B. "Free appropriate public education" has the same meaning prescribed in 20 U.S.C. section 1401.

C. "Homeschool" has the same meaning prescribed in A.R.S. 15-802.

D. "Unorganized territory" has the same meaning prescribed in section A.R.S. 15-825.

E. "Related services" has the same meaning prescribed in 20 U.S.C. section 1401.

F. "Special education" has the same meaning prescribed in 20 U.S.C. section 1401.

G. "Special education evaluation" means an evaluation conducted pursuant to A.R.S. 15-766 and rules adopted by the State Board of Education.

H. "State placing agency" has the same meaning prescribed in A.R.S. 15-1181.

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REGULATION

ADMISSION OF HOMELESS STUDENTS

Special Programs and Services

Unorganized Territories:

"Unorganized Territory" means a geographic area that is not located within the boundaries of any school district.

A. *Child Find Screening, Special Education Evaluation, Student Enrollment*:

1. The parent of a student who resides in an unorganized territory may request a Child Find screening, a special education evaluation or enrollment of the student in the adjoining school district that is geographically closest to the student 's residence.

2. A school district that receives a request pursuant to this subsection is responsible for all Child Find activities for that student.

3. If a parent of a student who is a student with a disability as defined in A.R.S. 15-761 requests enrollment of the student in a school district, the school district is responsible for providing a free appropriate public education (FAPE) to the student.

B. *Early Intervention Services*:

1. Each program that provides early intervention services to student's who reside in unorganized territories shall initiate the process for transitioning the student from Part C to Part B of the Individuals with Disabilities Education Act (IDEA) by notifying the Department of Education and referring the student to the adjoining school district that is geographically closest to the student's residence for a special education evaluation and transition at least ninety days before the student's third (3rd) birthday.

2. If a program determines that a student who resides in an unorganized territory is eligible for early intervention services pursuant to Part C of IDEA more than forty-five (45) days but fewer than ninety (90) days before the student's third (3rd) birthday, the program shall initiate the process for transitioning the student from Part C to Part B of IDEA as soon as possible, consistent with federal law.

C. *Special Education Evaluation*:

1. If the adjoining school district that is geographically closest to the residence of a student conducts a special education evaluation of the student and

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determines that the student is eligible for special education and related services under Part B of IDEA, the student's parent(s) may request enrollment of the student in the school district at any time and the school district shall inform the student's parent(s) that the student's parent(s) may request enrollment of the student.

2. On receipt of a request for enrollment of a student residing in an unorganized territory, the school district shall prepare a Certificate of Educational Convenience application for the student as prescribed by A.R.S. 15-825 and offer a free appropriate public education to the student.

D. *Private School or Homeschool.* If a student resides in an unorganized territory and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph D.1 of this regulation and for providing the services described in paragraph D.2 of this regulation for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit, the adjoining school district that is geographically closest to the student's residence.

Placement by Court or State:

"State Placing Agency" means the department of juvenile corrections, the department of economic security, the department of child safety, the Arizona health care cost containment system or the administrative office of the court.

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E. If a student is placed by a state placing agency or a court of competent jurisdiction in a residential placement described in section 15-823(C), and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph E.1 above and for providing the services described in paragraph E. 2 above for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located within the boundaries of a school district, the school district in which the residential placement is located.

d. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located in an unorganized territory, the adjoining school district that is geographically closest to the residential placement.

Parent Request for Identification of Closest Adjoining District

On request from a student or a student's parent, a county school superintendent shall identify the adjoining school district that is geographically closest to the student's residence or residential placement.

Definitions

For the purposes of this section:

A. "Child find activities" means state obligations pursuant to 20 U.S.C. section 1412(a)(3), the federal regulations issued pursuant to IDEA and the rules adopted by the State Board of Education relating to the identification and referral of children with disabilities by public schools.

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B. "Free appropriate public education" has the same meaning prescribed in 20 U.S.C. section 1401.

C. "Homeschool" has the same meaning prescribed in A.R.S. 15-802.

D. "Unorganized territory" has the same meaning prescribed in section A.R.S. 15-825.

E. "Related services" has the same meaning prescribed in 20 U.S.C. section 1401.

F. "Special education" has the same meaning prescribed in 20 U.S.C. section 1401.

G. "Special education evaluation" means an evaluation conducted pursuant to A.R.S. 15-766 and rules adopted by the State Board of Education.

H. "State placing agency" has the same meaning prescribed in A.R.S. 15-1181.

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REGULATION

ADMISSION OF STUDENTS IN FOSTER CARE

Special Programs and Services

Unorganized Territories:

"Unorganized Territory" means a geographic area that is not located within the boundaries of any school district.

A. *Child Find Screening, Special Education Evaluation, Student Enrollment:*

1. The parent of a student who resides in an unorganized territory may request a Child Find screening, a special education evaluation or enrollment of the student in the adjoining school district that is geographically closest to the student 's residence.

2. A school district that receives a request pursuant to this subsection is responsible for all Child Find activities for that student.

3. If a parent of a student who is a student with a disability as defined in A.R.S. 15-761 requests enrollment of the student in a school district, the school district is responsible for providing a free appropriate public education (FAPE) to the student.

B. *Early Intervention Services*:

1. Each program that provides early intervention services to student's who reside in unorganized territories shall initiate the process for transitioning the student from Part C to Part B of the Individuals with Disabilities Education Act (IDEA) by notifying the Department of Education and referring the student to the adjoining school district that is geographically closest to the student's residence for a special education evaluation and transition at least ninety days before the student's third (3rd) birthday.

2. If a program determines that a student who resides in an unorganized territory is eligible for early intervention services pursuant to Part C of IDEA more than forty-five (45) days but fewer than ninety (90) days before the student's third (3rd) birthday, the program shall initiate the process for transitioning the student from Part C to Part B of IDEA as soon as possible, consistent with federal law.

C. *Special Education Evaluation*:

1. If the adjoining school district that is geographically closest to the residence of a student conducts a special education evaluation of the student and

determines that the student is eligible for special education and related services under Part B of IDEA, the student's parent(s) may request enrollment of the student in the school district at any time and the school district shall inform the student's parent(s) that the student's parent(s) may request enrollment of the student.

2. On receipt of a request for enrollment of a student residing in an unorganized territory, the school district shall prepare a Certificate of Educational Convenience application for the student as prescribed by A.R.S. 15-825 and offer a free appropriate public education to the student.

D. *Private School or Homeschool.* If a student resides in an unorganized territory and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph D.1 of this regulation and for providing the services described in paragraph D.2 of this regulation for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit, the adjoining school district that is geographically closest to the student's residence.

Placement by Court or State:

"State Placing Agency" means the department of juvenile corrections, the department of economic security, the department of child safety, the Arizona health care cost containment system or the administrative office of the court.

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E. If a student is placed by a state placing agency or a court of competent jurisdiction in a residential placement described in section 15-823(C), and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph E.1 above and for providing the services described in paragraph E. 2 above for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located within the boundaries of a school district, the school district in which the residential placement is located.

d. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located in an unorganized territory, the adjoining school district that is geographically closest to the residential placement.

Parent Request for Identification of Closest Adjoining District

On request from a student or a student's parent, a county school superintendent shall identify the adjoining school district that is geographically closest to the student's residence or residential placement.

Definitions

For the purposes of this section:

A. "Child find activities" means state obligations pursuant to 20 U.S.C. section 1412(a)(3), the federal regulations issued pursuant to IDEA and the rules adopted by the State Board of Education relating to the identification and referral of children with disabilities by public schools.

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B. "Free appropriate public education" has the same meaning prescribed in 20 U.S.C. section 1401.

C. "Homeschool" has the same meaning prescribed in A.R.S. 15-802.

D. "Unorganized territory" has the same meaning prescribed in section A.R.S. 15-825.

E. "Related services" has the same meaning prescribed in 20 U.S.C. section 1401.

F. "Special education" has the same meaning prescribed in 20 U.S.C. section 1401.

G. "Special education evaluation" means an evaluation conducted pursuant to A.R.S. 15-766 and rules adopted by the State Board of Education.

H. "State placing agency" has the same meaning prescribed in A.R.S. 15-1181.

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REGULATION

OPEN ENROLLMENT

Special Programs and Services

Unorganized Territories:

"Unorganized Territory" means a geographic area that is not located within the boundaries of any school district.

A. *Child Find Screening, Special Education Evaluation, Student Enrollment*:

1. The parent of a student who resides in an unorganized territory may request a Child Find screening, a special education evaluation or enrollment of the student in the adjoining school district that is geographically closest to the student 's residence.

2. A school district that receives a request pursuant to this subsection is responsible for all Child Find activities for that student.

3. If a parent of a student who is a student with a disability as defined in A.R.S. 15-761 requests enrollment of the student in a school district, the school district is responsible for providing a free appropriate public education (FAPE) to the student.

B. *Early Intervention Services*:

1. Each program that provides early intervention services to student's who reside in unorganized territories shall initiate the process for transitioning the student from Part C to Part B of the Individuals with Disabilities Education Act (IDEA) by notifying the Department of Education and referring the student to the adjoining school district that is geographically closest to the student's residence for a special education evaluation and transition at least ninety days before the student's third (3rd) birthday.

2. If a program determines that a student who resides in an unorganized territory is eligible for early intervention services pursuant to Part C of IDEA more than forty-five (45) days but fewer than ninety (90) days before the student's third (3rd) birthday, the program shall initiate the process for transitioning the student from Part C to Part B of IDEA as soon as possible, consistent with federal law.

C. *Special Education Evaluation*:

1. If the adjoining school district that is geographically closest to the residence of a student conducts a special education evaluation of the student and

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determines that the student is eligible for special education and related services under Part B of IDEA, the student's parent(s) may request enrollment of the student in the school district at any time and the school district shall inform the student's parent(s) that the student's parent(s) may request enrollment of the student.

2. On receipt of a request for enrollment of a student residing in an unorganized territory, the school district shall prepare a Certificate of Educational Convenience application for the student as prescribed by A.R.S. 15-825 and offer a free appropriate public education to the student.

D. *Private School or Homeschool.* If a student resides in an unorganized territory and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph D.1 of this regulation and for providing the services described in paragraph D.2 of this regulation for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit, the adjoining school district that is geographically closest to the student's residence.

Placement by Court or State:

"State Placing Agency" means the department of juvenile corrections, the department of economic security, the department of child safety, the Arizona health care cost containment system or the administrative office of the court.

E. If a student is placed by a state placing agency or a court of competent jurisdiction in a residential placement described in section 15-823(C), and either is parentally placed in a private school or attends a homeschool, the following apply:

1. The student retains the rights established under 20 U.S.C. section 1412, including the rights to be identified, located and evaluated for eligibility under Part B of IDEA.

2. If the student is parentally placed in a nonprofit private school or attends a homeschool, the student retains the right to equitable services under proportionate share funding pursuant to 20 U.S.C. section 1412.

3. The school district that is responsible for conducting the activities described in paragraph E.1 above and for providing the services described in paragraph E. 2 above for the student is:

a. If the student is parentally placed in a nonprofit private school that is located within the boundaries of a school district, the school district in which the private school is located.

b. If the student is parentally placed in a nonprofit private school that is located in an unorganized territory, the adjoining school district that is geographically closest to the private school.

c. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located within the boundaries of a school district, the school district in which the residential placement is located.

d. If the student attends a homeschool or is parentally placed in a private school that is not a nonprofit and the residential placement is located in an unorganized territory, the adjoining school district that is geographically closest to the residential placement.

Parent Request for Identification of Closest Adjoining District

On request from a student or a student's parent, a county school superintendent shall identify the adjoining school district that is geographically closest to the student's residence or residential placement.

Definitions

For the purposes of this section:

A. "Child find activities" means state obligations pursuant to 20 U.S.C. section 1412(a)(3), the federal regulations issued pursuant to IDEA and the rules adopted by the State Board of Education relating to the identification and referral of children with disabilities by public schools.

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B. "Free appropriate public education" has the same meaning prescribed in 20 U.S.C. section 1401.

C. "Homeschool" has the same meaning prescribed in A.R.S. 15-802.

D. "Unorganized territory" has the same meaning prescribed in section A.R.S. 15-825.

E. "Related services" has the same meaning prescribed in 20 U.S.C. section 1401.

F. "Special education" has the same meaning prescribed in 20 U.S.C. section 1401.

G. "Special education evaluation" means an evaluation conducted pursuant to A.R.S. 15-766 and rules adopted by the State Board of Education.

H. "State placing agency" has the same meaning prescribed in A.R.S. 15-1181.

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LIMITED OPEN / CLOSED FORUM

Student meetings may be held in the school(s) of the District that offer instruction in grades seven (7) and eight (8) or above under a "limited open forum" if requested by a pupil in grade seven (7) or above. Furthermore, insofar as the District has a procedure defined as a "limited open forum" under the provisions of Title VIII, the Equal Access Act, Section 801 et seq., the District school(s) shall offer to students a fair opportunity to conduct meetings using school facilities whereupon:

A. Such meetings are voluntary and student initiated.

B. There is no sponsorship of such meetings by the District, District employees or governmental entities, or employees of governmental entities.

C. District employees present at religious meetings will be present only in a nonparticipatory capacity.

D. Such meetings shall not materially and substantially interfere with the orderly conduct of the educational activities of the District.

E. Nonschool persons shall not be permitted to direct, conduct, control, or regularly attend such student group meetings.

Patriotic Youth Group

A public school may not deny a patriotic youth group equal access or a fair opportunity to meet in a designated open forum or limited public forum, or otherwise discriminate against the group, including on the basis of its membership or leadership requirements or its oath of allegiance to God and country. For purposes of this policy, the term *patriotic youth group* has the meaning prescribed in A.R.S. 15-120.08.

Any patriotic youth group representative who seeks to address students must, during the first two (2) weeks of the school year, submit a verbal or written request to ~~the principal~~. ~~The principal~~ may provide a verbal or written approval with an assigned date and time for the presentation. Pursuant to A.R.S. 15-120.08(A) the presentation will be scheduled during the first quarter of the academic school year and may be scheduled during regular school hours. Subject to the conditions provided in 15-120.08(B), the ~~principal~~ may accept materials from the patriotic youth group for distribution to students.

district administration - AZ

Neither the District, any employee or agent of the District, nor of any state or federal governmental entity shall be permitted to:

A. Influence the form or content of any prayer or other religious activity connected

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with student meetings.

B. Require any person to participate in prayer or other religious activity.

C. Expend public funds beyond the incidental cost of providing the space for such student-initiated meetings.

D. Compel any employee of the District to attend a school meeting that is contrary to the beliefs of the employee.

E. Sanction meetings that are otherwise unlawful.

F. Limit the rights of groups of students to avail themselves under the provisions of this policy to a specified numerical size.

G. Abridge either Arizona or U.S. constitutional rights of any employee, official, or student of the District.

Nothing in this policy shall be construed to limit the authority of the school or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and employees, and to assure that attendance of students at such meetings is voluntary.

Adopted: _____

LEGAL REF.:
A.R.S.
15-120.08
15-720
20 U.S.C. 4071 et seq., Equal Access Act, (Section 801)
20 U.S.C. 7905

CROSS REF.:
KF - Community Use of School Facilities

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ADVISORY 1063

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REGULATION

STUDENT RECORDS

This regulation is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA). All personnel in the District are expected to fulfill the requirements of policy and the following procedures in order to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages [34 C.F.R. 300.612].

The Superintendent has the responsibility for ensuring the confidentiality of any personally identifiable information [34 C.F.R. 300.612].

All rights and protections given parents under the FERPA and this regulation transfer to the student upon reaching age eighteen (18) except where the student continues as a dependent under specified circumstances, or enrolling in a postsecondary school. The student then becomes an "eligible student" [34 C.F.R. 99.5 and 300.625].

Definitions

For the purpose of this regulation, the District has used the following definitions of terms:

A. *Student* - Any person who attends or has attended a program of instruction sponsored by the District and for whom the District maintains education records.

B. *Eligible student* - A student who is at least eighteen (18) years of age or is emancipated.

C. *Parent* - Either the natural parent of a student, unless the parent's rights under the FERPA have been removed by a court order, statute, or other legal document, or a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian. The District may presume that the parent has the authority to inspect and review education records relating to his or her child unless the District has been advised that the parent does not have authority under applicable law.

D. *Education records* - Any information directly related to a student recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm or microfiche, that is maintained by the District, an employee of the District, or any agent of the District except:

1. Personal records kept by an employee of the District that meets the following tests:

a. It is used only as a personal memory aid.

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b. It is kept in the personal possession of the individual who made it.

c. It is not accessible and has never been revealed to any other person except the employee's temporary substitute.

2. Medical treatment records maintained for "eligible students."

3. Records collected and maintained by a law enforcement unit of the school.

4. Records containing only information about a person after that individual is no longer a student in the District.

5. An employment record that is used only in relation to a student's employment by the District. (*Employment for this purpose does not include activities for which a student receives a grade or credit in a course.*)

6. Related alumni records after the student no longer attends classes provided by the District, and the records do not relate to the person as a student.

E. *Personally identifiable information* - Any data or information that makes the subject of a record known. This includes the student's name, the name(s) of the student's parent(s) or other family member(s), the student's address, the student's Social Security number, a student number, a list of personal characteristics, or other information that would make the student's identity easily traceable.

F. *Signed and dated written consent* - May include a record and signature in electronic form that:

1. Identifies and authenticates a particular person as the source of the electronic consent.

2. Indicates such person's approval of the information contained in the electronic consent.

Locations of Education Records

A list of types and locations of education records collected, maintained, or used will be provided to the parents on request [34 C.F.R. 300.616]. See Exhibit JR-EA.

Procedure to Inspect Education Records

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the student's education records that are collected, maintained, or used by the District [34 C.F.R. 300.501]. In some circumstances it may be mutually more convenient for the record custodian to provide copies of records. Charges for the copies of records will be costs of copying unless the fee would effectively prevent the parent from exercising rights to inspect and review those records [34 C.F.R. 300.613 and 300.617].

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Since a student's records may be maintained in several locations, ~~the school principal~~ district administration will offer to collect copies of records or the records themselves from locations other than a student's school so they may be inspected at one (1) site. However, if parents and eligible students wish to inspect records where they are maintained, ~~the school's principal~~ a district administrator will make every effort to accommodate their wishes.

Parents, the designated representative of the parents, or the eligible student should submit to the student's ~~school principal~~ administration a signed and dated written request that identifies as precisely as possible the record or records wanted for inspection. The District will respond to any request without unnecessary delay before any meeting regarding any individual education program or hearing relating to the identification, evaluation, placement of a student, or the provision of a free appropriate public education, and in no case more than forty-five (45) days after the request has been made [34 C.F.R. 300.613 and 99.10]. See Exhibit JR-ED.

~~The principal,~~ District Administrator or other education records custodian, will contact the parent of the student or the eligible student to discuss how access will be best arranged (e.g., copies, at the exact location, or records brought to a single site).

Parents have the right, upon reasonable request, for explanations and interpretations of the information contained in the records and a right to request copies of the records containing the information, if not in violation of stated policy of FERPA. Parents have the right to have a representative of the parent to inspect and review the records [34 C.F.R. 300.613 and 99.10].

~~The principal,~~ District Administrator or other education records custodian, will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less after receipt of the request for access [34 C.F.R. 300.613].

If for any valid reason, such as working hours, distance between record location sites, or health, the parent or eligible student cannot personally inspect and review a student's education records, the District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records [34 C.F.R. 300.613 and 99.10].

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students [34 C.F.R. 300.615, 99.5 and 99.12].

Child Safety Caseworker

If a request is received from a Department of Child Safety caseworker, a school shall, per FERPA:

A. Identify to the caseworker any school that has requested a student's educational records and any person who has withdrawn a student from school, based on educational records.

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B. Provide the caseworker with any other requested information or records relating to a student who is or was enrolled at the school

A school may not prohibit any school employee, contractor or volunteer from speaking to a Department of Child Safety caseworker who is investigating an allegation of abuse or neglect.

Fees for Copies of Records

All records subject to disclosure under this procedure shall be available for inspection free of charge. If copies are desired, they shall be furnished by the District to the parent or eligible student on request and free of charge. Additional copies may be sent to other schools or agencies without charge. However, the District reserves the right to charge up to thirty-five cents (35¢) per page for multiple or excessive requests. Copies of available records shall be produced as promptly as possible upon receipt of the request. No fee will be charged for search and retrieval of records [34 C.F.R. 300.617 and 99.11].

The District will provide copies of records:

A. When the refusal to provide copies effectively denies access to the records by the parent or eligible student [34 C.F.R. 300.617].

B. At the request of the parent or eligible student, when the District has provided the records to third parties by the prior consent of the parent or eligible student.

C. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

Directory Information

Personally Identifiable Information

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

A. The student's name.

B. The student's address.

C. The student's telephone listing.

D. The student's date and place of birth.

E. The student's electronic mail address.

F. The student's photograph.

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G. The student's grade level.

H. The student's major field of study.

I. The student's dates of attendance.

J. The student's enrollment status (e.g., part time or full time).

K. The student's participation in officially recognized activities and sports.

L. The student's weight and height if a member of an athletic team.

M. The student's honors and awards received.

N. The student's most recently attended educational agency or institution.

Within the first three (3) weeks of each school year the District will publish in a District communication or send home with each student the above list, or a revised list, of the items of directory information designated as directory information. For a student who enrolls after the notice is published, the list will be given to the parent or eligible student at the time and place of enrollment. See Exhibit JR-EB.

After the parents or eligible student have been notified, they will have two (2) weeks to advise the District in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

According to state and federal law if the Governing Board permits the release of directory information relating to students to persons or organizations who inform students of educational or occupational opportunities, then the Governing Board shall provide access to directory information on the same basis to military official recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them.

Refusal to Release Personally Identifiable Information

Directory information shall be released on or before October 31 of each year unless the parent or eligible student requests in writing to the District (a letter to the Superintendent's office within two [2] weeks after notification) not to release directory information to any person or organization without prior signed and dated written consent. The District shall distribute a form, separate from any other form, designed and provided to districts by the Arizona Department of Education allowing students to request that directory information not be released. If the District distributes materials to students through electronic communication or on an internet website, the form may be distributed in the same manner.

A person who is wrongfully denied access to directory information or access to school buildings, school grounds or other property may notify the Department of Education, which shall report the alleged violation to the United States Department of Education. If the

parent or eligible student refuses to allow the release of directory information without prior signed and dated written consent, then the District will not provide military recruiters, upon request, directory information containing the student's name, addresses and telephone listings.

Permission to Release Personally Identifiable Information

At the end of the two (2)-week period, if the parent or eligible student has not returned the form indicating refusal to allow the release of directory information, the District will assume it has their permission to release the above-mentioned information. The Governing Board shall provide the student with a transcript release form that allows the student to designate in separate check boxes whether the transcript is to be released to postsecondary institutions, the militia of this state or the armed services of the United States, or to any combination of these entities.

This designation will remain in effect until it is modified by the prior signed and dated written direction of the parent or eligible student. The student's records will be appropriately marked by the records custodian to ensure compliance with the parents' or eligible student's request.

Use of Student Education Records

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The District will use the following criteria to determine who are school officials [34 C.F.R. 99.31]:

A. A person duly elected to the Board (under limited circumstances).

B. A person certificated by the state and appointed by the Board to an administrative or supervisory position.

C. A person certificated by the state and under contract to the Board as an instructor.

D. A person employed by the Board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of such performance as a substitute.

E. A person employed by or under contract to the Board to perform a special task, such as a secretary, a clerk, the Board attorney, or auditor, for the period of such performance as an employee or contractor.

District officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so [34 C.F.R. 99.32]. A "legitimate educational interest" is the person's need to know in order to:

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A. Perform an administrative task required in the school employee's position description approved by the Board.

B. Perform a supervisory or instructional task directly related to the student's education.

C. Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid.

Records of students placed in special educational programs will be under the direct supervision of the program administration. All persons collecting or using personally identifiable information in records of students determined to be a student with a disability will receive training or instruction regarding Arizona's policies and procedures for the protection of these records at the collection, storage, disclosure, and destruction stages in accordance with FERPA and IDEA [34 C.F.R. 300.623].

The District will maintain for public inspection a current listing of the names and positions of employees who have access to personally identifiable information maintained on students placed in special education [34 C.F.R. 300.623]. When the information maintained in these records is no longer needed to provide educational services to the student, the District will notify the parents of their right to have the personally identifiable information destroyed [34 C.F.R. 300.624]. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained [34 C.F.R. 300.624]. Destruction of records will be accomplished in accordance with the requirements of Arizona law and regulations of the Department of Library, Archives, and Public Records [34 C.F.R. 300.623].

The District will release information from or permit access to a student's education records only with a parent's or eligible student's prior signed and dated written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure [34 C.F.R. 99.30, 99.31, 99.34, and 99.37]:

A. When a student seeks or intends to enroll in another school district or a postsecondary school the District will not further notify parents or eligible students prior to such a transfer of records. Parents and student have a right to obtain copies of records transferred under this provision. See Exhibit JR-EC.

B. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District.

C. To parties who provide or may provide financial aid to a student to:

1. Establish the student's eligibility for the aid.

2. Determine the amount of financial aid.

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3. Establish the conditions for the receipt of the financial aid.

4. Enforce the agreement between the provider and the receiver of financial aid.

D. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.

E. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials of the juvenile justice system and the officials certify in writing that the information will not be disclosed to any other party, except as provided under state law, without prior signed and dated written consent of the parent or the eligible student.

F. When the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid, or improve instruction.

G. To accrediting organizations to carry out their accrediting functions.

H. To parents of an eligible student if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.

I. To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction.

J. To comply with an *ex parte* order from a court of competent jurisdiction requiring the District to permit the U.S. Attorney General or U.S. Attorney General's designee to collect education records in the possession of the District that are relevant to an authorized investigation or prosecution of an offense listed in 18 U.S.C. 2332b(g)(5)(B) for an act of domestic or international terrorism as defined in 18 U.S.C. 2331. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to the adverse party. A disclosure pursuant to an *ex parte* order will not be recorded as a disclosure of information from a student's education records by the District.

K. If the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action.

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L. If a parent or eligible student initiates legal action against the District, the District may, without a court order or subpoena, disclose the student's education records that are relevant for the District to defend itself.

M. To comply with the request of authorized law enforcement officials conducting an investigation of acts of terrorism.

N. The disclosure is in connection with a health or safety emergency. Time is an important and limiting factor in determining whether the disclosure is in connection with a health or safety emergency. The District will permit any school official to make the needed disclosure from student education records in a health or safety emergency if:

1. The official deems the disclosure is warranted by the seriousness of the threat to the health or safety of the student or other persons.

2. The information is necessary and needed to address the emergency.

3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

O. The District may release student attendance, disciplinary, and other education records to a law enforcement agency and county attorney pursuant to an intergovernmental agreement between the District, the law enforcement agency, the county attorney, and other state, local, or tribal government agencies to create a local or tribal juvenile justice network for the purpose of:

1. providing appropriate programs and services to intervene with juveniles currently involved in the juvenile justice system.

2. providing appropriate programs and services designed to deter at-risk juveniles from dropping out of school or other delinquent behavior.

3. increasing the safety and security of the community and its children by reducing juvenile crime.

P. Education records provided pursuant to an intergovernmental agreement entered into in accord with the above provisions shall be used solely for the purposes of the agreement and shall not be disclosed to any other party, except as provided by law.

A District school official may release information from a student's education records, other than directory information, to a third party if the parent or the eligible student gives prior signed and dated written consent for the disclosure and the third party agrees that the

information will not be disclosed to any other party without the prior consent of the parent or eligible student. The signed and dated written consent must include at least:

A. A specification of the records to be released.

B. The reasons for the disclosure.

C. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.

D. The signature of the parent or eligible student.

E. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The parent or the eligible student may obtain a copy of any records disclosed under this provision, unless otherwise provided.

Records of Requests for Access and Disclosures Made from Education Records

The District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records, and of information it discloses and access it permits, with some exceptions as listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, or local officials for the purpose of auditing or enforcing federally supported educational programs [34 C.F.R. 99.32]. See Exhibit JR-EE.

The record will include at least:

A. The name of the person, organization or agency that made the request.

B. The interest the person, organization or agency had in the information.

C. The date the person, organization or agency made the request.

D. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The District will maintain this record as long as it maintains the student's education records. The record will not include requests for access or access granted to:

A. the parent or eligible student,

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B. authorized law enforcement officials conducting an investigation of acts of terrorism,

C. school officials who have a legitimate educational interest in the student,

D. requests for or disclosures of information contained in the student's education records if the request is accompanied by or authorized by the prior signed and dated written consent of the parent or eligible student, or

E. for requests for or disclosures of directory information designated for that student.

Procedures to Seek to Correct Education Records
[34 C.F.R. 99.20 and 99.21]

Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading, or in violation of student rights [34 C.F.R. 300.618 and 99.20]. (*Note*: Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term *incorrect* will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term *correct* will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term *requester* will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure [34 C.F.R. 300.618 and 99.20].

First-level decision. A parent of a student or an eligible student who finds an item in the student's education records that appears to be inaccurate, misleading, or in violation of student rights should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will:

A. Provide the requester a copy of the questioned record at no cost.

B. Ask the requester to initiate a written request for the change.

C. Follow the procedure for a second-level decision.

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Second-level decision. The written request to correct a student's education records through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item thought to be incorrect and state whether the requester believes the item:

A. Is inaccurate and why,

B. Is misleading and why, or

C. Violates student rights and why.

The request will be dated and signed by the requester.

Within two (2) weeks after receiving a written request, the record custodian will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, a decision is reached that the record should be corrected, the record custodian will affect the change and notify the requester, in writing, of that action. Each such notice will include an invitation for the requester to inspect and review the student's education records to make certain the record is in order and the correction is satisfactory.

If a decision is reached that the record is correct, the custodian will make a written summary of any discussions with other officials and of the findings in the matter. This summary and a copy of the written request will be transmitted to the Superintendent.

Third-level decision. The Superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the Board (in executive session unless otherwise requested by parent[s]). The Superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two (2) weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent decides the record is incorrect and should be changed, the record custodian will be advised to make the changes. The record custodian will advise the requester of the change.

If the Superintendent decides the record is correct, a letter to the requester will be prepared that will include [34 C.F.R. 300.619 and 99.20]:

A. The District's decision that the record is correct and the basis for the decision.

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B. A notice to the requester explaining the requester's right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing.

C. Instructions for the requester to contact the Superintendent to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items but will, as far as possible, arrange the hearing as the requester wishes.)

D. Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney, at the requester's expense.

Fourth-level decision. After the requester has submitted (orally or in writing) any wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within one (1) week, notify the requester when and where the District will hold the hearing and whom it has designated as the hearing officer [34 C.F.R. 300.621, 99.21, 99.22, and 99.34].

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records is incorrect as shown in the requester's written request for a change in the record (second level).

Within one (1) week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based solely on the evidence presented at the hearing, that the record should be changed or should remain unchanged.

The Superintendent will prepare the District's decision within two (2) weeks after the hearing. That decision will be based on the summary of the evidence presented at the hearing and on the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if the hearing officer's recommendation is deemed inconsistent with the evidence presented. As a result of the District's decision, the Superintendent will take one (1) of the following actions:

A. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester at the second-level decision [34 C.F.R. 300.620 and 99.21].

B. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester that will include [34 C.F.R. 300.620 and 99.21]:

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1. The District's decision that the record is correct and will not be changed.

2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision.

3. Advice to the requester that an explanatory statement may be placed in the student's education records stating the reasons for disagreement with the District's decision and/or the reasons for believing the record to be incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education records as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed the explanatory statement will also be disclosed [34 C.F.R. 300.620 and 99.21].

Annual Notification to Parents Regarding Confidentiality of Student Education Records [34 C.F.R. 300.612]

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

Every Student Succeeds Act of 2015 (ESSA);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of

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academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact ~~the principal~~ District Administration for an appointment or submit to ~~the principal~~ a written request that identifies the record(s) you wish to inspect. District personnel will make arrangements for access and notify you of the time and place where the records may be inspected. District personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write ~~the principal~~ district administration, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by you, the District will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a

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special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint under 34 C.F.R. 99.63 and 99.64 with the ~~Family Educational Rights and Privacy Act Office~~ U.S. Department of Education in Washington, D.C., concerning alleged failures by the District to comply with the requirements of FERPA [34 C.F.R. 99.7]. ~~The name and address of the Office that administers FERPA are:~~

~~**Family Policy Compliance Office**~~
~~**U.S. Department of Education**~~
~~**400 Maryland Avenue, SW**~~
~~**Washington, DC 20202-4605**~~

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ADVISORY 1064

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PUBLIC CONDUCT ON SCHOOL PROPERTY

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

Interference or Disruption

A person commits interference with or disruption of an educational institution by doing any of the following:

A. Intentionally, knowingly or recklessly interfering with or ~~disruption of~~ disrupting the normal operations of an educational institution by either:

1. Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.

2. Threatening to cause damage to ~~the District,~~ District property ~~of the District~~, or the property of any ~~person attending the~~ District employee or student.

B. Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with ~~or denying~~ the lawful use of the property or in any manner that denies or interferes with the lawful use of the property ~~to~~ by others.

C. Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The ~~above~~ threats identified ~~acts~~ in item A above need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy and Arizona law.

Restitution

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

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~~A person may also interfere with or disrupt the District function by committing any of the following:~~

~~A. Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the Board.~~

~~B. Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.~~

~~C. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.~~

~~D. Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school sponsored functions.~~

~~E. Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.~~

~~F. Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.~~

~~G. Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.~~

~~H. Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.~~

~~I. Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.~~

Additional Requirements of the General Public

For purposes of this policy, ~~The definition of~~ *general public* ~~is~~ means anyone person who ~~does~~ is not ~~come under the definition of~~ a District student, faculty member, staff member, or employee.

A. No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval ~~by the~~ principal ~~or the principal's~~ authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.

District Administration

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~~B. Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.~~

B. ~~C.~~ Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.

C. ~~D.~~ Persons who engage in disorderly conduct ~~of any kind~~ pursuant to A.R.S. 13-2904 may be subject to removal and exclusion from the facility.

D. ~~E. The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit~~ No person shall possess a deadly weapon on school grounds except as authorized by law.

E. ~~F.~~ No person shall possess or engage in the use of ~~medical~~ marijuana on District property, at a District event, or in a District vehicle.

If the Superintendent, or a person authorized by the Superintendent, has reasonable grounds to believe that any member of the general public is in violation of these rules, the member of the general public shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings.

Adopted: _____

LEGAL REF.:
A.R.S.
13-2904
13-2905
13-2911
13-3102
15-108
15-341
15-507
36-2801 *et seq.*
36-2802
36-2851

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CROSS REF.:
GBEA – Ethics and Code of Conduct
~~GBEB - Staff Conduct~~
GCQF - Discipline, Suspension, and Dismissal ~~of Professional Staff Members~~
~~GDQD - Discipline, Suspension, and Dismissal of Support Staff Members~~
JIC - Student Conduct
JK - Student Discipline
KI - Visitors to Schools

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POLICY SERVICES

ADVISORY

Volume 38, Number 4 **August 2026**

Adopt **Policy Advisory No. 1065**.....exists.....**Policy DGD — Credit Cards**
Regulation DGD-R — Credit Cards
Exhibit DGD-E — Credit Cards

Summary

Policy Advisory Discussion

Policy Advisory No. 1065 **Policy DGD — Credit Cards**
Regulation DGD-R — Credit Cards
Exhibit DGD-E — Credit Cards

This revision reflects the requirements of the Uniform System of Financial Records (USFR) Compliance Questionnaire relating to District credit/procurement cards. Policy DGD now provides for defined dollar limits based on the card or transaction type, maintenance of a complete list or log of card users, prohibition of cash withdrawals and personal expenditures, retention of signed card-user agreements, and documented annual training for applicable employees.

Regulation DGD-R has been revised to provide corresponding implementation requirements, including tracking card possession and personnel subject to training, retaining signed card-user agreements, establishing card and transaction limits, providing annual training to card users and employees who process card transactions, and maintaining dated documentation of training participation.

Exhibit DGD-E has been revised to align the card-user agreement with the updated policy and regulation. The agreement addresses authorized card use, prohibited cash withdrawals and personal expenditures, applicable purchasing and documentation requirements, possible personal liability and wage withholding to the extent permitted by law, and disciplinary consequences for misuse.

If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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ADVISORY 1065

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DGD ©
CREDIT CARDS

(Credit Cards and/or Procurement Cards)

Definition of Credit/ Procurement Card

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

Use of Credit Cards/ Procurement Cards

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program. The Board authorizes the Superintendent to secure and assign ~~controlled limit~~ credit/procurement cards (with defined dollar limits based on the card or transaction type) to designated personnel.

The District will maintain a complete list or log of card users to track card possession and identify personnel for annual training.

District-assigned credit/procurement cards may not be used for cash withdrawals or personal expenditures.

All card users will be required to sign an agreement outlining the District's policies and procedures governing card use, including possible disciplinary action for misuse. The District will retain all signed card-user agreements.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases is to be made as promptly as possible to avoid fees and charges for the use of such cards.

The District will provide annual training to authorized card users and employees who make credit/procurement card purchases or process credit/procurement card transactions. The District will maintain dated documentation of each applicable employee's participation in the annual training.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

Adopted: _____

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LEGAL REF.:
A.R.S.
15-342
38-621
38-622
38-623
38-624
38-625
Uniform System of Financial Records

CROSS REF.:
DKC - Expense Authorization/Reimbursement

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REGULATION

CREDIT CARDS

(Credit Cards and/or Procurement Cards)

Purposes, Conditions, and Limits

The issuance and use of a credit/procurement card is to provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible. Cards shall be issued in the District's name and if applicable, the user's name. The employee issuing cards shall maintain a complete list ~~of designated card users~~ or log of card users to track card possession and identify personnel for annual training. Physical security of cards shall be maintained at all times. The District shall cancel or inactivate cards, or recover the cards, if possible, upon loss, theft, or misuse; when a card is no longer needed; and upon the card holder's separation from the District's employment when the card is in the user's name. For cards issued in the District's name, a specific employee shall be designated by the Superintendent to track who has the cards and account for all card transactions.

A credit/procurement card may be used to facilitate the payment of travel expenses such as hotels, meals and registrations for training and education while conducting District business, including fuel for District-owned vehicles.

~~Purchasing control limits shall be based on single transaction limits and monthly purchase limits for each card holder. Purchase limits shall be established based on the types of transactions for which the card is being used. Personnel issued credit/procurement cards shall be determined by the Superintendent to have a legitimate need and whose~~ Credit/procurement cards shall have defined dollar limits based on the card or transaction type. The Superintendent shall issue credit/procurement cards only to personnel who have a legitimate need and for whom use of the card is necessary for effective purchasing. Personnel designated to use credit/procurement cards shall be advised by the Superintendent of their purchasing control limits.

Authorized Card Holders

Persons designated as authorized credit/procurement card holders must agree to abide by the procedures described in this regulation.

~~The holders will be held liable for any u~~Unauthorized use of a District-assigned credit/procurement card~~, which~~ may result in disciplin~~ary action~~ up to and including ~~the loss~~ termination of employment and any other actions ~~provided~~ permitted by law.

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All card users, including users of cards issued only in the District's name, shall sign a user agreement acknowledging ~~receipt and understanding of~~ that they have received and understand the District's policies and regulations ~~for the~~ governing cards~~'~~ use. The District shall retain all signed card-user agreements. The agreement shall authorize the District to withhold wages for the amount of any improper purchase~~; pursuant~~ to the ~~Fair Labor Standards Act~~ extent permitted by law. To the extent permitted by law, card users shall be held personally liable for card transactions that are contrary to laws, rules, policies and regulations, including applicable penalties and interest. The user agreement shall contain a statement expressing possible disciplinary actions for the misuse of a District credit/procurement card.

Except for business department personnel performing authorized office duties, no person other than a designated holder is to have access to or use of a District-assigned credit/procurement card.

Authorized card ~~holders shall receive training on the use of the card that addresses purchase limitations, advanced purchasing approval, necessary purchase documentation, and the District's payment process regimen~~ users and employees who make credit/procurement card purchases or process credit/procurement card transactions shall receive annual training on the District's policies and procedures governing card use. The training shall address purchase limitations, advance purchasing approval, required purchase documentation, and the District's payment process regimen. The District shall maintain dated employee sign-in sheets or other documentation supporting each applicable employee's participation in the annual training.

Scope

The credit/procurement card is to be used only when the items and/or services to be purchased are for the official use of the District. ~~*No personal use of a credit/procurement card is allowed*~~ District-assigned credit/procurement cards may not be used for cash withdrawals or personal expenditures.

District-assigned credit/procurement cards may be used only when one (1) of the following conditions exists:

A. When a vendor will not accept a purchase order or offer billing terms.

B. When the purchase must be made during an "emergency." For the purpose of this regulation, *emergency* means payment for a purchase must be made before the next accounts payable check run. A memo bearing the Superintendent's signature of approval must be presented explaining the circumstances and nature of the emergency.

C. When certain purchases could be made more efficiently and cost effectively.

D. When a revolving fund check cannot be used.

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Credit/Procurement Card Purchasing Limitations

District-established credit/procurement card purchasing limitations shall be established by the Superintendent. The Superintendent shall establish ~~card user and single transaction limits and monthly purchase limits for each card. Such limits shall be established based on the type of transactions for which the card is to be used~~ defined dollar limits based on the card or transaction type, including single-transaction limits and monthly purchase limits for each card user.

A purchase made using a District-assigned credit/procurement card may not violate any District purchasing policy or regulation. All purchases must be appropriate and in the best interest of the District. Violation may result in termination of the employee's credit/procurement card privileges.

Credit/Procurement Card Transaction Requirements for Physical, Verbal, and Internet Orders

When a District-assigned credit/procurement card is required for a physical, verbal, or internet purchase, the following steps must be taken:

A. Prior to use of the credit/procurement card, the card holder is to submit a purchase order requisition form to the District business office accompanied by the following:

1. A detailed description of the items and/or services to be purchased using the credit/procurement card.

2. The date the purchase will be made.

3. The actual amount of the purchase. If the actual amount is not known an estimate may be stated, *but the amount of the purchase cannot exceed the stated amount.*

4. Proper account coding information.

5. Signatures of the requester and the approving authority.

B. The holder must verify that a purchase order has been created and approved before a credit/procurement card transaction occurs.

C. When a credit/procurement card is used the card holder must promptly submit all receipts and other related documentation to the business office. The documentation should clearly indicate the employee making the purchase and the specific school purpose for the expenditure. Receipts for fuel or vehicle repairs are to include the vehicle license number.

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Supporting Purchase Documentation

Employees using cards shall submit all supporting documentation to the District monthly. Supporting documentation shall include:

A. Purchasing requisition, purchase order, invoice, packing slip, receiving report, and transaction receipt, as applicable. If original receipts are not available because they are lost or illegible, the card user shall request a copy of the receipt from the vendor or complete an affidavit detailing the purchase date, vendor, product, cost, tax and other charges, and reason the receipt is not available.

B. A description of the item(s) purchased and the specific District purpose for the expenditure.

C. The card user's signature and date the document was submitted to the District.

D. Documentation of the purchase of fuel or vehicle repair, the license number of the vehicle, and odometer reading of the vehicle.

E. Transactions, such as ~~I~~internet, phone, and fax transactions may result in card charges before goods or services are received. Such transactions allow purchases that are normally prepaid in order to procure the item or to receive a discounted price. In such instances the District shall ensure that all relevant aspects of Uniform System of Financial Records (USFR) VI-G are adhered to for each purchase.

Credit/procurement card statements must be addressed directly to the business office and not to the card holder. All purchase transaction receipts must be reconciled to the monthly credit/procurement card statements prior to entry on an expense voucher. As credit/procurement card companies may charge fees and interest, payments must be made in a timely manner to avoid finance charges.

Use of a Credit/Procurement Card for Travel

Reservations must be made through the purchasing office. A completed professional leave form must be submitted along with the necessary information. The business office will provide the credit/procurement card information to the selected vendor.

Payment Process Regimen

The Superintendent shall ensure that approval, verification, and payment duties are separated among different employees. A copy of the billing statement shall be sent directly to the District. Electronic statements may be accepted if provided to card users by the financial institution or the District. Upon receipt of the billing statement, the card user ~~should~~ shall complete the transaction log and submit the log, billing statement, and all other supporting documentation for review and approval. The reviewer shall:

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A. Confirm that all supporting documentation is complete and was submitted in a timely manner.

B. Verify that each purchase transaction appearing on the card user's billing statement is an appropriate, legitimate District purchase that was approved, and within the individual's authorized purchase limits.

C. For travel expenses, verify the expenses do not exceed allowable reimbursement amounts as prescribed by the USFR and are supported by a properly approved travel claim.

D. Initial and date the reconciliation document for review.

E. Submit reconciled statements and supporting documentation.

All receipts shall be reconciled and reviewed monthly and, if possible, prior to payment of the monthly bill. Payments shall be made in a timely manner to avoid late fees and finance charges. Card balances shall be paid in full each billing cycle. Should the reconciliation or review identify any ~~items~~ transactions that were not ~~a~~ valid purchases, ~~it~~ the transactions shall be reported to the Superintendent and disputed.

Periodic Review

The District shall periodically compare budget and actual expenditures to ensure purchases remain within budget limits, or available cash balance, as applicable, and shall monitor the types of purchases and vendor usage to ensure compliance with District procurement policies and regulations, and USFR purchasing guidelines.

The review process shall include strategies that are employed to detect improper or fraudulent transactions.

Rebates and Incentives

Credit cards or procurement cards may contain provisions for the District to receive cash rebates or incentives in the form of rebates. Should this occur, the District shall treat rebates as miscellaneous revenue or as a deduction of expenditures.

Should a rebate be received in the same fiscal year as the original expenditure, including the encumbrance period, the rebate may be recorded as a reduction of the original expenditure. Otherwise, the District shall record the rebate as miscellaneous revenue in the original expenditure or in the Auxiliary Operations Fund.

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EXHIBIT

CREDIT CARDS

DISTRICT-ASSIGNED CREDIT/PROCUREMENT CARD ~~HOLDER~~ USER AGREEMENT

By my signature I ~~hereby~~ acknowledge that I have read and understand the _____ School District's credit/procurement card policy and regulations, and that I have been provided sufficient opportunity to ask questions ~~related to the District's~~ regarding the requirements governing card use.

I agree to use the credit/procurement card ~~policy and regulation. Furthermore, I affirm that I~~ only for authorized District purposes and will not use the ~~credit/ procurement~~ card for cash withdrawals or personal ~~reasons and~~ expenditures. I acknowledge that I have been advised of the purchase limitations ~~associated with the use of the card. I understand that a violation of this agreement may result in disciplinary action up to and including termination, and possible legal action~~ ,advance purchasing approval requirements, required purchase documentation, and payment process.

I authorize the District to withhold wages for the amount of any improper purchase to the extent permitted by law. I understand that, to the extent permitted by law, I may be held personally liable for card transactions that are contrary to applicable laws, rules, or the District's credit/procurement card policy or regulation, including applicable penalties and interest.

I understand that misuse of a District credit/procurement card may result in the loss of card privileges, discipline up to and including termination of employment, and other action permitted by law.

_____ _____

Signature Position

_____ _____

Printed name Date signed

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POLICY SERVICES

ADVISORY

Volume 38, Number 5 **August 2026**

Adopt using optional

Policy Advisory No. 1066.....*NEW* Regulation DJ-R — Purchasing Ethics Does not exist

Summary

Policy Advisory Discussion

Policy Advisory No. 1066 **Regulation DJ-R — Purchasing Ethics**

Regulation DJ-R has been created to provide corresponding implementation requirements which incorporates new Uniform System of Financial Records (USFR) guidance, including procedures for authorized events, establishing expense limitations, and documenting authorized food and beverage purchases.

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If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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ADVISORY 1066

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REGULATION

PURCHASING ETHICS

(Events and Expense Limits of Food and Beverage Purchases for Board Members, Staff, Students, and Community)

District food and beverage purchases shall comply with Governing Board Policy DJ and advanced authorization by the Superintendent for the following events and expense limitations. Governing Board approval is required in advance of purchases outside of these parameters.

Events:

A. Governing Board meetings, workshops, and retreats, regardless of how titled.

B. Emergency operations that require employees to remain on duty after hours.

C. District leadership meetings.

D. New employee training and orientation.

E. District-sponsored employee training and professional development.

F. Employee recruitment activities and student recruitment fairs.

G. Beginning and end of year events.

H. Parent-Teacher Conferences.

I. Student activities approved by the Superintendent or designee.

Expense Limitations

Districts choose option 1 or option 2.

Option 1:

Food and beverages shall not exceed the limits set forth in the State of Arizona Accounting Manual (SAAM) for per-person and per-meal.

OR

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Option 2:

The following per-person dollar limits shall not be exceeded for food and beverages, including taxes, gratuities and/or delivery costs. (District enters amounts)

Breakfast $_____

Lunch $_____

Dinner $_____

Snacks and refreshments $_____

Other Limitations

Prior to each food and/or beverage purchase authorized by this regulation, the District fund or funds from which the purchase will be paid shall be identified in writing. No such purchase shall be paid from a District fund unless the expenditure of that fund for food and beverages is authorized by law.

To demonstrate compliance with the Arizona Constitution, applicable state law, the Uniform System of Financial Records, and Governing Board policy, the District shall prepare and maintain documentation for each food and/or beverage purchase authorized by this regulation and retained in accordance with the records retention schedules.

No District funds shall be expended for alcoholic beverages.

Delegation

Pursuant to Arizona Revised Statutes §15-341(F), the Governing Board delegates to the Superintendent the authority to prescribe any administrative procedures necessary to implement this regulation.

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POLICY SERVICES
ADVISORY

Volume 38, Number 6 **August 2026**

Adopt Policy Advisory No. 1067 ...exists.....Policy BCB — Board Member Conflict of Interest
Exhibit BCB-E — Board Member Conflict of Interest

Adopt Policy Advisory No. 1068 ...exists..... Policy GBEAA — Conflict of Interest
Exhibit GBEAA-E — Conflict of Interest

Summary

The following policy advisories reflect updated requirements for Conflict of Interest (COI) in the 2027 Uniform System of Financial Systems (USFR) updates. Impacts include specific training requirements, disclosures, and maintenance of records.

Policy Advisory Discussion

Policy Advisory No. 1067 **Policy BCB — Board Member Conflict of Interest**
Exhibit BCB-E — Board Member Conflict of Interest

Policy BCB updates include board member requirements for annual training, filing Disclosure Forms, investigations, and maintenance of records.

BCB-E updates align the Disclosure Form with USFR guidance.

Policy Advisory No. 1068 **Policy GBEAA — Conflict of Interest**
Exhibit GBEAA-E — Conflict of Interest

Policy GBEAA updates include employee requirements for annual training, filing Disclosure Forms, investigations and remediation, and maintenance of records.

GBEAA-E updates align the Disclosure Form with USFR guidance.

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ADVISORY 1067

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BCB ©
BOARD MEMBER CONFLICT OF INTEREST

Board Member Voting Restrictions

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it is unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of the Board member or a Board member's spouse or dependent as defined in A.R.S. 43-1001 and in accordance with A.R.S. 15-323.

Employment Limitations

No dependent, as defined in A.R.S. 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board in accordance with A.R.S. 15-502. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. [A.R.S. 15-421(E)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. [A.R.S. 15-421]

Pursuant to A.R.S. 15-421, the District is allowed to employ, including through a third (3rd)-party contractor who provides services to the District, any person who served as a member of the School District Governing Board during the preceding two (2) years only in a position in which the person will provide services directly to students, including as a certificated, a substitute teacher, and an employee or contractor who provides transportation, instructional support, or student support services. The District is authorized to increase the time period for this restriction to be more than two (2) years.

Conflicts of Interest

The District shall annually provide conflict of interest training to all Board members. The training shall include information regarding the District's policies regarding conflicts of interest, what constitutes a substantial and remote interest under the applicable statute, the definition of relative pursuant to A.R.S. 38-502(9), how and when to complete the District's annual Conflict-of-Interest Disclosure Form, the requirements to refrain from discussion or voting on a matter in which they or a relative has a substantial interest, and the penalties for violating the applicable statutes.

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Each Board member shall annually complete and sign the District's Conflict-of-Interest Disclosure Form (BCB-E) and within fifteen (15) days of any change in circumstance. Board members shall complete and sign the Conflict-of-Interest Disclosure Form every January of their term and, if they are a new Board member, within five (5) days of starting their term. Evidence of the guidance provided and signed Disclosure Forms shall be maintained by the District in compliance with the Uniform System of Financial Records (USFR), and all disclosures shall be kept on file for public inspection as required by A.R.S. 38-509.

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [A.R.S. 38-503]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [A.R.S. 38-503]

"Refrain from participating in any manner" means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

Investigations

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation in a Governing Board meeting or other discussions when a substantial interest may exist.

Purchases from Governing Board Members

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

A. Purchases less than one hundred thousand dollars ($100,000) comply with the Uniform System of Financial Records (USFR) guidelines and written quotations.

B. Purchases of one hundred thousand dollars ($100,000) and above comply with the school district procurement rules for public competitive bidding.

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Purchases from Governing Board Members for Districts with 3,000 or More Students:

A. Purchases for supplies, materials, and equipment are limited to three hundred dollars ($300) per transaction.

B. Total purchases within any twelve (12) month period are limited to one thousand dollars ($1,000).

C. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

Purchases from Governing Board Members for Districts with Fewer than 3,000 Students:

A. Each purchase is approved by the Governing Board;

B. Although there is no limit on the amount of the purchase, the amount of the purchase is included in the Board's meeting minutes.

Filing of Disclosures

The District shall maintain in the District's official records and for public inspection in a special file all Board Member Conflict of Interest Disclosure Forms and all other documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [A.R.S. 38-509]

Adopted: _____

LEGAL REF.:
A.R.S.
15-213
15-323
15-421
15-502
38-481
38-503
38-509
43-1001
A.G.O.
I84-012
I87-035
I88-013
I06-002
Attorney General Arizona Agency Handbook, Chapter 8
Uniform System of Financial Records

CROSS REF.:
BBBA - Board Member Qualifications
DJE - Bidding/Purchasing Procedures

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BCB-E ©

EXHIBIT

BOARD MEMBER CONFLICT OF INTEREST

DISCLOSURE FORM

Governing Board members must file a Conflict of Interest Disclosure within five (5) calendar days after assuming office and at least annually thereafter, either identifying any substantial interest the board member or the board member's relative has or stating that neither the board member nor the board member's relative has any substantial interest requiring disclosure.

All Conflict of Interest Disclosure Forms shall be filed with _____ [*name District location/department*] and maintained in the District's official records in accordance with law.

It is the board member's responsibility to update and submit a revised Disclosure Form to the location/department noted above within fifteen (15) calendar days after any new substantial interest arises following the date of the most recent disclosure.

I, _____, do hereby indicate that:

~~1. That~~ I am presently a~~n officer/employee~~ District Governing Board Member of the _____ School District, and that;

A. I understand my responsibility for disclosing conflicts of interest as required by Arizona law and Policy BCB;

B. I understand the statutory consequences for noncompliance with conflict of interest in A.R.S. 38-510 and any additional consequences imposed in accordance with Policy BCB;

C. I agree to comply with all conditions and restrictions the District imposes regarding my involvement for which I or my relative have a conflict of interest;

D. I agree to submit an updated Disclosure Form for any changes to circumstances within fifteen (15) days.

_____

Date Signature

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STATEMENT OF NO CONFLICT

To be completed only if you do not or your relative does not have a conflict of interest.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the _____ School District.

_____

Date Signature

STATEMENT OF CONFLICT

To be completed only if you or your relative has a conflict of interest.

~~2. That~~ I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the _____ Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 511. (Use as much space as necessary.)

Describe the "substantial interest" referred to above. (Use as much space as necessary.)

STATEMENT OF DISQUALIFICATION FROM PARTICIPATING IN A GOVERNING BOARD MATTER

To be completed if you have a conflict as identified above with an item on a Governing Board Meeting Agenda.

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 511, I will refrain from participating in any manner ~~in the matter identified above~~ on Item _____ on the _____ (date) Governing Board Agenda because I or my relative has a conflict of interest in the matter. If I have not previously disclosed this conflict of interest, I will prepare and submit an updated Board Member Conflict of Interest Disclosure Form that provides the necessary information regarding my conflict.

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I understand that I should also orally indicate my conflict with the Agenda Item at the meeting, if I am in attendance, and then refrain from participating in any matter.

This Statement of Disqualification will be maintained with the minutes of the Governing Board meeting at which I have declared my conflict.

_____ _____

Date Signature

~~The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.~~

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ADVISORY 1068

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Employment of Close Relatives

The Superintendent, ~~P~~principals, or other administrators with hiring authority may not participate in the hiring of any person related to them within the third degree of consanguinity, affinity, or by law, and no District employee shall be placed in a position where they directly supervise or are directly supervised by such a relative.

No dependent, as defined in A.R.S. 43-1001 (see also Internal Revenue Code 26 U.S.C. 152), of a Governing Board member may be employed in the District, except by consent of the Board in accordance with A.R.S. 15-502. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. A.R.S. 15-421(E).

This policy will apply for summer or part-time work as well as for full-time employment.

Business Relations

Any Governing Board member, administrator, or employee who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District, and shall refrain from participating in any manner as an employee in such contract, sale, or purchase, as provided in A.R.S. 38-501, 38-502 and 38-503.

Refrain from participating in any manner means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. A Governing Board member, administrator, or employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

Vendor Relations

No employee of the District will accept a gift or benefit from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing Ethics.

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District Purchases from Employees

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may only acquire equipment, material, supplies, or services from its employees under an award or contract after public competitive bidding (A.R.S. 38-503; A.G.O. I06-002). The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor.

Employee Guidance and Acknowledgement of Understanding

The District shall annually provide ~~written guidance~~ conflict of interest training to all employees. ~~regarding~~ The training shall include information regarding the District's policies regarding conflicts of interest, what constitutes a substantial and remote interest ~~and~~ under the applicable statute, the definition of relative pursuant to A.R.S. 38-502(9), how and when to complete the District's annual Conflict-of-Interest Disclosure Form, the requirement to refrain from participating in a matter in which they or a relative has a substantial interest, and the penalties for violating the applicable statutes.

Eeach employee shall annually complete and sign the District's Ceonflict-of-Iinterest Ddisclosure Fform (GBEAA-E) and within fifteen (15) days of any change in circumstance. Employees shall complete and sign the Conflict-of-Interest Disclosure Form every January of their employment and, if they are a new employees, within five (5) days of starting their employment with the District. Evidence of the guidance provided and signed disclosure forms shall be maintained by the District in compliance with the Uniform System of Financial Records (USFR), and all disclosures shall be kept on file for public inspection as required by A.R.S. 38-509.

Investigations and Remediation

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

When an employee has disclosed a substantial interest or when the District otherwise determines that an employee has a substantial interest, the Superintendent and other administrators as appropriate and necessary will determine what steps should be taken to remediate or eliminate the potential for the employee's improper influence on a District decision implicated by the substantial interest. The administration will document the remediation steps taken.

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Filing of Disclosures

The District shall maintain in the District's official records and for public inspection in a special file all Employee Conflict of Interest Disclosure Forms and all other documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [A.R.S. 38-509]

Adopted: _____

LEGAL REF.:
A.R.S.
15-213
15-323
15-421
15-502
38-481
38-501 - 38-511 (Title 38, Chapter 3, Article 8)
43-1001
A.G.O.
I82-004
I83-093
I83-111
I00-013
I03-005
I06-002
Attorney General Arizona Agency Handbook, Chapter 8~~, Appendix 8.1, Conflict of Interest Disclosure Memorandum~~
Uniform System of Financial Records
26 U.S.C. 152

CROSS REF.:
BCB - Board Member Conflict of Interest
DJ - Purchasing Ethics
DJE - Bidding/Purchasing Procedures
GBP – Reprisals

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EXHIBIT

CONFLICT OF INTEREST

CONFLICT OF INTEREST DISCLOSURE PURSUANT TO A.R.S. 38-501 to 38-511

(Instructions)

~~1.~~ Employees must file a Conflict of Interest Disclosure Form within five (5) calendar days after commencing work and at least annually thereafter, either identifying any substantial interest the employee or the employee's relative has or stating that neither the employee nor the employee's relative has any substantial interest requiring disclosure.

~~2.~~ All Conflict of Interest Disclosures~~s~~ Forms shall be filed with _____ [*name District location/department*] and maintained in the District's official records in accordance with law.

~~3.~~ It is the employee's responsibility to update and submit a revised Disclosure Form to the location/department noted above within fifteen (15) calendar days after any new substantial interest arises following the date of the most recent Disclosure. The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

STATEMENT OF NO CONFLICT

To be completed only if neither you nor your relative has a substantial interest requiring disclosure.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the _____ School District.

_____

Date Signature

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STATEMENT OF CONFLICT

I, _____, do hereby indicate:

~~1.~~ That I am presently an employee of the _____ School District;

~~2.~~ That I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the _____ Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. 38-501 to 38-511. (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary)

To avoid any possible conflict of interest under A.R.S. 38-501 to 38-511, I will refrain from participating in any manner in the matter identified above.

_____

Date Signature

~~**STATEMENT OF DISQUALIFICATION**~~

~~***To be completed if you have a conflict as identified above.***~~

~~To avoid any possible conflict of interest under A.R.S. 38-501 to 38-511, I will refrain from participating in any manner in the matter identified above.~~

_____

~~Date~~ ~~Signature~~

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~~STATEMENT OF NO CONFLICT~~

~~To be completed only if neither you nor your relative has a substantial interest requiring disclosure.~~

~~I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the _____ School District.~~

_____ _____

~~Date~~ ~~Signature~~

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POLICY SERVICES

ADVISORY

Volume 38, Number 7 **September 2026**

Adopt Policy Advisory No. 1069.....exists.....Policy KI — Visitors to Schools
DELETE Regulation KI-R — Visitors to Schools
Exhibit KI-E — Visitors to Schools

Policy Advisory Discussion

Policy Advisory No. 1069 **Policy KI — Visitors to Schools**
***DELETE* Regulation KI-R — Visitors to Schools**
Exhibit KI-E — Visitors to Schools

Policy KI has been revised to incorporate relevant provisions of Regulation KI-R and consolidate visitor requirements in one policy. The revised policy clarifies school and classroom visit procedures, including principal approval, advance arrangements for classroom visits, and the requirement that visitors report to the school office upon arrival. The policy also identifies restrictions applicable to visitors, including prohibitions involving alcohol, weapons, drugs, and tobacco or tobacco products on District property, and clarifies consequences for failure to comply with District requirements or lawful directions.

Regulation KI-R has been incorporated into Policy KI under the headings *Visitor Procedures* and *Compliance*. Accordingly, Regulation KI-R has been removed from the model manual.

Exhibit KI-E has been revised to provide a more complete request and approval form for school and classroom visits, tours, and observations. The exhibit adds visitor contact and scheduling information, identifies the type of request, and incorporates acknowledgment of principal approval, school office check-in, and compliance with District visitor requirements.

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ADVISORY 1069

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VISITORS TO SCHOOLS

The Superintendent ~~shall~~ will establish school-visit procedures for the control of persons other than current school personnel or students who enter District premises. ~~Such~~ These procedures ~~shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds~~ may include sign-in protocols, name tags, limits on the number of visitors, and/or allowable visiting dates and times.

Visitors must follow all legal and District requirements including, but not limited to, restrictions against bringing alcohol, weapons, or drugs onto District property or using tobacco or tobacco products on District property.

~~No visit, tour or observation shall be permitted if it threatens the health and safety of the pupils and staff.~~

~~**Parent and Prospective Parent Visitors**~~

~~The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled pupils and parents who wish to enroll their children in the School District. See Regulation KI-R.~~

Visitor Procedures

The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled students and parents who wish to enroll their children in the School District, unless a visit, tour or observation threatens the physical, intellectual, social or emotional health and/or safety of students and staff.

Approval by ~~the principal~~ District Administration is required for all school or classroom visits.

For those who wish to visit a classroom during the school day, the visitor must contact ~~the principal~~ District Administration in advance to arrange a day and time for such visit.

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

Parent and prospective parent visit, tour and observation policies ~~shall~~ and procedures must be easily accessible from the home page of each school's website.

Mask or Face Coverings not Required

The District does not require masks or face coverings anywhere on the District's premises except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required.

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Compliance

Anyone who is not a current student or staff member of the District schools and who violates this policy or applicable visitor procedures may be asked to leave District property; may be prohibited from future campus visits or subject to other limitations on future campus visits; and/or may be subject to other consequences as appropriate. Failure to comply with the lawful directions of District officials, District security officers, or law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District policy. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Adopted: _____

LEGAL REF.:
A.R.S.
13-1302
13-2905
13-2911
13-3102
15-184
15-341
15-342.05
15-507
36-681
A.G.O.
I84-054

CROSS REF.:
A - District Mission and Belief Statement
~~AD - Educational Philosophy/School District Mission~~
BBA - Board Powers and Responsibilities
KFA - Public Conduct on School Property

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~~KI-R ©~~

~~REGULATION~~

~~VISITORS TO SCHOOLS~~

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

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

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

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

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

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

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

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KI-E ©

EXHIBIT

VISITORS TO SCHOOLS

Parents/guardians of enrolled ~~pupils~~ students and parents/guardians who wish to enroll their children in the School District must ~~fill out~~ complete this form to request a visit, tour, or ~~observe~~ observation of a classroom.

Date: _____

Name of Parent/Guardian: _____

Phone: _____ Email: _____

Name of ~~Pupil~~ Student or Prospective ~~Pupil~~ Student: _____

~~Name of Classroom Parent seeks to visit, tour or observe:~~

_____

~~Please describe the reason for your visit, tour or observation so that the District may best satisfy your request:~~

School: _____ Grade: _____

Classroom/Teacher Requested, if known: _____

Type of Request:

- ☐ Visit
- ☐ Tour
- ☐ Observation

Requested Date: _____ Requested Time: _____

Alternate Date/Time, if applicable: _____

Please provide any information that will assist the District in scheduling and accommodating the requested visit, tour, or observation:

_____

_____

_____

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I understand that approval by the principal is required for all school or classroom visits. I also understand that all visitors must report to the school office upon arrival and comply with District policy and applicable visitor procedures.

Parent/Guardian Signature: _____ Date: _____

School Use Only

- ☐ Approved
- ☐ Approved with alternate date/time: _____
- ☐ Denied because the visit, tour, or observation would threaten the health and safety of students or staff.

Principal/Designee Signature: _____ Date: _____

Comments/Conditions, if any:

_____

_____

_____

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

MICTED Adult CTE Program Tuition Refund Policy

Purpose

This policy establishes consistent guidelines for tuition refunds for adult students enrolled in fee-based Career and Technical Education programs offered or administered by MICTED.

Program Cancellation

If MICTED cancels a program before instruction begins, the student will receive a full refund of all tuition and program fees paid to MICTED.

If a program is canceled after instruction begins, MICTED will issue a prorated refund based on the portion of the program not provided. Whenever practical, students may instead choose to transfer their payment to another available program.

Student Withdrawal

A student must submit a written withdrawal request to the designated MICTED administrator. The date MICTED receives the written request will be considered the official withdrawal date.

Withdrawal date	Refund amount
Before the first scheduled class	100% of tuition paid
During the first week of scheduled instructional hours	100% of tuition paid less fees incurred.
After the first week but no more than 25% of scheduled instructional hours	50% of tuition paid less fees incurred.
After 25% of scheduled instructional hours	No refund will be issued

Materials and Third-Party Costs

The following expenses are nonrefundable once ordered, issued, activated, scheduled, or paid to an outside provider:

- Textbooks, uniforms, tools, kits, and consumable supplies
- Background checks, fingerprinting, drug screening, and immunizations
- Certification, licensing, examination, or testing fees
- College tuition or fees paid to a partner institution

- Online subscriptions, software licenses, or access codes
- Equipment damaged, used, or not returned
- Other costs specifically identified as nonrefundable during registration

Unused and unopened materials may be returned only when authorized by MICTED and accepted by the applicable vendor.

Nonattendance and Removal

Failure to attend class does not constitute an official withdrawal and does not automatically qualify the student for a refund.

A student dismissed for violating attendance, conduct, safety, academic-integrity, clinical, or program requirements is not eligible for a refund unless otherwise required by law or approved because of exceptional circumstances.

Exceptional Circumstances

A student may submit a written request for an exception due to documented circumstances such as:

- Serious illness or injury
- Military deployment
- Death or serious illness in the immediate family
- A significant program change made by MICTED
- Other extraordinary circumstances beyond the student's control

The MICTED Superintendent or designee will review exception requests individually. Approval is not guaranteed and may result in a prorated refund, program credit, or transfer to a future cohort.

Refund Processing

Approved refunds will be issued to the person or organization that originally made the payment. Refunds will normally be processed within 30 calendar days after approval.

Any unpaid balance, damaged or unreturned equipment, or other financial obligation may be deducted from the refund when permitted by law.

Third-Party Payments

When tuition is paid by an employer, workforce agency, scholarship provider, school district, or other sponsoring organization, any refund will be returned to that organization according to the applicable agreement.

Students receiving financial assistance are subject to the refund and repayment requirements of the funding source.

Appeals

A student may appeal a refund decision in writing to the MICTED Superintendent or designee within 10 business days of receiving the decision. The appeal should explain the basis for reconsideration and include relevant documentation. The resulting written decision will be final.

Student Acknowledgment

Students must receive this policy before payment and acknowledge during registration that they understand:

- The total tuition and program costs
- Which fees and materials are nonrefundable
- The withdrawal and refund deadlines
- The process for requesting a withdrawal, refund, or appeal