BESD #33
GOVERNING BOARD

REGULAR MEETING

March 6, 2017
6:30 p.m.

District Governing Board Room
25555 W. Durango Street
AGENDA
BUCKEYE ELEMENTARY SCHOOL DISTRICT NO. 33
District Board Room - 25555 W. Durango Street

GOVERNING BOARD

REGULAR MEETING
Monday, March 6, 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. 8)
   6.A The Board will consider approval of the minutes of the Work Session of February 6, 2017 and the Regular Meeting of February 6, 2017. ACTION

7. CONSENT AGENDA/FINANCIAL ITEMS
   The Board will consider the items on the consent agenda: ACTION
   7.A BUSINESS
   7.A.1 Accounts Payable Expense Vouchers – (pg. 15)
   BATCH ID # B048, B049, B050, B051, B052, B053, B054, B055
   The Board will consider the expenditures that have been processed since the last Governing Board meeting.

   7.A.2 Payroll Vouchers – 20/1144 (pg. 27)
   The board will consider the vouchers that have been processed since the last Governing Board meeting.

   7.A.3 Foodservice Summary Report (pg. 31)
   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. 33)*
The Board will consider the student activity and auxiliary reports for January 2017.

7.A.5 **Tax Credit Account Reports** *(pg. 35)*
The Board will consider Tax Credit reports for January 2017.

7.A.6 **Budget Summary Reports (Maintenance & Operations and District Additional Assistance)**
The Board will consider the M&O and DAA Reports for January 28, 2017 through February 24, 2017. *(pg. 37)*

7.B **PERSONNEL**

7.B.1 **RESIGNATIONS** *(pg. 39)*

- **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

7.B.2 **NEW PERSONNEL** *(pg. 40)*

- **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

8. **COMMUNICATIONS AND PETITIONS**

9. **REPORTS**

9.A Superintendent
Superintendent Award of Excellence

9.B Student Representative Report

9.C Jasinski Elementary School
   The report will review Jasinski’s school goals and opportunities for student leadership through the development of student clubs and community involvement.

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

10. OLD AND CONTINUING BUSINESS
    None

11. NEW BUSINESS

11.A CERTIFIED STAFF FOR RE-EMPLOYMENT FOR FY 2018 (pg. 42) *ACTION*
    The Governing Board will consider the recommendation to approve the listing of certified staff for re-employment for FY 2017.

11.B TERMINATION OF FY 17 CLASSIFIED/SUPPORT STAFF (pg. 43) *ACTION*
    The Governing Board will consider approving the recommendation 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.

11.C RE-HIRE CLASSIFIED/SUPPORT STAFF FOR FY 2018 (pg. 44) *ACTION*
    The Governing Board will consider approving the recommendation 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.

11.D STAFF COMPENSATION PACKAGE 2017-2018 (pg. 45) *ACTION*
    The Governing Board will consider approving the recommendation to approve the 2017-17 staff compensation package.

11.E CITIZENS COMMITTEE (pg. 47) *ACTION*
    The Governing Board will consider approving the recommendation to approve the establishment of a Citizens Committee to examine educational funding for BESD as recommended by the administration.

11.F STAFF MEMBER REQUESTING LONG TERM LEAVE CONSIDERATION FOR MEDICAL REASONS ACTION (pg. 48)
    The Governing Board will consider approving the recommendation to approve the request for longer term leave for the pursuant to ARS 15-510.

11.G FIRST READING, BY TITLE, OF POLICY UPDATES AS RECOMMENDED BY ARIZONA SCHOOL BOARD ASSOCIATION (pg. 49) *ACTION*
    The Governing Board will consider approving 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
    *DIE – 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
*IJNDBA – 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)

12. 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.
MINUTES
CALL TO ORDER/ROLL CALL
President Eads called the regular meeting to order at 5:30p.m.

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

WORK SESSION
The Governing Board discussed the impact Proposition 206 will have on the budget.

ANNOUNCEMENTS
NONE

ADJOURNMENT
There being no other business, a motion to adjourn the regular meeting was made by Clerk Hunt, seconded by Member Ragsdale. Motion passed unanimously. Meeting adjourned at 6:09 p.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; Sue Johnson, Lester Dunning, Brittany Tarango, Kevin Bulger, Neva Burlingame, Kim Rimbey, Fred Lugo, Dina Cegelka, Nick Forgette, Jason Bourne, Joni Cesario

OTHERS PRESENT:
REGULAR MEETING
Monday, February 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
President Eads led the pledge of allegiance.

BOARD MEMBER COMMENTS
Member Lovitt thanked Mr. Bowler and his staff for their hard work on the Prop 206.

Clerk Hunt commented on attending the Employee of the Month Breakfast and she loves seeing what the district is doing.

President Eads commented on attending the NVEC meeting with Dr. Sandvik and that is was very informative.

Member Ragsdale thanked the WestPark office staff for how wonderful they are to the parents and students.

Member Hopkins congratulated some of the districts former students who are competing in different state and national championships.

CALL TO PUBLIC
None

APPROVAL OF MINUTES
The Board was presented with the minutes of the Organizational Meeting of January 10, 2017 and the Regular Meeting on January 10, 2017. Member Lovitt made a motion to approve the minutes as presented; Clerk Hunt 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 – #B039, B040, B041, B042, B043, B044, B045, B046, B047
b. Payroll Vouchers – #17/1109, 18/1122, 19/1130
c. Foodservice Summary Report
d. Student Activity Account Report and Student Auxiliary Account Report for December 2016
e. Tax Credit Account Reports for December 2016
PERSONNEL

RESIGNATIONS

Certified
Hefner, Kyla    7th Grade Math Teacher    Effective 5/18/2017
Moorman, Darryl 8th Grade L.A. Teacher    Effective 5/18/2017

Classified
Groves, Michele   Parapro IV    Effective 1/23/2017
Jandacek, Laura M. Library Technician    Effective 01/09/2017
Mariscal, Theresa Parapro II    Effective 1/25/2017
Rodriguez, Evelyn Parapro II    Effective 1/20/2017

Retirees
Eng, Fairy      Library Technician    Effective 5/18/2017
Saylor, Sharon (w/intent to rehire thru SmartSchools) Guidance Counselor    Effective 5/18/2017

NEW PERSONNEL

Certified
Bowler, Nathan Assistant Superintendent Central Office
Noonan, Scott 5th Grade Teacher Bales

Classified
Clay, Jonathan Parapro II BES
Garcia, Delise Parapro II BES
Jaime, Kathleen Crossing Guard WestPark
Jandacek, Laura Library Technician Bales
McMurren, Jody Sub Driver Transportation
Palacios, Madeline Parapro IV Sundance
Parker, Stephanie Parapro III Jasinski

DONATIONS
NONE

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

COMMUNICATION AND PETITIONS
None

REPORTS
Superintendent –
Dr. Sandvik commented that she received a very nice email from a parent that informed her how wonderful the Connection Program is and that she is very impressed with the staff.

Dr. Sandvik presented Inca parent and volunteer Diamond McGraw with the Superintendent Award of Excellence for her dedication to the district.

Student Representative Report –
WestPark Elementary School Student Council President Meghan Pablo updated the governing board on the current events and the things she is doing at WestPark this year.

School Report –
Kevin Bulger, Principal of WestPark Elementary School updated the governing board on WestPark’s academic programs and achievements to date.

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

Marionneaux Elementary School –
Principal, Nick Forgette updated the board on the new school.

OLD AND CONTINUING BUSINESS
None

NEW BUSINESS

SUNDANCE 7TH GRADE TRIP TO KARTCHNER CAVERNS AND U OF A
The Governing Board approved the recommendation to approve the trip to Kartchner Caverns (Benson, AZ) and the University of Arizona (Tucson, AZ) for the 7th grade students of Sundance Elementary. Member Lovitt made a motion to approve. Member Hopkins seconded the motion. Motion passed 5-0.

BALES G.E.M.S. OVERNIGHT LOCK-IN
The Governing Board approved the recommendation to approve the overnight lock-in at Peter Piper Pizza for Bales Elementary School. Member Lovitt made a motion to approve. President Eads 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 long term leave for the employee pursuant to ARS 15-510. Member Hopkins made a motion to approve. Clerk Hunt seconded the motion. Motion passed 5-0.

MARKETING & COMMUNICATIONS DIRECTOR
The Governing Board approved the recommendation to approve the position Marketing & Communication Director position. Member Hopkins 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 7:34 p.m.
ADMINISTRATION PRESENT:
Dr. Kristi Sandvik, Superintendent; Nate Bowler, Assistant Superintendent; Tmber DeLong, Executive Assistant; Sue
Johnson, Lester Dunning, Brittany Tarango, Kevin Bulger, Neva Burlingame, Kim Rimbey, Fred Lugo, Dina Cegelka,
Nick Forgette, Jason Bourne, Joni Cesario

OTHERS PRESENT:
Amy Soucinek, Margarita Flores, Amy Tixier, Cinda Gerhauser, Jeff Ridenour, Tara Snyder, Juanita Davis, Tim
Morrison, Gordon Vasfaret, Diamond McGraw, Maria Moreno, Janet Bohn, Jennifer Aaron, Nina Bunkers, Caitlin
Hannasch, Gagan Bhullar, Robiah Nelson, Taylor Adair, Tamara Caraway, Patricia Vallier, Jane Hernandez
CONSENT

AGENDA
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<td>Buckeye Union High School Dist #201</td>
<td>$643,891.75</td>
<td>ADJ WAYS</td>
<td>SUN/INCA: Reclaimed water construction</td>
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<td>Auto Safety House - Phoenix</td>
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<td>Pro Tec Refrigeration Inc</td>
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<td>Shamrock AZ Dairy Division</td>
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## A/P Batch B049 for Board Meeting on March 6, 2017

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<td>Canyon State Bus Sales- Mohave</td>
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**GRAND TOTAL for Voucher 1136** $12,588.15

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**GRAND TOTAL for Voucher 1137** $77,640.24

**GRAND TOTAL for BATCH 049** $90,228.39
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**GRAND TOTAL for Voucher 1140**  
$119,236.26

**GRAND TOTAL for BATCH 050**  
$164,283.32
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<td>West Valley K-9 Foundation Association</td>
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<td>WPS Student Council Donation to Charity</td>
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<td>Wildlife World Zoo</td>
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**GRAND TOTAL for Voucher 1142**  
$ 67,065.67

**GRAND TOTAL for Voucher 1143**  
$ 18,581.03

**GRAND TOTAL for BATCH 051**  
$ 96,880.19
# A/P Batch B052 for Board Meeting on March 6, 2017

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**GRAND TOTAL for Voucher 1145** $2,908.30

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<td>M&amp;O</td>
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<td>Hamilton's Towing</td>
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<td>J.W. Pepper &amp; Son, Inc.</td>
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<td>Legoland Discovery Center</td>
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<td>Soliant Health, Inc.</td>
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<td>Terey Summers</td>
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<td>The Apple Store</td>
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<td>COM-PS</td>
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### A/P Batch B052 for Board Meeting on March 6, 2017

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<td>Wal-Mart Community</td>
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**GRAND TOTAL for Voucher 1146** $50,417.36

**GRAND TOTAL for BATCH 052** $53,325.66
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<td>Twin City Hardware</td>
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**GRAND TOTAL for Voucher 1147**

$396.76

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**GRAND TOTAL for Voucher 1148**

$246,434.05

**GRAND TOTAL for Voucher 1149**

$184,593.25

**GRAND TOTAL for BATCH 053**

$431,424.06
A/P Batch B054 for Board Meeting on March 6, 2017

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GRAND TOTAL for Voucher 1150 $3,267.63

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GRAND TOTAL for Voucher 1151 $58,190.95

GRAND TOTAL for BATCH 054 $61,458.58
## A/P Batch B055 for Board Meeting on March 6, 2017

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<td>WIST OFFICE PRODUCTS</td>
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**GRAND TOTAL for Voucher 1152**

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**A/P Batch B055 for Board Meeting on March 6, 2017**

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**GRAND TOTAL for Voucher 1153**

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**GRAND TOTAL for BATCH 055**

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<td>$85,195.03</td>
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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 2/3/2017.

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 March, 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 Sandik
Administrator

Marcus Eads
President

Jane Hunt
Clerk

Richard Hopkins
Member

Amy Lovitt
Member

Gina Ragsdale
Member

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Substitute for ADE 40-101
BUCKEYE ELEMENTARY SCHOOL DISTRICT #33 VOUCHER

20, 1144  02/16/2017  Kathleen Yadon
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 March 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: Kristi Sandick

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3700-028  8-85
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### Buckeye Elementary School District #33

**Payroll Fund Balances**

**Fiscal Year:** 2016-2017

#### Pay Cycle:

- **Pay Period:** Bi Weekly 16/17
- **Start Date:** 1/21/2017
- **End Date:** 02/03/2017
- **Pay Date:** 02/16/2017

#### Expense Amount

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**End of Report**

* *Note: For Jan 2017 revenues not posted yet.*

* Jan 2017 reimbursement will be $248,971.22 (see report)

[Signature]

02/10/2017
Buckey Elementary School District #33
Food Service Board Report
2016-2017

Presented at the March Board Meeting

Beginning Cash Balance $ (69,385.68)

Revenue:

Cash from daily sales: January
  Refunds
  Ala carte / Adult meals $ 2,444.08
Total Sales $ 2,444.08
Federal Reimbursement: Nov/ Dec $ 413,603.40

Other Revenue:
  Interest
  Catering $ 35.42
  Headstart
  Miscellaneous Refunds/Bnk fees
  $ 35.42

Total Revenue: January $ 416,082.90

Payroll and Related Expenses: January $ 90,168.22
Other Expenses: $ 138,609.80

Total Expenses: $ (228,778.02)

Ending Cash Balance for the month of January $ 117,919.20
## Claims

### Meal Service Summary

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

Calendar Year: 2017
Month: January

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

Accurate as of 2/22/2017 9:43:30 AM

#### 2017 January

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FY17 January 2017

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### IVEE Reconciliation:
BEGINNING BOOK BALANCE: $39,360.59
DEPOSITS: $1,316.59
EXPENDITURES: $989.00
IVEE ENDING BALANCE: $39,688.18

### Governing Board Signatures

---

Activity Assistant Treasurer

Business Manager, Treasurer

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**TOTALS:** $66,569.69 $7,546.42 $5,311.16 $68,804.95

**IVEE RECONCILIATION:**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BEGINNING BOOK BALANCE</th>
<th>DEPOSITS</th>
<th>EXPENDITURES</th>
<th>IVEE ENDING BALANCE</th>
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<tr>
<td>GOVERNING BOARD SIGNATURES</td>
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<td>$7,546.42</td>
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**MARIPOCA COUNTY BALANCE** $68,804.95

**OUTSTANDING ITEM** $-

**OUTSTANDING ITEM** $-

**COUNTY RECONCILED BALANCE** $68,804.95

Auxiliary Assistant Treasurer

Business Manager, Treasurer
## 2016-2017 TAX CREDIT ACCOUNT

**Bales Elementary School**
- **102**
- **Greatest Need (GN)** 8900 $5,017.08 $ - $ - $ 5,017.08
- **Athletics/Sports (A/S)** 8910 $737.52 $ - $ - $ 737.52
- **Fine Arts/Band/Choir (FA)** 8920 $27.85 $ - $ - $ 27.85
- **After School Programs (ASP)** 8930 $364.63 $ - $ - $ 364.63
- **Field Trips (FT)** 8940 $200.00 $ - $ - $ 200.00
- **Specified Classroom (SC)** 8XXX $1,635.68 $ - $ - $ 1,635.68

**Bal Totals:** $7,982.76 $ - $ - $ $7,982.76

**WestPark Elementary School**
- **103**
- **Greatest Need (GN)** 8900 $6,436.39 $ - $ - $ 6,436.39
- **Athletics/Sports (A/S)** 8910 $29.86 $ - $ - $ 29.86
- **Fine Arts/Band/Choir (FA)** 8920 $419.82 $ - $ - $ 419.82
- **After School Programs (ASP)** 8930 $654.19 $ - $ 232.00 $ 422.19
- **Field Trips (FT)** 8940 $1,583.06 $ 130.00 $ - $ 1,713.06
- **Specified Classroom (SC)** 8XXX $8.70 $ 327.50 $ - $ 336.20

**WPS Totals:** $9,132.02 $ 457.50 $ 232.00 $ $9,357.52

**Steven R. Jasinski Elementary School**
- **104**
- **Greatest Need (GN)** 8900 $3,163.03 $ 826.82 $ - $ 3,989.85
- **Athletics/Sports (A/S)** 8910 $150.00 $ - $ - $ 150.00
- **Fine Arts/Band/Choir (FA)** 8920 $400.44 $ - $ - $ 400.44
- **After School Programs (ASP)** 8930 $200.24 $ - $ - $ 200.24
- **Field Trips (FT)** 8940 $250.00 $ 126.82 $ - $ 386.82
- **Specified Classroom (SC)** 8XXX $2,897.78 $ 280.00 $ 126.82 $ 3,050.96

**SJS Totals:** $7,061.49 $ 1,106.82 $ 126.82 $ $8,041.49

**Sundance Elementary School**
- **105**
- **Greatest Need (GN)** 8900 $2,199.35 $ 50.00 $ - $ 2,249.35
- **Athletics/Sports (A/S)** 8910 $482.93 $ - $ - $ 482.93
- **Fine Arts/Band/Choir (FA)** 8920 $1,018.97 $ - $ - $ 1,018.97
- **After School Programs (ASP)** 8930 $0.73 $ - $ - $ 0.73
- **Field Trips (FT)** 8940 $220.00 $ 45.00 $ - $ 265.00
- **Specified Classroom (SC)** 8XXX $2,576.99 $ 315.00 $ - $ 2,891.99

**SUN Totals:** $6,498.97 $ 410.00 $ - $ $6,908.97

**Inca Elementary School**
- **107**
- **Greatest Need (GN)** 8900 $1,211.00 $ 400.00 $ - $ 1,611.00
- **Athletics/Sports (A/S)** 8910 $(34.65) $ - $ - $(34.65)
- **Fine Arts/Band/Choir (FA)** 8920 $846.09 $ - $ - $ 846.09
- **After School Programs (ASP)** 8930 $245.00 $ - $ - $ 245.00
- **Field Trips (FT)** 8940 $175.00 $ - $ - $ 175.00
- **Specified Classroom (SC)** 8XXX $1,762.76 $ 870.00 $ - $ 2,632.76

**INCA Totals:** $4,205.20 $ 1,270.00 $ - $ $5,475.20

---

Submitted By: Trenda Long

Ending Balances for FY17 January 2017
### Buckeye Elementary School

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>BEGINNING BALANCE</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>ENDING BALANCE</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Greatest Need (GN)</td>
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<td>5,352.23</td>
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<td>After School Programs (ASP)</td>
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<td>Field Trips (FT)</td>
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<tr>
<td>Specified Classroom (SC)</td>
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<td>$400.00</td>
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<tr>
<td><strong>BES TOTALS:</strong></td>
<td><strong>11,019.24 $</strong></td>
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**Special Programs (SPED)**

<table>
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<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>ENDING BALANCE</th>
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<tbody>
<tr>
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<td>$ -</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Located at WPS Site 103</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><strong>SPED TOTALS:</strong></td>
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**DIST-505 Gifted Program**

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<tbody>
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**DIST-505 Band Magic Mountain**

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**DIST-505 Band Program**

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**DIST-505 Wrestling Program**

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<td>8790</td>
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**Interest Earned**

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**DISTRICT TOTALS:**

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<td><strong>52,664.13 $</strong></td>
<td><strong>5,144.32 $</strong></td>
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**Deposit Journal Entries:**

- 846 / 852 / 855 / 861 / 862 / 863 / 864
- 869 / 870 / 874 / 875 / 878 / 882 / 883
- 884 / 891 / 894 / 896 / 897 / 898 / 952
- 953 / 977 / 978 / 991 / 995 / 1002

**Site Council Decisions:**

- SJS: Move $126.82 inactive 8351 to 8900.

**Vouchers**

- V1115

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Submitted By: Trenda Long

Ending Balances for FY17 January 2017

Page 2 of 2
<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</th>
<th>ENCUMBRANCE &amp; YTD EXPENSE</th>
<th>BUDGET BALANCE</th>
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<tr>
<td>6110 Regular Ed Certified</td>
<td>$10,872,408.00</td>
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<td>6110 Special Ed Certified</td>
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<td>$141.00</td>
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Subtotal Salaries | $18,651,334.00 | $18,702,791.00 | $9,377,020.27 | $6,850,987.48 | $16,228,007.75 | $2,474,783.25 |

| 6200 Employee Benefits | $5,211,470.00 | $5,211,470.00 | $3,317,821.33 | $2,492,343.98 | $5,810,165.31 | $(598,695.31) |

Subtotal Salaries/Benefits | $23,862,804.00 | $23,914,261.00 | $12,694,841.60 | $9,343,331.46 | $22,038,173.06 | $1,876,087.94 |

| 6300 Purchased Professional Services | $3,567,307.00 | $3,567,307.00 | $1,386,217.34 | $988,668.75 | $2,374,886.09 | $1,192,420.91 |
| 6400 Purchased Property Services | $424,430.00 | $424,430.00 | $662,711.03 | $440,516.86 | $1,065,762.89 | $(982,332.89) |
| 6500 Other Purchased Services | $492,093.00 | $492,093.00 | $659,599.84 | $532,937.01 | $1,192,536.85 | $(700,433.85) |
| 6600 Supplies | $1,912,198.00 | $1,912,198.00 | $1,024,946.49 | $692,973.16 | $1,717,919.65 | $194,278.35 |
| 6800 Other Expenses | $51,268.00 | $51,268.00 | $35,080.51 | $23,391.01 | $50,026.74 | $1,241.26 |

Subtotal Non-Salaried Items | $6,447,296.00 | $6,447,296.00 | $3,768,555.21 | $2,973,577.01 | $6,742,132.22 | $(294,836.22) |

| TOTAL Maintenance/Operation | $30,310,100.00 | $30,361,557.00 | $16,463,396.81 | $12,316,908.47 | $28,780,305.28 | $1,581,251.72 |

Percent of Budget Unspent/Unencumbered | 5.21% | per Budget: $30,361,557.00 |
<table>
<thead>
<tr>
<th>BUDGET DESCRIPTION</th>
<th>ADOPTED BUDGET 7/6/2016</th>
<th>DATE BUDGET REVISED 12/5/2016</th>
<th>YEAR TO DATE EXPENDITURES</th>
<th>ENCUMBRANCE &amp; YTD EXPENSE</th>
<th>BUDGET BALANCE</th>
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<tr>
<td>6600 Unallocated Budgets</td>
<td>$ -</td>
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<td>6720 Buildings and Improvements</td>
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<td>6731 Capital &lt; $1,000</td>
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<td>$ 500,000.00</td>
<td>$ 17,888.67</td>
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<td>6733 Capital &gt; $5,000</td>
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<td>6734 Vehicles &lt; $1,000</td>
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<td>6736 Vehicles &gt; $5,000</td>
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<td>$ 256,638.42</td>
<td>$ 32.00</td>
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<td>$ 165,535.44</td>
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<td><strong>TOTAL Capital</strong></td>
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<td><strong>$ 4,855,341.00</strong></td>
<td><strong>$ 1,081,900.11</strong></td>
<td><strong>$ 84,679.17</strong></td>
<td><strong>$ 1,166,579.28</strong></td>
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Percent of Budget Unspent: **75.97%**

Submitted By: Trenda Long
BOARD AGENDA ACTION ITEM

DATE FOR BOARD CONSIDERATION: March 6, 2017

ITEM: Personnel-Resignations

SUBMITTED BY: Dr. Kristi Sandvik, Superintendent

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**
- 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

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

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BOARD AGENDA ACTION ITEM

DATE FOR BOARD CONSIDERATION: March 6, 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**
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

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: March 6, 2017

ITEM: CERTIFIED STAFF FOR RE-EMPLOYMENT FOR FY 2018

SUBMITTED BY: Dr. Kristi Sandvik, Superintendent

RELEVANT/SUPPORTING DATA:

Please see lists that will be passed out at board meeting.

RECOMMENDATION:
It is recommended that the Governing Board approve the listing of certified staff for re-employment for FY 2018.

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BOARD AGENDA ACTION ITEM

DATE FOR BOARD CONSIDERATION: March 6, 2017

ITEM NO.11.B

ITEM: Termination of FY 17 Classified/Support Staff

SUBMITTED BY: Dr. Kristi Sandvik, Superintendent

READING
DISCUSS X
ACTION X

RELEVANT/SUPPORTING DATA:

The Administration will be presenting the names of the FY17 Classified/Support staff for termination. Their position with the district will end on or about May 18 or June 30, or as appropriate for the position they hold because their duties for said position cease upon that date.

RECOMMENDATION:

It is recommended the governing board 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.

Approved for transmittal to the Governing Board: __________________________________________

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DATE FOR BOARD CONSIDERATION: March 6, 2017

ITEM: Re-Hire Classified/Support Staff for FY 2018

SUBMITTED BY: Dr. Kristi Sandvik, Superintendent

RELEVANT/SUPPORTING DATA:

The Administration is presenting the names of Classified/Support Staff for re-hire for FY 2018. Their positions with the district will begin on or about July 1, July 31, or as appropriate for the position they are employed.

RECOMMENDATION:

It is recommended the governing board 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.

Approved for transmittal to the Governing Board: ____________________________________________

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DATE FOR BOARD CONSIDERATION. March 6, 2017

ITEM NO. 11.D

ITEM: Staff Compensation Package 2017-18

SUBMITTED BY. Dr. Kristi Sandvik, Superintendent

RELEVANT/SUPPORTING DATA:
This year the district will be able to offer a 1% increase to the base salary for all staff. The District will also be covering the cost of insurance. Teachers will also be given a $100.00 signing incentive for returning the electronic contracts within 24 hours of receiving them. Hard to fill positions as defined as Special Education will continue to be compensated as has in the past with a signing incentive of $1000.00 for new hires and retention incentive of $1,500.00 for current teachers. The district’s goal is to always offer as much as it can to staff in hopes to remain competitive with other west valley districts, support teachers and remain fiscally responsible.

At the January 2017 board study session, the district presented to the Board the impact of Proposition 206 – The Fair Wages and Healthy Families Act. Proposition 206 will increase the minimum wage rate in the State of Arizona as well as require paid sick leave accrual in the amount of 1 hour per 30 hours worked. Proposition 206 passed on November 8, 2016. The minimum wage component became effective January 1, 2017. The accrued sick leave component would not be effective until July 1, 2017. The District already exceeds the minimum requirements for the accrual of paid sick leave component of Proposition 206.

The Minimum wage for calendar year 2017 was increased to $10.00 per hour. For 2018, the minimum wage rate will be $10.50 per hour. For 2019 and 2020, the rate will increase to $11.00 and $12.00 respectively. District submitted information for Board discussion regarding minimum wage rates as well as how to address the hourly rate “compression” on existing positions. The district is proposing for existing employees that fall within in the following rates, that their hourly rates be adjusted accordingly.

<table>
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<tr>
<th>Old Rate</th>
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<td>$ 10.00</td>
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In taking into consideration the impact and costs associated with Minimum Wage Proposition 206, the district realizes for some classified employees, the effect of Proposition 206 will mean a larger than 1% increase in pay. Those employees will not receive an additional 1% raise. Essentially, the raise associated with the Prop 206 adjustments is their raise. All other employees will receive the 1% raise.

**RECOMMENDATION:**
It is recommended that the Governing Board approves the staff compensation package for 2017-2018

Approved for transmittal to the Governing Board: ________________________________

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BOARD AGENDA ACTION ITEM

DATE FOR BOARD CONSIDERATION: March 6, 2017

ITEM: Citizens Committee

SUBMITTED BY: Dr. Kristi Sandvik, Superintendent

ITEM NO. 11.E

RELEVANT/SUPPORTING DATA:

The Buckeye Elementary School District is in the process of establishing a Citizens Committee to examine educational funding for our District. The committee will review/discuss school funding; review/discuss efficiencies of cutbacks over the last several years; review/discuss current staffing; and review/discuss funding regarding school safety issues.

The Citizens Committee is charged with recommending a course of action to the Board regarding the District’s current budget override funding. The recommendation may or may not include seeking a renewal or expansion of the current override through a voter election this coming November.

Once the Governing Board approves the superintendent moving forward with establishing a citizens committee we will send invitations to prospective members.

RECOMMENDATION:

It is recommended the Governing Approve the establishment of a Citizens Committee to examine educational funding for BESD as recommended by the administration.

Approved for transmittal to the Governing Board: __________________________________________

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DATE FOR BOARD CONSIDERATION. March 6, 2017

ITEM: Staff Member requesting long term leave consideration for medical reasons

SUBMITTED BY. HR Director, Sue Johnson

RELEVANT/SUPPORTING DATA:

The HR Director received a formal request for a leave of absence for an employee which is beyond the 12 weeks that may be approved by the Superintendent. Per Governing Board Policy GCCC, Professional/Support Leaves of Absence Without Pay, leave requests for more than 12 weeks require approval by both the Superintendent and the Governing Board.

RECOMMENDATION:

It is recommended that the Governing Board approve the request for longer term leave for the employee pursuant to ARS 15-510.

Approved for transmittal to the Governing Board: ________________________________

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BOARD AGENDA ACTION ITEM

DATE FOR BOARD CONSIDERATION: March 6, 2017

ITEM NO. 11.G

ITEM: First 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 First Reading, by title, of policy updates as recommended by the Arizona School Board Association as presented.

GOVERNING BOARD ACTION:

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POLICY SERVICES
ADVISORY

Volume 29, Number 1  February 2017

Policy Advisory No. 567 ............................Policy Manual and Administrative Regulations—Introduction
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 JFABD-EB
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 JR-R
Policy Advisory No. 582 .................................Policy JRR—Student Surveys
Policy Advisory No. 583 (DELETE)....................Policy LBD—Relations with Charter Schools LBD-E

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.
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 off 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

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

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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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. ___.
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. The Weapons policy specifies what weapons are and how extensive the discipline may be but does not contain the step by step 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.

**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.

**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

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 set 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.
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.

Governor 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

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

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

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. Administrative regulations shall be established to assure the District 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.

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When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non-compliance with such a policy.

An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

As defined in statute (A.R.S. 23-371), "family member" means:

A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;

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.

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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.

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

PROCEDURES AND PRACTICES FOR EMPLOYMENT AUTHORIZATION AND EMPLOYMENT ELIGIBILITY VERIFICATION

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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).
IJNDBA
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.

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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

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
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.

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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.

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

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 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

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

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

Adopted: date of Manual adoption

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
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

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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.
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.
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 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
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.
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.

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

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 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.

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. 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.

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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.
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.

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**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 20202-4605

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 of the following 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

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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
JII - Student Concerns, Complaints, and Grievances
KB - Parental Involvement in Education

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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

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

RELATIONS WITH CHARTER SCHOOLS

CHARTER 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
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
Provide a description of the curriculum to be used in the school.  It should list the
measuring
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.

Evaluator
Present a description of the charter school’s plan for evaluating student
correcting student
performance, including types of assessment that will be used to measure student
standards
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].

Governance and
Decision-Making

Note:  This material is written for informational purposes only, and not as legal
advice. You may wish to consult an attorney for further explanation.
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
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
Describe the relationship between the proposed charter school and the School District.

Expectations of
Describe the specific role and duties of the sponsor of the charter school [A.R.S. 15-183].

Requested rules
Determine what specific Governing Board policies and regulations the charter school would like waived.

Employment Plan 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 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 fiscal 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 services 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.