AGENDA
The Governing Board reserves the right to move into executive session for legal advice with its attorneys for any item listed on the agenda, in person or by telephone, pursuant to A.R.S. §38-431.03(A)(3). Members of the Governing Board will attend the meeting either in person or by telephone conference call.

A G E N D A

1. CALL TO ORDER

2. ROLL CALL
   Board Members:  ___ Marcus Eads, President  ___ Jane Hunt, Clerk
   ___ Gina Ragsdale, Member  ___ Amy Lovitt, Member  ___ Richard Hopkins, Member

3. PLEDGE OF ALLEGIANCE

4. WORK SESSION
   DISCUSSION
   Demographic Study Presentation

5. ANNOUNCEMENTS

6. ADJOURNMENT

Persons with a disability may request a reasonable accommodation by contacting Tmber DeLong, at 623-925-3403. Requests should be made at least 48 hours in advance of the meeting to allow the District time to arrange for an accommodation. Additional documentation relating to public meeting agenda items may be obtained at least 24 hours in advance of the meeting at the District Office, 25555 W. Durango Street, Buckeye, AZ 85236.
BUCKEYE ELEMENTARY SCHOOL DISTRICT NO. 33
District Board Room - 25555 W. Durango Street

GOVERNING BOARD

REGULAR MEETING
Monday, April 3, 2017 -- 6:30 p.m.

The Governing Board reserves the right to move into executive session for legal advice with its attorneys for any item listed on the agenda, in person or by telephone, pursuant to A.R.S. §38-431.03(A)(3). Members of the Governing Board will attend the meeting either in person or by telephone conference call.

A G E N D A

1. CALL TO ORDER
   President

2. ROLL CALL
   Clerk
   Board Members: ___ Marcus Eads, President  ___ Jane Hunt, Clerk
   ___ Gina Ragsdale, Member   ___ Amy Lovitt, Member    ___ Richard Hopkins, Member

3. PLEDGE OF ALLEGIANCE
   President

4. BOARD MEMBER COMMENTS
   President

5. CALL TO THE PUBLIC
   President

(A.R.S. §38-431.01.G states “A governing board may conduct an open call to the public but may not discuss or take legal action on a matter raised during a call to the public unless the matter has been properly noticed for discussion and legal action.” Individuals who wish to address the Board are to complete the appropriate form prior to the meeting and give the form to the Board Secretary. The Board President will call upon you at the appropriate time).

6. APPROVAL OF MINUTES (pg. 9)
   Action

6.A The Board will consider approval of the minutes of the Regular Meeting of March 6, 2017.

7. CONSENT AGENDA/FINANCIAL ITEMS
   Action

7.A BUSINESS

7.A.1 Accounts Payable Expense Vouchers – (pg. 14)
   BATCH ID # B056, B057, B058, B059, B060, B061
   The Board will consider the expenditures that have been processed since the last Governing Board meeting.

7.A.2 Payroll Vouchers – 21/1154, 22/1166 (pg. 23)
   The board will consider the vouchers that have been processed since the last Governing Board meeting.

7.A.3 Foodservice Summary Report (pg. 29)
   The Board will consider the Food Services activities that have been processed since the last Governing Board meeting.
7.A.4  **Student Activity & Auxiliary Fund Account Reports (pg. 31)**  
The Board will consider the student activity and auxiliary reports for February 2017.

7.A.5  **Tax Credit Account Reports (pg. 33)**  
The Board will consider Tax Credit reports for February 2017.

7.A.6  **Budget Summary Reports (Maintenance & Operations and District Additional Assistance)**  
The Board will consider the M&O and DAA Reports for February 25, 2017 through March 24, 2017. (pg. 35)

7.B  **PERSONNEL**

7.B.1  **RESIGNATIONS (pg. 37)**

**Certified**

- Alvarez, Rupert  P.E. Teacher  Effective 5/18/2017
- Bainter, Karen  SPED Teacher  Effective 5/18/2017
- Baldey, Meredith  6th Grade Teacher  Effective 5/18/2017
- Bambrick, Kala  7th Grade Science Teacher  Effective 5/18/2017
- Bambrick, John  7th Grade S.S. Teacher  Effective 5/18/2017
- Brooks, Miranda  2nd Grade Teacher  Effective 5/18/2017
- Bubanic, Kasara  SPED Teacher  Effective 5/18/2017
- Bunkers, Nina  7th Grade Math Teacher  Effective 5/18/2017
- Daggett, Kenneth  7th & 8th Grade S.S. Teacher  Effective 5/18/2017
- Elmer, Melanie  2nd Grade Teacher  Effective 5/18/2017
- Fisher, Christy  1st & 2nd Grade ELD Teacher  Effective 5/18/2017
- Fitzgerald, Traci  K Teacher  Effective 5/18/2017
- Folsom, Christine  3rd Grade Teacher  Effective 5/18/2017
- Garcia, Julie  2nd Grade Teacher  Effective 5/18/2017
- Gillespie, Laura  1st Grade Teacher  Effective 5/18/2017
- Hannasch, Caitlin  3rd Grade Teacher  Effective 5/18/2017
- Harris, Debby  K-8 Music Teacher  Effective 5/18/2017
- Hoard, Samantha  7th Grade Math Teacher  Effective 5/18/2017
- Jensen, Sherry  6th Grade Science Teacher  Effective 5/18/2017
- Konietzka, Mark  7th & 8th Grade Science Teacher  Effective 5/18/2017
- Murry, Mia  SPED Teacher  Effective 5/18/2017
- O’Malley, Kylee  5th Grade Teacher  Effective 5/18/2017
- Ortiz, Marissa  3rd Grade Teacher  Effective 5/18/2017
- Pothast, Justin  5th Grade Teacher  Effective 5/18/2017
- Rhude, Tricia  4th Grade Teacher  Effective 5/18/2017
- Smith, Nike  5th Grade Teacher  Effective 5/18/2017
- Thompson, Deita  6th Grade Teacher  Effective 5/18/2017
- Troester, Ashley  1st Grade Teacher  Effective 5/18/2017
- Tutten, Jill  2nd Grade Teacher  Effective 5/18/2017
- Wilson, Laura  Principal @ Inca  Effective 3/24/2017

**Classified**

- Barragan, Stephanie  Parapro II  Effective 3/10/2017
- Choate, Dina  Parapro II  Effective 4/6/2017
- Eagle-Bradbury, Jordan  Parapro III  Effective 3/10/2017
- Ellis, Lisa Marie  Kinder Parapro  Effective 3/10/2017
- Gutierrez, Rafaela  Office Clerk  Effective 3/10/2017
- Lopez, Cecilia  Food Service Worker I  Effective 3/3/2017
- Palacios, Madeline L.  Parapro IV  Effective 3/10/2017
- Rodriguez, Cassandra I.  Parapro IV  Effective 3/2/2017
- Trujillo, Leslie  Parapro II  Effective 3/10/2017

**Retirees**

NONE
7.B.2 NEW PERSONNEL (pg. 39)

**Certified**
- Brown, Megan  Assistant Principal  BES
- Davis, Drew  Assistant Superintendent  District

**Classified**
- Castillo, Laura  Food Service Worker - Substitute  District
- Cedillo, Cintya  Parapro IV  Preschool
- Crockett, Sheena  Parapro III  Jasinski
- Martin, Jeannie  Food Service Worker - Substitute  District
- Munoz, Kristhal M.  Parapro IV  Preschool
- Redmond, Tina  Food Service Worker  BES
- Romero, Rosann  Classified Sub  Jasinski
- Swearengin, Lori  Kinder Parapro  Jasinski/WP

8. COMMUNICATIONS AND PETITIONS

9. REPORTS

9.A District Band Update
   - Amber Shupe, District Band Director will update the Governing Board on the current events and successes of the music program.

9.B Presentation of the 7th Annual Award of Excellence for Fire Safety Inspection
   - Lester Dunning, Transportation/Maintenance Director will present the 7th Annual Award of Excellence for Fire Safety Inspection.

9.C Superintendent
   - Superintendent Award of Excellence

9.D Student Representative Report

9.E Construction Update
   - Project management firm will update the board on Marionneaux Elementary School.

10. OLD AND CONTINUING BUSINESS

None

11. NEW BUSINESS

11.A INCA ELEMENTARY SCHOOL 7TH-8TH GRADE G.A.T.E. NORTHERN ARIZONA TRIP  (pg. 41)  **ACTION**

The Governing Board will consider approving the recommendation to approve the Inca Elementary School 7th-8th Grade G.A.T.E. Northern Arizona Trip.

11.B BUCKEYE ELEMENTARY SCHOOL 6TH GRADE OVERNIGHT SCIENCE FIELD TRIP  (pg. 43)  **ACTION**

The Governing Board will consider approving the recommendation to approve the Buckeye Elementary School 6th Grade overnight Science Field Trip to Lake Pleasant.
11.C STUDENT FEES FOR SUMMER BAND PROGRAM (pg. 45)  

The Governing Board will consider approving the recommendation to approve student fees for the summer Band Program.

11.D SECOND READING, BY TITLE, OF POLICY UPDATES AS RECOMMENDED BY ARIZONA SCHOOL BOARD ASSOCIATION (pg. 51)  

The Governing Board will consider approving the recommendation to approve the second reading, by title, of policy updates as recommended by Arizona School Board Association as followed:

*Manual and Administrative Regulations – Introduction
*BGD – Board Review of Regulations
*DIE – Audits/Financial Monitoring
*DJ E – Bidding/Purchasing Procedures
*GCCA – Professional/Support Staff Sick Leave
*GCF-ED Exhibit – Professional Staff Hiring
*GDF-EE Exhibit – Support Staff Hiring
*GDj Exhibit – Support Staff Assignments and Transfer
*Regulation IHBJ-R – Indian Education
*JNDBA – Website Accessibility (New Policy)
*JFABD – Admission of Homeless Students
*JFABD-EB – Admission of Homeless Students
*J FB - Open Enrollment
*J FBA – Unsafe School Choice
*J LCC – Communicable/Infectious Diseases
*J R – Student Records
*J R-R – Student Records
*J RR – Student Surveys
*LBD – Relations with Charter Schools (Deletion)
*LBD-E – Relations with Charter Schools (Deletion)

12. ADJOURNMENT

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MINUTES
REGULAR MEETING
Monday, March 6, 2017
District Governing Board Room

MINUTES

CALL TO ORDER/ROLL CALL
President Eads called the regular meeting to order at 6:30 p.m.

ROLL CALL
Present were President Eads, Clerk Hunt, Member Hopkins, Member Lovitt, and Member Ragsdale.

PLEDGE OF ALLEGIANCE
Jasinski student, Maurice Miles led the pledge of allegiance.

BOARD MEMBER COMMENTS
President Eads commented on attending the Green Eggs and Ham Breakfast and thanked Hickman’s Family Farms for providing the meal and their support.

Clerk Hunt congratulated the district on the wonderful student MSAN presentations. They represented the district very well.

CALL TO PUBLIC
None

APPROVAL OF MINUTES
The Board was presented with the minutes of the Special Meeting/Work Session on February 6, 2017, and Regular Meeting on February 6, 2017. Clerk Hunt made a motion to approve the minutes as presented; Member Lovitt seconded and motion passed unanimously.

CONSENT AGENDA
The governing board was presented with the following financial and personnel items that have transpired since the last regular meeting for their consideration as part of the consent agenda:

BUSINESS
a. Accounts Payable Expense Vouchers – # B048, B049, B050, B051, B052, B053, B054, B055
b. Payroll Vouchers – #20/1144
c. Foodservice Summary Report
e. Tax Credit Account Reports for January 2017.

PERSONNEL
RESIGNATIONS
Certified
Duncan, Audrey 5th Grade Teacher Effective 5/18/2017
Gabel, Mary 8th Grade Math Teacher Effective 5/18/2017
Rolfe, Molly Kindergarten Teacher Effective 5/18/2017
Vasquez, Julie 7th Grade Math Teacher Effective 5/18/2017
** Classified**

Carter, Roxanne  
Parapro II  
Effective 2/17/2017

Johnson, Gabriel  
Parapro IV  
Effective 2/16/2017

Hawkins, Debra  
Parapro IV  
Effective 2/24/2017

Yanez, Maribel  
Kinder Parapro  
Effective 2/10/2017

**Retirees**

Diamond-Buquicchio, Lillian  
Parapro III  
Effective 5/18/2017

Herrera, Consuelo  
Parapro IV  
Effective 5/18/2017

**NEW PERSONNEL**

**Certified**

NONE

**Classified**

Barahona, Michelle  
Parapro I  
Inca

Espinoza, Margarita  
Parapro II  
BES

Gonzalez, Ashley M.  
Administrative Assistant  
Central Office

Hakeem, Habibah Z.  
Library Technician  
Bales

Renteria, Martina Y.  
Substitute Aide  
District

Rodriguez, Cassandra I.  
Parapro IV  
Jasinski

Shaffer-Cheatham, Samantha  
SLPA  
Jasinski

Soucinek, Jeremy  
Parapro II  
BES

Valenzuela Flores, Maria D.  
Substitute Aide  
District

**DONATIONS**

NONE

Member Ragsdale made a motion to approve the Consent Agenda and financial items as presented; Clerk Hunt seconded and motion passed unanimously.

**COMMUNICATION AND PETITIONS**

None

**REPORTS**

*Superintendent Report* –

Dr. Sandvik commented on attending the AASA meeting in New Orleans; she will be bringing some ideas forward in the near future. It was a really good conference.

Dr. Sandvik presented Brittany Tarango with the Superintendent Award of Excellence for her outstanding dedication to the district.

Dr. Sandvik had Mr. Bowler handout and discuss the Audit General Financial Report.

*Student Representative Report* –

Jasinski Elementary School student Maurice Miles updated the Governing Board on the current events and fundraisers happening at Jasinski.

*School Report* –
Dr. Donna Fitzgerald reviewed Jasinski’s school goals and opportunities for student leadership through the development of student clubs and community involvement.

Construction Update –
Project management firm updated the governing board on Marionneaux Elementary School.

OLD AND CONTINUING BUSINESS
None

NEW BUSINESS

CERTIFIED STAFF FOR RE-EMPLOYMENT FOR FY 2018
The Governing Board approved the recommendation to approve the listing of certified staff for re-employment for FY 2017. Clerk Hunt made a motion to approve. Member Lovitt seconded the motion. Motion passed 5-0.

TERMINATION OF FY 17 CLASSIFIED/SUPPORT STAFF
The Governing Board approved the recommendation to approve to terminate all classified/support staff 2016-17 position on or about May 18 or June 30, or as appropriate for the position they hold as the duties for said position cease upon these dates. Member Ragsdale made a motion to approve. Clerk Hunt seconded the motion. Motion passed 5-0.

RE-HIRE CLASSIFIED/SUPPORT STAFF FOR FY 2018
The Governing Board approved the recommendation to approve to re-hire the Classified/Support Staff employees as presented by the administration on or about July 1, July 31, or as appropriate for the position they are employed. President Eads made a motion to approve. Member Ragsdale seconded the motion. Motion passed 5-0.

STAFF COMPENSATION PACKAGE 2017-2018
The Governing Board approved the recommendation to approve the 2017-18 staff compensation package. Clerk Hunt made a motion to approve. President Eads seconded the motion. Motion passed 5-0.

CITIZENS COMMITTEE
The Governing Board approved the recommendation to approve the establishment of a Citizens Committee to examine educational funding for BESD as recommended by the administration. Member Hopkins made a motion to approve. Clerk Hunt seconded the motion. Motion passed 5-0.

STAFF MEMBER REQUESTING LONG TERM LEAVE CONSIDERATION FOR MEDICAL REASONS
The Governing Board approved the recommendation to approve the request for longer term leave for the employee pursuant to ARS 15-510. Member Hopkins made a motion to approve. Member Ragsdale seconded the motion. Motion passed 5-0.

FIRST READING, BY TITLE, OF POLICY UPDATES AS RECOMMENDED BY ARIZONA SCHOOL BOARD ASSOCIATION
The Governing Board approved the recommendation to approve the first reading, by title, of policy updates as recommended by Arizona School Board Association for the following:
*Manual and Administrative Regulations – Introduction
*BGD – Board Review of Regulations
*DIE – Audits/Financial Monitoring
*DJE – Bidding/Purchasing Procedures
*GCCA – Professional/Support Staff Sick Leave
*GCF-ED Exhibit – Professional Staff Hiring
*GDF-EE Exhibit – Support Staff Hiring
*GDJ Exhibit – Support Staff Assignments and Transfer
*Regulation IHBJ-R – Indian Education
*IJ NDBA – Website Accessibility (New Policy)
*J FABD – Admission of Homeless Students
*J FABD-EB – Admission of Homeless Students
*J FB – Open Enrollment
President Eads made a motion to approve. Member Lovitt seconded the motion. Motion passed 5-0.

ADJOURNMENT
There being no other business, a motion to adjourn the regular meeting was made by President Eads, seconded by Member Lovitt. Motion passed unanimously. Meeting adjourned at 7:28p.m.

APPROVED: GOVERNING BOARD OF BESD #33

Marcus Eads, President

Jane Hunt, Clerk

Richard Hopkins, Member

Amy Lovitt, Member

Gina Ragsdale, Member

ADMINISTRATION PRESENT:
Dr. Kristi Sandvik, Superintendent; Nate Bowler, Assistant Superintendent; Tmber DeLong, Executive Assistant; Kevin Bulger, Fred Lugo, Lester Dunning, Sue Johnson, Dina Cegelka, Neva Burlingame, Craig Stengel, Donna Fitzgerald, Brittany Tarango, Kim Rimbey

OTHERS PRESENT:
Cinda Gerhauser, Valerie Orvis, Curtis Orvis, Gordon VASFaret, Ryan Monahan, Trenda Long, Elizabeth Naughton, Erin Niblock, Robert Wehofer, Stephanie Young, Joann Loudermilk, Kendra Garza, Carrie Murry, Amy Emmons, Roslyn Quintero, Holli Sierra, Diana Cowles-Cone, Ashley Swain, Patricia Vallier, Heather Battaglia, Aimee Singleterry, AJ Young
CONSENT
AGENDA
## A/P Batch B056 for Board Meeting on April 3, 2017

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**GRAND TOTAL for Voucher 1155** $800.54

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**GRAND TOTAL for Voucher 1156** $53,779.53

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**GRAND TOTAL for Voucher 1157** $56,834.19

**GRAND TOTAL for BATCH 056** $111,414.26
## A/P Batch B057 for Board Meeting on April 3, 2017

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**GRAND TOTAL for Voucher 1158** $7,240.43

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**GRAND TOTAL for Voucher 1159** $19,227.00

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<td>Castles N' Coasters</td>
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<td>Officer Hector Vargas</td>
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<td>Southwest Psychological Services</td>
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<td>Splashtop Inc</td>
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<td>Terey Summers</td>
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<td>Triumph Learning</td>
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**GRAND TOTAL for Voucher 1160** $30,988.47

**GRAND TOTAL for BATCH 057** $57,455.90
### A/P Batch B058 for Board Meeting on April 3, 2017

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<td>W. L. Emshoff</td>
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Processed By: Lacy Hunt  
Voucher Processed On: 3/7/2017
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**GRAND TOTAL for Voucher 1163** $ 100,988.65

**GRAND TOTAL for BATCH 058** $ 130,023.60
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<td>ELEUTHERIA WELLNESS CENTER, LLC</td>
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**GRAND TOTAL for BATCH 059**  
$63,871.01
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| GRAND TOTAL for Voucher 1167

**$14,685.28**
A/P Batch B060 for Board Meeting on April 3, 2017

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GRAND TOTAL for Voucher 1168 $47,455.93

GRAND TOTAL for BATCH 060 $62,141.21
## A/P Batch B061 for Board Meeting on April 3, 2017

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**GRAND TOTAL for Voucher 1169**  
$4,015.30

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**GRAND TOTAL for Voucher 1170**  
$109,822.26

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Processed By: Brittany McDaniel  
Voucher Processed On: 3/16/2017
### A/P Batch B061 for Board Meeting on April 3, 2017

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BUCKEYE ELEMENTARY SCHOOL DISTRICT #33 VOUCHER

21, 1154  3/2/2017  Kerri Kerr
Voucher Number  Voucher Date  Prepared By

The County School Superintendent of MARICOPA COUNTY is hereby authorized to draw warrant(s) on the County Treasurer against BUCKEYE ELEMENTARY SCHOOL DISTRICT #33 Fund(s) for necessary expenses against the school district and obligations incurred for value received in services for materials as shown below.

I certify by my original signature that this claim is just and correct and the services and/or materials herein represented have been received and that the claim: _____ was approved at a public meeting of the Governing Board on ______________ (A.R.S. 15-304), or X _____ will be ratified at the next regular or special meeting of the Governing Board on ______________, 2017, in accordance with the procedures of A.R.S. 15-321. All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with A.R.S. 38-231.

School Administrator: Kush Sandvik

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</table>

*****  See Attached  *****
The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against BUCKEYE ELEMENTARY SCHOOL DISTRICT #33 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services as shown below for the pay period ending 2/17/2017.

I certify by my original signature below that this claim is just and correct, that teachers, substitute teachers and administrators whose salaries are claimed herein are legally certified during the fiscal year covering this pay period and that the services herein represented have been received and that the claim: ___ was approved at a public meeting of the governing board on ______________ (A.R.S. 15-304), or ___ will be ratified at the next regular or special meeting of the governing board on Mar., 2017 in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Kristi Sundriek
Administrator

Marcus Eads
President

Jane Hunt
Clerk

Richard Hopkins
Member

Amy Lovitt
Member

Gina Ragsdale
Member

<table>
<thead>
<tr>
<th>FUND</th>
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Substitute for ADE 40-101
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The County School Superintendent of MARICOPA COUNTY is hereby authorized to draw warrant(s) on the County Treasurer against BUCKEYE ELEMENTARY SCHOOL DISTRICT #33 Fund(s) for necessary expenses against the school district and obligations incurred for value received in services for materials as shown below.

I certify by my original signature that this claim is just and correct and the services and/or materials herein represented have been received and that the claim: ___ was approved at a public meeting of the Governing Board on ___ (A.R.S. 15-304), or ___ will be ratified at the next regular or special meeting of the Governing Board on ___ April 1, 2017 in accordance with the procedures of A.R.S. 15-321. All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with A.R.S. 38-231.

School Administrator: ___

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</table>

***** See Attached *****
The County School Superintendent of Maricopa County is hereby authorized to draw warrants on the County Treasurer against BUCKEYE ELEMENTARY SCHOOL DISTRICT #33 School District Fund(s) for necessary expenses against the school district and obligations incurred for value received in services as shown below for the pay period ending 3/3/2017.

I certify by my original signature below that this claim is just and correct, that teachers, substitute teachers and administrators whose salaries are claimed herein are legally certified during the fiscal year covering this pay period and that the services herein represented have been received and that the claim: ___ was approved at a public meeting of the governing board on (A.R.S. 15-304), or X will be ratified at the next regular or special meeting of the governing board on April 2017 in accordance with the procedures of A.R.S. 15-321. All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Kris Sandoval
Administrator

Marcus Eads
President

Jane Hunt
Clerk

Richard Hopkins
Member

Amy Lovitt
Member

Gina Ragsdale
Member

<table>
<thead>
<tr>
<th>FUND</th>
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<th>RETIREMENT</th>
<th>BENEFITS</th>
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PR #: 22
Date: 1166
Substitute for ADE 40-101
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Buckeye Elementary School District #33  
Food Service Board Report  
2016-2017  

Presented at the April Board Meeting

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
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<tr>
<td>Refunds</td>
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<tr>
<td>Ala carte / Adult meals</td>
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<tr>
<td><strong>Total Sales</strong></td>
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<td>Federal Reimbursement: Jan./Feb $248,271.22</td>
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<tr>
<td>Reimbursement not received from County Treasurer</td>
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<tr>
<td><strong>Other Revenue:</strong></td>
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<tr>
<td>Interest</td>
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<td>Headstart</td>
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<td>Miscellaneous Refunds/Bank fees</td>
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<tr>
<td><strong>Total Revenue:</strong></td>
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<tr>
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<td><strong>Total Expenses:</strong></td>
<td>$(207,111.05)</td>
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Ending Cash Balance for the month of February  

$ (84,576.62)
## Meal Service Summary

You are in NSLP Home > NSLP Claims Index > Meal Service Summary

Calendar Year: 2017  
Month: February

**Buckeye Elementary District (07-04-33)**

Accurate as of 3/2/2017 2:19:24 PM

### 2017 February

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<td>Paid Meals Served</td>
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<td><strong>Total:</strong></td>
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<td>$46,814.18</td>
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</table>

| **Lunch - High Rate or At-Risk** |       |       |            |
| Free Meals Served            | 58,153| 3.1800| $184,926.54|
| Reduced-Price Meals Served   | 0     | 2.7600| 0.00       |
| Paid Meals Served            | 27,065| 0.3200| 8,660.80   |
| Add-On for Menu Certification| 85,218| 0.0600| 5,113.08   |
| **Total:**                   |       |       | $198,700.42|

| **Afternoon Snack - High Rate or At-Risk** |       |       |            |
| Free Meals Served            | 4,177 | 0.8600| $3,592.22  |
| **Total:**                   |       |       | $3,592.22  |

Month Total: $249,106.82
## 2016-2017 STUDENT ACTIVITIES BALANCE

**FY17 FEBRUARY 2017**

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<th>DESCRIPTION</th>
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### IVEE RECONCILIATION:

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**GOVERNING BOARD SIGNATURES**

Activity Assistant Treasurer

Business Manager, Treasurer
# 2016-2017 AUXILIARY ACCOUNT BALANCE
## FY17 FEBRUARY 2017

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**TOTALS:**

| $ 68,804.95 | $ 13,618.48 | $ 5,283.72 | $ 77,139.71 |

**IVEE RECONCILIATION:**

| BEGINNING BOOK BALANCE | $ 68,804.95 |
| DEPOSITS              | $ 13,618.48 |
| EXPENDITURES          | $ 5,283.72  |
| **IVEE ENDING BALANCE** | **$ 77,139.71** |

**GOVERNING BOARD SIGNATURES**

**MARICOPA COUNTY BALANCE**

| OUTSTANDING ITEM | $ - |
| OUTSTANDING ITEM | $ - |

**COUNTY RECONCILED BALANCE**

| $ 77,139.71 |

---

Auxiliary Assistant Treasurer

Business Manager, Treasurer
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<td>Greatest Need (GN)</td>
<td>8900 $ 2,249.35</td>
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<td>Fine Arts/Band/Choir (FA)</td>
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<td>After School Programs (ASP)</td>
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<td><strong>INCA TOTALS:</strong></td>
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<td>DISBURSEMENTS</td>
<td>ENDING BALANCE</td>
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<td>Located at BAL Site 102</td>
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<td>Located at WPS Site 103</td>
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<td>$937.20</td>
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<td>Located at SJS Site 104</td>
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<td>Located at SUN Site 105</td>
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<td>Located at INCA Site 107</td>
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<td>Located at BES Site 109</td>
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<td>DIST-505 Wrestling Program</td>
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<td>Interest Earned</td>
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<td><strong>DISTRICT TOTALS:</strong></td>
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<td><strong>$57,274.63</strong></td>
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**Deposit Journal Entries**

954 / 960 / 961 / 964 / 985 / 1015
1032 / 1033 / 1034 / 1047 / 1050 / 1059
1062 / 1074 / 1075 / 1076 / 1078 / 1079
1081 / 1089 / 1093 / 1126

**Site Council Decisions:**

INCA: Move $650.00 from 8900 to 8351.

**Vouchers**

1140 / 1142 / 1146 / 1153
### 2016-2017 MAINTENANCE & OPERATION

Operating Statement with Encumbrance  
February 25, 2017 through March 24, 2017

<table>
<thead>
<tr>
<th>BUDGET DESCRIPTION</th>
<th>ADOPTED BUDGET 7/6/2016</th>
<th>DATE BUDGET REVISED 12/5/2016</th>
<th>YEAR TO DATE</th>
<th>ENCUMBRANCE &amp; YTD EXPENSE</th>
<th>BUDGET BALANCE</th>
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<td>6110 Regular Ed Certified</td>
<td>$10,872,408.00</td>
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<td>6150 Special Ed Classified</td>
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<td>$1,185,120.78</td>
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<td>6150 Transportation Classified</td>
<td>$730,788.00</td>
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<td>$547,932.26</td>
<td>$245,713.76</td>
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<td>6110 Deseg Certified</td>
<td>$1,162,774.00</td>
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<td>$669,807.28</td>
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<td>6150 Deseg Classified</td>
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<td>6110 School Sponsored Activities Certified</td>
<td>$153,254.00</td>
<td>$153,254.00</td>
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<td>6150 School Sponsored Activities Classified</td>
<td>$2,175.00</td>
<td>$2,175.00</td>
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<td>6150 BESD PS Classified</td>
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<td>$-</td>
<td>$19,091.84</td>
<td>$9,846.40</td>
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Subtotal Salaries: $18,651,334.00 $18,702,791.00 $10,699,551.44 $5,506,362.66 $16,205,914.10 $2,496,876.90

| 6200 Employee Benefits | $5,211,470.00 | $5,211,470.00 | $3,795,672.88 | $1,602,552.99 | $5,398,225.87 |

Subtotal Salaries/Benefits: $23,862,804.00 $23,914,261.00 $14,495,224.32 $7,108,915.65 $21,604,139.97 $2,310,121.03

| 6300 Purchased Professional Services | $3,567,307.00 | $3,567,307.00 | $1,548,271.58 | $856,934.42 | $2,405,206.00 |
| 6400 Purchased Property Services | $424,430.00 | $424,430.00 | $706,136.30 | $709,537.52 | $1,415,673.82 |
| 6500 Other Purchased Services | $492,093.00 | $492,093.00 | $738,793.42 | $458,353.51 | $1,197,146.93 |
| 6600 Supplies | $1,912,198.00 | $1,912,198.00 | $1,156,318.51 | $587,166.07 | $1,743,484.58 |
| 6800 Other Expenses | $51,268.00 | $51,268.00 | $35,780.52 | $2,262,237.74 | $6,811,538.07 |

Subtotal Non-Salaried Items: $6,447,296.00 $6,447,296.00 $4,185,300.33 $2,626,237.74 $364,242.07

**TOTAL** Maintenance/Operation: $30,310,100.00 $30,361,557.00 $18,680,524.65 $9,735,153.39 $28,415,678.04 $1,945,878.96

Percent of Budget Unspent/Unencumbered: 6.41% per Budget: $30,361,557.00

Submitted By: Trenda Long
## BUDGET DESCRIPTION

<table>
<thead>
<tr>
<th>ADOPTED BUDGET</th>
<th>DATE BUDGET REVISED</th>
<th>YEAR TO DATE EXPENDITURES</th>
<th>ENCUMBRANCE</th>
<th>ENCUMBRANCE &amp; YTD EXPENSE</th>
<th>BUDGET BALANCE</th>
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<tbody>
<tr>
<td>6600 Unallocated Budgets</td>
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<td>6300 Purchased Services</td>
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<td>6320 Professional Education</td>
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<td>6340 Technical Services</td>
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<td>$ -</td>
<td>45,978.50 $ 5,000.00</td>
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<td>6642 Textbooks</td>
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<td>6731 Capital &lt; $1,000</td>
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<td>6830 Redemption of Principal</td>
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**TOTAL Capital** | $ 4,883,710.00 $ 4,855,341.00 | $ 1,100,448.29 $ 219,104.79 | $ 1,319,553.08 $ 3,535,787.92

Percent of Budget Unspent 72.82% per Budget: $ 4,855,341.00

Submitted By: Trenda Long
BOARD AGENDA ACTION ITEM

DATE FOR BOARD CONSIDERATION: April 3, 2017
ITEM: Personnel-Resignations
SUBMITTED BY: Dr. Kristi Sandvik, Superintendent

ITEM NO. 7.B.1
READING _____ DISCUSS ___ ACTION ___

RELEVANT/SUPPORTING DATA:

The Superintendent, through the Human Resources Department, is responsible to make recommendations to the board regarding personnel to meet the district’s staffing needs. The recommendations are part of the Consent Agenda. The following have submitted their resignations and/or retirements:

Certified
Alvarez, Rupert P.E. Teacher Effective 5/18/2017
Bainter, Karen SPED Teacher Effective 5/18/2017
Ballew, Meredith 6th Grade Teacher Effective 5/18/2017
Barnard, Kala 7th Grade Science Teacher Effective 5/18/2017
Bambrick, John 7th Grade S.S. Teacher Effective 5/18/2017
Brooks, Miranda 2nd Grade Teacher Effective 5/18/2017
Bubanic, Kasara SPED Teacher Effective 5/18/2017
Bunkers, Nina 7th Grade Math Teacher Effective 5/18/2017
Daggett, Kenneth 7th & 8th Grade S.S. Teacher Effective 5/18/2017
Elmer, Melanie 2nd Grade Teacher Effective 5/18/2017
Fisher, Christy 1st & 2nd Grade ELD Teacher Effective 5/18/2017
Fitzgerald, Traci K Teacher Effective 5/18/2017
Folsom, Christine 3rd Grade Teacher Effective 5/18/2017
Garcia, Julie 2nd Grade Teacher Effective 5/18/2017
Gillespie, Laura 1st Grade Teacher Effective 5/18/2017
Hannasch, Caitlin 3rd Grade Teacher Effective 5/18/2017
Harris, Debby K-8 Music Teacher Effective 5/18/2017
Hoard, Samantha 7th Grade Math Teacher Effective 5/18/2017
Jensen, Sherry 6th Grade Science Teacher Effective 5/18/2017
Konietzka, Mark 7th & 8th Grade Science Teacher Effective 5/18/2017
Murry, Mia SPED Teacher Effective 5/18/2017
O’Malley, Kylee 5th Grade Teacher Effective 5/18/2017
Ortiz, Marissa 3rd Grade Teacher Effective 5/18/2017
Potthast, Justin 5th Grade Teacher Effective 5/18/2017
Rhude, Tricia 4th Grade Teacher Effective 5/18/2017
Smith, Nike 5th Grade Teacher Effective 5/18/2017
Thompson, Deita 6th Grade Teacher Effective 5/18/2017
Troester, Ashley 1st Grade Teacher Effective 5/18/2017
Tutten, Jill 2nd Grade Teacher Effective 5/18/2017
Wilson, Laura Principal @ Inca Effective 3/24/2017

Classified
Barragan, Stephanie Parapro II Effective 3/10/2017
Choate, Dina Parapro II Effective 4/6/2017
Eagle-Bradbury, Jordan Parapro III Effective 3/10/2017
Ellis, Lisa Marie Kinder Parapro Effective 3/10/2017
Gutierrez, Rafaela  Office Clerk    Effective 3/10/2017
Lopez, Cecilia  Food Service Worker I    Effective 3/3/2017
Palacios, Madeline L.  Parapro IV    Effective 3/10/2017
Rodriguez, Cassandra I.  Parapro IV    Effective 3/2/2017
Trujillo, Leslie  Parapro II    Effective 3/10/2017

Retirees
NONE

RECOMMENDATION:
It is recommended that the Governing Board accept the resignations and/or retirements of the employees listed.

GOVERNING BOARD ACTION:

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<th>MOTION</th>
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BOARD AGENDA ACTION ITEM

DATE FOR BOARD CONSIDERATION: April 3, 2017

ITEM: New Personnel

SUBMITTED BY: Dr. Kristi Sandvik, Superintendent

ITEM NO. 7.B.2

READING _____

DISCUSS X

ACTION X

RELEVANT/SUPPORTING DATA:
The Superintendent, through the Human Resources Department, is responsible to make recommendations to the board regarding personnel to meet the district’s staffing needs. These recommendations are part of the Consent Agenda. The process used to meet our staffing needs includes following job posting procedures as outlined in policy. The following are recommended for employment:

Certified
Brown, Megan Assistant Principal BES
Davis, Drew Assistant Superintendent District

Classified
Castillo, Laura Food Service Worker - Substitute District
Cedillo, Cintya Parapro IV Preschool
Crockett, Sheena Parapro III Jasinski
Martin, Jeannie Food Service Worker - Substitute District
Munoz, Kristhal M. Parapro IV Preschool
Redmond, Tina Food Service Worker BES
Romero, Rosann Classified Sub Jasinski
Swearengin, Lori Kinder Parapro Jasinski/ WP

RECOMMENDATION:
It is recommended the Governing Board approve the employees as suggested.

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NEW BUSINESS
BOARD AGENDA ACTION ITEM

DATE FOR BOARD CONSIDERATION: April 3, 2017

ITEM NO. 11.A

ITEM: 7th-8th Grade G.A.T.E. Northern Arizona Trip

SUBMITTED BY: Gail Oxford, Inca Elementary L.A. Teacher

READING____

DISCUSS X

ACTION X

RELEVANT/ SUPPORTING DATA:

The students in the 7th and 8th grade G.A.T.E. classes at Inca Elementary School would like to request permission to attend a trip to Northern Arizona on April 22nd, 2017. The trip is a day trip to leave 6:00 a.m. on the 22nd of April and return that evening.

The trip would be to the following sites: Bearizona Wildlife Park and Grand Canyon Caverns.

The students will contribute $25.00 to assist in the cost of the trip.

The trip would be a culminating, educational experience for our students and would apply to Arizona State Standards.

We realize that this trip travels out of our local area, but hope that our Buckeye Elementary District School Board will grant permission for us to: explore, apply concepts, analyze, synthesize, connect, critique, and prove what we have learned in our G.A.T.E. classroom.

Thank you for your consideration,
The 7th-8th Grade G.A.T.E. students of Inca Elementary

RECOMMENDATION:

It is recommended that the Governing Board consider approving the Inca Elementary School 7th-8th Grade G.A.T.E. Northern Arizona Trip.

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Itinerary of Inca Elementary G.A.T.E. Trip

APRIL 22nd, 2017

6:00 a.m. – Leave Inca Campus

9:00 a.m. – Arrive at Bearizona Wildlife Park

Tour park – attend bird show, walk around to view animals, and drive through tour of park.

12:30 p.m. – Leave Bearizona at 12:30 p.m. travel to Caverns

1:30 p.m. – Arrive at Grand Canyon Caverns

1:30 p.m. – Tour Grand Canyon Caverns

3:00 p.m. – Leave Grand Canyon Caverns and travel to Inca Campus

7:00 p.m. – Arrive at Inca Campus
BOARD AGENDA ACTION ITEM

DATE FOR BOARD
CONSIDERATION: April 3, 2017

ITEM: BES 6th Grade Overnight Science Field Trip

SUBMITTED BY: Karen Peyer, Teacher at BES

ITEM NO. 11.B
READING
DISCUSS X
ACTION X

RELEVANT/SUPPORTING DATA:
This is the 6th year that BES 6th graders have attended an overnight field trip to Lake Pleasant. Some of the science experiences the students will have are:
- viewing the lake water for micro-organisms (the sign of healthy water)
- exploring the dessert habitat through class and ranger led hikes
- dissecting owl pellets
- how to survive in the dessert
- we participate in archery
- team building activities
- Indian games.

The science activities align to the Common Core Standards and bring them to life for our students. All classes are put on by the park rangers and teachers/parents support them by assisting in facilitating the hands-on activities. The cost is minimal ($35) compared to all the activities we do. We use tax credit monies, car wash monies, and allow parents to make payments over a 3 month period.

RECOMMENDATION:
It is recommended that the Governing Board approve the 6th grade Science Field Trip to Lake Pleasant leaving Monday, May 1st and returning Tuesday, May 2nd.

GOVERNING BOARD ACTION:

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Dear Members of the Board:

The sixth grade classes at BES have the opportunity to participate in an overnight Science Camp at Lake Pleasant. We will be leaving from school on Monday, May 1st right after school begins, and return the following day, Tuesday, May 2nd about lunch time.

This is a great opportunity for all our students to experience some hands on science activities out in nature. We have 5 daytime activities planned, and 2 nighttime activities. These activities are run by camp personnel, and we assist them in keeping kids focused and working on what they are learning. The cost of this camp is phenomenal, only costing each camper $30.00 for the camp and $5.00 for food for a total of $35.00. We will be conducting a car wash off site to offset the cost of attending the camp.

Some of the science experiences students will have are viewing the lake water for micro-organisms (the sign of healthy water), exploring the dessert habitat through class and ranger led hikes, dissecting owl pellets, and how to survive in the dessert. Also we participate in archery, team building activities, and Indian games. The science activities align to the Common Core Standards and bring them to life for our students.

Students are housed in 2 separate dorms (boys and girls) on opposite sides of the camp facility with teacher and parent volunteers housed with them. Usually, a member of our administrative team and Officer Vargas also come and participate with us. The students love this trip and really come back with a sense of science in action.

We thank you for your time and consideration.

Respectfully,

Mrs. Sparkman, Mrs. Wiley, and Ms. Peyer
BOARD AGENDA ACTION ITEM

DATE FOR BOARD
CONSIDERATION: April 3, 2017

ITEM: Student fees for summer band program

SUBMITTED BY: Amber Shupe, Band Director

ITEM NO. 11.C
READING____
DISCUSS _X_
ACTION _X_

RELEVANT/SUPPORTING DATA:

We are growing our band programs and would like to offer a summer program for both beginning and advanced students. The sessions will be two weeks each and conclude with a concert. The costs for the camp will be $25.00. Attached is the parent letter which explains the details of the band camp. Tax credit contributions in accordance with district policy JQ-R will be allowed to support this extracurricular activity. The fees are reasonable and will allow the district to offer a band experience for students in the summer.

RECOMMENDATION: Under policy JQ-EA the board recognizes the need to charge when applicable fees for optional extra-curricular activities outside of the school day. It is recommended the board approve this recommendation.

Approved for transmittal to the Governing Board: __________________________________________

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JOIN THE SUMMER BEGINNING BAND!

Finally, you get a chance to shine by being in the band!

If you would like to be part of the summer band, return this form to your classroom teacher, your school band director, or the District Band Director Miss Shupe. We will follow up with you soon regarding instrument rental or school check out. Mark your calendars for the Beginning Band Summer Camp held on Mon-Thurs June 5th-June15th. Rental vendors will be available from 7:30-8:30am on **Monday, June 5th**.

Parents, please sign this form giving your permission for your child to be part of the band and include a $25.00 band camp registration fee.

Once I have received the permission forms, I will be in contact regarding instrument selection events.

If you would like to know more about the individual instruments or band in general, please visit [www.bepartoftheband.com](http://www.bepartoftheband.com). Or email me at AShupe@besd33.org

**I WANT TO BE PART OF THE BAND!**

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<th>Student Name: _____________________</th>
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<td>Classroom Teacher: ___________________</td>
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**Parent Contact Information**

| Name: ___________________________ | Phone: ____________________ |
|________________________________|___________________________|
| Email: __________________________ | __________________________ |

March 31, 2017
Dear 4th-8th Grade Parents:

As a 5th-8th grade student, your child finally has the opportunity to do what so many successful students have done before them, Be Part of the Band!

I am excited to announce that this year, we will be doing a summer band camp for students who wish to join band, but have not played a band instrument ever or not for more than a school year. Beginning Band Camp will meet for 2 weeks in combination with the summer school program at Jasinski Elementary Mon-Thurs from 7:30am-12:30pm. The first day will be Monday, June 5th and will conclude with an evening concert on Thursday, June 15th.

The registration for the two week Beginning Band Camp will be $25.00. Students wishing to start a new instrument will need to meet with their Band Director, or Miss Shupe, the District Band Director for an instrument try-out prior to the end of the school year. This is an opportunity for students to try out their instrument of choice and see if it is the best fit for them.

Beginning Band students will be offered the opportunity to use a school loan instrument for the two week period, granted by signing an instrument loan contract. Some parents may choose to rent from an outside vendor because rentals will be kept for as long as desired and are fully insured. I have attached a flyer to give an example of rental prices. We will provide vendors on site for the first hour of Beginning Band Camp (7:30-8:30AM) on Monday, June 5th for those wishing to rent or purchase additional instrument maintenance supplies (swabs, cork grease, reeds, valve oil, etc.).

We know that for many of you, this will be your first exposure to instrumental music education and I want to take a brief minute to share some information with you. On the back side of this letter, you will find answers to FAQ's to aid you in the band start-up process.

Should you have any questions about band or your child’s participation, please feel free to contact me using the information listed below.

Sincerely,

Miss Amber Shupe
District Band Director
Buckeye Elementary School District #33

P: 623-925-3448   E: AShupe@besd33.org
What if I am not sure if I want my child to do band?

Remember when your children wouldn’t eat the food you made for them? You always said, “Try it before you decide you don’t like it.” Band is the same way. Your child should sign up for band even if you or they are unsure. If at some point you decide that band is not for you, drop the class. It is much easier to drop something after trying it, than to join late when everyone else has already started.

What if I don’t know anything about music?

That’s ok! We will teach your child everything they need to know, step by step. From how to assemble and care for the instrument to reading notes and rhythms, we will guide your child through the process. All that is needed from you is an enthusiastic attitude and patient ears when your child comes home and makes their first sound.

When does the band rehearse during the school year?

We are proactively seeking ways to keep band during the school day as part of their specials program or an elective program. Currently, 5th grade beginning band students will rehearse after school at least once a week. 6th-8th grade students are not required to meet before/after school to allow participation in sports and other clubs as well. Should band members be a part of a pull-out schedule, they will be expected to keep up their grades and behavior. This is no different than any other curricular area. We ask that your child spend some time with their instrument each and every week. Think of it as musical homework, but much more fun.

What instrument should my child play?

The answer depends on a variety of things, but in the end, it is most important that they play something that they enjoy. I encourage you to visit the website www.bepartoftheband.com, watch the different instrument videos with your child, and discuss the different options. I will also help guide your child based on his/her musical interests, physical make-up, and instrument availability. Your child knows what she/he wants, you know your child, and I know music. Together we will find the instrument that she/he will not only enjoy but will give them the best chance of musical success.

What are the costs?

The costs associated with band depend on which instrument your child chooses and if you already own an instrument. We wish funds were available for us to provide every child with an instrument, however, this is simply not possible. The school may have certain instruments available for use. If not, you can rent a quality instrument from a local music store at a very reasonable price. Our district will have an Instrument Rental Event on Mon, June 5th 7:30-8:30am where local vendors will come to the school with instruments and supplies ready for your child. If a financial constraint prevents you from being able to do this, please contact me and allow me to help. We will do our best to not let instrument availability or financial constraints keep your child from participating.

How do I procure an instrument?

The school provides some of the larger and more expensive instruments. We encourage students playing smaller, less expensive instruments to either rent or purchase their own instrument. More information regarding instrument availability can be made available by contacting Miss Shupe at 623-925-3448 or ashupe@besd33.org.

What if I have other questions?

Please know that I am here to answer any and all questions that you may have. Due to the busy nature of our program and my involvement with the other schools in general, it is sometimes difficult to contact me by phone. The best way for you to reach me is electronically at ashupe@besd33.org. This will allow me to respond to your query, whether you are available by phone or not. You may also contact me via our school website at www.besd33.org.

If you would like to know more about the individual instruments or band in general, visit www.bepartoftheband.com.
JOIN THE SUMMER CONCERT BAND!

Finally, you get a chance to build on your band skills during the summer!

If you would like to be part of the summer band, return this form to your classroom teacher, your school band director, or the District Band Director Miss Shupe. We will follow up with you soon regarding instrument rental or school loan. Mark your calendars for the Concert Band Summer Camp held on Mon-Thurs June 19th-June 29th. Rental vendors will be available from 7:30-8:30am on Monday, June 19th.

Parents, please sign this form giving your permission for your child to be part of the summer band and include a $25.00 band camp registration fee.

Once I have received the permission forms, I will be in contact regarding instrument check-out. If you have more questions, please email me at AShupe@besd33.org

I WANT TO BE PART OF THE BAND!

Student Name: _____________________   School: _______________________

Classroom Teacher: ___________________________________________________

Parent Contact Information

Name: ___________________________ Phone: ___________________________

Email: ___________________________
March 31, 2017

Dear Band Parents:

As a continuing band student, your child has the opportunity to come together with many dedicated band students across the district to refine their musicianship skills through a summer band camp.

Concert Band Camp will meet for 2 weeks in combination with the summer school program at Jasinski Elementary Mon-Thurs from 7:30am-12:30pm. The first day will be Monday, June 19th and will conclude with an evening concert on Thursday, June 29th.

The registration fee for the two week Concert Band Camp will be $25.00. Students wishing to attend summer band camp will need to submit their registration form and payment by June 12th.

Concert Band students will be offered the opportunity to use a school loan instrument for the two week period, granted by signing an instrument loan contract. Some parents may choose to rent from an outside vendor because rentals will be kept for as long as desired and are fully insured.

We will provide rental vendors on site for the first hour of Concert Band Camp (7:30-8:30AM) on Monday, June 19th for those wishing to rent an instrument or purchase additional instrument maintenance supplies (swabs, cork grease, reeds, valve oil, etc.).

Should you have any questions about band or your child’s participation, please feel free to contact me using the information listed below.

Sincerely,

Miss Amber Shupe
District Band Director
Buckeye Elementary School District #33

P: 623-925-3448   E: AShupe@besd33.org
BOARD AGENDA ACTION ITEM

DATE FOR BOARD
CONSIDERATION: April 3, 2017

ITEM NO. 11.D
READING _X_
DISCUSS _X_
ACTION _X_

ITEM: Second Reading, by Title, of policy updates as recommended
By Arizona School Board Association

SUBMITTED BY: Dr. Kristi Sandvik, Superintendent

RELEVANT/SUPPORTING DATA:
Each year policies are updated as ASBA believes it is necessary to adjust the language in current policies. The Arizona Legislature adopts/changes various laws that affect school districts. ASBA sends school districts updated policy changes as laws are analyzed as to the effect on school district policies. The following policies need to be updated:

*Manual and Administrative Regulations – Introduction
*BGD - Board Review of Regulations
*DIE - Audits/Financial Monitoring
*DJE - Bidding/Purchasing Procedures
*GCCA – Professional/Support Staff Sick Leave
*GCF-ED Exhibit – Professional Staff Hiring
*GDF-EE Exhibit – Support Staff Hiring
*GDJ Exhibit – Support Staff Assignments and Transfer
*Regulation IHBJ-R – Indian Education
*IJ NDBA – Website Accessibility (New Policy)
*J FABD – Admission of Homeless Students
*J FABD-EB – Admission of Homeless Students
*J FB – Open Enrollment
*J FBA – Unsafe School Choice
*J LCC – Communicable/Infectious Diseases
*J R – Student Records
*J R-R – Student Records
*J RR – Student Surveys
*LBD – Relations with Charter Schools (Deletion)
*LBD-E – Relations with Charter Schools (Deletion)

RECOMMENDATION:
It is recommended the Governing Board approve the Second Reading, by title, of policy updates as recommended by the Arizona School Board Association as presented.

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Policy Advisory No. 568 ................................................. Policy BGD—Board Review of Regulations

Policy Advisory No. 569 .................................................. Policy DIE—Audits/Financial Monitoring

Policy Advisory No. 570 .................................................. Policy DJE—Bidding/Purchasing Procedures

Policy Advisory No. 571 ......................... Policy GCCA—Professional/Support Staff Sick Leave

Policy Advisory No. 572 .................................................. Exhibit GCF-ED—Professional Staff Hiring

Policy Advisory No. 573 .................................................. Exhibit GDF-EE—Support Staff Hiring

Policy Advisory No. 574 ......................... Exhibit GDJ—Support Staff Assignments and Transfer

Policy Advisory No. 575 .................................................. Regulation IHBJ-R—Indian Education

Policy Advisory No. 576 (NEW POLICY) ......................... Policy IJNDBA—Website Accessibility

Policy Advisory No. 577 ......................... Policy JFABD—Admission of Homeless Students

Policy Advisory No. 578 .................................................. Policy JFB—Open Enrollment

Policy Advisory No. 579 .................................................. Policy JFBA—Unsafe School Choice

Policy Advisory No. 580 ................................................. Policy JLCC—Communicable/Infectious Diseases

Policy Advisory No. 581 ................................................. Policy JR—Student Records

Policy Advisory No. 582 .................................................. Policy JRR—Student Surveys

Policy Advisory No. 583 (DELETE) ................. Policy LBD—Relations with Charter Schools

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
Manual Updates

The following updates are being made to Policy Manual documents. Districts may add the language, citations, etc. as necessary.

Text Changes

McKinney-Vento Homeless Education Assistance Improvements Act of 2001 now includes “as amended by the Every Student Succeeds Act (ESSA) of 2015.”

NCLB and the No Child Left Behind Act of 2001, have been replaced by “ESSA, Every Student Succeeds Act of 2015.”

Legal References

In addition to the policy advisory documents, legal references have been changed in EBAA, JC, JB, JF, JFAA, JFAB, and JLH, as indicated below:


20 U.S.C. 7912 9532, Unsafe School Choice Option No Child Left Behind


POLICY ADVISORY DISCUSSION

The policy advisories included in this release are those which are either updated policies, regulations, or exhibits and those specifically affected by Proposition 206 related to statutory changes in earned paid sick time for all employees.

The documents should be considered by the Governing Board for adoption as a policy or by the Superintendent for implementation as a regulation or exhibit.

Policy Advisory No 567 Policy Manual and Administrative Regulations — Introduction

The introduction to the manual has been revised and updated with out-of-date language deleted.

Policy Advisory No 568 Policy BGB—Board Review of Regulation

A brief portion of wording in the second paragraph has been removed as it is unnecessary.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
Policy Advisory No 569  
**Policy DIE—Audits/Financial Monitoring**

An addition to this policy references the Office of Management and Budget Compliance Supplement of June, 2016.

Policy Advisory No 570  
**Policy DJE—Bidding/Purchasing Procedures**

Policy DJE has been modified in response to recent district audit questions pertaining to compliance in contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms. A reference to 2 C.F.R. 200.321 (contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms) has been added to the legal references.

Policy Advisory No 571  
**Policy GCCA—Professional/Support Staff Sick Leave**

Proposition 206, which is also referred to as the Healthy Working Families Initiative, incorporated changes to a number of statutes in Title 23, Labor. Both minimum wage and earned paid sick time requirements were addressed.

The increased minimum wage portion of Proposition 206 is included in this discussion as information useful to the district, not as a policy addition. A.R.S. 23-363, is applicable to employees, including student employees, and affects wages as follows:

*Employers shall pay employees no less than the minimum wage, which shall be not less than:*

- $10 on and after January 1, 2017.
- $10.50 on and after January 1, 2018.
- $11 on and after January 1, 2019.
- $12 on and after January 1, 2020.

This advisory focuses on the statutory language pertaining to earned paid sick time which was added to A.R.S. 23-364 and A.R.S. 23-371 through A.R.S. 23-375.

Corresponding changes have been made to policy GCCA—Professional/Support Staff Sick Leave.

It’s important to be aware of the fact that the new statutory provisions require that sick leave may be used for diagnosis, care, or treatment of any mental or physical illness, injury, or health condition of the employee or for care of a family member; and is to be interpreted broadly to include adopted and foster children and domestic partners.

Additionally, substitute teachers are included in the application of sick leave; however, the specifics are unclear until the state gives definitive guidance.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
Policy GCCA includes specifics pertaining to sick leave use, including an expanded definition of “family member” as delineated in A.R.S. 23-371.

Whatever terms the district uses to reference earned paid sick time, including sick leave, general leave, paid leave and paid time off (PTO), are included in the requirements of statute and this policy unless the district’s legal counsel determines otherwise. The ASBA Policy Manual uses the term sick leave and earned paid sick time as interchangeable terms.

A.R.S. 23-371(D) D. "Earned paid sick time" means time that is compensated at the same hourly rate and with the same benefits, including health care benefits, as the employee normally earns during hours worked and is provided by an employer to an employee for the purposes described in section 23-373 of this article, but in no case shall this hourly amount be less than that provided under the Fair Labor Standards Act of 1938 (29 United States Code section 206(A)(1)) or section 23-363, Arizona Revised Statutes.

Proposition 206 will be reviewed by the Arizona Supreme Court in the near future. Nevertheless, the requirements pertaining to earned paid sick time, including sick leave, general leave, paid leave and paid time off (PTO) are not effective until July 1, 2017. Districts’ current policies will be in effect until and including June 30, 2017.

**Policy Advisory No 572**

Exhibit —GCF-ED—Professional Staff Hiring

**Policy Advisory No. 573**

Exhibit —GDF-EE—Support Staff Hiring

The above two exhibits have been edited to include changes to I-9 requirements made by the U.S. Citizenship and Immigration Services (USCIS) which has published a revised version of Form I-9, Employment Eligibility Verification, effective January 22, 2017.

Section I has been modified to require “other last names used” rather than “other names used.”

Additionally, this publication states that “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, includes language directing “Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment.”

**Policy Advisory No. 574**

Policy GDJ—Support Staff Assignments and Transfer

Language has been modified in this policy to minimize misinterpretation and misapplication of policy pertaining to assignments and transfers of support staff.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
Policy Advisory No. 575  

Regulation IHBJ-R—Indian Education

An addition to this regulation informs districts of the responsibility to respond annually in writing to comments and recommendations made by tribal officials and parents of Indian Children and disseminate the response prior to the submission of relevant policies and procedures.

Policy Advisory No. 576  

Policy IJNDBA—Website Accessibility

This is a new policy addressing website accessibility covered in W3C/WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

https://www.section508.gov/content/learn/laws-and-policies

The District should compose a Website Accessibility Concerns/Complaints Form related to the accessibility of websites developed or maintained by the District. The form should include identification information, date, description of the problem, location of the inaccessible site, and the solution suggested.

A concern or complaint may be made verbally, by email, in writing or by completing the form provided by the District. All such communications shall be forwarded to the staff member or consultant designated by the superintendent.

Each concern or complaint will be processed and the person initiating the communication will receive a timely response, including the provision of access to the website information requested.

Policy Advisory No. 577  

Policy JFABD—Admission of Homeless Students JFABD-EB

The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 as updated and reauthorized by the Every Student Succeeds ACT (ESSA) of 2015 is included in the policy and the exhibit.

Policy Advisory No. 578  

Policy JFB—Open Enrollment

Policy JFB has been revised to eliminate language which is not supported in statute.

Policy Advisory No. 579  

Policy JFBA—Unsafe School Choice

Text and Legal References in this policy have been updated as indicated in “Manual Updates.”

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
Policy Advisory No. 580  
Policy JLCC—Communicable/Infectious Diseases

Language in the policy has been updated to reflect the language in the Arizona Administrative Code, Title 9, Health Services, Chapter 6, R9-6-355 regarding pediculosis (lice infestations).

Policy Advisory No. 581  
Policy JR—Student Records  
JR-R

Text and Legal References in this policy and regulation have been updated as indicated in “Manual Updates.”

Policy Advisory No. 582  
Policy JRR—Student Surveys

This policy now includes the list of student/family characteristics in A.R.S. 15-117 which requires specific written informed consent from the parent of a pupil prior to administration of a survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding any of the characteristics which are listed

Policy Advisory No. 583  
Policy LBD—Relations with Charter Schools  
LBD-E

Policy LBD and exhibit LBD-E have been deleted from the Manual as the authorizing statute has been rescinded.

If you have any questions, call Policy Services at (602) 254-1100. Ask for Chris Thomas, Director of Legal/Policy Services; Dr. Terry Rowles, Assistant Director; Steve Highlen, Senior Policy Consultant; or David DeCabooter, Policy Consultant. Our E-mail addresses are, respectively, [cthomas@azsba.org], [trowles@azsba.org], [shighlen@azsba.org] and [ddecabooter@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.
INTRODUCTION

This Manual contains the policies of the Governing Board and administrative regulations and exhibits of the Superintendent. Policy development is a dynamic, ongoing process. New problems, challenges, and needs give rise to the continuing necessity to develop new policies, regulations, and exhibits or to revise existing ones. An electronic format has been selected for this Manual to facilitate its being kept up to date on an ongoing basis, access to current documents and to upload new and edited documents for Policy Services review.

Each District employee is charged with keeping up to date as new and adjusted policies, regulations, and exhibits are determined appropriate by the Governing Board and Superintendent.

How to Use This Manual

The ________________________________ School District No. ____ is operated in accordance with policies established by the Board and regulations developed by the Superintendent. The Board, which represents the state and local community, adopts policies after careful deliberation, and the school administration implements the policies through specific regulations and procedures, exhibits. The Board and administration evaluate the effects of the policies, regulations, and procedures, exhibits and revise them as necessary.

To promote harmony, efficiency, uniformity of interpretation, coordination of effort, and fairness to all concerned, this Manual will be accessible at the District office, and at such other places as designated by the Superintendent, and through the Arizona School Boards Association website at http://azsba.org/.

How the Manual is organized. The Manual is organized according to the classification system of the National School Boards Association. The system provides an efficient means of coding, filing, and locating policies.

Please note: All copies of this Manual are the property of the ________________________________ School District No. ____.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
There are twelve (12) major classifications, each identified by an alphabetical code:

A  FOUNDATIONS AND BASIC COMMITMENTS  
B  SCHOOL BOARD GOVERNANCE AND OPERATIONS  
C  GENERAL SCHOOL ADMINISTRATION  
D  FISCAL MANAGEMENT  
E  SUPPORT SERVICES  
F  FACILITIES DEVELOPMENT  
G  PERSONNEL  
H  MEET AND CONFER  
I  INSTRUCTIONAL PROGRAM  
J  STUDENTS  
K  SCHOOL - COMMUNITY RELATIONS  
L  EDUCATION AGENCY RELATIONS  

Subclassification under each heading is based on logical sequence and alphabetical subcoding. For an example of the subcoding system, examine the page immediately following the tab for Section A: FOUNDATIONS AND BASIC COMMITMENTS.

The pages that follow the tabs for each major section present the classification system, section by section, and serve as the tables of contents for the sections or "chapters" of this Manual.

**How to find a policy.** To find a specific policy in the Manual, consider determine where the policy would be filed found among in the twelve (12) major classifications. Open the electronic Manual on the Association Home Page. Select the icon to the left of the District name to open the table of contents. Refer to the table of contents for that Select the policy section you want to access. and glance down the listing until you find the term. Use the code letters given for the term to locate the document that appears in alphabetical order by code within the particular section. All documents in the Manual are coded in the upper right-hand corner center of the top page.

If you can't find the term policy you are seeking, look up a synonym or other term you believe is related to the topic. use the Advanced Search tab at the top of the page in PolicyBridge to search for policies that contain language related to your inquiry.

**What if you can find the term and code, but there is no policy?** This probably means that the school system has not adopted a written policy in the particular area. All terms used in the classification system appear in the sectional tables of contents to accommodate the coding, insertion, and location of policies that may be adopted later. But there is another possibility. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy that covers the more general area. This "superior" policy will be coded under the broader category. To find it,
read up the classification system. For example, a policy statement that encompasses all meetings of the Board might be filed under "School Board Meetings" (BE) rather than the more restrictive heading "Regular Board Meetings" (BEA).

**Using the symbols.** Various symbols are used in connection with the classification system. They are for your use in locating and/or recognizing the authority of the statements. Included are the following:

**REGULATION**

-R This symbol following a code indicates that the statement is a regulation, not a policy, and is generally the direction of the Superintendent to the staff for the implementation of a Policy. If there is more than one regulation, the "-R" will be followed by a letter; e.g., "-RA," "-RB," et cetera.

**REGULATION**

**EXHIBIT**

-E Exhibit. This symbol following a code indicates that the statement is a reference document. The exhibit is there to show the form to be used or for the purpose of information which may support the policy or regulation. If there is more than one reference document, the "-E" will be followed by a letter; e.g., "-EA," "-EB," et cetera.

**EXHIBIT**

**Using References.** Implementation of policies requires coordination with other policies and regulations. A policy does not usually stand alone. Rather, there are other policies or regulations that may apply. For example, the policy on Suspension is an integral part of the implementation of the policy on Weapons in the School. The Weapons policy specifies what weapons are and how extensive the discipline may be but does not contain the step by step due process procedure necessary to accomplish the suspension of the student. That is found in the policy on Student Suspension. To assist districts with this complexity of policy, there may be a side heading at the bottom of each policy (not regulation) identifying cross referenced material and/or legal references. When implementing policies, these cross references and laws should be reviewed for applicability to the circumstances or fact pattern bringing about the use of the policy.

**LEGAL REF.:** Pertinent legal references are given to inform the reader where in law certain statutes that relate to a policy may be found. References direct the reader to the federal or state laws, pertinent regulatory pronouncements, government agency regulations, and important selected legal opinions. And will occasionally cite case law. It is important to mention here that other laws and/or court decisions may also be applicable to a particular policy but not all can be cited.

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*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
The following abbreviations are used in legal references:

- **A.A.C.** Arizona Administrative Code
- **A.G.O.** Attorney General Opinion
- **A.R.S.** Arizona Revised Statutes
- **C.F.R.** Code of Federal Regulation
- **P.L.** Public Law (federal law as it is identified by Congress). Such laws will at some time after passage be codified in the United States Code
- **USFR** Uniform System of Financial Records
- **U.S.C.** United States Code

CROSS REF.: Certain policies are related to other policies. Cross references are provided following many statements to help the reader find the related information. This related information should be referenced for an in-depth understanding of the policy.

### About Board Policies

**Generally,** One of the Board’s primary roles of a Board is to adopt policy, and the role of the administration is to execute it. The basic distinction as set forth by the National School Boards Association is:

A. **Policies** are principles adopted by the Board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems; they need to be narrow enough to give the administration clear guidance.

B. **Regulations** are the detailed directions developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.

C. **Exhibits** are checklists, sample documents, forms, and other informational items to assist in implementing policies or procedures.

D. The state and federal governments at times require governing boards to make detailed rules, or the Governing Board may decide that such rules are necessary. In spite of the detailed nature of such rules, once adopted by the Board they become policy.

Therefore:

A. Where the Board has voluntarily adopted statements of principle or written regulations required by law or has established a position in particularly sensitive areas, and one or more of them are incorporated into policy, the entire statement is presented as policy.

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*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
B. Where the Board has adopted rules concerning its own operations (for instance, how it conducts meetings), these statements concerning operations of the Board also appear as policy.

As long as the administration operates within the guidelines of policy adopted by the Board, it may issue regulations without prior Board approval unless Board action is required by law or unless the Board has specifically directed that certain types of regulations be given Board approval. The Board, of course, is to be kept informed of all District regulations issued by the administration, and all are subject to Board review.

**Is the Manual Complete?**

No. The Manual contains all of the current written policies of the Board. However, there is an almost continual need to draft and adopt new written policies and revise the existing ones. Additionally, changes in state law and State Board of Education regulations may necessitate policy modifications. No matter how well a policy manual is conceived and developed, it can never be totally comprehensive and absolutely up to date. Therefore, as new policies are developed and adopted they will be coded according to the classification system and issued for insertion into the Manual.

**Order of precedence.** Board policies must be read and interpreted in conformance with the applicable state and federal statutes and regulations. Wherever inconsistencies of interpretation arise, the law and regulations prevail.

**Terminology**

Whenever the term *Superintendent* appears in this Manual it is to be interpreted as "Superintendent or a person designated by the Superintendent."

Whenever the term *principal* appears in this Manual it is to be interpreted as "principal or a person designated by the principal."

Whenever the term *District* appears in this Manual it is to be interpreted as the "__________.

Whenever the terms *Board or Governing Board* appear in this Manual they are to be interpreted as the "Governing Board of the __________."

Whenever the term *day* appears in this Manual it is to be interpreted as any day in which the District or School Administrative Offices conduct business.

Whenever the term *school day* appears in this Manual it is to be interpreted as any day in which the students are present for instruction.
Whenever the term *parent* appears in this Manual it is to be interpreted as parent or legal guardian and the legal guardian is a person to whom custody of the child has been given by order of a court.

It is the expectation of the Board that this collection of policies provides a platform for harmony and efficiency in all areas of school operations. This enables the Board to focus on its primary duty: the development of long-range plans and policies for the future of the School District.

Governing Board

Date of Manual Adoption:
BGD ©

BOARD REVIEW OF REGULATIONS

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system selected by the Board.

The Board reserves the right to review all administrative regulations. The Superintendent shall provide a copy of each District regulation to each Board member prior to distribution.

Adopted: date of Manual adoption

LEGAL REF.:
A.R.S.
15-321
DIE ©
AUDITS / FINANCIAL MONITORING

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for financial monitoring and audits. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments of 2003 and OMB Compliance Supplement June 2016.

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).

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.

Adopted: date of Manual adoption

LEGAL REF.:
A.R.S.
15-239
15-914
15-2111
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
**DJE ©**

**BIDDING / PURCHASING PROCEDURES**

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

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

**Purchases Not Requiring Bidding**

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

Verbal price quotations will be requested from at least three (3) vendors for transactions of at least ten thousand dollars ($10,000) but less than fifty thousand dollars ($50,000). The price quotations should be shown on, or attached to, the related requisition form. If three (3) verbal quotations cannot be obtained, documentation showing the vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained on file in the District office.

Written price quotations will be requested from at least three (3) vendors for transactions of at least fifty thousand dollars ($50,000) but not more than one hundred thousand dollars ($100,000). If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

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

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

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

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

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

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

**Online Bidding**

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

**Purchases Requiring Bidding**

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

**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:

*Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.*
**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: date of Manual adoption

LEGAL REF.:
A.R.S.
11-952
15-213
15-213.01
15-213.02
15-239
15-323
15-342
15-382
15-765
15-910.02
23-214
34-101 et seq.
35-391 et seq.
35-393 et seq.
38-503
38-511
39-121
41-2632
41-2636
41-4401
A.A.C.
R7-2-1001 et seq.
A.G.O.
I83-136
I87-035
I06-002
USFR: VI-G-8 et seq.
2 C.F.R. 200.321

CROSS REF.:
BCB - Board Member Conflict of Interest
DJG - Vendor/Contractor Relations
GBEAA - Staff Conflict of Interest
JLIF - Sex Offender Notification

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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. Family, for purposes of sick leave, shall include:

- Spouse
- Grandparents
- Children
- Grandchildren
- Parents
- Like relations created by marriage
- Siblings (e.g., stepchild, father-in-law, etc.)

Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee’s physician or health practitioner, with verification required if requested by the Superintendent. The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of sick leave is appropriate or 2) whether return to duty is appropriate.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on nonduty days.

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.

Sick leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

A staff member who is or will be the father or the grandparent of a newborn child will be allowed two (2) days of sick leave for the birth. In the event of medical complications, more than two (2) days of sick leave may be allowed.

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.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

**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;

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.

*Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.*
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 heath 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;

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 required 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.

**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 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 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.

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.

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.

Adopted: date of Manual adoption

**LEGAL REF.:**
A.R.S.
15-187
15-502
23-363
23-364
23-371
23-372
23-373
23-374
23-375

**CROSS REF.:**
GCBA - Professional Staff Salary Schedules
EXHIBIT

PROFESSIONAL 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 should take you to the start site for E-Verify:


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. An Employment Eligibility Verification (Form I-9) must be completed within three (3) business days of the employee's hire date. Employees who do not provide the necessary documentation within three (3) business days must be discharged.

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.
Support Staff Hiring


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.

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Employers or their authorized representative must complete and sign Section 2 within three (3) business days of the employee's first day of employment.
GDJ ©
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: date of Manual adoption

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
IHBJ-R ©

REGULATION

INDIAN EDUCATION

Tribal officials and parents of Indian students shall have the opportunity to comment on the participation of Indian students pursuant to Policies ABA, AC, AD, BEDBA, and BEDH. Further, the District will schedule at least three (3) meetings each year for the specific purpose of receiving input on issues relating to provisions of the Special Impact Aid Act, in order to better serve the needs of the students affected by this act. The meetings will be held in one (1) of the schools or the central administration building, normally beginning at 7:00 - 7:30 p.m. Minutes will be taken and assessed in order to modify policies and procedures as appropriate, based on input received at these meetings, such that the students are better served.

The District will also assess the extent to which Indian students participate on an equal basis in the District and will, if needed, modify its educational program to allow Indian students to participate on an equal basis.

The District will disseminate evaluations of educational programs assisted with funds provided under the act, including any program plans that the District intends to initiate or eliminate.

The District will annually review Policy IHBJ to ensure that it meets all minimum standards and continues to provide for an adequate level of Indian participation. If needed, the District will amend or modify policies and procedures to conform with appropriate requirements.

The District will respond annually in writing to comments and recommendations made by tribal officials and parents of Indian children, and disseminate the response prior to the submission of Indian Policies and Procedures.

Any amended policies or procedures shall be provided to the secretary and to the affected tribe(s).

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
WEBSITE ACCESSIBILITY

(W3C/WAI's Web Content Accessibility Guidelines)

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C/WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

https://www.section508.gov/content/learn/laws-and-policies

The Superintendent will establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

A Website Accessibility Concerns/Complaints form related to the accessibility of websites developed or maintained by the District is available at each school and at the District office. The form includes identification information, date, description of the problem, location of the inaccessible site, and the solution suggested.

The concern or complaint may be made verbally, by e-mail, in writing or by completing the form provided by the District. All such communications will be forwarded to a staff member or consultant designated by the Superintendent.

Each concern or complaint will be processed and the person initiating the communication will receive a timely response, including the provision of access to the website information requested.

Adopted: date of Manual adoption

LEGAL REF.: 
A.R.S.
29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504) (Section 508 as amended)
42 U.S.C. 12101 et seq., Americans with Disabilities Act

CROSS REF.: 
AC - Nondiscrimination/Equal Opportunity
GBA - Equal Employment Opportunity
JB - Equal Educational Opportunities
KED - Public Concerns/Complaints about Facilities or Services

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
**JFABD ©**

**ADMISSION OF HOMELESS STUDENTS**

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015, and should be read as consistent with those documents.

The implementation of this policy shall assure that:

A. homeless students are not stigmatized or segregated on the basis of their status as homeless;

B. homeless students are immediately enrolled in their school of origin or school of residence;

C. transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

**Definitions**

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

A. students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

B. students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

C. students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

D. migratory students who qualify as homeless because the children are living in circumstances described above.
The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled, including preschool.

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian.

**Liaison for Homeless Students**

The Superintendent will designate an appropriate staff person of authority as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:

A. continue the student's education in the school of origin for the duration of homelessness:
   1. in any case in which a family becomes homeless between academic years or during an academic year; or
   2. for the remainder of the academic year, if the student becomes permanently housed during an academic year; or

B. Enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

**Best Interest of the Homeless Student**

In determining the best interest of the homeless student, the school shall:

A. To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;

B. Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and

C. In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.
Other Relevant Policies and Procedures

Implementation of the McKinney-Vento Act requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross referenced and are incorporated in this policy and these procedures by such reference.

Enrollment preference may be given to children who are in foster care.

Adopted: date of Manual adoption

LEGAL REF.:
A.R.S.
15-816 through 15-816.07
15-821
15-823 through 15-825
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.:
EEAA - Walkers and Riders
IKEB - Acceleration
JF - Student Admissions
JFAA - Admission of Resident Students
JFAB - Admission of Nonresident Students
JFB - Open Enrollment
JG - Assignment of Students to Classes and Grade Levels
JLCB - Immunizations of Students
JLH - Missing Students
JR - Student Records
JRCA - Request for Transfer of Records

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
EXHIBIT

ADMISSION OF HOMELESS STUDENTS

NOTICE

In accordance with the McKinney-Vento Homeless Assistance Act of 2001, 722 (e)(3)(C), as amended by the Every Student Succeeds Act (ESSA) of 2015 the parent or guardian (student if unaccompanied) is to receive and acknowledge notice of the rights set forth below.

The parent or guardian of a homeless student (student if unaccompanied) has the right to:

A. Continue the student's education in the school of origin for the duration of homelessness:

   1. in any case in which a family becomes homeless between academic years or during an academic year; or

   2. for the remainder of the academic year, if the student becomes permanently housed during an academic year; or

B. Enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

C. Appeal if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian;

D. Enroll in, and have full and equal opportunity to succeed in school without being segregated from the nonhomeless student population;

E. Receive educational services for which such families and students are eligible, including:

   1. Transportation services, meals programs;

   2. Head Start and Even Start programs and preschool programs administered by the School; and

   3. referrals to health care and immunization services, dental services, mental health services, and other appropriate services.

F. Identification or service without being stigmatized as homeless by school personnel;

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
A parent or guardian (student if unaccompanied) may contact the State Coordinator for Education of Homeless Children and Youths at;

The Arizona Department of Education  
1535 W Jefferson  
Phoenix, AZ 85007  
Telephone: (602) 542-4963

A parent or guardian (student if unaccompanied) may contact the District Liaison for Homeless Children and Youths at;

__________________________________  
__________________________________  
Telephone: ________________  
E-mail: ________________________

The District Liaison for Homeless shall ensure that the parent or guardian of a homeless student, and any unaccompanied youth is:

A. assisted in accessing transportation to the selected school;

B. provided assistance in exercise of the right to attend the school of choice and other necessary services; and

C. provided the above information in a manner and form understandable to the recipient and if necessary and to the extent feasible, in the native language of the recipient.

The signature below indicates that the signatory has received and understands this information on rights.

____________________________________  
Signature of Parent, Legal Guardian  
(or unaccompanied student)  
____________________________________  
Date

One (1) copy to signatory and one (1) to the liaison officer file.
JFB ©
OPEN ENROLLMENT

The District has an open-enrollment program as set forth in A.R.S. 15-816 et seq. The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825.

Definitions

Resident transfer pupil means a resident pupil who is enrolled in or seeking enrollment in a school that is within the school district - but outside the attendance area - of the pupil's residence.

Nonresident pupil means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

Enrollment Options

District resident pupils may enroll in another school district or in another school within this District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures that follow.

Information and Application

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before __________ of each year to be considered for enrollment during the following school year.

Capacity

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

A. District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.
B. The enrollment of eligible children of persons who are employed by the District.

C. Resident transfer pupils who were enrolled in the school the previous year.

D. Nonresident pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity and may require resident transfer pupils and/or nonresident pupils to be subject to the enrollment priorities and procedures found below. The excess-capacity estimates shall be made available to the public in ______________ of each year.

**Enrollment Priorities**

If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

A. Who have properly completed and submitted applications; and

B. Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

A. Enrollment preference shall be given to resident transfer pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

B. Enrollment preference shall be given to nonresident pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

C. Enrollment preference shall be given to resident transfer pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

D. Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Enrollment preference may be given to children who are in foster care.

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Admission Standards

A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

A pupil who has been expelled by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

A school shall not admit a pupil if the admission of the pupil would violate the provisions of a court order of desegregation or agreement by a school or district with the United States Department of Education Office for Civil Rights directed toward remediating alleged or proven racial discrimination.

Notification

The District shall notify the emancipated pupil, parent, or legal guardian in writing by ____________________ whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

As provided by A.R.S. 15-816.07, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

Transportation of Students Admitted Through Open Enrollment

A resident transfer student is eligible for District transportation on routes within the attendance boundaries of the school to which the student has been accepted for open enrollment transfer. It is the responsibility of the parents or guardians of the resident transfer student to have the student at a designated pickup point within the receiving school's transportation area.

Nonresident open enrollment students are eligible for District transportation from a designated pickup point on a bus route serving the attendance area of the school to which the student has been admitted, or as may be otherwise determined by the District.
The District may provide transportation for open enrollment nonresident students who meet the economic eligibility requirements established under the national school lunch and child nutrition acts for free or reduced price lunches:

A. of not more than twenty (20) miles to and from:

1. the school of attendance, or

2. a pickup point on a regular District transportation route, or

3. for the total miles traveled each day to an adjacent district.

The District shall provide transportation for nonresident transfer students with disabilities whose individualized education program (IEP) specifies that transportation is necessary for fulfillment of the program:

A. of not more than twenty (20) miles to and from:

1. the school of attendance, or

2. a pickup point on a regular District transportation route, or

3. for the total miles traveled each day to an adjacent district.

Exception

Should there be excess capacity remaining for which no applications were submitted by the date established, the Superintendent, upon approval by the Board, shall authorize additional enrollment of nonresident pupils:

A. Up to the determined capacity.

B. On the basis of the order of the completed applications submitted after the notification date established in this policy.

C. Without regard to enrollment preference.

D. As long as admission standards are met.

E. Whose applications are submitted by ________________________________.

Adopted: date of Manual adoption
LEGAL REF.:
A.R.S.
8-371
15-764
15-797
15-816 et seq.
15-823
15-824
15-825
15-841
15-922

CROSS REF.:
EEAA - Walkers and Riders
IIB - Class Size
JF - Student Admissions
JFAA - Admission of Resident Students
JFAB - Admission of Nonresident Students
JFABD - Admission of Homeless Students
JG - Assignment of Students to Classes and Grade Levels
JFBA ©
UNSAFE SCHOOL CHOICE

Pursuant to the Unsafe School Choice Option of the Every Student Succeeds Act of 2015 No Child Left Behind Act of 2001, funding under the Elementary and Secondary Education Act for the State is contingent upon the adoption and enforcement of an unsafe school choice policy. The State policy must require that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

Definitions

General Definition of Persistently Dangerous School Label (Adopted by Arizona State Board). A persistently dangerous school is a school with recurring violent and/or dangerous crime that continues over time and does not use research based planning and prevention programming to ensure school safety.

The State, with a representative sample of local educational agencies, must determine which schools are persistently dangerous.

Definition of Victim of Violent Criminal Offense. A victim is an individual against whom the crime is committed as listed in a police report that is not unfounded or exceptionally cleared, or who is an immediate family member of a crime victim that has been killed or incapacitated.

Exhibit JFBA-E lists the laws that are considered Violent Criminal Offenses. These laws should be consulted to determine if the victim is eligible for the optional transfer to another school within the District or to a charter school.

Enrollment Options

Persistently Dangerous School Label

All students attending a public school that is classified by the State as a persistently dangerous school shall be notified of this label and be offered the opportunity to transfer to any school within the District that is not labeled persistently dangerous and contains the same grade level the student is eligible to attend or a charter school.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
**Victim of Violent Criminal Offense**

Any student, while in or on the grounds of a public elementary school or secondary school that the student attends, who is subjected to a violent criminal offense as defined in Arizona law or who is an immediate family member of one who has been killed or incapacitated by such defined violent criminal offense shall be offered the opportunity to transfer to any school within the District that contains the same grade level the student is eligible to attend or a charter school.

**Reports Required**

The number of individuals using the individual transfer option should be reported to the Arizona Department of Education (ADE) each year in the format and form required.

Schools are to report violations of rules regarding dangerous weapons in the "Safe and Drug-Free Schools Report," which is an annual requirement for all public schools in Arizona and is due to ADE by June 30 each year. Additionally, referrals to law enforcement agencies for criminal offenses should be reported in the annual School Report Card.

**LEGAL REF.:**
A.R.S.
15-341
13-3726
20 U.S.C. 7912 9532, Unsafe School Choice Option No Child Left Behind

**CROSS REF.:**
JC - School Attendance Areas
JG - Assignment of Students to Classes and Grade Levels

*Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.*
JLCC ©
COMMUNICABLE / INFECTIOUS DISEASES

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-621 et seq., appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free. treated with a pediculocide.

Adopted: date of Manual adoption

LEGAL REF.:
A.R.S.
15-871
15-872
36-621
A.A.C.
R9-6-202 et seq.
R9-6-301
R9-6-342
R9-6-355
JR ©

STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with state and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the No Child Left Behind Act of 2001 (NCLB) Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, ESSA and with federal regulations issued pursuant to such act.

Note:  This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parents of:

A. The right of the parent or an eligible student to inspect and review the student’s education records.

B. The intent of the District to limit the disclosure of personally identifiable information contained in a student’s education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the NCLB Act, ESSA.

C. The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent’s or eligible student's request.

D. The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

A. The procedure for exercising the right to inspect and review education records.

B. The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.

C. The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
If the School District permits the release of directory information relating to pupils, the information shall be released on or before October 31 of each year. The Superintendent shall develop procedures to communicate to students and their parents in a timely manner information relating to access to the Arizona Department of Education form which is designed to allow pupils to request that directory information not be released pursuant to the Elementary and Secondary Education Act (ESEA) as reauthorized by the No Child Left Behind Act of 2001 (NCLB) Every Student Succeeds Act of 2015 (ESSA)

Adopted: date of Manual adoption

LEGAL REF.:  
A.R.S.  
15-141  
15-142  
15-828  
15-829  
25-403.06  
44-1373  
10 U.S.C. 503  
20 U.S.C. 1232  
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act  
20 U.S.C. 7908  
34 C.F.R. 300

CROSS REF.:  
IHB - Special Instructional Programs  
JF - Student Admissions  
JFAB - Admission of Nonresident Students  
JLH - Missing Students  
JRCA - Request for Transfer of Records

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
REGULATION

STUDENT RECORDS

This procedure 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 procedure 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 the procedure, 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 has reached age eighteen (18) or is attending a postsecondary school.

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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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.
   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].

Since a student's records may be maintained in several locations, the school principal 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 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 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, 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, 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].

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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].

**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**

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. 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 pupils to request that directory information not be released. If the District distributes materials to pupils 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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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. 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:

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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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.
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.

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.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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,

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.

**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.

*Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.*
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.

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.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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 as 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]:

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.

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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);
- No Child Left Behind Act of 2001 (NCLB);
- 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 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 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, 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 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 with the Family Educational Rights and Privacy Act Office 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 20220-4605**

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
JRR ©

STUDENT SURVEYS

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations.

The District will comply with all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding any number of characteristics which are listed in the statute A.R.S. 15-117.

1. Critical appraisals of another person with whom a pupil has a close relationship.

2. Gun or ammunition ownership.

3. Illegal, antisocial or self-incriminating behavior.

4. Income or other financial information.

5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.

6. Medical history or medical information.

7. Mental health history or mental health information.

8. Political affiliations, opinions or beliefs.


10. The quality of home interpersonal relationships.

11. Religious practices, affiliations or beliefs.

12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.

13. Sexual behavior or attitudes.


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A parent of a pupil that has a reasonable belief that a school district or charter school has violated this section may file a complaint with the attorney general or the county attorney for the county in which an alleged violation of this section occurred. The attorney general or the county attorney for the county in which an alleged violation of this section occurred may initiate a suit in the superior court in the county in which the school district or charter school is located for the purpose of complying with this section. After receiving written notice of an alleged failure to comply with this section, a school district or charter school that determines that a violation has occurred is not subject to a penalty or cause of action under this section if the school district or charter school cures the violation. For the purposes of this subsection, "cure" means to destroy any information gathered in violation of this section and to provide written instruction to the individual circulating the survey, to be kept on file for one (1) year after receipt of the written notice of the alleged failure to comply.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Individuals with Disabilities Education Act (IDEA), and the Protection of Pupil Rights Act (PPRA).

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

Annual Notification

At the beginning of every school year, every school district and charter school shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. 15-117 for the entire year. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section 15-117. For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section 15-117 shall be approved and authorized by the school district or charter school. The school district or charter school is subject to the penalties prescribed in subsection L of section 15-117. A teacher or other school employee may not administer any survey pursuant to subsection A of section 15-117 without written authorization from the school district or charter school.

Adopted: date of Manual adoption

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LEGAL REF.:
A.R.S.
15-101
15-102
15-104
15-117
15-141
15-142
15-249
15-741
20 U.S.C. 1232h
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act
20 U.S.C. 7908
34 C.F.R. 300
34 C.F.R. 98

CROSS REF.:
JI - Student Rights and Responsibilities
JICEC - Freedom of Expression
JI - Student Concerns, Complaints, and Grievances
KB - Parental Involvement in Education

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LBD ©
RELATIONS WITH CHARTER SCHOOLS

To prepare for the possible receipt of a proposal requesting sponsorship of a charter school, and in order to facilitate the decision to accept or reject sponsorship of a charter application/proposal, the Governing Board establishes the charter school application requirements as set forth in Exhibit LBD E. In addition to these application requirements, each applicant shall submit a full set of fingerprints to the District for the purpose of obtaining a state and federal criminal records check. The criminal records check shall be completed prior to issuance of a charter [A.R.S. 15-183]. Additional supporting information and data may be required and shall be provided by the applicant if requested by the District or the Superintendent to assist the Board in evaluation of the application for possible sponsorship of the charter school.

The Superintendent is directed to prepare copies of the requirements, together with any instructions deemed appropriate to the distribution or receipt of the applications.

Upon receipt of the application/proposal, the Superintendent shall provide copies to the Board and review the submission for inclusion of the application requirements, reporting the findings to the Board.

The Superintendent may designate personnel to provide liaisons between applicants and the District. If requested, a liaison may also provide technical assistance to improve the application.

Public Meetings

The Board may schedule and hold community meetings in the affected areas or the entire District to obtain information to assist the Board in making a decision about the charter school application. All persons or groups that have an interest in the approval or denial of the charter school application must present their comments or concerns to the Board in writing in a timely manner or in testimony during a public meeting.

Decision on Sponsorship

The Board will make a decision to accept or reject sponsorship of the applicant charter school, in either a regular or special meeting, within ninety (90) days after receipt of the application/proposal. An applicant may submit a revised application for reconsideration by the Board. If the application is rejected, the Board shall notify the applicant in writing of the reasons for the rejection [A.R.S. 15-183].

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A Charter Plan

If the District decides to sponsor a charter school, a contract shall be prepared and executed by the charter applicant and the Board, containing at a minimum the following:

A. The charter requirements and assurances found in A.R.S. 15-181 through A.R.S. 15-189.

B. All representations contained in the application/proposal and those submitted as additions to the application/proposal.

C. A description of all Board policies and rules the charter school will be required to follow.

D. Other matters as deemed necessary to the creation of a charter school document.

An approved plan to establish a charter school is effective for fifteen (15) years from the first day of operation [A.R.S. 15-183].

Renewal/Nonrenewal of a Charter

A charter may be renewed for a period of twenty (20) years if the District deems that the school is in compliance with its own charter and A.R.S. 15-183. A charter renewal request shall be made at least fifteen (15) months prior to expiration of the approved plan in the form of an application, which must contain a report on the progress of the charter school in meeting the obligations of the contract and other terms of the agreement, including the laws applicable to the charter school.

A charter operator may apply for an early renewal by submitting to the District, at least nine (9) months prior to a renewal consideration, a letter of intent to apply for early renewal. The District shall review the charter school's annual fiscal audits and academic performance data collected by the District, shall review the existing contract with the charter school, and shall provide a renewal application to a qualifying charter school. The District shall give written notice to the charter school of its consideration of the renewal application.

Notice of intent not to renew a charter shall be given at least twelve (12) months prior to the expiration of the approved plan [A.R.S. 15-183]. The Superintendent shall assess the charter school's performance, including compliance with the charter and laws affecting the charter school, and report the findings to the Board in a timely fashion.

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A charter may be renewed for successive periods of twenty (20) years.

Revocation of a Charter

The District shall review approved charters at five (5) year intervals and may revoke a charter at any time if the charter school breaches one (1) or more provisions of its charter. The District shall give written notice of intent to revoke a charter at least ninety (90) days before the effective date of the proposed revocation, thereby allowing the charter school at least ninety (90) days to correct the problems associated with the reasons for the proposed revocation. The notice shall be delivered personally to the operator of the charter school, or sent by certified mail, return receipt requested, to the address of the charter school. The notice shall incorporate a statement of reasons for the proposed revocation of the charter.

Final determination of whether to revoke the charter shall be made at a public hearing called for such purpose.

Adopted: date of Manual adoption

LEGAL REF.:-
A.R.S. 15-181
15-182
15-183
15-184
15-185
15-187
15-188
15-189
15-741
15-816
 relaciones with charter schools

chart school application requirements

requirements minimum components

purpose and need

- purpose
  state the purpose for this charter school and point out the consistency of this purpose with the requirements of statute [a.r.s. 15-181 et seq.]

- need
  describe the need for the charter school. how was that need established?

- support
  provide any support for the formation of the proposed charter school indicated by parents, teachers, and students.

mission and goals

- mission statement
  provide a copy of the mission statement of the charter school, including the process used to develop this statement. the mission statement of the proposed charter school must be consistent with the declared purposes set forth in the law [a.r.s. 15-183].

- goals of school
  state the proposed three-year goals for the school, including time lines. the applicant also should describe the process used to identify the goals.

grades served

- population to be served
  describe with specificity the grades, ages, classes, or other groupings to be served by the charter school [a.r.s. 15-184].

student achievement and curriculum

- program and performance standards
  describe the charter school's educational program and the student performance standards to be achieved by the proposed school. standards must meet or exceed state board of education and statutory standards and those adopted by the district [a.r.s. 15-183].

- effectiveness measures
  outline the criteria designed to measure the effectiveness of the charter school [a.r.s. 15-183].

- objectives and measuring objectives
  provide a description of the curriculum to be used in the school. it should list the objectives and means of measuring student performance for each subject and each performance grade level.

- state board
  design a method to measure student progress toward the student outcomes standards adopted by the state board of education.

- evaluators and corrective action
  present a description of the charter school's plan for evaluating student performance, including types of assessment that will be used to measure student performance, progress toward achievement of the school's performance standards, time lines for achievement of such standards, and procedures for taking corrective action in the event that student performance at the charter school falls below such standards.

- reporting
  detail the plan for academic accountability, including testing programs, achievement results, distribution of reports, and time lines for these activities [a.r.s. 15-183].

- at-risk student
  describe any objectives and means for increasing the educational opportunities development for "at-risk" students, meaning those who because of physical, emotional, socioeconomic, or cultural factors are less likely to succeed in school.

- criteria for enrollment decisions

- enrollment standards
  describe the enrollment policy and the criteria for enrollment decisions, including a description of the proposed school's plans to include academically low-achieving students, to promote diversity, and to provide for exceptional students as well as students with special needs [a.r.s. 15-183 and 15-184].

- capacity determination
  define the charter school's determination of capacity for purposes of enrollment limits and indicate any plans to increase capacity in the future. also describe the equitable selection process to be used when capacity limits enrollment [a.r.s. 15-184].

- limits
  describe any limits on admission based upon age group or grade level [a.r.s. 15-184].

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- Governing body and process Describe the governing body, the means of selection, and the form in which the charter school will do business. This should include a detailed description of the rules and procedures followed to arrive at policy and operational decisions [A.R.S. 15-183].
- Parent and community involvement Describe the types and extent of parental and community involvement in the operation of the proposed school. Provide information on how the charter school will be accountable to the public. Specifically include how the following areas will be addressed:
  - Development of an annual school improvement plan, with supporting profile information.
  - Reporting to the Board and the school community, including the school report card per A.R.S. 15-746.
- District school relations Describe the relationship between the proposed charter school and the School District.
- Expectations of sponsors Describe the specific role and duties of the sponsor of the charter school [A.R.S. 15-183].
- Requested rules exceptions Determine what specific Governing Board policies and regulations the charter school would like waived.

Employment Plan and Practices
- Policies and practices Describe the employment practices of the school, including personnel policies, a description of the qualifications for certificated and support staff employees, employee compensation schedules, recruitment and selection procedures, and plans for resolving employee relations problems [A.R.S. 15-183].
- Proposed employment If applicable, in case of a proposal to take over a current school, include a plan for modifications if the displacement of students, teachers, and other employees who will not attend or be employed in the charter school.

Financial Data, Facilities, and Transportation
- Cost-benefit analysis Provide necessary evidence that the plan for the charter school is in conformance with statutory requirements and is economically sound for both the charter school and the District.
- Budget, audit, and cash management Include a proposed budget and financial plan for the first three years of the charter and a description of the manner in which an annual audit of the financial and administrative operations of the charter school, including any services purchased from the District, is to be conducted.
- Financial responsibility Determine who will be financially responsible for the school's payment of obligations.
- Procedures for accountability Detail the plan for fiscal accountability, including accountability for student-activity accounts and other nontax funds [A.R.S. 15-183].
- Purchased services or property Describe the services the charter school plans to purchase from the School District or from other sources. Describe any leases, lease purchases, or other purchases of property contemplated.
- Insurance Provide a detailed summary of all insurance coverage [A.R.S. 15-183]. The legal liability issues must be fully addressed.
- Facility analysis Describe the facilities to be used, their location, and the way they will be obtained and maintained. Include any proposed renovations, the proposed contractor, and proposed cost [A.R.S. 15-183].
- Transportation Describe the proposed student transportation system, including the contract if arrangements will be provided by a second party. If transportation is to be provided by the charter school, include a plan for addressing the required transportation needs of eligible nonresident disabled students and low-income students.

Assurances
- Statement of assurances Provide policies, procedures, and, if none are available, written assurances that the charter school will ensure compliance with the requirements found in A.R.S. 15-181, 15-183, and 15-184.
- Additional Information
  - Information requested Provide any additional statements of understanding that may be required or implied by applicable statutes or rules.
  - Supporting data Provide any additional information that might be helpful in supporting this request to establish a charter.