

# GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Regular Meeting of the Governing Board

June 13, 2019 4:00 p.m.

## **Public Notice - Meeting Agenda**

Notice of this meeting has been posted consistent with the requirements of A.R.S. §38-431.02.  
The meeting's location is the Board Room in the District Office, 7301 North 58<sup>th</sup> Avenue, Glendale.

The Board reserves the right to change the order of items on the agenda, with the exception of public hearings, which are scheduled for a specific time. At the chair's discretion, the Board may carry over consideration of any business not concluded by 9:00 p.m. to the next regular meeting's agenda. Governing Board members may participate via telephone conference call if necessary. The Governing Board reserves the right to convene to executive session for the purpose of obtaining legal advice from its attorney for any item listed on the agenda, in person or by telephone, pursuant to A.R.S. §38-431.03(A)(3).

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### **GOVERNING BOARD GOALS**

1. Increase Student Achievement
2. Ensure the District's Financial Solvency
3. Attract and Retain Highly Qualified Staff

### **DISTRICT GOALS**

Increase Student Achievement

Eliminate the Achievement Gap

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#### **1. Call to Order and Roll Call**

#### **2. Opening Exercises**

- a. Adoption of Agenda
- b. Approval of Acting Clerk (if necessary)
- c. Offer of Spanish Interpretation
- d. Moment of Silence
- e. Pledge of Allegiance

#### **3. Call to the Public**

The public is invited to address the Board on any issue within its jurisdiction, subject to reasonable time, place and manner restrictions. Governing Board members are not permitted to discuss or take legal action on matters raised during open call to the public unless the matters are properly noticed for discussion and legal action. However, the law permits Board members to do the following at the conclusion of the open call to the public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be put on a future agenda.

Those wishing to address the Board should complete a "Call to the Public" form and submit it to the Board Secretary prior to the start of the meeting. Each speaker will be provided three (3) minutes to address the Board, unless provided other direction by the Board. At the outset of the speaker's remarks, the speaker should state their name and the Board requests that the speaker provide his/her address.

#### **4. Special Recognition**

##### **School Recognition**

The Governing Board will recognize schools who participated in the Leukemia and Lymphoma Society's Pennies for Patients fundraising campaign.

#### **5. Study Session**

The Governing Board will conduct a study session with Administration for the following purposes:

##### **Policy Manual Review**

The Governing Board will review and discuss Board Policy Manual Section J-Students as part of the comprehensive policy manual review with Arizona School Boards Association.

##### **Governing Board Goals, Norms and Commitments**

The Governing Board will review and discuss the Governing Board Goals, Norms and Collective Commitments.

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Individuals can access copies of documentation provided to the Board to substantiate administrations' recommendations, i.e. reports, detailed information, agreement documents, etc., the Friday before the Board meeting in each school's office, the Superintendent's office, or on the Governing Board's page of the District's website. Persons with disabilities may request reasonable accommodations by contacting (623) 237-7136 at least two days prior to the meeting.

- c. Strategic Planning Process  
The Governing Board will discuss the District's strategic planning process.
- d. Community Involvement/Committees  
The Governing Board will discuss community involvement and committees.

**6. Consent Agenda**

- a. Minutes  
It is recommended the Governing Board approve the minutes of the May 9, 2019 Regular Meeting, and May 23, 2019 Special Meeting as presented.
- b. Ratification of Vouchers  
It is recommended the Governing Board approve the expense and payroll vouchers as presented.
- c. Acceptance of Gifts  
It is recommended the Governing Board ratify and approve acceptance of gifts offered to the District as presented.
- d. Certified Personnel Report  
It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, terminations and/or contract renewals of certified personnel.
- e. Classified Personnel Report  
It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel.
- f. Travel  
It is recommended the Governing Board approve the requests for employee out-of-county travel as presented.
- g. Surplus Property Disposal  
It is recommended the Governing Board approve the items listed as surplus property and grant permission to dispose of them through public auction, salvage company and/or donation to local non-profit(s), and remove them from the asset listing.
- h. Student Activity Fund Balance Statement  
It is recommended the Governing Board approve the Student Activity Fund Balance Statement for April, 2019 as presented.
- i. Student Activities Treasurer and Assistant Treasurer  
It is recommended the Governing Board appoint the District Accounting Budget Supervisor as Student Activities Treasurer, and the Director for Finance and the Assistant Superintendent for Financial and Auxiliary Services as Student Activities Assistant Treasurers for the 2019-2020 fiscal year as presented.
- j. Authorized Signatories Election  
It is recommended the Governing Board approve the list of authorized signatories for the 2019-2020 fiscal year in addition to the Superintendent for all accounts as presented.
- k. Chief Disbursing Officer for Employee Garnishments  
It is recommended the Governing Board approve the Resolution appointing the Maricopa County Education Service Agency (MCESA), Superintendent of Schools Office as the statutory agent for all garnishment of wages made upon any employee of this District for the 2019-2020 Fiscal Year.
- l. Execution of Vouchers  
It is recommended the Governing Board approve the annual, routine resolution authorizing the signing of vouchers between Board meetings, with ratification at the next meeting pursuant to A.R.S. §15-321.

m. Out-of-County Field Trip

It is recommended the Governing Board approve the out-of-county field trip request for eighth grade students from Glendale Landmark School to travel to the International Future Health Professionals Competition in Orlando, Florida June 17-23, 2019.

n. Agreement to Provide Meals

It is recommended the Governing Board approve the Child Care Food Program agreement to provide meals to the Children's Center for Neurodevelopmental Studies effective August 1, 2019 through July 31, 2020.

o. Claims Service Agreement

It is recommended the Governing Board approve the renewal of the contract with Tristar Risk Management for fiscal year 2019-2020 as presented.

p. Workers' Compensation Insurance Broker

It is recommended the Governing Board approve the agreement with Valley Schools Workers' Compensation Group for fiscal year 2019-2020.

q. Property, Casualty, and Liability Insurance

It is recommended the Governing Board approve Arizona School Risk Retention Trust, Inc. (ASRRT) annual planning document (APD) renewal premiums, including the Trust administration fee for prepaid legal, property, casualty and liability insurance effective July 1, 2019 - June 30, 2020 up to the maximum renewal amount of \$803,325 as presented.

r. Authorization to Settle Claims

It is recommended the Governing Board authorize the Assistant Superintendent for Financial and Auxiliary Services, or his designee, to approve the settlement and payment of claims up to the deductible limits in the insurance policy for fiscal year 2019-2020.

**7. Reports and Information Items**

None at this time.

**8. Action Items**

a. Policy Revision First Reading

It is recommended the Governing Board approve the first reading of revised policy manual section J-Students as presented.

b. Employment of Assistant Principal

It is recommended the Governing Board approve the employment of Ms. Sarah Akeley as Assistant Principal of Glendale American School, salary and benefits commensurate with other Assistant Principals.

c. Superintendent Salary

It is recommended the Governing Board approve the payment of the Superintendent's 5% salary increase in pay for the 2019-2020 school year to be paid as a one-time stipend to be donated to the Glendale Uniting Students, Teachers and Others educational foundation.

**9. Future Meetings and Events**

a. Future Meetings and Agenda Item Requests.

The Governing Board will review the list of upcoming Board meetings and potential agenda topics. Governing Board Members will have the opportunity to request items to be included on future meeting agendas for discussion, information and/or action.

**10. Summary of Current Events**

a. Superintendent Report

The Superintendent will present a brief summary of current events.

b. Governing Board Report

Governing Board Members will present brief summaries of current events, as necessary.

**11. Adjournment**

GLENDALE ELEMENTARY SCHOOL DISTRICT

**INFORMATIONAL AGENDA ITEM**

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Reports, presentations and other similar items are submitted to the Governing Board  
as information and do not require action.

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AGENDA NO: 4.A. TOPIC: School Recognition

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

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**Employee Recognition:**

The Governing Board will recognize schools who participated in the Leukemia and Lymphoma Society's Pennies for Patients fundraising campaign.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**STUDY SESSION**

AGENDA NO: 5.A. TOPIC: Policy Manual Review

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED: June 13, 2019

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The Governing Board will conduct a study session with Administration to review and discuss Board Policy Manual Section J-Students as part of the comprehensive policy manual review with Arizona School Boards Association.

# Compare JA © STUDENT POLICIES GOALS / PRIORITY OBJECTIVES (version 2 to 1)

first

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

## JA © STUDENT POLICIES GOALS / PRIORITY OBJECTIVES

The Superintendent will establish an environment conducive to the best learning achievement for each student through meeting the following goals:

- ~~To provide for the instruction of a well-organized curriculum at both the knowledge and application levels leading to increased cognitive development and success in future learning.~~
- ~~To A.~~ To individualize the learning program in order to provide appropriately for each student.
- ~~To B.~~ To protect and observe the legal rights of students.
- ~~To C.~~ To enhance the self-image of individual students through helping them feel respected and worthy, and ~~through a~~ through a learning environment that provides positive encouragement.
- ~~To D.~~ To provide an environment of reality in which students can learn personal and civic responsibility for ~~their actions~~ their actions through meaningful experiences as school citizens.
- ~~To E.~~ To deal with students in matters of discipline in a just and constructive manner.
- ~~To F.~~ To provide, in every way feasible, for the safety, health, and welfare of students.
- ~~To G.~~ To promote regular attendance and good work.

Adopted: date of ~~manual~~ Manual adoption



**JB ©**  
**EQUAL EDUCATIONAL**  
**OPPORTUNITIES**

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

Adopted: date of manual adoption

**LEGAL REF.:**

Arizona Constitution, Act XI, Sec. 6

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Educational Opportunities Act

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001

**CROSS REF.:**

[AC](#) - Nondiscrimination

[ACA](#) - Sexual Harassment

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[IHBA](#) - Special Educational Programs and Accommodations for Disabled Students

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[KED](#) - Public Concerns/Complaints about Facilities or Services

## Compare JB-R © (version 2 to 1)

**first** Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**  
through the modifications.

### JB-R ©

#### REGULATION

### EQUAL EDUCATIONAL OPPORTUNITIES

#### Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

#### Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, **within the established timelines**. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) *et seq.* may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with ~~policies~~ **Policies** JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to ~~believe~~ **believe** policy has been violated, the Superintendent shall so inform the complaining party in writing.

#### **Timelines**



The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.



**JB-E ©**

EXHIBIT

**EQUAL EDUCATIONAL  
OPPORTUNITIES**

**COMPLAINT FORM**

**(To be filed with the compliance officer as provided in JB-R)**

Please print:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

I wish to complain against:

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_

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\_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

The compliance officer, as designated in JB-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.

## Compare JC © SCHOOL ATTENDANCE AREAS (version 2 to 1)

first

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

last

### JC © SCHOOL ATTENDANCE AREAS (In District)

The attendance areas of the District will be established by the Board. Students will attend school in the attendance areas in which their respective residences are located. Exceptions to this policy may be made for open enrollment, unsafe school choice options, special placements based on Individualized Educational Programs, disciplinary actions, available curricula and in the case of homeless students, continued attendance in their school of origin.

The Governing Board recognizes that the proposed adoption of attendance boundaries or change in current attendance boundaries is a topic which will generate much concern and interest by all who may be affected. Therefore, Board meetings to discuss proposed changes to attendance boundaries shall have comment periods and will be preceded by prior notification to parents and guardians of students and residents of the households to be affected by the proposals being discussed. The notice shall be by means intended to reach the largest number of persons to be affected. At least one (1) meeting shall be held to present the maps of proposed attendance boundaries and receive comments from those affected. These maps and the notice of such a meeting shall be made available on the District's website, if one is available.

Following Board action, parents, guardians and residents affected by a boundary change decision will be informed by means of the minutes and other school and District communications. These will be placed on the District's web site, if one is available. Within ninety (90) days of the adoption of a boundary change by the Governing Board, attendance boundaries will be updated, made available to the public and, if available, placed on a District website. If a web site is available a direct link to the School District's attendance boundaries will be sent to the Department of Real Estate otherwise a copy of any change will be sent. ~~If the boundary changes adopted by the Governing Board affect any school built on land donated to the District within the past five (5) years, the entity which donated the land will be informed of the Board's decision.~~

The Superintendent will develop the specific procedures necessary to implement the actions, notification, and documentation required by this policy.

Adopted: ~~December 11, 2008~~ <-- z2AdoptionDate -->

#### LEGAL REF.:

A.R.S.

[15-341](#)

[15-461](#)

20 U.S.C. 9532, No Child Left Behind (Unsafe School Choice)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001

#### CROSS REF.:

[JFBA](#) - Unsafe School Choice





## JC-R ©

### REGULATION

#### **SCHOOL ATTENDANCE AREAS**

Recommendations to the Governing Board for the adoption of new attendance boundaries or change in current attendance boundaries will be presented along with a map at one (1) meeting that provides for comments on the proposed changes prior to discussion and action.

Parents/guardians of students and residents of the households affected by attendance boundary changes will be notified, whenever possible, a minimum of ten (10) days prior to the public meeting. The notice will include the time, place, date, a call for public input, and where a map delineating the proposed adoption/change may be viewed. Notice will be given by:

- A post card addressed to the zip codes plus four (4) digits of all affected postal residents located in the attendance area subject to change.
- Written notification to the parents or guardians of affected students provided by means of:
  - Weekly school lunch menus; or
  - Special communications; or
  - Newsletters; or
  - Any similar means reasonably calculated to provide sufficient notice.
- Broadcast and print media public announcements.
- Posting of notice at the school and in places permitting notice posting in the area of student attendance affected.
- Information and a map delineating the proposed changes available in the school office and posted on the District's web site, if available.

The meeting will be held in a public facility, if one is available, in a location with proximity to the area suggested for school attendance change and which will accommodate the expected participants. Participation by parents/guardians of students and residents of homes affected will be encouraged. Up to one (1) hour will be scheduled for receipt of affected persons' comments with the time for individual presentations determined by the time scheduled divided by the participants requesting to speak. Additional time may be allocated by specific Board action.



## **JCA ASSIGNMENT OF STUDENTS TO SCHOOLS**

Ordinarily, students shall attend school in the attendance area where they live. Parents may request that a student be transferred to another school within the District.

Under the authority of school districts to assign students to schools as deemed in the best educational interest of all, the Board authorizes the Superintendent to grant or deny requests for individuals to attend schools outside of their designated attendance areas after consideration of the following criteria:

- The change appears to be in the best interests of the individual.
- No bus route will be extended beyond its normal run.
- Principals of both schools are involved in the procedure.
- The change does not create overcrowding at the receiving school.

Adopted: date of manual adoption

CROSS REF.:

[JC](#) - School Attendance Areas



**JE ©**  
**STUDENT ATTENDANCE**

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-239](#)

[15-346](#)

[15-771](#)

[15-802](#)

[15-804](#)

[15-805](#)

[15-806](#)

[15-807](#)

[15-826](#)

[15-843](#)

[15-872](#)

[15-873](#)

[15-901](#)

CROSS REF.:

[JH](#) - Student Absences and Excuses





## **JE-R ©**

### **REGULATION**

### **STUDENT ATTENDANCE**

#### **Attendance Records**

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

A master list of student absences will be prepared daily from attendance reports received in the office.

The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained.



**JEA ©**  
**COMPULSORY ATTENDANCE AGES**

It is unlawful for any child who is at least six (6) but not yet sixteen (16) years of age to fail to attend school during the hours that school is in session, unless such child is excused pursuant to:

- A.R.S. [15-802](#) (see attached exhibit) and verifiable records are kept of the reasons for excuse from the duties prescribed.
- A.R.S. [15-901](#) (for children with disabilities).
- The child being provided instruction at home.
- The child being accompanied by a parent or a person authorized by a parent.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-802](#)

[15-803](#)



## JEA-E ©

### EXHIBIT

### COMPULSORY ATTENDANCE AGES

Every child between the ages of six (6) and sixteen (16) years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies, and science. The person who has custody of the child shall choose a public, private, charter, or home school as defined in A.R.S. [15-802](#) to provide instruction.

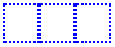
The parent or person who has custody of the child shall do the following:

- If the child will attend a public, private, or charter school, enroll the child and ensure that the child attends the public, private, or charter school for the full time that school is in session. If the child attends a school that is operated on a year-around basis, the child shall regularly attend during school sessions that total not less than one hundred eighty (180) school days or two hundred (200) school days, as applicable, or the equivalent as approved by the Superintendent of Public Instruction.
- If the child will attend a private school or home school, file an affidavit of intent with the County School Superintendent stating that the child is attending a regularly organized private school or is being provided instruction in a home school, in accord with A.R.S. [15-802](#).
- If the child will attend home school, the child has not reached eight (8) years of age by September 1 of the school year, and the person who has custody of the child does not desire to begin home instruction until the child has reached eight (8) years of age, file an affidavit of intent pursuant to A.R.S. [15-802](#) stating that the person who has custody of the child does not desire to begin home school instruction.

A person is excused from the duties prescribed above if it is shown to the satisfaction of the school principal or the school principal's designee:

- The child is in such physical or mental condition that attendance at a public school is inexpedient or impracticable.
- The child has completed the high school courses necessary for completion of grade ten (10) as prescribed by the State Board of Education.
- The child has presented reasons for nonattendance at a public school which are satisfactory to the school principal or the school principal's designee. For purposes of this paragraph, the principal's designee may be the School District Governing Board.
- The child is over fourteen (14) years of age and is, with the consent of the person who has custody of the child, employed at some lawful wage-earning occupation.
- The child is an enrollee in a work training, career education, vocational, or manual training program that meets the educational standards established and approved by the Department of Education.

- The child was either suspended and not directed to participate in an alternative education program or expelled from school as provided in law.
- The child is enrolled in an education program provided by a state educational or other institution.



## **JEB ©**

### **ENTRANCE AGE REQUIREMENTS**

#### **Special Preschool**

A child evaluated and recommended for special services for a disability in accord with statute, and who has reached the third (3rd) birthday, may be admitted to preschool. If otherwise eligible, the District may admit a child who is within ninety (90) days of reaching age three (3) years if it is determined to be in the best interest of the individual. The Superintendent shall make such determination based upon one (1) or more consultations with parent(s), guardian(s), the child, and the multidisciplinary placement team.

#### **Kindergarten and First Grade**

For admission to kindergarten, children must be five (5) years of age prior to September 1 of the current school year. If a full-day kindergarten is provided, the parent of a student eligible for full-day kindergarten shall be offered the opportunity to choose either a half-day or a full-day kindergarten program. The District shall provide an academically meaningful half-day kindergarten program in each District school where the half-day student enrollment is sufficient to fill a class with approximately the same number of students as the District-wide kindergarten classroom average.

If the school district or charter school offers more than two and one-half (2 1/2) hours of voluntary tuition-free kindergarten instruction during a school day to pupils who are under six (6) years of age, the instruction shall meet all of the following requirements:

- A. Meet or exceed the academic standards for kindergarten instruction prescribed by the State Board of Education and incorporate play as an instructional strategy.
- B. Be academically meaningful.
- C. Provide active learning enrichment.

A parent of a kindergarten pupil may choose either half (1/2)-day kindergarten instruction or full-day kindergarten instruction pursuant to A.R.S. [15-703](#).

Children may be admitted to first grade who are six (6) years of age or shall be deemed six (6) years of age if they reach such age prior to September 1 of the current school year.

The Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five (5) for kindergarten and six (6) for first grade by January 1 of the current school year.

For a child who has not reached six (6) years of age (five [5] for kindergarten) before September, the determination of whether to admit shall be based upon one (1) or more consultations with the parent(s) or guardian(s), the child, the teacher, the school principal, and/or professional consultants.

When a child who has not reached age five (5) prior to September 1 was admitted for early enrollment in kindergarten, and the child then repeats kindergarten in the following year, the District is not eligible to receive basic state aid for the child's second year. When a child who

has not reached age five (5) prior to September 1 was admitted for early enrollment in kindergarten but does not remain enrolled the District may receive a portion of basic state aid on behalf of that child in the subsequent year. The District may charge tuition for any child who is ineligible for basic state aid pursuant to A.R.S. [15-821](#).

## **High School**

A high school graduate with a recognized diploma may be refused admission.

Students between the ages of sixteen (16) and twenty-one (21) years shall be admitted to high school. A student under sixteen (16) years of age who does not hold an eighth-grade certificate of promotion may be admitted to high school under the following conditions:

The student must meet competency requirements in the adopted standards for promotion of students from the eighth (8th) grade as determined by the State Board of Education in the areas of reading, writing, mathematics, science, and social studies.

The Superintendent will develop procedures for the student to demonstrate competency in the standards adopted by the State Board of Education.

## **Residency Verification**

In accordance with guidelines and forms adopted by the Arizona Department of Education the District shall require and maintain verifiable documentation of residency in the State of Arizona for pupils who enroll in the District.

Adopted: <-- z2AdoptionDate -->

### **LEGAL REF.:**

A.R.S.

[15-701](#)

[15-701.01](#)

[15-703](#)

[15-766](#)

[15-767](#)

[15-771](#)

[15-821](#)

[15-901](#)

[15-901.02](#)

A.A.C.

[R7-2-301](#)

Section 78, Arizona Laws 2009, HB 2011

### **CROSS REF.:**

[JF](#) - Student Admissions

[JHD](#) - Exclusions and Exemptions from School Attendance

[JLC](#) - Student Health Services and Requirements

## Compare JEB-R © (version 2 to 1)

**first** *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* **last**

### ~~JEB-R ©~~

#### ~~REGULATION~~

#### ~~ENTRANCE AGE REQUIREMENTS~~

#### ~~(Determining Competency for~~

#### ~~Entrance to High School)~~

~~Upon request for admission to high school, a student who has not obtained an eighth-grade certificate of promotion and is under sixteen (16) years of age must show competency in the standards of reading, writing, mathematics, science, and social studies as adopted by the State Board of Education and as determined by a District assessment instrument. The assessment instrument will be based upon the standards adopted by the State Board of Education. The instrument will be prepared or selected by, and the result will be verified by, a certificated person chosen by the Superintendent.~~

## Compare JF STUDENT ADMISSIONS (version 4 to 2)

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

### JF © STUDENT ADMISSIONS

~~Any students who are residents of the District and are living with their parents or legal guardians, and who meet District age requirements may be admitted to the public schools of the District.~~

The person enrolling a student (except homeless students) in the school for the first time will be asked to produce one (1) of the following proofs:

●

A. A certified copy of the child's birth certificate.

● ~~Other~~

B. ~~Other~~ reliable proof of the student's identity and age, including the student's baptismal certificate,

~~an application~~

~~an application~~ for a Social Security number, or original school registration records,

~~and~~

~~and~~ an

~~affidavit explaining~~

~~affidavit explaining~~ the inability to provide a copy of the birth certificate.

● ~~A~~

C. A letter from the authorized representative of an agency having custody of the student (pursuant to statute)

~~certifying~~

~~certifying~~ that the student has been placed in the custody of the agency as prescribed by law.

The parent, guardian, or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the ~~School-school~~ to disclose to any person a student's educational record without prior parental consent unless the ~~School-school~~ makes a



determination that disclosure of such records is necessary to protect the health and safety of the student.

Adopted: date of ~~manual~~ Manual adoption

LEGAL REF.:

A.R.S.

[15-828](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,

[as amended by the Every Student Succeeds Act \(ESSA\) of 2015](#)

CROSS REF.:

[IKEB](#) - Acceleration

[JFAA](#) - Admission of Resident Students

[JFAB](#) - Admission of Nonresident Students

[JFABD](#) - Admission of Homeless 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

## Compare JF-R © (version 2 to 1)

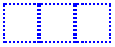
*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last*  
through the modifications.

### **JF-R ©**

#### REGULATION

#### **STUDENT ADMISSIONS**

Grade placement shall be the responsibility of the principal, and shall be based on general achievement, consideration being given to the mental, physical, emotional, and social maturity of the student. In general, students transferring into the system will be placed at the same grade level as in the school from which they transferred, but students transferring, as well as continuing students, may be reduced or advanced in grade. The principal shall be guided by the recommendation of teachers and shall consult with the parents of the student before the transfer or placement of a student is made.



**JFAA ©**  
**ADMISSION OF**  
**RESIDENT STUDENTS**

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

The following students are residents of the District:

- A. A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
- B. A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.
- C. A student who is eighteen (18) years of age or older and whose place of residence is in the District.
- D. A student who is homeless, and who attended a school in the District at the time of becoming homeless.
- E. A student who resides with a family member living in the District while awaiting the outcome of a legal guardianship or custody proceeding if the family provides written documentary proof in accord with [15-821\(D\)](#).
- F. A student whose parent is transferred to or is pending transfer to a military installation within this state while on active military duty pursuant to an official military order. The parent shall provide proof of residency in the District to the local education agency within ten (10) days after the arrival date provided on official documentation.

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may be determined by using the following verifiable documentation.

**Verifiable Documentation**

A.R.S. [15-802\(B\)](#) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school.

The documentation required by A.R.S. [15-802](#) *must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.*

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

***Parent(s) or legal guardian(s) that maintains his or her own residence:*** The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide *one (1)* of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- A. Valid Arizona driver's license, Arizona identification card
- B. Valid Arizona motor vehicle registration
- C. Valid United States passport
- D. Property deed
- E. Mortgage documents
- F. Property tax bill
- G. Rental agreement or lease (including Section 8 agreement)
- H. Utility bill (water, electric, gas, cable, phone)
- I. Bank or credit card statement
- J. W-2 wage statement
- K. Payroll stub
- L. Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- M. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

***Parent(s) or legal guardian(s) that does not maintain his or her own residence:*** The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

### **Use of and Retention of Documents by Schools**

School officials must *retain a copy* of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or

charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-802](#)

[15-816](#) *et seq.*

[15-821](#)

[15-823](#)

[15-823.01](#)

[15-824](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,  
as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

[IKEB](#) - Acceleration

[JFAB](#) - Admission of Nonresident Students

[JFABD](#) - Admission of Homeless 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  
RESIDENT STUDENTS**

**RESIDENCY DOCUMENTATION FORM**

Student \_\_\_\_\_ School \_\_\_\_\_

School District or Charter Holder \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_

As the Parent/Legal Guardian of the Student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

\_\_\_\_\_ Valid Arizona driver's license, Arizona identification card or motor vehicle registration

\_\_\_\_\_ Valid U.S. passport

\_\_\_\_\_ Real estate deed or mortgage documents

\_\_\_\_\_ Property tax bill

\_\_\_\_\_ Residential lease or rental agreement

\_\_\_\_\_ Water, electric, gas, cable, or phone bill

\_\_\_\_\_ Bank or credit card statement

\_\_\_\_\_ W-2 wage statement

\_\_\_\_\_ Payroll stub

\_\_\_\_\_ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe that contains an Arizona address

\_\_\_\_\_ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

\_\_\_\_\_ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**Reproduction of ADE FORM 2306606 which may be used in lieu of this document.**



**JFAA-EB ©**

EXHIBIT

**ADMISSION OF  
RESIDENT STUDENTS**

**AFFIDAVIT OF SHARED RESIDENCE**

I swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:

Persons who reside with me:

---

---

---

Location of my residence:

---

---

I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:

- Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- Valid U.S. passport
- Real estate deed or mortgage documents
- Property tax bill
- Residential lease or rental agreement
- Water, electric, gas, cable, or phone bill
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

Printed Name of Affiant: \_\_\_\_\_

Signature of Affiant: \_\_\_\_\_

**Acknowledgement**

State of Arizona

County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_.

My Commission Expires

\_\_\_\_\_

Notary Public

**Reproduction of ADE FORM 2306606 which may be used in lieu of this document.**



# Compare JFAB © TUITION / ADMISSION OF NONRESIDENT STUDENTS (version 3 to 1)

first

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

## JFAB © TUITION / ADMISSION OF NONRESIDENT STUDENTS

For purposes of open enrollment a "nonresident pupil" means a student who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the student resides. A student who is not a resident of the District but is a resident of Arizona who meets the age and other requirements for open enrollment established by state law and District policy shall be admitted to a school without payment of tuition.

A student shall also be admitted to a school without tuition payment, if:

- ~~The A.~~ The student is the child of a United States resident who is not a resident of Arizona, if this is in the best ~~interest~~

~~interest~~ of the student and the student is placed with a relative per A.R.S. [15-823](#) and the placement is ~~not~~

~~not~~ to avoid tuition payment.

- ~~The Student B.~~ The student is a resident of the United States and evidence indicates that because the parents are homeless ~~or~~

~~or~~ the child is abandoned, as defined in A.R.S. [8-201](#), the child's physical, mental, moral or emotional health ~~is best~~

~~is best~~ served by placement with a person who does not have legal custody of the child and who is a resident

within the school district, unless it is determined that the placement is solely for the purpose of obtaining an ~~education~~

~~education~~ in this state without payment of tuition.

- ~~The C.~~ The student presents a certificate of educational convenience issued by the County School Superintendent ~~pursuant~~

~~pursuant~~ to A.R.S. [15-825](#).

- ~~The D.~~ The student is a child of a nonresident teaching or research faculty member of a community college district or ~~state~~

~~state~~ university or a nonresident graduate or undergraduate student of a community college district or state ~~university~~

~~university~~ whose parent's presence at the district or university is of international,

national, state, or local ~~benefit~~

benefit.

The District shall admit the following students, charging tuition as prescribed in statute:

~~• The~~ **A.** The child of an Arizona resident who is not a resident of the District, if the District provides a high school and ~~the~~

the student is a resident of an Arizona common school district that is not in a high school district and that ~~does~~

does not offer instruction in the student's grade. Special circumstances may apply in accordance with A.R.S.

15-2041 after three hundred fifty (350) students have been admitted.

~~• For~~ **B.** For an Arizona resident who is not a resident of the District, if the district of residence provides only financing ~~for~~

for students who are instructed by another school district and for students from a unified district that does not ~~offer~~

offer instruction in the student's grade.

~~• A~~ **C.** A pupil who is issued a certificate of educational convenience to attend school in the School District or ~~adjoining~~

adjoining the school district to that in which the pupil is placed by an agency of this state or a state or ~~federal~~

federal court of competent jurisdiction, as provided in A.R.S. 15-825.

The District shall admit a pupil who is the resident of a school district that has entered into a voluntary agreement with the District, charging tuition as agreed to in accordance with A.R.S. 15-824(E)(3).

The Governing Board may admit children who are residents of the United States, but who are nonresidents of this state, without payment of tuition if all of the following conditions exist:

A. The child is enrolled in a year-round residential boarding academy located in this state specializing in intensive instruction and skill development in sports, music or acting.

B. The child's parents have executed a current notarized guardianship agreement covering the child while enrolled in the academy, which is a condition of enrollment of the academy and authorizes academy representatives to act on the child's parent's or legal guardian's behalf in making all decisions on a daily basis as to the child's activities and needs for medical, educational, and other personal issues.

The District may admit nonresident foreign exchange students without payment of tuition, or as it may otherwise prescribe.

The District shall not include in its student membership count students who are not Arizona residents. Unless authorized by statute, the District is prohibited from obtaining state funding for any student who is not a resident of the state.

## "Residence" Defined

The residence of a student is the residence of the person having legal custody of the student, except as provided in A.R.S. [15-823](#) through A.R.S. [15-825](#).

Residency of the parent/guardian or surrogate may be determined by showing the individual's presence and intent to remain in the District. Documentation of residency may ~~include, but is not limited to, landlord-tenant agreements, rent or lease receipts, and receipts for utility payments~~.be determined by using the following verifiable documentation.

### Verifiable Documentation

A.R.S. [15-802](#)(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school.

The documentation required by A.R.S. [15-802](#) must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

Parent(s) or legal guardian(s) that maintains his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide one (1) of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- A. Valid Arizona driver's license, Arizona identification card
- B. Valid Arizona motor vehicle registration
- C. Valid United States passport
- D. Property deed
- E. Mortgage documents
- F. Property tax bill
- G. Rental agreement or lease (including Section 8 agreement)
- H. Utility bill (water, electric, gas, cable, phone)
- I. Bank or credit card statement
- J. W-2 wage statement
- K. Payroll stub

L. Certificate of tribal enrollment or other identification issued by a recognized Indian tribe

M. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans'

Administration, Arizona Department of Economic Security, etc.)

Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

Use of and Retention of

Documents by Schools

School officials must retain a copy of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

Adopted: date of

~~manual~~

Manual adoption

LEGAL REF.:

A.R.S.

[8-201](#)

[15-802](#)

[15-816](#) through [15-816.07](#)

[15-821](#)

[15-823](#) through [15-825](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001

CROSS REF.:

[IKEB](#) - Acceleration

[JFABD](#) - Admission of Homeless 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



**JFAB-EA ©**

EXHIBIT

**TUITION / ADMISSION OF  
NONRESIDENT STUDENTS**

**RESIDENCY DOCUMENTATION FORM**

Student \_\_\_\_\_ School \_\_\_\_\_

School District or Charter Holder \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_

As the Parent/Legal Guardian of the Student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

\_\_\_\_\_ Valid Arizona driver's license, Arizona identification card or motor vehicle registration

\_\_\_\_\_ Valid U.S. passport

\_\_\_\_\_ Real estate deed or mortgage documents

\_\_\_\_\_ Property tax bill

\_\_\_\_\_ Residential lease or rental agreement

\_\_\_\_\_ Water, electric, gas, cable, or phone bill

\_\_\_\_\_ Bank or credit card statement

\_\_\_\_\_ W-2 wage statement

\_\_\_\_\_ Payroll stub

\_\_\_\_\_ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe that contains an Arizona address

\_\_\_\_\_ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

\_\_\_\_\_ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**Reproduction of ADE FORM 2306606 which may be used in lieu of this document.**



**JFAB-EB ©**

EXHIBIT

**TUITION / ADMISSION OF  
NONRESIDENT STUDENTS**

**AFFIDAVIT OF SHARED RESIDENCE**

I swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:

Persons who reside with me:

---

---

---

Location of my residence:

---

---

I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:

- \_\_\_\_\_ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- \_\_\_\_\_ Valid U.S. passport
- \_\_\_\_\_ Real estate deed or mortgage documents
- \_\_\_\_\_ Property tax bill
- \_\_\_\_\_ Residential lease or rental agreement
- \_\_\_\_\_ Water, electric, gas, cable, or phone bill
- \_\_\_\_\_ Bank or credit card statement
- \_\_\_\_\_ W-2 wage statement
- \_\_\_\_\_ Payroll stub
- \_\_\_\_\_ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- \_\_\_\_\_ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

Printed Name of Affiant: \_\_\_\_\_

Signature of Affiant: \_\_\_\_\_

**Acknowledgement**

State of Arizona

County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_.

My Commission Expires

\_\_\_\_\_

Notary Public

**Reproduction of ADE FORM 2306606 which may be used in lieu of this document.**



## **JFABA**

### **ADMISSION OF NONRESIDENT STUDENTS**

The District may admit children of Arizona residents who do not reside in the District upon such terms as it prescribes, but such admissions will be on a space-available basis.

Students from unorganized territory may be enrolled upon presentation of a Certificate of Educational Convenience issued by the Office of the County Superintendent of Schools.

When tuition is charged, it shall be in accordance with the Arizona Revised Statutes and the U.S.F.R. at the District's full per capita cost in maintenance and operation, capital outlay, and debt service budget categories.

The parent or surrogate of each new enrollee in the District, except homeless students as defined in A.R.S. [15-824](#), will be asked to produce one of the following proofs:

- A certified copy of the child's birth certificate.
- Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.
- A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

The parent or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent or guardian that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the District to disclose to any person a student's educational record without prior parental consent unless the District makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

The Superintendent may develop regulations that are consistent with this policy and Arizona law as necessary for proper operation of the schools and implementation of this policy.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-823](#)

[15-824](#)

[15-825](#)

[15-828](#)

[15-973](#)

[15-976](#)

[15-1342](#)

A.G.O.

188-060



CROSS REF.:

[IKEB](#) - Acceleration

[JF](#) - School Admissions

[JG](#) - Assignment of Students to Classes

[JLH](#) - Missing Students

[JLCB](#) - Immunization of Students

[JR](#) - Student Records



**JFABB ©**  
**ADMISSION OF EXCHANGE**  
**AND FOREIGN STUDENTS**

**(Foreign Exchange Students)**

The Governing Board may admit nonresident foreign students without payment of tuition or as it may otherwise prescribe.

The Governing Board may admit the same number of nonresident foreign students who are in exchange programs and who are recipients of a J-1 visa pursuant to federal law, that is equal to the number of resident students enrolled in that local education agency who are currently participating in a foreign exchange program, as determined by the Department of Education, without the payment of tuition.

The principal will review requests, and a decision will be made to allow or disallow admittance under this policy. The decision shall be final.

Exchange students who do not meet the conditions, pursuant to A.R.S. [15-823](#) and as outlined above, may be admitted on a tuition basis, following approval by the principal.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:  
A.R.S.  
[15-823](#)



## **JFABB-R ©**

### REGULATION

#### **ADMISSION OF EXCHANGE AND FOREIGN STUDENTS**

The District will not admit students who have graduated from their respective school systems.

Preference will be given to sponsoring organization(s) that have representative(s) living in the District.

The host families of foreign exchange students who attend District schools must reside within the attendance area of the school that will be attended.

High school diplomas will not be awarded. A certificate of achievement/attendance may be awarded at the graduation commencement when appropriate.

Sponsoring organizations must provide evidence that each student has sufficient oral and reading proficiency in the English language to assure profitable educational and social experiences during the exchange year.

Each foreign student should plan to attend a District school for the school year, not for a single semester or a partial school year. Exceptions may be approved by the principal.

Each school may determine whether it is a requirement for host families to have teen-agers who attend the host school.

The District does not provide foreign students with financial assistance for such things as class rings, yearbooks, activity cards, or lunches.

Each school shall designate a person (school coordinator) to be the contact between the school and the sponsoring organization, to the host family and the District office.

# Compare JFABC © ADMISSION OF TRANSFER STUDENTS

first

(version 4 to 2)

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

## JFABC © ADMISSION OF TRANSFER STUDENTS (Academic Credit Transfer)

Academic credit for students who transfer from private or public schools shall be determined on a uniform and consistent basis.

### Elementary

Academic credit for placement in the common school subjects and grades shall be based upon teacher recommendations and previous grade level assignments subject to the determination that the student can meet the standards adopted by the State Board of Education for the grade level assignment.

### Credit for Graduation Requirements

~~Each student who enrolls and requests the transfer of academic credits to fulfill graduation requirements shall be provided with a list specifying the courses for which credit has been accepted for graduation and those for which credit has been denied by the District. Transferred credit that satisfies any of the following criteria will be acceptable for fulfilling District graduation requirements:~~

- ~~• The credit was from a course taught by a teacher certificated by the Arizona Department of Education.~~
- ~~• Awarding of the credit was based upon an assessment that included the standards adopted by the State Board of Education and evidence of the student having achieved the standards is provided.~~
- ~~• The credit was awarded by a school accredited by one (1) of the following accrediting agencies of colleges and schools; North Central Association, Southern Association, Middle States Association, New England Association, Northwestern Association, Western Association.~~

~~When transfer credit is denied for a course, the student may request and take an examination on the course subject matter designed and evaluated by a teacher in the receiving school who is certificated to teach the subject matter of the course for which the credit was requested. Upon receiving a satisfactory score as determined by the teacher, course credit will awarded to fulfill the requirements for graduation. All courses credited for graduation~~ Core credit for purposes of this policy shall be the units of credit specifically named as required for graduation by the State Board of Education in [R7-2-302.02](#).

The District may evaluate the transcripts of transfer students for the assignment of credit pursuant to Section [15-701.01](#).

The School District shall provide to a pupil who transfers credit from a charter school, school district or Arizona online instruction a list that indicates which credits have been accepted as either elective or core credits by the School District.

Within ten (10) school days after receiving the list, a pupil may request to take an examination in each particular course in which core credit has been denied. The School District shall accept the credit as a core credit for each particular course in which the pupil takes an examination and receives a passing score on a test, aligned to the competency requirements adopted pursuant to this section, designed and evaluated by a teacher in the School District who teaches the subject matter on which the examination is based.

The School District may not charge a fee to a pupil who takes an examination in a particular course to obtain academic credit, pursuant to section [15-701.01](#), subsection i, from the School District if the academic credit for a course was previously earned in an Arizona online instruction course or at any public school in this state. Any test administered pursuant to this subsection shall be an assessment that is aligned to the course relevant state academic standards.

If a pupil is enrolled in the School District and that pupil also participates in Arizona online instruction between May 1 and July 31, the School District shall not require proof of payment as a condition of the School District accepting credits earned from the online course provider.

All core credit courses must meet the standards adopted by the State Board of Education where such standards exist. Where standards have not been adopted by the State Board of Education, core credit courses ~~credited for graduation~~ must meet the standards established for the school to which the student has requested a transfer of credit.

Adopted:

~~date of manual adoption~~

<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-701](#)

[15-189.03](#)

[15-701.01](#)

[15-745](#)

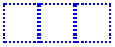
[15-808](#)

A.A.C.

[R7-2-302.02](#)

CROSS REF.:

[JG](#) - Assignment of Students to Classes



## **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;
- B. students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. migratory students who qualify as homeless because the children are living in circumstances described above.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled, including preschool.

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

#### **Liaison for Homeless Students**

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

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

1. in any case in which a family becomes homeless between academic years or during an academic year; or
2. for the remainder of the academic year, if the student becomes permanently housed during an academic year; or

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

### **Best Interest of the Homeless Student**

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

- A. To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- B. Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- C. In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

### **Other Relevant Policies and Procedures**

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-816](#) through [15-816.07](#)

[15-821](#)

[15-823](#) through [15-825](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,  
as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

[EEAA](#) - Walkers and Riders

[IKEB](#) - Acceleration

[JF](#) - Student Admissions

[JFAA](#) - Admission of Resident Students

[JFAB](#) - Admission of Nonresident Students

[JFABDA](#) - Admission of Students in Foster Care

[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



## **JFABD-R ©**

### **REGULATION**

#### **ADMISSION OF HOMELESS STUDENTS**

##### **Admission**

The school selected by the homeless student shall immediately admit the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the liaison for homeless students, who shall assist in obtaining necessary immunizations, or immunization or medical records.

##### **Admission Disputes**

If a dispute arises over school selection or enrollment in a school:

- The student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
- the parent or guardian of the student shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or student to appeal the decision;
- the student, parent, or guardian shall be referred to the liaison for homeless students, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute in accord with the procedure found in the Arizona State Plan; and
- in the case of an unaccompanied youth, the liaison for homeless students shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

##### **Enrollment Decision**

The decision regarding enrollment shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.



## Compare JFABD-EA © (version 5 to 4)

*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last* through the modifications.

### JFABD-EA ©

#### EXHIBIT

#### ADMISSION OF HOMELESS STUDENTS

#### LIAISON POSITION

The School shall designate a liaison for homeless students and, in conjunction with the state coordinator, shall inform school personnel, service providers, and advocates working with homeless families of the duties of the School liaison.

The School liaison for homeless students shall ensure that:

- A. homeless students are identified by school personnel and through coordination activities with other entities and agencies;
- B. homeless students enroll in, and have full and equal opportunity to succeed in, the District's schools;
- C. homeless families and students receive educational services for which such families and students are eligible, including:
  1. Head Start and Even Start programs and preschool programs administered by the School, and
  2. referrals to health care and immunization services, dental services, mental health services, and other appropriate services;
- D. the parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- E. public notice of the educational rights of homeless students is disseminated where such students receive services under the Homeless Assistance Act, such as:
  1. schools;
  2. family shelters; and
  3. soup kitchens;
- F. disputes over school selection or enrollment in a school are mediated in a manner that:
  1. immediately admits the student to the school in which enrollment is sought, pending resolution of the dispute,

2. provides the parent or guardian of the student with a written explanation of the school's decision regarding the school selection or enrollment, and informs the parent, guardian, or student of the rights to appeal the decision,
3. expeditiously carries out the dispute resolution process after receiving notice of the dispute, and
4. in the case of an unaccompanied youth, ensures that the student is immediately enrolled in school pending resolution of the dispute;

G. the parent or guardian of a homeless student, and any unaccompanied youth, is fully informed of all transportation services, including arrangements for transportation to the school of origin;

H. the parent or guardian of a homeless student, and any unaccompanied youth, is assisted in accessing transportation to the selected school.

As a part of the duties, the School liaison for homeless students will coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students.



## JFABD-EB ©

### 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;

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.



**JFABDA ©**  
**ADMISSION OF STUDENTS**  
**IN FOSTER CARE**

This policy is intended to direct compliance with Arizona State Laws, Arizona Administrative Code, and the Every Student Succeeds Act (ESSA) Foster Care provisions.

The implementation of this policy shall assure that:

- A. children in foster care are not stigmatized or segregated on the basis of their status as foster children;
- B. children in foster care are immediately enrolled in their school of origin, unless a determination is made that it is not in such child's best interest to attend the school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- C. when a determination is made that it is not in such child's best interest to remain in the school of origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment;
- D. the enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records;
- E. transportation is provided to and from the school of origin or school of placement for the foster child as applicable and found in the law and Policy JFAA; and
- F. the school/District (LEA) will work with the Department of Child Safety (or tribal agency) to ensure that the provisions of ESSA relating to foster children are implemented.

**Definitions**

The term "children in foster care" means children who are under twenty-four (24) hour substitute care while placed away from their parents or guardians and for whom the Child Welfare Agency (DCS or tribal) has placement and care responsibility.

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.

**Liaison or Point of Contact (POC)  
for Children in Foster Care**

The Superintendent will designate an appropriate staff person of authority as Liaison or Point of Contact (POC) for children in foster care who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of foster children that will include, but not be limited to, establishment of procedures to:

- A. Continue the student's education in the school of origin or placement;
- B. Collaborate with the Child Welfare Agency to maintain school stability;

- C. Ensure the best interest is determined regarding school selection;
- D. Ensure necessary transportation is provided, funded, and arranged;
- E. Ensure immediate enrollment and transfer of records; and
- F. Ensure school staff are trained on the provisions and educational needs of children in foster care.

### **Other Relevant Policies and Procedures**

Implementation of the Every Student Succeeds Act (ESSA) Foster Care provisions 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: <-- z2AdoptionDate -->

#### LEGAL REF.:

A.R.S.

[15-816](#) through [15-816.07](#)

[15-821](#)

[15-823](#) through [15-825](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,  
as amended by the Every Student Succeeds Act (ESSA) of 2015  
(Foster Care Provisions)

#### CROSS REF.:

[EEAA](#) - Walkers and Riders

[IKEB](#) - Acceleration

[JF](#) - Student Admissions

[JFAA](#) - Admission of Resident Students

[JFAB](#) - Admission of Nonresident Students

[JFABD](#) - Admission of Homeless 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



## **JFABDA-R ©**

### **REGULATION**

#### **ADMISSION OF STUDENTS IN FOSTER CARE**

##### **Admission**

The school selected by the child in foster care shall immediately admit the child, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the Child Welfare Agency Point of Contact to the District Liaison/Point of Contact (POC) for children in foster care, who shall assist in obtaining necessary immunizations, or immunization or medical records.

##### **Admission Disputes**

If a dispute arises over school selection or enrollment in a school:

- A. The student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
- B. the Child Welfare Agency Point of Contact shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of appeal;
- C. the Child Welfare Agency Point of Contact and student shall be referred to the liaison for children in foster care, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; an

##### **Enrollment Decision**

The decision regarding enrollment shall be made regardless of whether the student lives with the foster parents or has been temporarily placed elsewhere.



## **JFABDA-EA ©**

### **EXHIBIT**

### **ADMISSION OF STUDENTS IN FOSTER CARE**

#### **LIAISON POSITION**

The District shall designate a Liaison/Point of Contact (POC) for children in foster care and, in conjunction with the state coordinator, shall inform school personnel, service providers, and advocates working with foster families of the duties of the District liaison.

The District liaison for children in foster care shall ensure that:

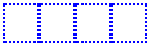
- A. children in foster care are identified by school personnel and through coordination activities with other entities and agencies;
- B. children in foster care enroll in, and have full and equal opportunity to succeed in, the District's schools;
- C. foster families and children in foster care receive educational services for which such families and children are eligible, including:
  - 1. Head Start and Even Start programs and preschool programs administered by the District, and
  - 2. referrals to health care and immunization services, dental services, mental health services, and other appropriate services;
- D. the Child Welfare Agency and parents or guardians of children in foster care are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- E. public notice of the educational rights of children in foster care is disseminated where such students receive services;
- F. disputes over school selection or enrollment in a school are mediated in a manner that
  - 1. immediately admits the student to the school in which enrollment is sought, pending resolution of the dispute,
  - 2. provides the child welfare agency and parent or guardian of the student with a written explanation of the school's decision regarding the school selection or enrollment, and informs the child welfare agency, parent, guardian, and student of the rights to appeal the decision,
  - 3. expeditiously carries out the dispute resolution process after receiving notice of the dispute, and
- G. the Child Welfare Agency and parent or guardian of a foster child are fully informed of all transportation services, including arrangements for transportation to the school of



origin;

H. the Child Welfare Agency and parent or guardian of a foster child are assisted in accessing transportation to the selected school.

As a part of the duties, the District liaison for children in foster care will coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to children in foster care.



## **JFABDA-EB ©**

### **EXHIBIT**

## **ADMISSION OF STUDENTS IN FOSTER CARE**

### **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 (Foster Care provisions), the Child Welfare Agency and parent or guardian of the student is to receive and acknowledge notice of the rights set forth below.

The parent or guardian of a child in foster care has the right to:

- A. Continue the student's education in the school of origin for the duration of placement;
- B. Enroll the student in any public school that students who live in the attendance area in which the student is actually living are eligible to attend;
- C. Appeal if the child in foster care 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 general student population;
- E. Receive educational services for which such families and students are eligible, including:
  - 1. Transportation services;
  - 2. Meals programs;
  - 3. Head Start and Even Start programs and preschool programs administered by the School; and
  - 4. Referrals to health care and immunization services, dental services, mental health services, and other appropriate services.
- F. Identification or service without being stigmatized as foster by school personnel.

A parent or guardian (student if unaccompanied) may contact the State Coordinator for Education of Foster Children and Youths at;

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

A parent or guardian may contact the District Liaison/Point of Contact (POC) for Foster Children and Youths at;

\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

The District Liaison/Point of Contact (POC) for children in foster care shall ensure that the parent or guardian of a child in foster care, 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**

Glendale Elementary School District shall allow open enrollment within its schools pursuant to this policy and A.R.S. [15-816](#). The District shall allow resident transfer pupils to enroll in any school within the School District, allow nonresident pupils to enroll in any school within the District, and allow resident pupils to enroll in outside school districts pursuant to the terms of this policy and without charging tuition, except as expressly allowed by A.R.S. [15-816.01](#).

For purposes of this policy, a nonresident pupil is a resident of the state of Arizona who resides outside of the District's boundaries but who seeks to enroll in the District. A resident pupil is a resident of the state of Arizona who resides in the District's boundaries but who seeks to enroll in a school outside of the student's attendance area.

The Superintendent shall develop and implement an administrative regulation and any other documents needed to administer the District's open enrollment program.

### Admission Criteria

Schools shall require applicants to agree to policies regarding student conduct and the same enrollment commitments applicable to resident students.

The Superintendent shall determine if nonresident students and resident transfer students will be admitted without tuition in accordance with the following criteria:

- The school in which the student seeks to enroll has the capacity to serve the student without adversely impacting educational opportunities for resident students attending their resident school. Factors to be considered in making this determination include, but are not limited to the following:
  - Physical capacity of the school building and classrooms;
  - Availability of staff (i.e., administrators, teachers, other certificated employees, related service providers);
  - Capacity in relevant special programs; and
  - Availability of other resources.
- The student's prior status in the educational and juvenile court systems, including:
  - Whether the student has been expelled by another school or is in the process of being expelled by another school; and
  - Whether the student is in compliance with any conditions imposed by a juvenile court.
  - Whether the student is in the process of serving a long-term suspension, or is being considered for long-term suspension.

Failure to disclose the above on the District's Open Enrollment Application may result in revocation of the student's acceptance for open enrollment.

- The student's admission does not violate the provisions of a court order or agreement of desegregation in the student's resident district.

### Enrollment Priority Order

The District shall give enrollment priority to applicants in the following order, so long as their enrollment can be accomplished in accordance with the District's admission criteria:

- All resident transfer students and nonresident students currently enrolled as an "Open Enrollment" in a District school and their siblings shall be given first priority.
- All resident transfer students and nonresident students not currently enrolled whose parents are employed by the District shall be given second priority.
- The remaining nonresident transfer students shall be given third priority.
- The remaining resident transfer students shall be given last priority.
- If the District is unable to admit all applicants to a certain school due to capacity, then applicants shall be considered on a first come, first served basis within each of the four priority levels listed above.

### Transportation Services

The District shall not provide transportation to applicants. The District shall provide transportation limited to no more than twenty (20) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent district for nonresident pupils whose individualized education program specifies that transportation is necessary for fulfillment of the program.

Adopted: January 15, 2013

#### LEGAL REF.:

A.R.S.

[15-764](#)

[15-797](#)

[15-816](#) et seq.

15-823

[15-824](#)

[15-825](#)

[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



## **JFB-R ©**

### REGULATION

#### **OPEN ENROLLMENT**

##### Selection Process

All applicants will be accepted if there is sufficient capacity. If there is insufficient capacity, applicants will be selected from the submitted applications for enrollment in a school in accordance with a random selection process except where policy may indicate otherwise. After \_\_\_\_\_, pupils shall be selected for enrollment from the waiting list in the order in which the pupils were placed on the waiting list through the random selection process, or as otherwise provided by policy.

##### Procedure

The procedure for selection shall be as follows:

The applicants will be divided by priority categories and have their names placed on separate pieces of paper and the papers placed in a container. Names will be drawn by priority categories and numbered in the order in which they are drawn. All applications properly submitted will be drawn and numbered for enrollment consideration. The applicants whose names are selected in order, up to the capacity limitations established, shall be permitted to enroll in the school. All others drawn will be placed on a waiting list with priority in accord with the lowest number. Parents are encouraged to be present at the drawing.



**JFB-E ©**

EXHIBIT

**OPEN ENROLLMENT**

**ATTENDANCE APPLICATION**  
**File this application at the School District office**

Student's name \_\_\_\_\_  
Last First M.I.

Current grade \_\_\_\_\_ Birth date \_\_\_\_\_ Home phone \_\_\_\_\_

Work phone \_\_\_\_\_ Message phone \_\_\_\_\_

Parent's name \_\_\_\_\_  
Last First M.I.

Home address \_\_\_\_\_  
Street City Zip

E-mail address \_\_\_\_\_

The above-named student:  resides outside the School District; or  
 resides within the School District

Present school of attendance

School \_\_\_\_\_ District \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

Request assignment to \_\_\_\_\_ School

Is the above-named student:

Yes  No Expelled or long-term suspended from any school or school district?

Yes  No Currently subject to expulsion or long-term suspension from a school or school district?

Yes  No  N/A In compliance with conditions imposed by a juvenile court?

Yes  No  N/A In compliance with a condition of disciplinary action in any school or school district?

Note: The following conditions apply to the open-enrollment program:

1. An attendance application must be completed and submitted on or before \_\_\_\_\_.
2. Enrollment is subject to the capacity limit established for the school and/or its grade levels.





## Compare JFBA © UNSAFE SCHOOL CHOICE (version 3 to 1)

first

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

last

### JFBA © UNSAFE SCHOOL CHOICE

Pursuant to the Unsafe School Choice Option of the ~~No Child Left Behind~~ Every Student Succeeds Act of 2001~~2015~~, 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.

##### ***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: ~~December 11, 2008~~ <-- z2AdoptionDate -->

### LEGAL REF.:

A.R.S.

[15-341](#)

[13-3726](#)

20 U.S.C. ~~9532, No Child Left Behind~~ (6301 *et seq.*, Every Student Succeeds Act of 2015

[20 U.S.C. 7912](#), Unsafe School Choice )Option

### CROSS REF.:

[JC](#) - School Attendance Areas

[JG](#) - Assignment of Students to Classes and Grade Levels

**JFBA-E ©**

EXHIBIT

**UNSAFE SCHOOL CHOICE**

**(Definitions and Examples)**

Definition of Violent  
Criminal Offense

Violent crimes are defined in Title 13 of the Arizona Revised Statutes (A.R.S.).

A.R.S. Title 13 Definitions and listings of relevant violent crime follows:

13-901.03. Violent crimes: allegation; definition

B. For the purpose of this section, "violent crime" includes any criminal act that results in death or physical injury or any criminal use of a deadly weapon or dangerous instrument.

13-105. Definitions

6. "Crime" means a misdemeanor or a felony.

11. "Dangerous instrument" means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

13. "Deadly weapon" means anything designed for lethal use. The term includes a firearm.

29. "Physical injury" means the impairment of physical condition.

13-4401. Definitions

19. "Victim" means a person against whom the criminal offense has been committed, or if the person is killed or incapacitated, the person's immediate family or other lawful representative, except if the person is in custody for an offense or is the accused.

Offenses in Title 13 that Require an  
Offer to Transfer to the Victim

These statutes would apply in the event the crime is an attempt and the victim does not die.

13-1102 Manslaughter. Class 2 felony.

13-1103 Negligent Homicide. Class 4 felony.

13-1104 Second Degree Murder. Class 1 felony.

13-1105 First Degree Murder. Class 1 felony.

Offenses in Title 13 that Require an Offer to Transfer to the Victim

13-1201 Endangerment (with deadly weapon or dangerous instrument). Class 6 felony or Class 1 misdemeanor.

13-1203 Assault. Para (A)(1). (With physical injury). Class 1 misdemeanor.

13-1204 Aggravated Assault. Class 2-6 felony.

13-1205 Unlawfully Administering Intoxicating Liquors, Narcotic Drug, or Dangerous Drug. (With physical injury) Class 5 felony.

Narcotic Drug, or Dangerous Drug. (With physical injury) Class 5 felony.

13-1209 Drive by Shooting. Class 2 felony.

13-1304 Kidnapping. (A)(3) Class 2 felony.

13-1406 Sexual Assault. Class 2 felony.

13-1703 Arson of an Occupied Structure. Class 2 felony.

13-1902 Robbery. Class 4 felony.

13-1903 Aggravated robbery. Class 3 felony 13-1904 Armed Robbery. Class 2 felony.

13-2904 Disorderly Conduct. Involving a deadly weapon or dangerous instrument. Class 6 felony.

13-3102 Misconduct Involving Weapons (A)(9). Class 3 felony.

13-3103 Depositing Explosives. Class 4 felony.

13-3110 Misconduct Involving Simulated Explosive Devices. Class 1 misdemeanor.

13-3704 Adding Poison or Other Harmful Substance to Food, Drink or Medicine. Class 6 felony.

Specific Definition of Persistently Dangerous School Label  
(Adopted by Arizona State Board 6-26-06)

A persistently dangerous school is any school that has four (4) or more firearms brought to campus in the baseline analysis (2000-01 data) and an average of four (4) incidents of firearms brought to campus under the Gun Free School Act (with or without modification as allowed in the law) for school year (SY) 00-01 and SY 01-02, unless objective explanatory data or prevention data submitted by a school to the Arizona Department of Education (ADE) Student Services Division allows exemption. Schools that are identified as "persistently dangerous" will be required to provide all students with the option to transfer (within the District).



**JFC ©**  
**STUDENT WITHDRAWAL FROM**  
**SCHOOL / DROPOUTS**

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

Reasons for withdrawal may include:

- Parents or legal guardians moving from the District or to an area served by another school within the District.
- Parents requesting the withdrawal of students who have passed their sixteenth birthday.
- Expulsion or long-term suspension by the Board.

Upon withdrawal, the student shall check in all books and other District property through the office of the school that was attended.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-827](#)

[15-828](#)

[15-829](#)

CROSS REF.:

[JF](#) - Student Admissions



**JG ©**  
**ASSIGNMENT OF STUDENTS TO**  
**CLASSES AND GRADE LEVELS**

Students who apply for admission to grades two (2) through eight (8) on the basis of prior schooling outside the District will be placed initially at the grade levels they have reached elsewhere.

Assignment of a student to classes (classroom or subjects) shall be made based upon the student's grade-level assignment, completion of any prerequisites, student achievement, and any classroom limitations or class-size guidelines, in that order.

A student who enrolls in a kindergarten program or grades one (1) through eight (8) after receiving instruction in a home school program shall be tested using State Board standards in order to determine the appropriate grade level for educational placement of the student.

The Superintendent shall establish procedures for guiding the review and assignment of students to classes and grade levels.

Adopted: March 14, 2006

**LEGAL REF.:**

A.R.S.

[15-342](#)

[15-745](#)

**CROSS REF.:**

[IKE](#) - Promotion, Retention and Acceleration of Students

[IKEB](#) - Acceleration

[JFB](#) - Open Enrollment



## **JG-R ©**

### REGULATION

### **ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS**

#### **Elementary School**

The principal will determine whether there should be any change in the grade-level placement of the student. In making such determination, the principal will be guided by teacher recommendations and consultation with the parent(s).

Assignment of a student to classes shall be the responsibility of the principal after consideration of the student's grade-level assignment, completion of any prerequisites, the student's achievement, and any classroom limitations or class-size guidelines.



## **JH © STUDENT ABSENCES AND EXCUSES**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

### **When Absent from School**

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-346](#)

[15-802](#)

[15-806](#)

[15-807](#)

[15-843](#)



[15-873](#)

[15-902](#)

CROSS REF.:

[JE](#) - Student Attendance

## Compare JH-R © (version 2 to 1)

*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last*  
through the modifications.

### JH-R ©

#### REGULATION

#### STUDENT ABSENCES AND EXCUSES

##### (Absence Notification)

~~The school~~ When an excuse or authorization of absence from the parent or person having custody of the student has not been provided to the school office, the school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student ~~in Grades K – 8 within~~ upon the student's absence.

##### A. Students in grades kindergarten (K) through six (6):

Within two (2) hours after the first class in which the student is absent

~~if an excuse or authorization of absence from the parent or person having custody of the student has not been provided to the school office~~

##### B. Students in grades seven (7) and eight (8):

1. Within two (2) hours of an absence when the absence is from the student's first class of the day.
2. Within five (5) hours of an absence from a class other than the student's first class of the day.

The District and its Board, employees, or agents are not liable for failure to notify.

Further, on or before the enrollment of a student in ~~Grades K – 8~~ grades kindergarten (K) through eight (8), the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absence. The District also requires that at least one (1) telephone number, if available, be given to the school office so that a "reasonable effort to notify by telephone" may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.



## **JHB © TRUANCY**

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. [15-802](#), [15-803](#), or [15-901](#).

Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

Adopted: date of manual adoption

### LEGAL REF.:

A.R.S.

[8-201](#)

[15-802](#)

[15-803](#)

[15-804](#)

[15-805](#)

[15-841](#)

[15-843](#)

### CROSS REF.:

[JEA](#) - Compulsory Attendance Ages



**JHCB ©**  
**RELEASED TIME FOR**  
**RELIGIOUS INSTRUCTION**

Students at the school may be granted released time to attend religion classes near the school campus under the following conditions and guidelines:

- The person who has custody of the student has given written consent.
- Any religious instruction or exercise takes place at a suitable place away from school property designated by a church or religious denomination or group.
- Released time shall not interfere with the student's normal schedule.
- Any tardiness related to religious instruction will be unexcused.
- Discipline problems, reporting to parents, and attendance and other procedures necessary to class operation shall be the responsibility of the religion class instructors or supervisors.
- Religion instructors shall be responsible for notifying parents when students violate attendance policies.
- Changes in policies relating to religion classes must be reviewed by the school administration and the Governing Board.
- The school administration shall have the responsibility of conferring with the appropriate church authorities in matters relating to this policy and, when deemed necessary, shall take appropriate action to see that such policies are followed.
- The desirability and value of the released-time program will be evaluated annually by the school administration and the Governing Board.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
[15-806](#)

Compare JHD © EXCLUSIONS AND EXEMPTIONS FROM  
SCHOOL ATTENDANCE (version 2 to 1)

first

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

**JHD ©  
EXCLUSIONS AND EXEMPTIONS  
FROM SCHOOL ATTENDANCE  
(Chronic Health Conditions)**

The District will provide appropriate educational opportunities for any student identified by ~~a licensed physician or podiatrist~~ an appropriately certified health professional in the fields of podiatry, chiropractic medicine, naturopathic medicine, osteopathy, physician assistant, or registered nurse practitioner as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits. Staff members responsible for physical education activities programs shall develop and implement such guidelines.

Nothing in this policy shall be construed to obstruct, interfere with or override the rights of parents or guardians concerning the education and health care of pupils with chronic health problems.

Nothing in this policy shall be construed to authorize school personnel to either:

- A. Authorize absences from school for a student with a chronic health problem without the prior consent of the student's parent or guardian.
- B. Recommend, prescribe or provide medication to a student with a chronic health problem without the prior consent of the student's parent or guardian.

The Superintendent shall develop regulations for meeting the requirements of this policy.

Adopted: date of

~~manual~~

Manual adoption

LEGAL REF.:

A.R.S.

[15-346](#)

[15-761](#)

[15-843](#)

[15-902](#)

[32-801 et seq.](#)

[32-900 et seq.](#)

[32-1401 et seq.](#)

[32-1501 et seq.](#)

[32-1601 et seq.](#)

[32-1800 et seq.](#)

[32-2501 et seq.](#)

CROSS REF:

[IHBF](#) - Homebound Instruction

## Compare JHD-R © (version 3 to 2)

**first** Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**  
through the modifications.

### JHD-R ©

#### REGULATION

### EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

#### (Chronic Health Conditions)

##### Identification/Referral Process

Staff members shall be informed of procedures to follow in serving "students with chronic health conditions." Teachers will review registration data and make note of any students who were previously served as students with chronic health conditions.

Registration forms, enrollment data, and attendance registers will identify certified students with chronic health conditions who are eligible for modified instructional services.

The screening procedures used to screen kindergarten students and new enrollees for possible referral to special education or compensatory programs will provide an indication of whether students with high absenteeism have health conditions that may be considered chronic if they are due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student. Students can be identified or referred at any time during the school year.

The person responsible for collection of attendance data shall be informed of these available services and should be given direction for noting whether a student's frequent absences are due to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student. Registration, enrollment, and attendance procedures shall indicate eligible students with chronic health conditions for documenting [average daily membership \(ADM\)](#) adjustments with the Arizona Department of Education, School Finance Section.

When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data, or parent referral), a [medical chronic health condition](#) certification form with a letter of explanation shall be sent to the parents, to be returned within thirty (30) days. The teacher and parent shall meet within fifteen (15) days following return of the [medical-chronic health condition](#) certification.

Upon referral of a student for [medical-chronic health condition](#) certification, the school nurse, if applicable, shall be consulted to include any [medical-chronic health condition](#) data in the nurse's records (i.e., the annual report that identifies types of chronic illnesses monitored). The nurse may provide information to assist teachers in dealing with chronic health conditions.

##### Eligibility Criteria

The parents shall submit a written [medical-chronic health condition](#) certification to the District, which will include:

● ~~Medical~~

A. Certified health professional or nurse practitioner diagnosis.

● ~~Medical~~

B. Certified health professional or nurse practitioner prognosis.

● ~~Physical~~

C. Physical limitations affecting physical education activities and requirements.

● ~~Anticipated~~

D. Anticipated surgeries, treatment, or hospitalizations that, although not expected to cause sufficient

~~absences to~~

absences to require homebound services, may interfere with regular school attendance.

● ~~Physician's~~

E. Certified health professional or nurse practitioner signature and date signed.

The appropriate instructional services needed are to be recommended by the teacher after consultation with the parent according to the following considerations:

● ~~The~~

A. The nature of the health condition relevant to the student's anticipated activity level during absences (

~~based on~~

based on review of the

~~medical~~

chronic health condition certification).

● ~~The~~

B. The student's academic capacity.

● ~~The~~

C. The teacher's recommendations for service delivery based on course-work difficulty and the student's

~~ability to~~

ability to learn independently.

● ~~The~~



D. The amount of face-to-face instruction time required by the student for optimum continuous learning

~~outside the~~

outside the regular classroom.

~~The~~

E. The most appropriate service delivery in order to maintain integration in the regular education program as much as

~~much as~~

possible (i.e., regular physical education activities).

After the teacher and the parent have discussed the student's needs, an instructional agreement will be recommended by the parent and the teacher specifying the delivery and return of homework assignments and anticipated contact time with the teacher to assist the student in completing required course work *during absences*. This agreement, together with the teacher's recommendation for appropriate instructional services, will be forwarded to the administration for review and modification, if necessary, prior to signature by the parent, teacher, and Superintendent.

If the absences of a student who is classified and has served as a student with a chronic health condition amount to three (3) school months (or sixty [60] school days), another ~~medical~~ **chronic health condition** certification shall be obtained and reviewed by the teacher and the parent. They shall discuss the appropriate service delivery necessary for continuous learning. If homebound services are appropriate, the policies for referral shall be followed, which may entail:

~~Obtaining~~ A. Obtaining parental consent to evaluate. ~~Obtaining medical~~

B. Obtaining **chronic health condition** certification.

On a yearly basis, the District shall review instructional needs of any student with a chronic health condition. An updated ~~medical~~ **chronic health condition** certification shall be obtained for each school year to verify the need for continuing instructional modifications and ADM adjustments, if applicable. However, the student may be recertified at any time to reevaluate appropriate services needed.

### Miscellaneous Provisions

Homework assignments will be provided *during absences* of students with chronic health conditions, and credit will be given for course work completed within established time lines.

Students with chronic health conditions will be given credit for completed course work if frequent absenteeism is due to chronic health conditions as certified by a ~~licensed physician~~ **Certified health professional or nurse practitioner**.

Physical education course-work requirements shall include the option for students with chronic health conditions to participate in regular program activities as much as their health permits. Such students shall be provided integrated educational programming as much as possible. Modification to requirements may be made with Board approval.

The counselors who schedule students with chronic health conditions will take into consideration the anticipated days of absence (noted on the medical certification form) and the feasibility of completing courses requiring laboratory work or vocational workshops.

## Compare JHD-EA © (version 3 to 2)

**first** Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**  
through the modifications.

### JHD-EA ©

EXHIBIT

#### EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Dear \_\_\_\_\_:

This letter is to inform you that the School District makes special arrangements for homework assignments for certain students who have "chronic (recurring) health conditions." As a result of frequent absences from school because of illness or an accident, \_\_\_\_\_ may be eligible to receive modified instructional services provided for "students with chronic health conditions."

A form is enclosed asking your family ~~physician~~'s certified health professional or nurse practitioner to state how this health condition is affecting school attendance. If your ~~physician believes the~~ certified health professional or nurse practitioner believes the condition to be "chronic" and anticipates frequent absences for the school year (but fewer than sixty [60] school days, as for homebound services), please ask the ~~physician~~ certified health professional or nurse practitioner to fill out the medical certification form and return it to the school.

If \_\_\_\_\_ is eligible as a "student with a chronic health condition," the school will make sure that you receive homework and contact with a teacher *during* necessary absences. The teacher will work out an agreement for homework assignments with you to assure receipt of credit for completed homework.

If you have any questions, please contact me at \_\_\_\_\_.

Sincerely,

Compare JHD-EB © (version 3 to 2)

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk last through the modifications.

JHD-EB ©

EXHIBIT

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

MEDICAL CERTIFICATION OF STUDENTS WITH CHRONIC HEALTH CONDITIONS (Obtained from a licensed physician or podiatrist certified health professional or nurse practitioner)

Form with fields for Student's name, Parent's name, Address, District, School, Grade level, Date of birth, Phone number, Date, and Date of initial consultation.

Certified health professional or nurse practitioner diagnosis:

Three horizontal lines for entering the diagnosis.

Certified health professional or nurse practitioner prognosis:

Three horizontal lines for entering the prognosis.

Physical limitations affecting physical education activities:

Three horizontal lines for entering physical limitations.

Anticipated absences due solely to illness, disease, pregnancy complications, —an accident or severe health problems of an infant child of a student (include anticipated surgeries, treatments, or hospitalizations that may interfere with school attendance during the \_\_\_\_\_ year):

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Example 1: \_\_\_\_\_'s physical condition may result in frequent absences in the school year that may exceed ten (10) consecutive school days per semester, but I do not anticipate that \_\_\_\_\_ will be absent enough days to require homebound services.

Example 2: \_\_\_\_\_ will require three (3) hospitalizations of approximately four (4) days —duration each and three to five (3 - 5) treatments of one (1) day each during the school year.

Other relevant information:

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—  
—Type or print ~~physician's~~ Certified health professional or nurse practitioner name and licensed title

Date \_\_\_\_\_ —  
—~~Physician's~~ Certified health professional or nurse practitioner signature and title



EXHIBIT

**EXCLUSIONS AND EXEMPTIONS  
FROM SCHOOL ATTENDANCE**

**INSTRUCTIONAL AGREEMENT FOR STUDENTS WITH  
CHRONIC HEALTH CONDITIONS**

School year \_\_\_\_\_

\_\_\_\_\_  
Student's name                      Grade level                      Date

\_\_\_\_\_  
Parent's name                      Address

\_\_\_\_\_  
Person responsible for homework coordination                      Position                      School

Eligibility checklist:

- \_\_\_\_\_ 1. Medical certification of chronic health condition (diagnosis, prognosis, and inability to attend school regularly).
- \_\_\_\_\_ 2. Medical certification of physical limitations for physical education.
- \_\_\_\_\_ 3. District office has noted chronic condition on attendance register.
- \_\_\_\_\_ 4. If applicable, the school nurse informed of student's chronic health condition.
- \_\_\_\_\_ 5. Student's teacher(s) informed of student's chronic health condition.
- \_\_\_\_\_ 6. If applicable, school counselor informed of student's chronic health condition.
- \_\_\_\_\_ 7. Physical education activities/requirements adapted according to medical certification.
- \_\_\_\_\_ 8. Certificated teacher to provide homework and contact with \_\_\_\_\_ during absences for the school year as follows:

Signature

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature

9. Parent/guardian agrees to return completed home-work to the school for absences during the school year as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved:

\_\_\_\_\_  
Superintendent's signature

Annual review of instructional agreement:

\_\_\_\_ Number of excused absences due to chronic condition     Promotion requirements met via completed home-work for excused absences     Transcripts & attendance record attached

For the \_\_\_\_\_ school year,  should /  should not be registered as having a chronic health condition.

\_\_\_\_\_  
Superintendent's signature

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date



## **JI © STUDENT RIGHTS AND RESPONSIBILITIES**

This policy sets forth guidelines by which student rights are to be determined consistent with law.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the District. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this District.

The Superintendent shall develop and promulgate administrative procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described.

Such procedures shall be reviewed annually and updated when required.

Adopted: date of manual adoption

**LEGAL REF.:**

A.R.S.

[15-341](#)

[15-841](#)

[15-842](#)

[15-843](#)

[15-844](#)

**CROSS REF.:**

[JICEC](#) - Freedom of Expression

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[JLI](#) - Student Safety





## JI-R ©

### REGULATION

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

#### Rights:

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.

- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

#### Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.



**JIA ©**  
**STUDENT DUE PROCESS RIGHTS**

Refer to Policies [JKD](#) and [JKE](#).



**JIB ©**  
**STUDENT INVOLVEMENT IN**  
**DECISION MAKING**

A primary task of the school is to create a stimulating learning climate that develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with school staffs in such activities as planning and evaluating school programs.

The District encourages student involvement that will enhance:

- Achievement of the course goals, improvement of the courses of study, and planning of classroom activities.
- Freedom of expression, recognizing that every privilege and right has a corresponding responsibility.
- Student participation in assembly programs and school-sponsored forums of interest.
- Participation in student government organizations that provide students with a voice in school affairs.
- Cocurricular or extracurricular activities that broaden their educational experiences.

Adopted: date of manual adoption

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



**JIBA ©**  
**STUDENT GOVERNMENT**

The organization of student councils in all schools is encouraged.

Student government is expected to be "of the students, by the students, for the students," representing the students in the school in communications with the administration and in the organization of student activities.

Members of student councils are to be elected democratically. The rights and responsibilities of the council should be clearly set forth by each school. Each student council must have a faculty advisor.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)



## JIC © STUDENT CONDUCT

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. [13-2911](#) and [15-841](#).
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage

in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

13-105

13-2911

[15-341](#)

[15-507](#)

[15-521](#)

[15-841](#)

[15-842](#)

[15-843](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[KFA](#) - Public Conduct on School Property



## **JICA © STUDENT DRESS**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.  
[15-341](#)

CROSS REF.:

[JICF](#) - Secret Societies/Gang Activity





## **JICA-R**

### **REGULATION**

#### **STUDENT DRESS**

The school principal shall have authority regarding student dress and appearance.

Students may be prevented from attending class in clothing or dress that could or would be disruptive to the educational process. Each school shall reserve the right to deny students the wearing of any item of clothing or accessories bearing the following types of messages:

- Obscene statements or pictures.
- Statements advocating immoral or illegal behavior (i.e., advertising or promoting the purchase/use of alcohol or tobacco products or illegal drugs).
- Statements of disrespect directed against the school, the law, or other reasonable authority.

Other types of clothing or dress may be questionable if they are in violation of health and safety standards, modesty, or common values. Examples of the types of dress that shall be prohibited include the following:

- Bare feet.
- Bandannas, hairnets, accessories, or clothing when they present a health or safety problem.
- Combinations of clothing or jewelry that are representative of a gang.
- Clothing that is immodest or revealing, such as tube tops, bare midriffs, fishnet or off-the-shoulder shirts, short shorts, and short or slit skirts. (Neither the skirt nor the slit may be more than three inches above the knee.)
- Any other clothing or accessories considered to be inappropriate.

These guidelines are not intended to cover all of the constantly changing styles and fads. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinion among people varies. The school and the home, together, should encourage young people to assume the responsibility for appearance that is conducive to a healthy learning environment. Parents and the school should work together to help students accept and cooperate with these guidelines.



**JICB ©**  
**CARE OF SCHOOL PROPERTY**  
**BY STUDENTS**

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[12-661](#)

[15-727](#)

[15-842](#)

CROSS REF.:

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[JQ](#) - Student Fees, Fines, and Charges



**JICC ©  
STUDENT CONDUCT  
ON SCHOOL BUSES**

Refer to Policy [EEAEC](#).



**JICE ©**  
**STUDENT PUBLICATIONS**

The District recognizes the value of, supports, and encourages official school publications in teaching journalism, English, writing, and other skills. An official school publication is that made up of materials produced by students in a regularly scheduled class and intended for distribution to the student body.

Students shall be required to submit publications to the Superintendent for approval prior to distribution.

Adopted: date of manual adoption



## **JICE-R ©**

REGULATION

### **STUDENT PUBLICATIONS**

Students shall be required to submit publications to the principal for approval prior to distribution.



## JICEC © FREEDOM OF EXPRESSION

Students possess inalienable rights to develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others.

The District shall not discriminate against students or parents on the basis of a religious viewpoint or religious expression. If a student includes in an assignment a viewpoint expression, an evaluation of the student's work shall be based on ordinary standards of substance and relevance to the course curriculum or requirements of the coursework or assignment, and shall not penalize or reward the student on the basis of religious content or viewpoint.

Students are to be permitted to pray or engage in religious activities or expression in the same manner and to the same extent as students are permitted to engage in nonreligious activities or expression, before, during, and after the school day.

To the extent and in the manner that other types of clothing, accessories, and jewelry displaying messages or symbols are permitted, students are permitted to wear clothing, accessories, and jewelry that display religious messages or symbols.

Acknowledging and permitting the above freedoms is not to be interpreted to mean the District is requiring any person to participate in prayer or other religious activities nor attempting to violate the constitutional rights of any person.

The District does retain its rights to:

- Maintain order and discipline on District property in a content and viewpoint neutral manner.
- Protect the safety of students, employees, and visitors on District property.
- Adopt and enforce policies and regulations concerning student speech while on District property in a manner that does not violate a student's state and federal constitutional rights.
- Adopt and enforce policies and regulations that ban student clothing, accessories, and jewelry worn to convey affiliation with a criminal street gang.

A student or a student's parent is barred by statute from initiating legal action to enforce the student rights set out in this policy unless the student or the parent has:

- Submitted to the school principal a written complaint containing specific facts of the alleged violation.
  - The principal shall investigate the complaint and provide a written response within fifteen (15) days of receiving the complaint describing any action taken by the principal to resolve the complaint.

If the principal's actions do not resolve the complaint, the student or the student's parent shall:

- Submit written complaint containing specific facts of the alleged violation to the Superintendent or other designated administrator.
  - The Superintendent or other designated administrator shall investigate the complaint and provide a written response within twenty-five (25) days of receiving the complaint describing any action taken by the Superintendent or other designated administrator to resolve the complaint.

If the action taken by the Superintendent or other designated administrator does not resolve the complaint the student or the student's parent may pursue legal action to enforce this policy.

Adopted: December 8, 2009

LEGAL REF.:

A.R.S.

[13-105](#)

[15-110](#)

[15-341](#)

[15-720](#)

[15-841](#)

[15-843](#)

[15-844](#)

20 U.S.C. 4071 et seq. Equal Access Act, (Section 801)

CROSS REF.:

[JI](#) - Student Rights and Responsibilities

[JII](#) - Student Concerns, Complaints, and Grievances

[JJAB](#) - Limited Open/Closed Forum

[JK](#) - Student Discipline



**JICEC-E ©**

EXHIBIT

**FREEDOM OF EXPRESSION**

**COMPLAINT FORM**

**(To be filed with the school principal)**

**Additional pages may be attached if more space is needed.**

Please print:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

I wish to complain against:

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_

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\_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).



Name

Address

Telephone Number

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The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Principal receiving the initial complaint

\_\_\_\_\_  
Date initial complaint received

The principal shall give one (1) copy to the complainant and retain one (1) copy for the file.



**JICF ©**  
**SECRET SOCIETIES / GANG ACTIVITY**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[12-661](#)

[13-1202](#)

[13-2911](#)

[15-341](#)

[15-342](#)

[15-507](#)

[15-521](#)

[15-841](#)

[15-842](#)

[15-843](#)

A.A.C.

[R7-2-401](#)

[R7-2-405](#)

A.G.O.

178-103

178-218

180-055

184-036



## JICF-R ©

### REGULATION

#### **SECRET SOCIETIES / GANG ACTIVITY**

For the purpose of District policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees.
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.



## JICFA © HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of

the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[15-2301](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[JIC](#) - Student Conduct

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Student Expulsion

[JICF](#) - Secret Societies / Gang Activities

[KFA](#) - Public Conduct on School Property



## JICFA-R ©

### REGULATION

#### HAZING

A person who reports or complains regarding hazing may report or complain directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported/complained at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

Where disciplinary action is necessary, District policies shall be followed.



If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator or professional staff member  
receiving initial complaint

\_\_\_\_\_  
Date initial complaint received

The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.





## JICFA-EB ©

### EXHIBIT

### HAZING

**(To be displayed in school buildings and placed in student handbooks)**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

#### **Definitions**

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

#### **Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

#### **Reporting/Complaint Procedure**

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff

member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.



## **JICG © TOBACCO USE BY STUDENTS**

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products (including any inhaled tobacco substitute) may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

Under the provisions of A.R.S. [36-798.03](#), a person who violates the prohibition is guilty of committing a petty offense.

Adopted: October 22, 2013

LEGAL REF.:

A.R.S.

[13-3622](#)

[15-341](#)

[36-798.03](#)

20 U.S.C. 6083

CROSS REF.:

[GBED](#) - Smoking by Staff Members

[KFAA](#) - Smoking on School Premises at Public Functions

# Compare JICH © DRUG AND ALCOHOL USE BY STUDENTS

first

(version 2 to 1)

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

## JICH © DRUG AND ALCOHOL USE BY STUDENTS

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance ~~to a person under eighteen (18) years of age.~~

The nonmedical use, possession, **distribution** or sale of

● ~~alcohol~~

A. alcohol,

● ~~drugs~~

B. drugs,

● ~~synthetic~~

C. **synthetic** drugs,

● ~~counterfeit~~

D. **counterfeit** drugs, or

● ~~imitation~~

E. **imitation** drugs,

on school property or at school events is prohibited.

~~Nonmedical~~

**Nonmedical** is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

~~• All~~

A. All dangerous controlled substances prohibited by law.

~~• All~~

B. All alcoholic beverages.

~~• Any~~

C. Any prescription or over-the-counter drug, except those for which permission to use in school has

~~been granted~~

been granted pursuant to Board policy.

~~• Hallucinogenic~~

D. Hallucinogenic substances.

~~• Inhalants~~

E.

~~• Synthetic~~

Inhalants.

F. Synthetic, counterfeit or imitation drugs.

~~■~~

A compound or substance, regardless of its contents, compound or substance, that produces in the

~~user an~~

user an experience, effect and/or display of effects that mimic the experience, effect and/or display of

~~effects produced~~

effects produced by substances controlled or prohibited by law, or that is represented as producing in the

~~user such~~

user such experiences or effects.

## Medical Marijuana

The conditions which follow are applicable to a District student who holds an identification as a medical marijuana cardholder issued by the Arizona Department of Health Services for the medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.).

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana cardholder ~~is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending the school.~~ A student medical marijuana cardholder shall not :

- ~~● undertake any task under the influence of marijuana that would constitute negligence.~~

- ~~●~~

possess or engage in the

~~medical~~

use of marijuana

5

- ~~■ on a school bus,~~

- ~~■ on the grounds of any preschool, elementary school or secondary school.~~

- ~~● smoke marijuana,~~

- ~~■ on any form of public transportation, or~~

- ~~■ in any public place.~~

- ~~● operate, navigate, or be in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana;~~

- ~~■ except that a registered qualifying student cardholder shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.~~

- ~~● use marijuana in any manner not authorized by Title 36, Chapter 28.1 of the Arizona Revised Statutes, or~~

- ~~● offer to give, sell, or dispense medical marijuana to another student or other individual on school property, in school-provided vehicles, at school events, or when functioning as a representative the school~~

on District property, in a District vehicle, or at a District-sponsored event.

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.

If District officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

~~A student who violates any portion of this policy may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to applicable civil and criminal prosecution.~~

Adopted: ~~September 22, 2011~~ date of Manual adoption

LEGAL REF.:

A.R.S.

[4-101](#)

[4-241](#)

[4-244](#)

[13-3401](#) through [13-3461](#)

[15-345](#)

[36-2801](#) *et seq.*, Arizona Medical Marijuana Act

20 U.S.C. 7101 *et seq.*, Safe and Drug-Free Schools and Communities Act

CROSS REF.:

[JLC](#) - Student Health Services and Requirements

[JLCD](#) - Administering Medicines to Students



## JICH-R ©

### REGULATION

#### DRUG AND ALCOHOL USE BY STUDENTS

##### Drug Abuse Prevention

The following administrative procedures are to be used to implement the Governing Board policy on drug abuse prevention:

- It shall be the responsibility of all school employees to report to the principal or other administrator in charge all suspected instances of the use, possession, or sale of drugs.
- Distribution or sale of drugs:
  - When it is reasonably certain that a student is involved in the distribution or sale of drugs, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.
  - A student who has been determined to be involved in the distribution of drugs shall be reported to the law enforcement authorities and shall be subject to suspension or expulsion.
- Possession of drugs:
  - Law enforcement authorities shall be contacted when the principal determines that drugs to be used for nonmedical purposes are found in the possession of a student. The principal may also contact law enforcement authorities to help make such a determination. Students who are in possession of drugs to be used for nonmedical purposes may be suspended or expelled.
  - A student who has been suspended for a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. [15-843](#)).
- Under the influence of drugs:
  - A student who is reasonably suspected of being under the influence of drugs shall be referred to the school office.
  - The parent(s) or legal guardian(s) of a student who is determined to be under the influence of drugs shall be contacted. The student may be suspended or expelled.
  - A student who has been involved in a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. [15-843](#)).
- Student who seeks help:
  - The District does not condone the nonmedical use of drugs. The need for the availability of help to those who use/abuse drugs is recognized. It is the position of the District that communications between students and professional staff members



will be held in trust unless it becomes evident that withholding information may result in harm or injury to the student or others. Staff members shall refer students who seek help to the school nurse.

- Involvement with medical drugs (medication):

- A student who needs access to medical drugs in school shall leave them, in the original container, with the school nurse. Permission and written directions from a physician concerning their use shall be left with the school nurse.

- Students who are in possession of medically approved drugs, but have not followed the directions described above, shall be disciplined in accordance with school disciplinary policies.

- Students who distribute such drugs to others will be considered as distributing drugs for nonmedical purposes.

- Parental involvement:

- When the school principal questions a student who is reasonably suspected of having violated the school drug policy, reasonable efforts shall be made to notify the student's parents or legal guardian that such questioning has taken place.

- Reasonable efforts shall be made to notify the parents or legal guardian of a student who has been determined to have violated the school drug policy.

- Medical services:

- A student who is reasonably suspected of being under the influence of drugs while school is in session shall be referred to the school nurse. Such cases shall be treated like any other medical problem.

- When there is reasonable suspicion that any student is under the influence of drugs while at a school activity and health services are unavailable, it shall be the responsibility of the supervisor on duty to call for appropriate assistance.

- Return to school:

- When a student has returned from a suspension for using drugs for nonmedical purposes, reasonable efforts should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:

- ⇒ Utilization of community-based programs.

- ⇒ In-school group or individual counseling.

- ⇒ An effort by the professional staff to help the student emphasize the positive alternative to drug-use behavior.

- Student neglect, child abuse, or child maltreatment:

- A staff member who believes that a parent or other adult is contributing to drug-using behavior of a student shall confer with the principal.

- Such a conference does not change the duty of the staff member to ensure that the case is referred to the appropriate child protective services for further investigation.
- Drug education:
  - Substance abuse prevention shall be combined with health, science, citizenship, or a similar program.
  - In addition to the established curriculum, the principal shall direct the use of other educational information, including, but not necessarily limited to, assemblies, speakers, printed materials, class discussions, and bulletin board materials.
- Student counseling.
  - Counseling should emphasize drug abuse prevention as well as treatment, and an effort should be made to make it available to all students who desire this service.
  - Counseling may be done individually or in groups.
  - When a student seeks out an employee other than a counselor to discuss a drug problem, the particular staff member shall advise the counselor.
- Staff education:
  - Within the first thirty (30) days of each school year, the Superintendent shall arrange a meeting that will include information on drug abuse prevention. The program will be conducted by personnel trained in drug abuse prevention and will include, but not necessarily be limited to, District policies and procedures, identification of commonly used drugs, and an approach that recognizes the dignity and worth of each student.
- Parent and community education:
  - At least once annually, the District shall sponsor a program for the community on its drug abuse prevention programs. In addition to presentations by school staff members, the program may include representatives of law enforcement agencies and medical professions.
  - Additionally, the District may offer programs in parent effectiveness training.
  - News releases and other forms of communications may be used to educate parents and the community, using regular school channels for such purposes. Such communications will be approved by the Superintendent.

## Confidentiality

In order to preserve the rights of those in a counseling relationship, the counselor will inform the individual that information within the school setting cannot always be kept confidential. In some cases it will be referred to the appropriate individual or agency. Such cases may include those that endanger the welfare of the student or others.

The student shall be advised that school records include data concerning school achievement, test results, and attendance. School records are protected by federal and state statutes and do not include information concerning drug involvement.





## **JICH-E ©**

### **EXHIBIT**

#### **DRUG AND ALCOHOL USE BY STUDENTS**

In order to comply with federal funding requirements, the District shall:

- Gather information relative to local community drug and alcohol counseling, rehabilitation, and reentry programs that are available to students and make such information available to parents and students.
- Annually distribute a copy of standards of conduct and the statement of disciplinary sanctions that apply to alcohol and drug violations. A copy of all rules pertaining to discipline, suspension, and expulsion shall be distributed to students, parents, and transfer students at the time of initial enrollment and annually at the beginning of school.
- Indicate in a statement (which could accompany the copy of conduct standard and sanctions) that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

The District should perform a biennial review of the programs to:

- Ensure that disciplinary sanctions for students are consistently enforced.
- Determine program effectiveness and implement change to the program if needed.

## Compare JICI © WEAPONS IN SCHOOL (version 2 to 1)

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

### JICI © WEAPONS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. The Superintendent shall prescribe regulations for student possession of bows or firearms on District property for the purpose of the student's participation in a course of training in bows or firearms approved by the Governing Board and as authorized by Arizona Revised Statutes (A.R.S.) [15-713](#), [15-714](#), and [15-714.01](#). No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. [15-515](#), if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

#### ~~● Weapon~~

A. *Weapon* means any of the following:

#### ~~■ A~~

1. A firearm.

~~■ A knife, other than a folding pocket knife with a blade length of not more than~~

2

~~-1/2 inches that cannot be locked in an open position. ■ A~~

. A knife.

3. A destructive device.

~~■ A~~

4. A dangerous instrument.

~~●~~

#### B. *Simulated*

~~weapon~~

*weapon* means an instrument displayed or represented as a weapon.

~~● Firearm~~

C. *Firearm* means any of the following:

~~■ Any~~

1. Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel

~~a projectile~~

a projectile by the action of an explosive.

~~■ The~~

2. The frame or receiver of any such firearm.

~~■ Any~~

3. Any firearm muffler or silencer.

~~■ Any~~

4. Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more

~~than four~~

than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or

~~similar device~~

similar device.

~~■ Any~~

5. Any combination of parts that could be readily assembled to form a firearm.

~~●~~

#### D. *Destructive*

~~device~~

*device* means:

■ ~~Any~~

1. *Any* device other than a firearm that will, or is designed to, or may be readily converted to expel

~~a projectile~~

*a projectile* by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.

■ ~~Any~~

2. *Any* collection of parts that could be readily assembled to form a destructive device.

●

E. *Dangerous*

~~instrument~~

*instrument* means anything other than a firearm, knife, or destructive device that is carried

~~or possessed~~

*or possessed* by a student for the purpose of being used or being available for use to cause death or

~~inflict serious~~

*inflict serious* physical injury.

●

F. *School*

~~premises~~

*premises* means the school, school grounds, school buses, or any premises, grounds, or vehicles

~~used for~~

*used for* school purposes and includes premises where school-sponsored events (for example, athletic games

~~and competitions~~

*and competitions*, music competitions,

~~etc.~~

et cetera) are held away from District property.

### G. *Deadly*

#### ~~weapon~~

*weapon* means any weapon designed for lethal use, including a firearm.

The governing board of an educational institution may not adopt or enforce any policy or rule that prohibits the lawful possession or carrying of a deadly weapon on a public right-of-way by a person or on or within a person's means of transportation.

"Public right-of-way," A.R.S. [13-2911\(k\)\(5\)](#) means any highway, street, road, thoroughfare, path, alley or other right-of-way that is publicly accessible and that is established and maintained by this state or a political subdivision of this state. Public right-of-way does not include property of an educational institution.

Adopted: date of

#### ~~manual~~

Manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[13-3102](#)

[13-3111](#)

[15-341](#)

[15-342](#)

[15-515](#)

[15-713](#)

[15-714](#)

[15-714.01](#)

[15-841](#)

[15-843](#)

20 U.S.C. 7151 *et seq.*, The Gun-Free School Act of 1990

CROSS REF.:

[JI](#) - Student Rights and Responsibilities

[JIC](#) - Student Conduct

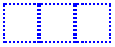
[JIH](#) - Interrogations, Searches, and Arrests

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students





**JICK ©**  
**STUDENT BULLYING / HARASSMENT /**  
**INTIMIDATION**

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

**Definitions**

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and

mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

## **Prohibitions and Discipline**

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

## **Reporting Incidents of Bullying/ Harassment/Intimidation**

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the

student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- A. occur during the first (1st) week of each school year,
- B. be provided to each incoming student during the school year at the time of the student's registration,
- C. be posted in each classroom and in common areas of the school, and
- D. be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- A. Governing Board policy,
- B. preventive measures,
- C. incident reporting procedures,
- D. available support services for students (both proactive and reactive), and
- E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[13-1202](#)

[13-1203](#)

[13-1204](#)

[13-2321](#)

[13-2916](#)

[13-2921](#)

[13-3506.01](#)

[15-341](#)

A.A.C.

[R7-2-1308](#)

CROSS REF.:

[IJNDB](#) - Use of Technology Resources in Instruction

[JJ](#) - Student Rights and Responsibilities

[JIC](#) - Student Conduct

[JII](#) - Student Concerns, Complaints and Grievances

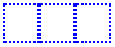
[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKDA](#) - Removal of Students from School-Sponsored Activities

[JKE](#) - Expulsion of Students

[JR](#) - Student Records



## JICK-R ©

### REGULATION

#### **STUDENT BULLYING / HARASSMENT / INTIMIDATION**

The District does not tolerate bullying, harassment, or intimidation in any form. Further, the District shall investigate each complaint of bullying, harassment, or intimidation and will take appropriate, timely, and responsive action.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Any student who feels he or she has been the victim of bullying, harassment, or intimidation or suspects other students of being bullied, harassed, or intimidated should file a complaint with the principal or the principal's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of or suspects that a student is experiencing bullying, harassment, or intimidation shall immediately notify the principal or the principal's designee. Employees may initially give verbal notice to the principal or the principal's designee but shall submit a written report to the principal or the principal's designee within one (1) school day of the verbal report.

Reprisal directed toward a student or employee for the reporting of a case of bullying, harassment, or intimidation or a suspected case of bullying, harassment, or intimidation will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined pursuant to Board Policies JK, JKD, and JKE. Any suspected violation of the law will be reported to law enforcement authorities.

Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. In investigating the complaint, the principal or the principal's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

Each investigation will be documented by the principal or the principal's designee. Documentation will be maintained by the District for at least six (6) years. In the event the District must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Should the principal or the principal's designee determine that bullying, harassment, or intimidation has occurred discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal or the principal's designee will meet with the student who reported or was reported as being bullied, harassed, or intimidated to review the findings of the investigation. Additionally, the parent(s) or guardian(s) of the involved students will be informed of the findings of the investigation.

The Superintendent is responsible for determining the methods of information delivery to employees and students. The Superintendent shall provide to the school principals, supervisors and all other District employees the information necessary to comply with Governing Board Policy JICK. The information related to bullying, harassment, or intimidation is to include but not be limited to preventive measures, incident reporting, related support services available (proactive and reactive), student rights, employee responsibilities, and the ramifications of not reporting a bullying incident or suspicion of bullying, harassment, or intimidation. The information shall be disseminated to District personnel at the beginning of each year and as the Superintendent otherwise determines to be appropriate.

The principal or the principal's designee is responsible to ensure information related to bullying, harassment, or intimidation is disseminated to students, and parents and guardians. The information shall include but not be limited to Governing Board policy, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information will

- A. occur during the first (1st) week of each school year,
- B. be posted in each classroom and in common areas of the school,
- C. be summarized in the student handbook and on the District website, and
- D. be provided to each incoming student during the school year at the time of registration.

The principal or the principal's designee is also responsible to ensure information is disseminated to all students who report bullying, harassment, or intimidation, including, at the time the incident is reported, a written copy of student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s).

The principal or the principal's designee is responsible for the maintenance of documentation related to bullying, harassment, or intimidation.

EXHIBIT

**STUDENT VIOLENCE / HARASSMENT /  
INTIMIDATION / BULLYING**

**COMPLAINT FORM**

**(To be filed with any School District employee who will forward this  
document  
to the principal or the principal's designee)**

Please print:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

I wish to complain against:

Name of person(s) \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

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If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name

Address

Telephone Number

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The projected solution:

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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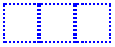
I certify this information is correct to the best of my knowledge.

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Document received by \_\_\_\_\_ Date \_\_\_\_\_

Investigating official \_\_\_\_\_ Date \_\_\_\_\_





## JICK-EB ©

### EXHIBIT

## STUDENT BULLYING / HARASSMENT / INTIMIDATION

**(To be displayed in school buildings  
and in student handbooks)**

The Governing Board of the Glendale Elementary School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and

mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.



**JIG ©**  
**MARRIED STUDENTS**

Married students must report any name changes to their guidance counselors or the principal if school records are to reflect the married name on school transcripts. A student's marital status does not reduce the requirements or opportunities of the educational system in the District.

Adopted: date of manual adoption



**JIH ©**  
**STUDENT INTERROGATIONS,  
SEARCHES, AND ARRESTS**

**Interviews**

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

When child abuse or abandonment of a student is alleged.

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. [8-821](#), the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. [8-823](#). The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

Abuse or abandonment is not alleged.

No issue of student population safety is presented. If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of the student population is of concern. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

**Searches**

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

#### Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

Adopted: March 14, 2006

#### LEGAL REF.:

A.R.S.

[8-303](#)

[8-304](#)

[8-802](#)

[8-821](#)

[8-823](#)

[13-3881](#)

[13-3883](#)

[15-342](#)

A.G.O.

104-003

177-211

182-094

188-062

191-035



**JIH-EA ©**

EXHIBIT

**STUDENT INTERROGATIONS,  
SEARCHES, AND ARRESTS**

**ACKNOWLEDGMENT CONCERNING USE  
OF STUDENT LOCKERS**

I acknowledge and understand that:

- Student lockers are the property of the District.
- Student lockers remain at all times under the control of the District.
- I am expected to assume full responsibility for my school locker.
- The District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Locker Number



**JIH-EB ©**

EXHIBIT

**STUDENT INTERROGATIONS,  
SEARCHES, AND ARRESTS**

**FORM FOR SIGNATURE OF  
ARRESTING OFFICER**

I, \_\_\_\_\_, a duly sworn peace officer and member of the \_\_\_\_\_ Department, \_\_\_\_\_ division, have asked that \_\_\_\_\_, a student in the \_\_\_\_\_ School, be surrendered to me, and pursuant thereto have taken said student into my custody and am assuming full responsibility for the student's arrest.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Time \_\_\_\_\_ Badge Number \_\_\_\_\_

School Action

Date and time parents notified (if more than one [1] attempt is made, include such information here) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator

- 1 copy for School Records
- 1 copy for Parent Mailing
- 1 copy for Police Officer
- 1 copy for Witnessing Administrator



**JIH-EC ©**

EXHIBIT

**STUDENT INTERROGATIONS,  
SEARCHES, AND ARRESTS**

**FORM FOR SIGNATURE OF  
INTERVIEWING OFFICER**

I, \_\_\_\_\_, a duly sworn peace officer and member of the  
\_\_\_\_\_ Department, \_\_\_\_\_ division, have asked  
that \_\_\_\_\_, a student in the  
\_\_\_\_\_ School, be made available for interview.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Time \_\_\_\_\_ Badge Number \_\_\_\_\_

School Action

Date and time parents notified (if more than one [1] attempt is made, include

such information here) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator

- 1 copy for School Records
- 1 copy for Parent Mailing
- 1 copy for Police Officer
- 1 copy for Witnessing Administrator



**JII ©**  
**STUDENT CONCERNS, COMPLAINTS,**  
**AND GRIEVANCES**

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint or grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided  particulars determined by the Superintendent to be necessary for the complaint or  grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: September 22, 2011

LEGAL REF.:

A.R.S.

[15-341](#)

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[ACA](#) - Sexual Harassment

[GBEB](#) - Staff Conduct

[JB](#) - Equal Educational Opportunities

[JIC](#) - Student Conduct

[JICFA](#) - Hazing

[JICK](#) - Student Violence/Harassment/Intimidation/Bullying

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[KE](#) - Public Concerns and Complaints

## JII-R ©

### REGULATION

#### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, or personal safety issues may complain directly to a school administrator, or to a school staff member within thirty (30) days of an alleged occurrence. The initial complaint or grievance should be made using form JII-EA, however, a verbal complaint or grievance may be made. When a school staff member receives the information, the staff member will immediately inform a school administrator. If the complaint or grievance involves a school administrator the staff member shall forward the complaint or grievance to the next administrative level.

Complaints and grievances related to student violence, harassment, intimidation or bullying are to be filed in accordance with Governing Board Policy JICK.

At a minimum the complaint or grievance shall contain the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. The written complaint or grievance should contain a requested solution and the submission should be signed and attested to by the complainant. However, an unsigned form will be processed in the same manner as a signed form.

The complaint or grievance will be investigated by a school administrator, a supervising administrator, or another person approved by the Superintendent. The student shall be contacted not later than the school day following the date the school administrator or the administrator's immediate supervisor receives the information. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who submitted the complaint or grievance at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the principal and/or the Superintendent as circumstances warrant.
- A confidential record of each complaint and grievance made pursuant to Policy JII shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.

- Unless a determination has been made by the appropriate investigating official that the reported incident actually occurred, the record shall not be used for the imposition of discipline.

Where disciplinary action is necessary, District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.



**JII-EA ©**

EXHIBIT

**STUDENT CONCERNS, COMPLAINTS,  
AND GRIEVANCES**

**COMPLAINT FORM**

**(To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor)  
Additional pages may be attached if more space is needed.**

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

I wish to complain against:

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note all relevant dates, times, and places.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number

**The projected solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify that this information is correct to the best of my knowledge.

_____ Signature of Complainant	_____ Date Signed
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_____ Administrator or professional staff member receiving initial complaint	_____ Date initial complaint received
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The investigator shall give one (1) copy to the complainant and retain one (1) copy for the file.

**JII-EB ©**

EXHIBIT

**STUDENT CONCERNS, COMPLAINTS,  
AND GRIEVANCES**

**(To be displayed in school buildings  
and in student handbooks)**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.


Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA .

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.



## Compare JJA © STUDENT ORGANIZATIONS (version 2 to 1)

first

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

last

### JJA © STUDENT ORGANIZATIONS

The Superintendent may approve the establishment of student organizations appropriate to grade levels within the District.

School activities shall not be held on Sundays unless they have been cleared with the Superintendent.

Adopted: date of

~~manual~~

Manual adoption

# Compare JJAB © LIMITED OPEN / CLOSED FORUM (version 2

first

to 1)

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

## JJAB © LIMITED OPEN / CLOSED FORUM

Student meetings may be held in the school(s) of the District that offer instruction in grades seven (7) and eight (8) or above under a "limited open forum" **if requested by a pupil in grade seven (7) or above**. Furthermore, insofar as the District has a procedure defined as a "limited open forum" under the provisions of Title VIII, the Equal Access Act, Section 801 *et seq.*, the District school(s) shall offer to students a fair opportunity to conduct meetings using school facilities whereupon:

● ~~Such~~

A. **Such** meetings are voluntary and student initiated.

● ~~There~~

B. **There** is no sponsorship of such meetings by the District, District employees or governmental entities,

~~or employees~~

**or employees** of governmental entities.

● ~~District~~

C. **District** employees present at religious meetings will be present only in a nonparticipatory capacity.

● ~~Such~~

D. **Such** meetings shall not materially and substantially interfere with the orderly conduct of the

~~educational activities~~

**educational activities** of the District.

● ~~Nonschool~~

E. **Nonschool** persons shall not be permitted to direct, conduct, control, or regularly attend such student

~~group meetings~~

**group meetings**.

Neither the District, any employee or agent of the District, nor of any ~~State~~-state or federal governmental entity shall be permitted to:

- ~~Influence~~-A. **Influence** the form or content of any prayer or other religious activity connected with student meetings.
- ~~Require~~-B. **Require** any person to participate in prayer or other religious activity.
- ~~Expend~~-C. **Expend** public funds beyond the incidental cost of providing the space for such student-initiated meetings.
- ~~Compel~~-D. **Compel** any employee of the District to attend a school meeting that is contrary to the beliefs of the employee.
- ~~Sanction~~-E. **Sanction** meetings that are otherwise unlawful.
- ~~Limit~~-F. **Limit** the rights of groups of students to avail themselves under the provisions of this policy to a ~~specified numerical~~-**specified numerical** size.
- ~~Abridge~~-G. **Abridge** either Arizona or U.S. constitutional rights of any employee, official, or student of the District.

Nothing in this policy shall be construed to limit the authority of the school or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and employees, and to assure that attendance of students at such meetings is voluntary.

Adopted: date of

~~manual~~

**Manual** adoption

LEGAL REF.:

A.R.S.

[15-720](#)

20 U.S.C. 4071 ~~-4074 et seq.~~ Equal Access Act, (Section 801-~~et seq.~~)

[20 U.S.C. 7905](#)

CROSS REF.:

[KF](#) - Community Use of School Facilities



**JJB ©**  
**STUDENT SOCIAL EVENTS**

An integral part of the education process is the learning derived from participation in school-sponsored social activities. Such activities shall have certificated school personnel as sponsors at all events.

The Superintendent may require each school to develop rules and regulations concerning such activities.

Adopted: date of manual adoption



**JJC ©**  
**STUDENT PERFORMANCES /**  
**EXHIBITS / COMPETITION**

Any student or group of students planning to give public performances representing the District shall first secure permission from the principal. Such performances shall be in keeping with the general goals and objectives of the educational program and the following:

- Funds, if collected, shall be credited to the appropriate student activities fund account.
- The participation in the project will not deprive students of time needed in acquiring basic skills.
- The regular schedule will not be interrupted unless the majority of the students benefit through their participation.
- The activity shall contribute to the educational program.

Adopted: date of manual adoption



**JJE ©**  
**STUDENT FUND - RAISING ACTIVITIES**

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only for the types of fund-raising activities approved by the Governing Board and when connected with specific school activities approved by the Superintendent.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Adopted: September 22, 2011

LEGAL REF.:

A.R.S.

[15-1121](#) through [1123](#)

CROSS REF.:

[DIC](#) - Financial Reports and Statements

[JJF](#) - Student Activities Funds



**JJF ©**  
**STUDENT ACTIVITIES FUNDS**

Upon recommendation by the Superintendent, the Board will designate a student activities treasurer. The Superintendent shall assure the establishment and maintenance of a "Student Activity Fund" as defined in A.R.S. [15-1121](#) through A.R.S. [15-1124](#).

When appropriate, and upon recommendation by the Superintendent, the Board may designate an assistant activities treasurer for each school.

The Superintendent shall require the establishment of appropriate procedures whereby all persons having any duties relating to such funds are advised of the requirements and responsibilities therefor. All such persons shall be held strictly accountable for the manner in which these guidelines are followed.

The Superintendent shall ensure that an accurate, detailed record of all revenues and expenditures of the student activities fund is kept. The record shall be made in such form as the Board prescribes. Copies of the record shall be presented to the Board not less than once during each calendar month.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
[15-1121](#) et seq.

CROSS REF.:  
[DIB](#) - Types of Funds/Revolving Funds



**JJG ©**  
**CONTESTS FOR STUDENTS**

Student participation in contests shall be limited to activities and events that relate to the educational needs and interests of students and do not promote private or commercial interests. The Superintendent shall establish procedures and regulations governing participation in such contests.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-1241](#)

A.A.C.

[R7-2-313](#)





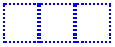
## JJG-R ©

### REGULATION

#### CONTESTS FOR STUDENTS

Participation in contests shall be optional and shall be kept within reasonable bounds. The following statements shall be a guide for determining participation in contests:

- The primary educational aims and the needs and interests of the students must be a consideration at all times.
- The school and its students shall not be used to promote private or commercial interests.
- All materials or activities initiated by private sources shall be judged on grounds of their:
  - Direct contribution to educational values.
  - Factual accuracy.
  - Good taste.
- Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and responsibilities.



## **JJIB © INTERSCHOLASTIC SPORTS**

### **General**

The purpose of interscholastic athletics is both educational and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, and of any new agreements with other schools for a series of games or events.

The following rules shall be observed for participation by individual students:

- A. For each type of sport in which the student engages, the parents or guardian must give written consent.
- B. The student must be determined by a physician to be physically fit for the sport.

The Superintendent shall set up other rules for participation, such as those governing academic standing, in accordance with policies of the District and pertinent regulations and recommendations of the state interscholastic athletic association.

### **Health and Safety of Participants**

The health and safety of participants in interscholastic athletic activities must receive careful consideration. The District shall prescribe and enforce policies and procedures relating to the health and safety of all pupils participating in District-sponsored practice sessions or games or other interscholastic athletic activities.

Participants must be provided access to water at all times during practice sessions, games, or other interscholastic athletic activities.

The Board shall develop, in consultation with the Arizona Interscholastic Association (AIA) guidelines, information and forms to inform and educate coaches, pupils and parents of the dangers of concussions and head injuries and the risks of continued participation in athletic activity after a concussion.

Before a student participates in an athletic activity, the student, the student's parents, and the coaches shall participate in a District program to educate program participants of the danger of concussions, head injuries, and the risk of continued participation in athletic activity after a concussion. Students and parents shall sign the AIA form (Exhibit JJIB-EA) at least once each school year stating awareness of the nature and risk of concussion. The District shall retain documentation of the participation of all affected coaching staff members in the program. For the purpose of this policy, athletic activity does not include:

- A. dance,
- B. rhythmic gymnastics,
- C. competition or exhibitions of academic skills or knowledge or other similar forms of physical noncontact activities,

D. civic activities or academic activities, whether engaged in for the purpose of competition or recreation.

A student who is suspected of sustaining a concussion in a practice session, a game, or other interscholastic athletic activity shall be immediately removed from the athletic event and the pupil's parent or guardian shall be notified. A coach from the student's team or an official or licensed health care provider may remove a student from play. A team parent may also remove his or her own child from play. A student may return to play on the same day if a health care provider rules out a suspected concussion at the time the student is removed from play. On a subsequent day, the student may return to play if the student has been evaluated by and receives written clearance to resume participation in athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries as prescribed by A.R.S. [15-341](#).

A group or organization that uses property or facilities owned or operated by the District for athletic activities shall comply with the policies of the Board related to concussions and head injury. This requirement does not apply to teams based in another state participating in athletic events in Arizona.

A District employee, team coach, official, team volunteer or a parent or guardian of a team member is not subject to civil liability for any act, omission or policy undertaken in good faith to comply with the requirements of this policy or for decisions made or actions taken by a health care provider. Further, the District and its employees and volunteers are not subject to civil liability for any other person's or organization's failure or alleged failure to comply with the requirements of this policy.

The Board shall develop, in consultation with the Arizona Interscholastic Association (AIA) guidelines, information and forms to inform and educate coaches, pupils and parents of the dangers of heat-related illnesses, sudden cardiac death and prescription opioid use. Before a pupil participates in any District-sponsored practice session, game or other interscholastic athletic activity, the pupil and the pupil's parent must be provided with information at least once each school year on the risks of heat-related illnesses, sudden cardiac death and prescription opioid addiction.

District and school health and safety management plans may include Heat Acclimatization Protocol, Hydration Strategies, Return to Play standards, and follow-up/clearance requirements released by the Arizona Interscholastic Association (AIA) as Bylaw 14.17 and duplicated in JJIB-EB.

The Superintendent shall require that regulations for health and safety of participants in interscholastic athletics be developed, implemented, and enforced. Such regulations may, at the discretion of the Superintendent, be incorporated into this policy as an administrative regulation.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-802.01](#)

A.A.C.

[R7-2-808](#)

A.G.O.

186-095

CROSS REF.:

[JJJ](#) - Extracurricular Activity Eligibility

[KF](#) - Community Use of School Facilities



## JJIB-R ©

### REGULATION

### INTERSCHOLASTIC SPORTS

#### District Students

The Superintendent shall establish a program that will be presented prior to the start of any athletic activity each year and as needed throughout the school year to educate students, parents/guardians of students, and coaches who participate or coach athletic activities of the danger of concussions, head injuries, and the risk of continued participation in athletic activity after a concussion. The program shall comply with the guidelines, information and forms developed in consultation with the Arizona Interscholastic Association.

Information related to attending a District-established program and the requirements to attend a District-established program prior to participation in an athletic event will be made available by the principal to students, parents/guardians of students, and coaches prior to the start of athletic activities each school year and throughout the school year.

School principals shall be responsible for the implementation of the program at the school site and shall ensure that no student participates in an athletic activity prior to the student and the student's parents/guardians having annually attended the District's established program as verified by their signatures. Further, the principals shall be responsible for the participation and documentation of all coaches in the program prior to beginning a coaching assignment.

Signature verification of all program participants shall be provided on the District-approved form (JJIB-E), submitted to the school principal, and filed in the school office.

The principals shall advise all staff members assigned to the school of the requirements of Policy JJIB and this regulation.

#### Groups or Organizations

The principals shall ensure that all groups or organizations using property or facilities owned or operated by the District for athletic activities shall comply with Governing Board Policy JJIB related to concussions and head injury.

All groups or organizations who request use of District-owned or -operated property or facilities shall submit to the principal a written document describing the group's or organization's program and verifying that the program is and shall continue to be compliant with A.R.S. [15-341](#) and Board Policy JJIB. The submitted document must be signed by an official authorized by the group or organization, dated and submitted with the District's Community Use of School Facilities form to the principal a minimum of two (2) weeks prior to the requested first use date.

#### Records Compliance

All documentation related to Board Policy JJIB will be maintained pursuant to management standards adopted by the Arizona State Library, Archives and Public Records and Board Policy EHB, Data/Records Retention.



## JJIB-E ©

EXHIBIT

### INTERSCHOLASTIC SPORTS

**(Mild Traumatic Brain Injury (MTBI) / Concussion)**

#### STATEMENT AND ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_ (student), acknowledge that I have to be an active participant in my own health and have the direct responsibility for reporting all of my injuries and illnesses to the school staff (e.g., coaches, team physicians, athletic training staff). I further recognize that my physical condition is dependent upon providing an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced before, during or after athletic activities.

By signing below, I acknowledge:

- My institution has provided me with specific educational materials including the Centers for Disease Control (CDC) Concussion Fact Sheet (<http://www.cdc.gov/concussion/HeadsUp/youth.html>) on what a concussion is and has given me an opportunity to ask questions.
- I have fully disclosed to the staff any prior medical conditions and will also disclose any future conditions.
- There is a possibility that participation in my sport may result in a head injury and/or concussion. In rare cases, these concussions can cause permanent brain damage, and even death.
- A concussion is a brain injury, which I am responsible for reporting to the team physician or athletic trainer.
- A concussion can affect my ability to perform everyday activities, and affect my reaction time, balance, sleep, and classroom performance.
- Some of the symptoms of concussion may be noticed right away while other symptoms can show up hours or days after the injury.
- If I suspect a teammate has a concussion, I am responsible for reporting the injury to the school staff.
- I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion related symptoms.
- I will not return to play in a game or practice until my symptoms have resolved AND I have written clearance to do so by a qualified health care professional.
- Following concussion the brain needs time to heal and you are much more likely to have a repeat concussion or further damage if you return to play before your symptoms

resolve.

Based on the incidence of concussion as published by the CDC the following sports have been identified as high risk for concussion; baseball, basketball, diving, football, pole vaulting, soccer, softball, spiritline and wrestling.

I represent and certify that I and my parent/guardian have read the entirety of this document and fully understand the contents, consequences and implications of signing this document and that I agree to be bound by this document.

Student Athlete:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or legal guardian must print and sign name below and indicate date signed.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Reproduction of AIA FORM 15.7-C 02/11 which may be used in lieu of this document.**

# Compare JJJ © EXTRACURRICULAR ACTIVITY ELIGIBILITY

first

(version 3 to 1)

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

## JJJ © EXTRACURRICULAR ACTIVITY ELIGIBILITY

All interscholastic activities in grades ~~six (if part of a middle school), seven, and eight that are~~ ~~(~~ \_\_\_\_\_ through \_\_\_\_\_ ~~that are~~ 1) of a competitive nature and involve more than one ~~{(1)}~~ school where a championship, winner, or rating is determined and ~~(~~ 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

● ~~Students~~ A. Students who, upon having their work checked on a cumulative basis at the end of each ~~two (2)~~ \_\_\_\_\_ (\_\_\_\_)-week period, show that they are not working to capacity and have one (1) or more failing grades will ~~be~~ be removed from any athletic teams or extracurricular activities. After improving their respective grades such ~~that that~~ they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities ~~until~~ until a subsequent check is performed unless ineligible for some reason other than academic performance. ● ~~The~~

B. The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which

~~the student~~

the student is enrolled, and the student shall maintain progress toward promotion or graduation.

● ~~The~~

C. The responsibility for notification of students and parents of these requirements and for enforcement of

~~the above~~



the above rule rests with the Superintendent.

~~● The~~

D. The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality

~~is maintained~~

is maintained when:

~~■ Ineligibility~~

1. Ineligibility is pending.

~~■ Ineligibility~~

2. Ineligibility is determined to be necessary.

~~● Support~~

E. Support services shall be made available to students who become ineligible for extracurricular programs as well as

~~well as~~

to students notified of pending ineligibility.

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.

~~The Superintendent shall consult with and invite comment on this policy from parents and teachers and shall make recommendations to the Board regarding this policy, as necessary, after considering such comments. The Board, as a part of the procedure for adoption of this policy, shall hold a public hearing on the contents of this policy. [The Board, as a part of the procedure for adoption of this policy, shall form an advisory committee for input from parents and teachers.]~~

A school district governing board, a charter school or an interscholastic athletic association of which a school district governing board or charter school is a member may not prohibit a pupil from wearing a religious or cultural accessory or hair piece while participating in an extracurricular or athletic activity if the accessory or hair piece does not jeopardize the health or safety of the pupil or any other person participating in the activity, as determined by the supervisor of the extracurricular activity or the officiant of the athletic activity.

The Superintendent shall establish regulations to ensure that:

~~● Necessary~~

A. Necessary documents in support of this policy are maintained.

~~● Necessary~~

B. Necessary data related to ineligible students are collected and reported as required by law.

● The

C. The cultural traditions of students are considered when establishing or enforcing rules related to

~~participation in~~

participation in extracurricular activities.

● The

D. The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

Adopted: date of

~~manual~~

Manual adoption

LEGAL REF.:

A.R.S.

[15-347](#)

[15-705](#)

[15-802.01](#)

A.A.C.

[R7-2-808](#)

CROSS REF.:

[JB](#) - Equal Educational Opportunities

[JI](#) - Student Rights and Responsibilities

[JICEC](#) - Freedom of Expression

[JII](#) - Student Concerns, Complaints, and Grievances

[JJIB](#) - Interscholastic Sports

## Compare JK © STUDENT DISCIPLINE (version 5 to 1)

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

### JK © STUDENT DISCIPLINE

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. [15-843](#). These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity ~~and may be imposed if the student's behavior affects the school order~~, or in any other situation in which the District may lawfully exercise its authority to discipline a student. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

#### ~~Behavior Management and Discipline~~

#### ~~of Students with Special Needs~~

~~The Superintendent shall oversee a collaborative process for the identification, description, and monitoring of best practices for behavioral management and discipline of special needs students. The practices shall include, but not be limited to:~~

- ~~• authorized and prohibited disciplinary methods,~~
- ~~• recommended and required training for special education program teachers, aides, and other designated staff, and~~
- ~~• requirements for conveying notice of disciplinary measures taken.~~

~~The Superintendent shall, by administrative regulation, prescribe procedures for implementation of the best practices, subject to Governing Board approval.~~

The discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason. A substantial or deliberate failure to comply with the prohibition against race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason may subject the District to the loss of funds imposed by A.R.S. [15-843](#).

The principal of each school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of pupils are distributed to the parents of each pupil at the time the pupil is enrolled in school.

The principal of each school shall ensure that all rules pertaining to the discipline, suspension, and expulsion of pupils are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

## Temporary Removal

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- ~~● Rules A.~~ Rules established for the referral of students.
- ~~● The B.~~ The conditions of A.R.S. [15-841](#), when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

## Confinement

If confinement is authorized by the Governing Board, in accordance with A.R.S. [15-843](#), the Superintendent shall ensure that disciplinary policies involving the confinement of pupils left alone in an enclosed space shall include the following:

- A process for prior written parental notification that confinement may be used for disciplinary purposes that is included in the pupil's enrollment packet or admission form.
- A process for written parental consent before confinement is allowed for any pupil in the School District. The policies shall provide for an exemption to prior written parental consent if a school principal or teacher determines that the pupil poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

Schools are not prohibited from adopting policies which include procedures for the reasonable use of physical force by certificated or support staff personnel in self-defense, defense of others and defense of property (A.R.S. [15-843](#), subsection b, paragraph 3.)

## Threatened an Educational Institution

*Threatened an educational institution* means to interfere with or disrupt an educational institution as found in A.R.S. [15-841](#) and [13-2911](#). A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the ~~student's~~ student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

~~Information concerning a student's disciplinary record will be held in the strictest confidence.~~

~~Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.~~

~~Adopted: June 10, 2010~~

Adopted: date of Manual adoption

LEGAL REF.:  
A.R.S.  
[13-403](#) *et seq.*

[13-2911](#)  
[15-105](#)

[15-341](#)  
[15-342](#)  
[15-841](#)  
[15-842](#)  
[15-843](#)  
[15-844](#)

CROSS REF.:  
[GBEB](#) - Staff Conduct  
[JIC](#) - Student Conduct  
[JKA](#) - Corporal Punishment  
[JKD](#) - Student Suspension  
[JKE](#) - Expulsion of Students

[JLDB](#) - Restraint and Seclusion

## Compare JK-RA © (version 2 to 1)

*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last* through the modifications.

### JK-~~RA~~©R ©

#### REGULATION

#### STUDENT DISCIPLINE

A student may be subject to disciplinary action when the student:

● ~~Engages~~

A. **Engages** in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm,

~~or recklessly~~

**or recklessly** creating a risk thereof, by:

■ ~~Fighting~~

1. **Fighting** or engaging in violent behavior.

■ ~~Making~~

2. **Making** unreasonable noise.

■ ~~Using~~

3. **Using** abusive or obscene language or gestures.

■ ~~Obstructing~~

4. **Obstructing** vehicular or pedestrian traffic.

■ ~~Creating~~

5. **Creating** a hazardous or physically offensive condition by any act that serves no legitimate purpose.

● ~~Engages~~

B. **Engages** in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher,

~~school administrator~~

**school administrator**, or other school employee in charge of the student.

● ~~Endangers~~

C. **Endangers** the safety, morals, health, or welfare of others by any act, including but not limited to:

■ ~~Selling~~

1. **Selling**, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.

■ ~~Selling~~

2. **Selling**, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.

■ ~~Selling~~

3. **Selling**, using, or possessing obscene materials.

■ ~~Using~~

4. **Using** profane, vulgar, or abusive language (including ethnic slurs).

■ ~~Gambling~~

5. **Gambling**.

■ ~~Hazing~~

6.

■ ~~Engaging~~

**Hazing**.

7. **Engaging** in lewd behavior.

● ~~Engages~~

D. **Engages** in any of the following forms of academic misconduct:

■ ~~Lateness~~

1. **Lateness** for, missing, or leaving school or class without permission or excuse.

■ ~~Cheating~~

2. **Cheating** (including but not limited to copying, using unauthorized help sheets and the like,

~~illegally obtaining~~

**illegally obtaining** tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).

■ ~~Plagiarism~~

3.

● ~~Engages~~

Plagiarism.

E. ~~Engages~~ in conduct violative of the Board's rules and regulations for the maintenance of public order

~~on school~~

on school property.

● ~~Uses~~

F. ~~Uses~~ personal portable electronic instruments, communication, and entertainment devices, including

~~but not~~

~~but not~~ limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and

~~other electronic~~

~~other electronic~~ equipment which may be used for similar purposes, during the school day or during

~~directed student~~

~~directed student~~ study time unless such use has been specifically authorized by the school administrator.

● ~~Has~~

G. ~~Has~~ a record of excessive absenteeism.

● ~~Is~~

H. ~~Is~~ believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

### **Permissible Penalties**

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

● ~~Verbal~~

A. ~~Verbal~~ warning.



● ~~Written~~

B. Written warning.

● ~~Written~~

C. Written notification to parents.

● ~~Probation~~

D. Probation.

● ~~Detention~~

E.

● ~~Suspension~~

Detention.

F. Suspension from transportation.

● ~~Suspension~~

G. Suspension from athletic participation.

● ~~Suspension~~

H. Suspension from social or extracurricular activities.

● ~~Suspension~~

I. Suspension of other privileges.

● ~~Exclusion~~

J. Exclusion from a particular class.

● ~~In~~

K. Confinement with implementation of mandatory provisions.

L. In-school suspension.

● ~~Involuntary~~

M. Involuntary transfer.

● ~~Community~~

N. Community service.

● ~~Suspension~~

O.

● ~~Alternative~~

Suspension.

P. Alternative to Suspension Program.

~~● Expulsion~~

Q.

~~● Alternative~~

Expulsion.

R. Alternative to Expulsion Program.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

### **Student Disciplinary Proceeding**

Each school will establish a procedure that at a minimum will provide the principal, or the designee of the school administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class.

***Refusal to readmit per A.R.S. [15-841](#):***

~~● Upon~~

A. Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction

~~with a~~

with a temporary removal in accord with the rules established by the Board, the teacher will be required to state

~~an intent~~

an intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student,

~~the reason~~

the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall

~~be provided~~

be provided to the administrator by the next business day following the temporary removal.

~~● Either~~

B. Either of the following conditions must exist for a temporary removal per A.R.S. [15-841](#):

■ ~~The~~

1. ~~The~~ teacher has documented that the pupil has repeatedly interfered with the teacher's ability

~~to communicate~~

~~to communicate~~ effectively with the other pupils in the class or with the ability of the other pupils

~~to learn~~

~~to learn.~~

■ ~~The~~

2. ~~The~~ teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it

~~seriously interferes~~

~~seriously interferes~~ with the teacher's ability to communicate effectively with the other pupils in the classroom

~~or with~~

~~or with~~ the ability of the other pupils to learn.

● ~~The~~

C. ~~The~~ matter will be referred to the school placement review committee (SPRC) constituted in accord

~~with statute~~

~~with statute~~ if the conditions are consistent with those stated in A.R.S. [15-841](#). Within three (3) business

~~days following~~

~~days following~~ the date of temporary removal, the SPRC shall determine to either place the student in a

~~new class~~

~~new class~~ or return the student to the existing class if that is the best or only practicable alternative.

● ~~If~~

D. ~~If~~ the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA),

~~any~~

~~any~~ change in the student's individualized education program (IEP) shall be determined by the ~~individualized education program~~ (IEP) team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

### **Involving Staff Members**

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.

REGULATION

**STUDENT DISCIPLINE**

**(Behavior Management and Discipline  
of Students with Special Needs/Disabilities)**

REMOVED PER PA 549 - APRIL 2016

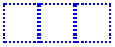
Regulation JK-RB has been deleted in its entirety. This regulation was added by PA 371, February 2010, in response to the Task Force on Best Practices in Special Education and Behavior Management. It was suggested by the Task Force but is not required by compliance and has been superseded by changes in statute.

PA 371 included options for each district to select choices to comply with the legislative directive for district response to the Task Force recommendations. Items were to be accepted or rejected in total, or retained/modified as determined on an item-by-item basis as necessary to accommodate the needs and circumstances of the school district.

The selection forms were to be completed by each district, submitted to ASBA Policy Services, and then replicated by ASBA in the district's regulation.

Most districts adopted the selection forms in total without any modifications.

With the deletion of the selection forms and language specific to students with special needs/disabilities in JK-RB, districts now have the opportunity to review and modify the deleted items in order to discard the contents or, as recommended by Policy Services, to update and retain desired items in a handbook or another easily accessible source available to staff after being reviewed and approved by the district's legal counsel.



## JK-EA ©

### EXHIBIT

### STUDENT DISCIPLINE

Each principal shall establish and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least two (2) years after last attendance date.

The accounting for students subject to disciplinary action on discipline record card shall contain an entry of:

- A. The full name of the student.
- B. The racial/ethnic and sex designations of the student.
- C. The time, place, and date of the offense or offenses, or observed behavior.
- D. Descriptions and dates of other offenses or observed behaviors if not previously reported.
- E. The names of witnesses or others involved.
- F. Specific measures taken by person or persons reporting the offense or offenses to effect an adjustment, including the specialized help secured before referral, such as conferences with parents, conferences with the principal, and conferences with other school personnel.
- G. The name and title of the person or persons reporting the offense or offenses.
- H. The alternatives, if any, that were considered prior to the imposition of the disciplinary action taken by the principal.
- I. The final disposition of the case.
- J. The name and title of the person or persons imposing the action or actions.

The kinds of disciplinary actions for which an accounting should be kept shall include, but not be limited to:

- A. Suspensions and/or expulsion.
- B. Corporal punishment.
- C. Detention (for disciplinary reasons).
- D. Transfer to another class (for disciplinary reasons).
- E. Transfer to another school (for disciplinary reasons).
- F. Confinement with implementation of mandatory provisions.

G. Referrals of cases to police and juvenile authorities.

H. Others as required.

The school principal shall have the responsibility of maintaining the necessary discipline records to include:

A. Discipline record card (each reported incident). Student discipline list (cumulative).

B. Log of corporal punishments (each incident).

C. Summary of corporal punishments: monthly report, retained by the principal; yearly summary, copy to the District office.

D. Log of suspensions (cumulative).

E. Summary of suspensions: monthly report, retained by the principal; yearly summary, copy to the District office.

F. Log of confinement with implementation of mandatory provisions.

G. Summary of confinement with implementation of mandatory provisions: monthly report, retained by the principal; yearly summary, copy to the District office.

H. Log of expulsions and referrals to courts (cumulative).

I. Log of Governing Board expulsions (each incident).

J. Summary of expulsions: monthly report, retained by the principal; yearly summary, copy to the District office.

K. Log of student withdrawals (cumulative).

L. Summary of withdrawals: monthly report, retained by the principal; yearly summary, copy to the District office.

M. Log of dropouts (cumulative): use only W5's as dropouts; use of this form is optional.

All monthly summary forms shall be completed at the close of each attendance month.

# Compare JK-EB (version 3 to 2)

*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last* through the modifications.

**JK-EB-EB ©**

EXHIBIT

## STUDENT DISCIPLINE

### REFERRAL OF STUDENT TO PRINCIPAL

~~Each school will create their own form with minimum requirements of: date, time, place, racial/ethnic, sex designation, person and title of individual making report, and teacher statement. The following statement will also be included on the form: "If this referral is not an emergency, notify the parents/guardian about this incident prior to submitting this referral to the office."~~

Student's Name	Date/Time Sent	Teacher	Period/Room
----------------	----------------	---------	-------------

Purpose for which the student is being referred \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the referral is for misconduct, have you previously referred this student for the same, or similar, reason(s)?  Yes  No

Do you desire to confer with the principal, or the principal's designee, before disciplinary action is taken?  Yes  No

Is it your intent to file a Notice to Principal of Refusal to Readmit Student?

Yes  No  Possibly



REMINDER: All documentation substantiating the reason(s) and condition(s) for a refusal to readmit the student following the student's temporary removal pursuant to A.R.S. [15-841](#) must be provided by the next business day following the temporary removal.

---

Teacher's Signature



**JK-EC ©**

EXHIBIT

**STUDENT DISCIPLINE**

**NOTICE TO PRINCIPAL OF  
REFUSAL TO READMIT STUDENT  
(Must be submitted by next business day following  
temporary removal)**

Teacher \_\_\_\_\_ Student \_\_\_\_\_

School \_\_\_\_\_ Class \_\_\_\_\_ Period \_\_\_\_\_

Under the provisions of A.R.S. [15-841](#), I am refusing to readmit the above-named student to the identified class. The temporary removal was made under the following condition (one [1] of the two [2] conditions must be selected and substantiated):

- o 1. The pupil has repeatedly interfered with my ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- o 2. The pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with my ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.

Instructions: Describe the incidents that have prompted the decision to remove the student from the class. It is important that complete and detailed information is provided, as it will be used 1) by the principal in determining the appropriate discipline management techniques, consistent with Governing Board rules, to be applied to this case, and 2) by the placement review committee to determine whether the student should be placed back in the class if the teacher and principal cannot reach consensus that acceptable corrective measures have been accomplished to effect the student's return to class.

To the extent possible, report literal disruptive remarks made by the student, and list contributing factors such as the student's facial or bodily expressions, gestures, sounds, and so forth. Explain how the student attempted to divert the attention of other students, to encourage their participation in the misbehaviors, and to otherwise interfere with the classroom management, teaching, and learning processes. State the techniques, both successful and unsuccessful, that have been attempted to restrain the student's misconduct, gain the student's cooperation, or otherwise control the situation. List the dates of and summarize the communications and conferences with the student's parent(s) or other responsible adult(s) to elicit their assistance in resolving the difficulties with the student.

If the space on this form is inadequate, check the box on the following page and indicate the number of supplemental sheet(s) you are attaching to this notice.

Date of misbehavior:    Description of incident:

Techniques attempted:

Parental conference held?  Yes  No If yes, date held and summary of outcome.

Date of misbehavior: Description of incident:

Techniques attempted:

Parental conference held?  Yes  No If yes, date held and summary of outcome.

Date of misbehavior:    Description of incident:

Techniques attempted:

Parental conference held?     Yes     No    If yes, date held and summary of outcome.

**Additional space is needed. \_\_\_\_\_ supplemental sheets are attached to this notice.**

Express your opinion of the action(s) that will be most effective with the student and state your expectation for the outcome of your decision to remove the student from your class.

---

---

---

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date notice submitted to principal

**SUPPLEMENT TO**

**NOTICE TO PRINCIPAL OF REFUSAL TO READMIT STUDENT**

Teacher \_\_\_\_\_ Student \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Class \_\_\_\_\_ Period \_\_\_\_\_

Date of misbehavior:    Description of incident:

Techniques attempted:

Parental conference held?    Yes    No    If yes, date held and summary of outcome.

Date of misbehavior:    Description of incident:

Techniques attempted:

Parental conference held?  Yes  No If yes, date held and summary of outcome.

\_\_\_\_\_ of \_\_\_\_\_ Supplemental Sheets



## **JK-ED**

EXHIBIT

### **STUDENT DISCIPLINE**

#### **A GUIDE TO DISCIPLINARY ACTIONS**

The chart showing the type(s) of disciplinary action(s) that may be taken for each problem area may be found on the immediately following page(s).



## **JK-EE**

### **EXHIBIT**

### **STUDENT DISCIPLINE**

### **STUDENT CODE OF CONDUCT**

Abuse of members of the educational community: Staff, Students, Visitors

- Verbal disrespect to staff members acting in their capacity as District employees.
- Physical injury to staff members acting in their capacity as District employees.

Alcohol, drugs, vapor releasing substances, and materials designed to look like these (possession, sale, distribution)

- Use, possession, or being under the influence of alcohol or illicit drugs on school property or at school events; possession of paraphernalia associated with drug use.
- Sale or distribution of alcohol or illicit drugs on school property or at school events.
- Over-the-counter drugs.

Arson

- Intentionally starting a fire.

Assisting or encouraging another to engage in misconduct

Attempt to Engage in misconduct

Bomb threat

Bus violations

- Failure to comply with rules established for the use of school transportation.

Conduct which violates federal, state, and local law or District policy

Dangerous activities

- Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
  - Obstructing vehicular or pedestrian traffic.
  - Smoke bombs.
  - Fire crackers.
  - Lighting a match.



- Laser pointers.
- Rock or sand throwing.

#### Defamation

- Libel.
- Invasion of privacy.

#### Defiance of authority

- Refusal to work
- Failure/refusal to comply with reasonable rules or requests of school personnel.
- Talking back.
- Insubordination.

#### Destruction of property

- Vandalism/graffiti.
- Defacing or damaging school property or the personal property of others.

#### Disorderly conduct

- Behavior disruptive to school climate or the educational process, i.e.,
  - Pushing.
  - Blurting out in class.
  - Hitting (smacking) other students.
  - Running around the room.
  - Tripping.
  - Kicking.
  - Food fight.
  - Gang disruption.

#### Dress code

- Failure to comply with the school dress code.

#### Illegal acts not otherwise specified

- Gambling.

Inappropriate activation of emergency alarms and fire control devices or false reporting

Interference with disciplinary and administrative proceeding

- Influencing a witness.
- Tampering with a witness.
- Tampering with physical evidence.
- Obstructing an investigation.

#### Intimidation

- Statements or actions that intimidate or demean others, i.e.,
  - Threats.
  - Extortion.
  - Harassment (sexual, racial, disability).
  - Bullying.
  - Verbal assault.
- Gang behavior.

#### Misconduct involving computer or Internet

#### Misrepresentation

- Signing any signature not their own.
- Forgery.
- Plagiarism:
  - Submission of work or answers of another as one's own work
- Cheating:
  - Unauthorized possession or knowledge of testing materials.
- Misrepresentation that activity is school sponsored.

#### Physical aggression

- Physical contact with another person intended to cause injury.
- One-way, with intent to hurt.
- Pushing.
- Tripping.
- Kicking.

#### Physical assault

- Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact.
- One-way, with intent to hurt.

#### Possession of dangerous or harmful substances

- Mercury.
- Acid.

#### Prohibition of being on campus while suspended or expelled

#### Sexual harassment

- Indecent exposure.
- Verbal.
- Physical.
- Environmental.

#### Tardiness

#### Theft

- Stealing or concealing school property or the property of others or participating as an accomplice, including copying copyrighted software.



**JKA ©**  
**CORPORAL PUNISHMENT**

The Glendale Elementary School District No. 40 disallows corporal punishment.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-843](#)

CROSS REF.:

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

## Compare JKB © DETENTION OF STUDENTS (version 2 to 1)

first

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

last

### JKB © DETENTION OF STUDENTS

Reasonable detention during break-time, noon, or at the close of the school day is permitted, provided that appropriate consideration is given to student transportation, weather, and other extenuating circumstances. ~~However, a student~~ Detention during break or recess time shall not impinge on meeting the student physical activity/recess requirements set forth in JL-Student Wellness. A student shall not be denied the privilege of eating. Detention should not exceed one (1) hour per day.

Adopted: date of

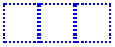
~~manual~~

Manual adoption

LEGAL REF.:

A.R.S.

[15-843](#)



## JKD © STUDENT SUSPENSION

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent, principal, or other school officials granted this power by the Governing Board of the School District. If a danger to students or staff members is present, the Superintendent may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. [15-843](#)]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

The Superintendent may designate a hearing officer for suspension hearings.

### **Regular Education Students**

#### ***Suspension for ten days or less:***

- A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
  1. After having received notice, the student will be asked for an explanation of the situation.
  2. The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- B. *Step 2:* Following Step 1:
  1. Provided that a written record of the action taken is kept on file, authorized District personnel may:
    - a. Suspend the student for up to ten (10) days.
    - b. Choose other disciplinary alternatives.
    - c. Exonerate the student.
    - d. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
  2. When suspension is involved:
    - a. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.

b. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

3. No appeal is available from a short-term suspension.

***Suspension for over ten days:***

A. *Step 3:* If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

B. *Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

1. The charges and the rule or regulation violated.
2. The extent of the punishment to be considered.
3. The date, time, and place of the formal hearing.
4. A designation of the District's witnesses.
5. That the student may present witnesses.
6. That the student may be represented by counsel at student's expense.
7. If a hearing officer has been designated, the name of the hearing officer.

C. *Step 5:* A formal hearing will be held, during which the student will be informed of the following:

1. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
2. The student is entitled to a statement of the charges and the rule or regulation violated.
3. The student may be represented by counsel, without bias to the student.
4. The student may present witnesses.
5. The student or counsel may cross-examine witnesses presented by the District.
6. The burden of proof of the offense lies with the District.
7. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.

8. The District has the right to cross-examine witnesses, and may be represented by an attorney.

D. *Step 6:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

1. Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.

2. The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.

3. The decision of the Board is final.

### **Special Education Students**

***Suspension for ten days or less.*** Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

1. After having received notice, the student will be asked for an explanation of the situation.

2. The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.

B. *Step 2:* Following Step 1:

1. Provided that a written record of the action taken is kept on file, authorized District personnel may:

a. Suspend the student for up to ten (10) days.

b. Choose other disciplinary alternatives.

c. Exonerate the student.

d. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

2. When suspension is involved:

a. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.



b. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

3. No appeal is available from a short-term suspension.

### ***Suspension for over ten days***

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

A. *Step 3:* A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

B. *Step 4:* If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.

C. *Step 5:* If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.)

### **Alternative to Suspension**

Students meeting the following requirements may participate in an alternative to suspension program described below at the determination of the Superintendent:

A. Suspension from school has been determined as the punishment for an offense and any appeal has been denied.

B. The immediate suspension was not due to:

1. Fighting or engaging in violent behavior
2. Threatening an educational institution
3. Selling, using or possessing weapons, firearms, explosives, or dangerous instruments
4. Making a bomb threat
5. Engaging in arson

C. The student has not served more than one (1) short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.

D. The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.

E. The student and parent or guardian has received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program. (Note: Follow appropriate dismissal procedures.)

F. Parent(s) or guardian(s) shall agree to participate by:

1. Providing transportation as necessary to and from the program location.
2. Furnishing meals prepackaged or purchasing same for the student.
3. Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The Alternative to Suspension Program is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, groundskeeping, and litter control. Parents will participate by providing support and supervision.

A. Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school sponsored activity will be permitted during the program.

B. Communication by students with others will be limited to adult District staff or as directed by the adult supervisor on duty.

C. Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.

D. Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.

E. Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.

F. Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

## **Procedures and Conditions for Readmission of Students Suspended for More Than Ten Days**

### ***Early readmission procedures***

The Superintendent may authorize early readmission of a student suspended for more than ten (10) days. The student shall be considered for readmission only upon completion of the major portion of the suspension (usually one [1] day more than half [1/2] with consideration for the grading period or academic division as necessary). The following conditions must be met:

A. A written request must be submitted to the Superintendent on behalf of the student by the student's parent or guardian asking for readmission and requesting a meeting to determine any requirements.

B. Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)

C. The request shall include a signed statement from local law enforcement officials that there have been no infractions of local or state codes for which the student could have been charged during the period of the suspension.

D. At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.

E. The determination to allow readmission may be based on, but not limited to, the following elements:

1. The age of the student.
2. The frequency, type, and relative magnitude of previous misbehavior by the student.
3. The relative severity of the event(s).
4. Whether the student's behavior violated civil or criminal laws.
5. The degree to which the incident(s) interfered with the educational process.
6. The extent to which the event created endangerment to the student, others or property.
7. Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
8. The student's attitude concerning the event(s).
9. The expressed intent concerning the student's future behavior.

F. Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:

1. Regular attendance—no unexcused absences.
2. No violation of school rules or policies.
3. Attendance at after school events for the remaining term of suspension only with prior approval of the administration.
4. Completion of all class tasks in timely fashion, as directed.
5. Student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.

G. The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[15-766](#)

[15-767](#)

[15-841](#)

[15-842](#)

[15-843](#)

A.A.C.

[R7-2-401](#)

[R7-2-405](#)

A.G.O.

I78-103

I78-218

I80-055

I84-036

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 7151 *et seq.*, The Gun-Free School Act of 1990

29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

CROSS REF.:

[IHB](#) - Special Instructional Programs

[JR](#) - Student Records



**JKD-EA ©**

EXHIBIT

**STUDENT SUSPENSION**

**AGREEMENT ON CONDITION OF ASSIGNMENT  
TO ALTERNATIVE TO SUSPENSION PROGRAM**

**Conditions**

We, the undersigned student, parent or guardian, agree to the conditions as established in Board policy concerning assignment to the Alternative to Suspension Program. We further affirm that we will abide by the protocols implemented by the administration of the school for accomplishment of the conditions of policy.

We acknowledge receipt of this admonition that the original suspension will be summarily reinstated should the student commit a violation of the conditions for assignment to the Alternative to Suspension Program or a criminal or civil violation reflecting on the school order.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**JKD-EB ©**

EXHIBIT

**STUDENT SUSPENSION**

**AGREEMENT ON CONDITION OF EARLY  
READMISSION FOLLOWING LONG-TERM SUSPENSION**

**Readmission conditions**

We the undersigned student and parent or guardian agree to the following conditions:

- Regular attendance—no unexcused absence.
- No violation of school rules or policies.
- Completion of all classroom tasks in a timely fashion, as directed.
- Limitation on the student's attendance or participation in after school activities, school sports, and extracurricular events or activities.

We acknowledge receipt of this admonition that the original suspension will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**JKDA ©**  
**REMOVAL OF STUDENTS FROM**  
**SCHOOL - SPONSORED ACTIVITIES**

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The principal also may remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

The principal may remove a student pursuant to the preceding two (2) paragraphs, whether or not the student has been elected, appointed, or assigned to, or has volunteered for, the activity.

Before removing a student from an activity or position as a result of the student's violation of the student discipline policies, rules, and/or regulations, the principal must comply with the notice-and-hearing provisions of those policies, rules, and/or regulations.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the principal's determination, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practicable after the principal receives the written request. At the conference, the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If, after the conference, the principal determines that the decision to remove the student from the activity or position is correct, the removal shall become effective on the date indicated in the principal's notice. If, after the conference, the principal determines that action of a less severe nature than removal is warranted, the principal may impose the less severe action. If, after the conference, the principal determines that neither removal nor less severe action is warranted, the prior decision to remove the student shall be rescinded.

For purposes of this policy, activity is defined as:

- Any school-sponsored athletic activity; or
- Any school-sponsored club; or
- Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor society, or any other organization or class of a similar nature.

An activity includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-342](#)

[15-766](#)

[15-767](#)

[15-841](#)

[15-842](#)

[15-843](#)

A.A.C.

[R7-2-401](#)

[R7-2-405](#)

A.G.O.

I78-103

I78-218

I80-055

I84-036

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act

29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

CROSS REF.:

[IHB](#) - Special Instructional Programs

[JR](#) - Student Records



## Compare JKE © EXPULSION OF STUDENTS (version 3 to 2)

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

### JKE © EXPULSION OF STUDENTS

A recommendation to expel shall be ~~through~~by the ~~principal and forwarded to the Superintendent.~~ The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time of recommendation.

#### Expulsion

#### ~~Regular Education~~

The Governing Board directs all expulsions hearings to be conducted by a hearing officer selected from a list of hearing officers approved by the Board.

#### Expulsion

#### Regular Education Students

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

● ~~Step A.~~ Step 1: Each recommendation for expulsion shall be delivered to the Superintendent. A ~~recommendation for expulsion~~ recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is ~~to be held~~to be held.

● ~~Step B.~~ Step 2: If the Superintendent concurs with the recommendation, ~~it shall be forwarded to the Governing Board.~~ ● ~~Step 3:~~ the Superintendent shall present the recommendation for expulsion to a hearing officer selected from a list of hearing officers approved by the Board.

C. Step 3: In each case in which a recommendation for expulsion receives approval by the Superintendent, ~~(and the Board has not determined that all expulsion hearings are to be conducted by a hearing officer),~~ the Governing Board will meet in executive session:

■ ~~to-1.~~ to determine whether the nature of the accusations against the student justify an expulsion hearing,

■ ~~to-2.~~ to determine whether the hearing will be held before the Governing Board or before a hearing officer,

■ ~~to-3.~~ to designate a hearing officer if one will be used, and

■ ~~if-4.~~ if the hearing will be conducted by the Governing Board to determine whether the hearing will ~~be conducted~~be conducted in executive session. Under normal circumstances, the Governing Board will not ~~review any~~review any documents or other pertinent evidence during ~~this~~the initial executive session.

● ~~Step D.~~ Step 4: The expulsion hearing should be scheduled so ~~that~~ it may be resolved, if reasonably possible, during ~~the period~~ the period of any suspension.

● ~~Step E.~~ Step 5: A formal letter to the responsible parent or guardian will be mailed by certified mail with return ~~receipt requested~~ receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the ~~formal hearing~~ formal hearing. A copy of this letter will remain on file, and the letter should contain:

■ ~~A-1.~~ A statement of the charges and the rule or regulation violated.

■ ~~The-2.~~ The extent of the punishment to be considered.

■ ~~The-3.~~ The date, time, and place of the formal hearing.

■ ~~A-4.~~ A designation of the District's witnesses.

■ ~~That-5.~~ That the student may present witnesses.

■ ~~That-6.~~ That the student may be represented by counsel at the student's expense.

■ ~~If-7.~~ If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer ~~may be~~ may be contacted, or a statement that the Governing Board will preside at the hearing.

■ ~~Copies-8.~~ Copies of this policy and A.R.S. ~~15-840 and~~ and ~~15-843 unless~~ unless previously provided in connection with ~~the same~~ the same infraction.

● ~~Step F.~~ Step 6: The parent, guardian or emancipated student shall be informed of the following:

■ ~~1.~~ Nothing in these procedures shall be construed to prevent the students who are subject to the ~~action and~~ action and their parents or legal guardians and legal counsel from attending any executive (closed) ~~session~~ session ~~pertaining~~ pertaining to the proposed disciplinary action, or from having access to the minutes and testimony ~~of such of~~ such session or from recording such a session at the parent's or legal guardian's expense.

■ ~~2.~~ The student is entitled to a statement of the charges and the rule or regulation violated.

■ ~~3.~~ The student may be represented by counsel, without ~~prejudice~~ bias to the student.

■ ~~4.~~ The student may present witnesses.

■ ~~5.~~ The student or counsel may cross-examine witnesses presented by the District.

■ ~~6.~~ The burden of proof of the offense lies with the District.

■ ~~7.~~ Either the hearing must be recorded on tape or an official record must be kept in some ~~other appropriate~~ other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at ~~their own~~ their own expense.

■—8. The District has the right to cross-examine witnesses, and may be represented by an attorney.

■—9. If the hearing is held before a hearing officer, the hearing will be conducted in private with ~~the attendance~~ the attendance of only the hearing officer, administrative representatives, the student and parent(s), ~~counsel~~ counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) ~~or~~ or emancipated student requests in writing that the hearing be open to public attendance.

■—10. If the hearing is held before the Governing Board the Board will conduct the hearing in ~~executive session~~ executive session with the attendance of only the hearing officer, administrative representatives, the ~~student and~~ student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless ~~the parent~~ the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to ~~public attendance~~ public attendance.

●—~~Step G.~~ Step 7: A formal hearing will be held:

■—~~When 1.~~ When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) ~~session~~ session, it shall be held in an open meeting unless:

⇒—~~If a.~~ If only one (1) student is subject to the proposed action, and disagreement exists between ~~that student~~ that student's parents or legal guardians, then the Board (hearing officer), after consultation with ~~the student~~ the student's parents or legal guardians, shall decide in executive (closed) session whether ~~the hearing~~ the hearing will be in executive (closed) session.

⇒—~~If b.~~ If more than one (1) student is subject to the proposed action and disagreement exists ~~between the~~ between the parents of different students, then separate hearings shall be held subject to the ~~provisions of~~ provisions of A.R.S. [15-843](#).

●—~~Step H.~~ Step 8: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be ~~as follows~~ as follows:

■—~~Upon 1.~~ Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, ~~the~~ the decision may be appealed to the Board at the time the Board considers the recommendation. ~~A formal~~ A formal letter to the responsible parent or guardian will be mailed by certified mail with return ~~receipt requested~~ receipt requested or delivered by hand (with an adult witness present) indicating the recommendation ~~that will be~~ that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

⇒—~~The a.~~ The time and place of the Board meeting at which the recommendation will be made.

⇒—~~That b.~~ That the recommendation may be appealed at the time the recommendation is made to the Board.

⇒—~~That c.~~ That the appeal shall be in writing delivered to the Superintendent prior to the time of the ~~Board meeting~~ Board meeting.

⇒ ~~That~~ d. That the written appeal shall indicate a spokesperson on behalf of the student.

⇒ ~~That~~ e. That the spokesperson will be given time to speak to the Board on appeal.

⇒ ~~The~~ f. The Board may accept the hearing officer's recommendation or reject the recommendation ~~and impose~~ and impose a different disciplinary action including assignment to an alternative educational program. ~~The~~ The Board may grant a new hearing, take the matter under advisement, or take any further ~~action deemed~~ action deemed necessary. If the Board decides to expel the student the expulsion shall become ~~effective the~~ effective the day after the Board's decision. The decision of the Board is final.

■ ~~2.~~ 2. Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

## Special Education Students

A student qualified under the Individuals with Disabilities ~~education~~ Education Act (IDEA) as revised in ~~1997~~ 2004 may not be expelled from school ~~but in~~, unless as a result of a manifestation determination it has been determined that the student's behavior is unrelated to the child's disability. The manifestation determination must be held within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct. In compliance with federal law and regulation, the student may be given a change in placement in lieu of expulsion. ~~The Individualized Education Program Team~~ Expulsion may not result in termination of educational services for a student qualified under the Individuals with Disabilities Education Act. The individualized education program (IEP) team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's ~~Individualized Education Programs~~ individualized education programs.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in ~~1997~~ 2004, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

## Readmittance procedure:

● ~~A.~~ A student expelled from the District may request readmittance by making a written application to the Board. ~~Readmission~~ Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board ~~to stipulate~~ to stipulate appropriate conditions for readmittance. The application for readmittance shall occur no less ~~than nine~~ than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least ~~two~~ two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred ~~and two~~ and two [2] additional semesters). The application must:

■ ~~Be~~ 1. Be written and be directed to the attention of the Governing Board.

■ ~~Contain~~ 2. Contain all information that the student and parent(s) consider relevant to the Governing Board's ~~determination~~ determination as to whether or

not to readmit the student. This should include information indicating:

⇒ ~~An~~ a. An appreciation by the student of the severity and inappropriateness of the student's ~~s-prior-s~~ prior misconduct.

⇒ ~~That~~ b. That such misconduct or similar misconduct will not be repeated.

⇒ ~~A~~ c. A description of the student's activities since the expulsion.

⇒ ~~Support~~ d. Support of the student's application for readmission.

■ ~~Be~~ 3. Be filed in the Superintendent's office.

● ~~The~~ B. The Governing Board shall meet in executive session to consider an initial application for readmission. ~~The student~~ The student and parents have the right to be present in the executive session but do not have the ~~right to~~ right to make a presentation or address the Governing Board unless they are asked to do so by the ~~Governing Board~~ Governing Board. For this reason, it is important that the application for readmission contain all information that ~~the Governing Board may~~ the Governing Board may deem important in determining whether to readmit the student. The ~~Governing Board~~ Governing Board, ~~in~~ in its sole discretion, shall determine whether the student should be readmitted, and, if so, ~~under what~~ under what restrictions ~~and conditions~~ and conditions. The burden is on the student and parent(s) to convince the ~~Governing Board~~ Governing Board that readmission ~~is appropriate~~ is appropriate considering the interests of the expelled student, the District, ~~and the~~ and the interests of the ~~other students~~ other students and staff members. The Governing Board's decision is final.

● ~~A~~ C. A student may file more than one (1) application for readmission. Applications subsequent to an ~~initial application~~ initial application, however, may not be filed more frequently than every ninety (90) days, and the ~~Governing Board~~ Governing Board shall meet to discuss and consider the application only if at least two (2) members of ~~the~~ the Governing Board ask that the matter be placed on an agenda for discussion in executive session.

#### Readmittance conditions

As a condition for readmission from an expulsion, the student, with parent(s) or guardian affirmation, shall agree to the following conditions:

● ~~Regular attendance~~ A. Regular attendance – no unexcused absence.

● ~~No~~ B. No violation of school rules or policies.

● ~~Completion~~ C. Completion of all classroom tasks in a timely fashion, as directed.

● ~~Depending~~ D. Depending upon the nature of the original violation for which the expulsion was provided, the student may ~~be limited~~ be limited as to attendance or participation in after school activities, school sports, and extracurricular events ~~or activities~~ or activities.

A student allowed readmission following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.:

A.R.S.

[15-342](#)

[15-766](#)

[15-767](#)

[15-841](#)

[15-842](#)

[15-843](#)

A.A.C.

[R7-2-401](#)

[R7-2-405](#)

A.G.O.

I78-103

I78-218

I80-055

I84-036

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act

20 U.S.C. 7151 et seq., The Gun-Free School Act of 1990

29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

CROSS REF.:

[IHB](#) - Special Instructional Programs

[JR](#) - Student Records



EXHIBIT

**EXPULSION OF STUDENTS**

**AGREEMENT ON CONDITION OF  
READMISSION FOLLOWING EXPULSION**

**Readmission conditions**

We the undersigned student and parent or guardian agree to the following conditions:

- Regular attendance—no unexcused absence.
- No violation of school rules or policies.
- Completion of all classroom tasks in a timely fashion, as directed.
- Limitation on the student's attendance or participation in after school activities, school sports, and extracurricular events of activities.

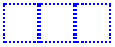
We acknowledge receipt of this admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**JL ©**  
**STUDENT WELLNESS**

The School District strives to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well-being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

A. *Nutrition Guidelines*: All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.

B. *Nutrition Education*: The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.

C. *Physical Activity/Recess*: The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.

"*Recess*," as defined in statute, means a period of time during the regular school day, including time during a scheduled lunch period, during which a pupil is able to engage in physical activity or social interaction with other pupils.

1. The District shall provide at least two (2) recess periods during the school day for pupils in kindergarten programs and grades one (1) through five (5).
2. A school that offers a half-day kindergarten program is required to provide at least one (1) recess period during the school day for pupils in that kindergarten program.
3. The school District may count a pupil's participation in a physical education course during a school day as one (1) of that day's recess periods.
4. The District is not required to extend the school day to meet this recess requirement.
5. This recess requirement does not apply to middle schools, junior high schools, high schools, Arizona online instruction or schools in which the lowest grade of instruction offered is grade five (5).



D. *Sunscreen*: The goal is to emphasize skin health and promote the application of sunscreen products and to inform students that a student who attends school in this District may possess and use a topical sunscreen product while on school property or at a school-sponsored event without a note or prescription from a licensed health care professional.

E. *Other School-Based Activities*: The goal is to create a total school environment that is conducive to healthy eating and physical activity.

F. *Evaluation/Implementation*: A primary goal will be to regularly (at least annually) evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness. Such evaluation will be measureable. The results of each evaluation, including the extent to which schools are in compliance with District policy, the extent to which the District policy complies with federal regulations, and a description/summary of the progress made in attaining the goals of the District, shall be made available to the public. Physical education teachers and school health professionals shall have an opportunity to participate in the evaluation and implementation of this policy.

G. *Parent, Community and Staff Involvement*: A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. The Superintendent shall institute and clearly communicate a meal charge policy to all District households and District staff responsible for policy enforcement that is consistent with aspects of the Healthy Hunger-Free Kids Act of 2010 applicable to the District. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-158](#)

[15-242](#)

42 U. S. C. 1751 *et seq.* (National School Lunch Act)

42 U. S. C. 1771 *et seq.* (Child Nutrition Act)

CROSS REF.:

[ABA](#) - Community Involvement in Education

[ABAA](#) - Parental Involvement

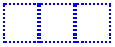
[BBA](#) - Board Powers and Responsibilities

[EF](#) - Food Services

[EFDA](#) - Collection of Money/Food Tickets

[EFE](#) - Competitive Food Sales/Vending Machines

[IA](#) - Instructional Goals and Objectives



## JL-RA ©

### REGULATION

#### STUDENT WELLNESS

An annual report shall be made to the Board on the District's compliance with law and policies related to student wellness. The report may include but not be limited to:

- A. Evaluation of the food services program.
- B. Recommendations for policy and/or program revisions.
- C. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
- D. Assessment of school environment regarding student wellness issues.
- E. Listing activities and programs conducted to promote nutrition and physical activity.
- F. Providing feedback received from District staff, students, parents/ guardians, and community members.

In accordance with the National School Lunch Act (42 U. S. C. 1751 *et seq.*) and the Child Nutrition Act (42 U.S.C. 1771 *et seq.*), as amended, an assurance that District guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually. The Superintendent shall receive assurances from all appropriate administrators and supervisors prior to making the annual Board report.

#### **Nutrition Education**

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local District health education standards. Nutrition education at all levels of the curriculum shall include, but not be limited to, the following essential components designed to help students learn:

- A. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;
- B. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
- C. How to assess one's personal eating habits, set goals for improvement and achieve those goals.

In order to reinforce and support nutrition education efforts, the guidelines will ensure that:

- A. Nutrition instruction provides sequential, comprehensive health education in accordance with the Arizona Department of Education curriculum regulations and academic standards;
- B. Cooperation with agencies and community organizations is encouraged to provide opportunities for appropriate student projects related to nutrition;
- C. Consistent nutrition messages are disseminated from the District throughout the schools, communities, homes and media; and
- D. Nutrition education is extended beyond the school environment by engaging and involving families and community.

### **Nutrition Guidelines and Food Services Operations**

All foods and beverages made available on a school campus serving any configuration of prekindergarten (PK) through eighth (8th) grade during the normal school day are to be consistent with the Arizona Nutrition Standards. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The District will create procedures that address all foods (including Foods of Minimal Nutritional Value and Competitive Food Sales) available to students throughout the school day in the following areas:

- A. National School Lunch Program and School Breakfast Program Meals.
- B. À la carte offerings in the food service program.
- C. Vending machines and school stores.
- D. Classroom parties, celebrations, fund-raisers, rewards and school events.
- E. Snacks served in after-school programs.

In keeping with the District's nutrition program goals, only food prepared or obtained by the District's food services program should be served. This includes classroom reward or incentive programs involving food items as well as foods and beverages offered or sold at school-sponsored events during the regular school day. Approval is required to ensure that the foods served meet the requirements of the District's nutrition policy and regulation (i.e., all foods served fit in a healthy diet and contribute to the development of lifelong healthy eating habits for the District's students).

A.R.S. [36-136](#) provides an exemption from rules promulgated by the Director of the Department of Health Services for a whole fruit or vegetable grown in a public school garden that is washed and cut on-site for immediate consumption.

### **Physical Activity/Recess**

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

Recess shall be required and provided as described in Policy JL and in Regulation JL-RB

### **Other School-Based Activities**

The goal for other school-based activities is to ensure whole-school integration with the wellness program. The District will achieve the goal by addressing elements that include, but are not limited to, school meal times, dining environment, food as an incentive, marketing and advertising, skin cancer prevention and sun safety, staff wellness, and staff development and training.

### **Program Evaluation**

In each school, the principal will ensure compliance with established District-wide student wellness goals and will report on the school's compliance to the Superintendent.

The District, and individual schools within the District, will, as necessary, revise the policy and develop action plans to facilitate their implementation.

## Compare JL-RB © (version 4 to 3)

**first** Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**  
through the modifications.

### JL-RB ©

#### REGULATION

#### STUDENT WELLNESS

##### Physical Activity Goals

The primary goal for the District's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle.

A comprehensive physical activity program encompasses a variety of opportunities for students to be physically active, including physical education, recess, walk-to-school programs, after-school physical activity programs, health education that includes physical activity as a main component, and physical activity breaks within regular classrooms.

**Physical activity (time, frequency, and/or intensity):** Schools will ensure that students are moderately to vigorously active at least fifty percent (50%) of the time while participating in physical education classes.

**Physical activity outside of physical education/Recess:** Schools may offer after-school intramural programs and/or physical activity clubs that meet the needs and interests of all students, including those who are not athletically involved or those with special health care needs.

Recess shall be required and provided as follows:

- A. Two (2) recess periods during the school day for pupils in kindergarten (K) and grades one (1) through five (5).
- B. Half-day kindergarten pupils are to receive one (1) recess period during the school day.
- C. Participation in a physical education course during a school day may count as one of the day's recess periods.
- D. Extension of the school day is not required to meet the recess requirement.
- E. This recess requirement does not apply to middle schools, junior high schools, high schools, Arizona online instruction or schools in which the lowest grade of instruction offered is grade five (5).
- F. For the purposes of this section, "recess" means a period of time during the regular school day, including time during a scheduled lunch period, during which a pupil is able to engage in physical activity or social interaction with other pupils.

***Walking or biking to school to promote physical activity:*** The District shall annually review safe routes for students who walk or bike to school.

***Prohibition of use of punishment:*** The District will ~~discourage the~~ not use ~~of~~ physical activity as punishment, ~~the withholding of participation~~ withhold participation in physical education class as punishment, or ~~the~~ use ~~of~~ physical education class time to complete assignments from other classes.

***After-school programs:*** The District shall encourage after-school programs to provide developmentally appropriate physical activity for participating children and reduce or eliminate the time spent in sedentary activities such as watching television or videos.

***Community use:*** The District shall encourage community access to, and student and community use of, the school's physical activity facilities outside the normal school day.



## JL-E

### EXHIBIT

### STUDENT WELLNESS

#### Suggestions for Addressing Student Wellness:

- Incorporate soft music and peaceful breakfast and lunch environment for all students.
- Display colorful and fun posters about wellness in classrooms, cafeteria, hallways, nurses' office, teachers' lounge, front office, and/or break rooms, et cetera.
- Provide nutrition label education so students learn to read food labels, understand nutrition facts, commercial food advertising, and make wise food choices.
- Provide education using all media types on the consequences of poor nutrition.
- Use school audio/visual systems for stress reduction techniques.
- Convey daily morning and afternoon audio/visual messages to the staff and students relating to wellness.
- Provide free lunch to teachers who eat with their students to model healthy eating and encourage good food choices.
- Schedule recess before lunch to encourage physical activity.
- Sports and recreation can be part of an after school/extended day program.
- Establish a District-wide Community Wellness Day to promote planned school activities and events, community-based programs, et cetera.
- Facilitate partnerships with public or private organizations to encourage physical activity and healthy living.
- Offer on-site workshops/seminars free of charge or for a minimal fee to employees, parents and community to support and assist in fostering awareness of wellness issues:
  - Nutrition Management
  - Stress Management
  - Weight Loss Program
  - Smoking Cessation
  - Fitness and Exercise Classes
  - Basic Aerobics Classes
  - Yoga Classes

## ■ General Health

In addition to modeling healthy choices, the benefits of worksite health promotion include reduced healthcare costs, increased employee productivity, lower employee absenteeism, and improved employee morale.

- Utilize school nurses in classrooms to convey information about wellness or promote available in-school or community-based health and wellness programs.
- Occasional classroom field trips which focus on the education and promotion of wellness.
- Schools can obtain and distribute information to parents regarding non-school based recreational activities or programs for students, i.e., Boys and Girls Club, City of Glendale, YMCA/YWCA, PTO/PTA, Girls and Boy Scouts, et cetera.
- Incorporate computer-based programs to provide instruction about wellness.
- Implement after-school 'Keep Fit' programs for students, i.e., yoga, Tai Chi, exercise classes, nutrition classes, et cetera.
- Implement health and fitness incentive programs designed to promote student wellness policy goals.
- Schools can utilize a portion of their gifts/donations and/or safety incentive funds to promote wellness and healthy lifestyle.
- Set up a wellness center with some basic exercise equipment for student and staff use.
- Have after school square dance, salsa, modern dancing, ballroom dancing or other type dance clubs for students, staff, and community. Then incorporate a fun-filled community Dance to Health Day event.
- Remove vending machines from school campus or replace all drinks and snack items with healthy choices.





**JLA ©**  
**STUDENT INSURANCE PROGRAMS**

The Board may provide or make available a student health benefits insurance program for the District. The program will be conducted at no expense to the District. (The District cannot pay for health benefits plan insurance out of monies from the School District's maintenance and operation budget.)

The Superintendent will provide to parents or guardians information on student health benefits insurance if such insurance is available.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-384](#)

A.G.O.

186-095



**JLC ©**  
**STUDENT HEALTH SERVICES**  
**AND REQUIREMENTS**

The Superintendent shall establish procedures for the student health services program in the District. Such procedures will provide for:

- Administration of patent or proprietary medications (over-the-counter [OTC] medications) in compliance with Arizona Revised Statutes and District policies.
- Administration of prescription medications in compliance with Arizona Revised Statutes and District policies.
- Administration of immunizations in conjunction with the County Health Department and in compliance with Arizona Revised Statutes.
- Providing preventive health information.
- The treatment of school-related injuries/illnesses, and recommendation for follow-up care.
- Screening clinics for selected physical impairments.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
[15-344](#)

# Compare JLCA © PHYSICAL EXAMINATIONS OF STUDENTS

first

(version 3 to 1)

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

## JLCA © PHYSICAL EXAMINATIONS OF STUDENTS

~~Students~~ Each student participating ~~in junior~~ in junior high school interscholastic athletics ~~are~~ is required to submit to a physical examination or to submit evidence of being physically fit, as verified by ~~a physician~~ competent medical personnel.

Adopted: date of

~~manual~~

Manual adoption



## JLCB © IMMUNIZATIONS OF STUDENTS

Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, haemophilus influenzae b (Hib), and varicella is required for attendance of a student in a District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. The school administrator shall review the school immunization record at least twice each school year until the pupil receives all of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator, except that a homeless student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

The District will cooperate with county and state health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects.

Adopted: December 11, 2008

### LEGAL REF.:

A.R.S.

[15-871](#)

[15-872](#)

[15-873](#)

[15-874](#)

A.A.C.

[R9-6-203](#)

[R9-6-313](#)

[R9-6-350](#)

[R9-6-353](#)

[R9-6-356](#)

[R9-6-365](#)

[R9-6-368](#)

[R9-6-372](#)

[R9-6-388](#)

[R9-6-701](#) through [707](#)



**JLCB-R ©**

**REGULATION**

**IMMUNIZATIONS OF STUDENTS**

Subject to the exemptions in A.R.S. [15-873](#), immunization against each of the following diseases is required for attendance of a child in any school:

- Diphtheria;
- Tetanus;
- Hepatitis B;
- Pertussis;
- Poliomyelitis;
- Measles (rubeola);
- Mumps;
- Rubella (German measles);
- Haemophilus influenzae type b (Hib);
- Varicella; and
- Meningococcal.
- Hepatitis A, for a child one (1) through five (5) years of age in a day care program in Maricopa County.

Unless exempt in accord with R9-6-706, the schedule for compliance with the requirement for immunization against varicella is:

Grade student entering	as of September 1,
Kindergarten (K) through grade four (4) and grades seven (7) through ten (10)	2008
Kindergarten (K) through grade five (5) and grades seven (7) through eleven (11)	2009
Kindergarten (K) through grade twelve (12)	2010

Unless exempt in accord with R9-6-706, the schedule for compliance for a student eleven (11) years or older who has not previously received the meningococcal vaccine is:

Grade student entering	as of September 1,
Grade six (6)	2008

Grades six (6) and seven (7)	2009
Grades six (6) through eight (8)	2010
Grades six (6) through nine (9)	2011
Grades six (6) through ten (10)	2012
Grades six (6) through eleven (11)	2013
Grades six (6) through twelve (12)	2014

The preceding schedules will remain in effect unless the school is notified by the Arizona Department of Health Services of a modification to one or both of the schedules.

A child is in compliance with the requirements if the child has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting such criteria as evidenced by having received one (1) dose of each of the required immunizations and has established a schedule for completion of the required immunizations.

A child shall not be allowed to attend school without submitting documentary proof to the school administrator unless the child is exempted from immunization pursuant to section [15-873](#). Upon enrollment, schools shall forbid attendance or (suspend) a student not meeting the requirements for immunization or exemption from immunization. Homeless students shall be referred to the liaison for homeless students and shall not be required to comply with the immunization requirements until the fifth (5th) calendar day after enrollment.

The admitting official shall deem the student to be in compliance with the requirements of this regulation if:

- The student's immunization record complies with the documentary proof required pursuant to A.A.C. R9-6-704, and the student has received or is in the process of receiving all required age-specific vaccine doses according to exhibit JLCB-EA; or
- An exemption from immunization is submitted in accordance with the procedures set forth in R9-6-706.

When the student's immunization record is not available at the time of enrollment, the school shall provide the responsible person with the following:

- Notification of the lack of compliance with the immunization requirements;
- A written notice that specifies when the required doses shall be completed, notes the availability of exemptions to immunization, and refers the student to a physician or local health department for review of the student's immunization history and provision of immunizations as needed; and
- Notification that the student is suspended in accordance with [15-872](#) until an acceptable immunization record that meets the standards of documentary proof is presented to the school.

When immunization records are presented that do not comply with the standards for documentary proof, the school shall:

- Notify the responsible person of the lack of compliance with the immunization requirements; and
- Obtain a review and verification of the student's immunization record by or in consultation with a certificated school nurse, a public health nurse, a licensed physician, or an authorized representative of a local health department.

If the admitting official is unable to verify the accuracy of the student's immunization record pursuant to the preceding paragraph, the school shall provide to the responsible person:

- A written referral to a physician or local health department for further review of the student's immunization history and provision of immunizations as needed; and
- Notification that the student is suspended until an immunization record that meets the standards of documentary proof is presented to the school.

Each school shall maintain a current list of students without evidence of immunization or immunity to the diseases listed in R9-6-702, which shall include the names of all students with incomplete immunization histories or exemptions for personal or medical reasons where evidence of immunity has not been provided.

Schools shall forbid attendance by a student lacking proof of immunization or immunity against any of the immunization-preventable diseases as determined by the State Department of Health Services or local health department during periods of outbreaks of the diseases for which immunity is lacking. The announcement of an outbreak of disease and the length of the period of communicability shall be as declared by the state or local health department.

#### Standards for Documentary Proof

Proof of immunity to the diseases listed in R9-6-702 shall be documented in accordance with R9-6-704.

Immunization records or statements of immunity shall be signed by a physician or authorized representative of a health agency.

#### Exemptions to Immunizations

Students who have reached their fifth (5th) birthday shall be exempt from the Hib immunization requirement.

Students who have reached their seventh (7th) birthday shall be exempt from the pertussis immunization requirement.

Any student with laboratory evidence of immunity shall not be subject to immunization against that disease as a condition for attending school, provided that such evidence is submitted to the school.

In accordance with A.R.S. [15-873](#), documentary proof is not required for a student to be admitted to school if one (1) of the following occurs:

- The parent or guardian of the student submits a signed statement to the school administrator stating that the parent or guardian has received information about immunizations provided by the Department of Health Services, understands the risks and benefits of immunizations and the potential risks of nonimmunization, and that, due to personal beliefs, the parent or guardian does not consent to the immunization of the student.

- The school administrator receives written certification, signed by the parent or guardian and by a physician, that states that one (1) or more of the required immunizations may be detrimental to the student's health and indicates the specific nature and probable duration of the medical condition or circumstance that precludes immunization.

An exemption pursuant to the preceding subparagraph is valid only during the duration of the circumstance or condition that precludes immunization.

If a medical exemption is granted in accordance with A.R.S. [15-873](#), it shall be defined by the grantor as either permanent or temporary.

- A permanent medical exemption may be provided for one (1) or more vaccines.
- A temporary medical exemption shall specify the date of its termination. A student with a temporary medical exemption shall be allowed to attend school on the condition that the required immunizations are obtained at the termination of the exemption. The responsible person shall be notified of the date by which the student shall complete all required immunizations.

Any exemption granted in accordance with A.R.S. [15-873](#) shall be recorded on the school immunization record in the student's permanent file.

Students who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the Department of Health Services or local health department. The Department of Health Services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the students.

#### Reporting Communicable Diseases

The administrator of a school shall submit by telephone a report to the local health department any case, suspected case, or outbreak of a communicable disease as follows:

- Within twenty-four (24) hours after detecting a case or suspected case of:
  - Cryptosporidiosis
  - Enterohemorrhagic Escherichia coli
  - Haemophilus influenzae: invasive disease
  - Hepatitis A
  - Measles
  - Meningococcal invasive disease
  - Mumps
  - Pertussis (whooping cough)
  - Rubella (German measles)
  - Salmonellosis
  - Shigellosis



- Within twenty-four (24) hours after detecting an outbreak of:
  - Conjunctivitis: acute
  - Diarrhea, nausea, or vomiting
  - Scabies
  - Streptococcal Group A infection
- Within five (5) working days after detecting a case or a suspected case of:
  - Campylobacteriosis
  - Varicella (chicken pox)

The report shall include:

- The name and address of the school
- The number of individuals having the disease, infestation, or symptoms
- The date and time the disease or infestation was detected or the symptoms began
- The number of rooms, grades, or classes affected and the name of each
- Information about each affected individual to include
  - Name,
  - Date of birth or age,
  - Residential address and telephone number,
  - Whether the individual is a staff member, student, child in care, or a resident
- The number of individuals attending or residing in the school, and
- The name, address, and telephone number of the person making the report.

#### Other Required Reports

By November 15 of each year, the Superintendent shall submit a report on the immunization status of students to the state or local health department on a form provided by the Department.

Each Superintendent of a school whose nurses are authorized to administer vaccines or immunizing agents shall submit monthly reports to the county health department in accordance with the procedures set forth in R9-6-707. Reports are due by the fifth (5th) day of the following month.

An immunization record shall be maintained for each student in the school. Each immunization record shall include the following information:

- Name of the student;
- Date of birth;

- The date of the student's admission to the school;
- The month and year in which each vaccine was received, except for measles, mumps, and rubella, for which the day, month, and year are required.
- The type of immunizing agents administered to the student;
- The date each dose of immunizing agent is administered to the student; and
- The established schedule for completion of immunizations if the student is admitted to or allowed to continue to attend a school pursuant to section [15-872](#), subsection E.

By November 15 of each year, each administrator of a public-school-based day care program or preschool shall submit a report to the state or local health department on a form provided by the Department.

A school shall transfer an immunization record and signed requests for provision of immunizations, including any revocations thereof, with the mandatory permanent student record and provide at no charge, on request, a copy of the immunization record to the parent or guardian of the pupil.



JLCB-E ©

EXHIBIT

IMMUNIZATION OF STUDENTS

2017-2018 ARIZONA SCHOOL  
IMMUNIZATION REQUIREMENTS

**Age**

Under  
Age Seven (7)

Seven (7)  
through ten (10)  
years

Eleven (11) years  
and older

**Grade**

Kindergarten (K)/  
First and second  
grade

Second (2nd)  
through fifth (5th)  
grades

Sixth (6th)  
through twelfth  
(12th) grades

**Vaccines**

**DTaP**

Proof of DTP  
or DT counts  
toward DTaP  
requirement)

Four (4) to five (5)\* doses.

At least one (1) dose at four (4) years of age or older is required.

\*A sixth (6th) dose is required if five (5) doses have been given before four (4) years of age.

Three (3) **DTaP** and/or Td doses are required if all doses were given *after* twelve (12) months of age.

Or

Four (4) **DTaP** and/or Td doses are required if any of the doses were received *before* twelve (12) months of age

**Tdap** may be counted to meet the requirements above. **Tdap** is *not* required for eleven (11) year olds until they enter sixth (6th) grade.

One (1) **Tdap** dose is required for students eleven (11) and older.

Students who completed the primary series of tetanus/diphtheria doses must receive a **DTaP** when five (5) years have passed since the student's last tetanus/diphtheria dose.

Students who did not complete the primary series of tetanus/diphtheria doses before age eleven (11) are required to receive a total of three (3) doses, including one (1) **Tdap** and two (2) **Td** doses.

**Tdap** doses given prior to age eleven (11) meet the requirement.

A **Td** booster is required ten (10) years after the Tdap dose.

**Td**

**Tdap**

**Meningococcal**

*Not required*  
but may be  
counted as valid  
when given at this age.

One (1) dose is required.

## **Polio**

Three (3) to Four (4) doses

Four (4) doses meet the requirement.

Three (3) doses meet the requirements if dose #3 was given at four plus (4+) years of age.

Four (4) doses meet the requirement.

(Not required for students eighteen plus [18+] years of age)

## **MMR**

(Measles,  
mumps,  
rubella)

Two (2) doses

A third (3rd) dose will be required if dose number one (1) was given before more than four (4) days before the child's first (1st) birthday.

## **Hepatitis B**

Three (3) doses

A fourth (4th) dose will be required if the third (3rd) dose was given before twenty-four (24) weeks of age.

## **Varicella**

(Chickenpox)

One (1) dose is required if the first (1st) dose was given before thirteen (13) years of age.

Two (2) doses are required if the first (1st) dose was given at thirteen (13) years of age or later.

Students attending school or preschool in Arizona prior to 9/1/2011 with parental recall of chicken pox disease are allowed to continue attendance with parental recall of disease. *Students enrolling for the first time after 9/1/11 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity or personal beliefs. Parental recall of disease will not be accepted.*

## **Exceptions and Additions to the Rules**

Parents whose religious beliefs do not allow immunization must sign a *religious beliefs exemption* Form. A *medical exemption* form must be signed by the child's doctor if there is lab evidence of immunity or a medical reason why the child cannot receive shots. A copy of the lab results must be kept on file to prove the child's immunity.

1. Students must have proof of *all* required immunizations, or valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity and personal beliefs. Exemption forms are available from schools and at <http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>.
2. Homeless students are allowed a five (5)-day grace period to submit proof of immunization records.
3. The immunization record for each vaccine dose must include the *complete* date and the doctor or clinic name.
4. The statutes and rules governing school immunization requirements are: Arizona Revised Statutes [15-871](#) - [15-874](#); Arizona Administrative Code, [R9-6-701](#) - [708](#).

*Note:* Arizona Department of Health Services (ADHS) observes a four (4)-day grace period for vaccine ages and intervals, except for the space between two (2) live vaccines such as Varicella and MMR, which must be given at least twenty-eight (28) days apart if they are not administered on the same day.

Source: Arizona Immunization Program Office

# Compare JLCC © COMMUNICABLE / INFECTIOUS DISEASES

first

(version 3 to 1)

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

## 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: ~~November 13, 2008~~ **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](#)

**Compare JLCCA ACQUIRED IMMUNE DEFICIENCY  
SYNDROME AND HUMAN IMMUNODEFICIENCY VIRUS  
INFECTIONS (version 3 to 2)**

first

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

**JLCCA ©  
ACQUIRED IMMUNE DEFICIENCY SYNDROME  
~~AND~~ ~~AND~~ HUMAN IMMUNODEFICIENCY  
VIRUS INFECTIONS**

~~The District shall strive to protect the safety and health of children and youth in its care, as well as their families, District employees, and the general public. Staff members shall work collaboratively with public health authorities to promote these goals. The evidence is overwhelming that the risk of transmitting~~ **Students with** human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. ~~The presence of a person living with HIV infection or diagnosed with acquired immuno-deficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings. Students ill with HIV virus or acquired~~ immune deficiency syndrome (AIDS) have a right to receive a public education. The Board has a responsibility to assure that the school provides a safe environment for all of its students and employees.

The Board directs that:

● ~~Infected~~

A. **infected** students receive a public education.

● ~~Information~~

B. **information** be provided for parents, faculty and staff members, and other concerned persons concerning

~~the actual~~

**the actual** and potential dangers of transmission of the disease.

● ~~Decisions~~

C. **decisions** concerning the educational placement of infected students be determined upon the best

~~medical knowledge~~

**medical knowledge** available and on a case-by-case basis.

~~HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.~~ ● ~~Restrictions~~

D. **restrictions** be placed upon a student as required by Department of Health Services regulations, advice of



the County

the County Health Department, and advice of a physician selected by the District.

● Protection

E. protection for the rights of privacy of each infected student be a primary consideration.

~~No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). See Exhibit JLCCA-E. All health records, notes, and other documents which refer to a person's HIV status will be secured by appropriate safeguards intended to limit access to these confidential records. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.~~

~~● School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.~~

~~● All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections, i.e., "universal precautions." In the event of exposure to blood or body fluids, soap and water cleaning of wounds or skin is advised. Water flushing is advised for mucous membrane exposure, i.e., eyes, mouth. Equipment and supplies needed to apply the infection control guidelines, i.e., water with bleach and gloves, will be maintained and kept reasonably accessible. A designated person shall implement the precautions and investigate, correct, and report on instances of lapse. In the event of exposure to blood or body fluids, all school staff members are expected to alert the person responsible for health and safety issues, such as a school nurse, if a student's health condition or behavior presents a reasonable risk of transmitting an infection. The staff member responsible for health and safety issues should complete a "Report of Significant Exposure to Bodily Fluids" form (see Policy JLCCA-EA). This form is to be filed with Risk Management and is not to be included in student's records. If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall take steps to counsel that person immediately (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation. A delay in obtaining medical advice for an individual who has had a significant exposure would prevent that individual from receiving effective early treatment to prevent infection. As disclosure is not required, all children should be considered potential carriers of blood borne pathogens in a situation of blood-to-blood exposure. Again, care should be taken to avoid breaches of confidentiality.~~

~~● All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, District, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees, e.g., school nurse, coach, etc., will also receive additional specialized training as appropriate to their positions and responsibilities.~~

Decision(s) regarding the type of educational setting for the student who is infected with HIV virus shall be based upon the behavior, neurologic development, and physical and mental condition of the student. Recommendations will be made upon consultation with public health personnel, school officials, the student's physician and parents, and, at the discretion of the District, a physician selected by the District.

Adopted:

~~June 12, 2008~~

date of Manual adoption

LEGAL REF.:

A.R.S.

[15-716](#)

[15-871](#)

[15-872](#)

~~36-664~~

A.A.C.

[R9-6-331](#)

[R9-6-339](#)

~~R9-6-701-702 et seq. 20 U.S.C. 1401 et seq., Individuals with Disabilities in Education Act~~

~~42 U.S.C. 12101 et seq., Americans with Disabilities Act~~

CROSS REF.:

[GBGC](#) - Employee Assistance

[GBGCB](#) - Staff Health and Safety

[IHAMB](#) - Family Life Education

[IHB](#) - Special Instructional Programs

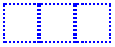
[JHD](#) - Exclusions and Exemptions from School Attendance

[JI](#) - Student Rights and Responsibilities

[JII](#) - Student Concerns, Complaints, and Grievances

[JR](#) - Student Records

[KB](#) - Parental Involvement in Education



**JLCD ©**  
**MEDICINES / ADMINISTERING**  
**MEDICINES TO STUDENTS**

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- A. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- B. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- C. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of auto-injectable epinephrine by a trained employee of the School District pursuant to section A.R.S. [15-157](#) and subsequent to the adoption of rules by the State Board of Education on or before January 1, 2014 pertaining to annual training in the administration of auto-injectable epinephrine, recognition of anaphylactic shock symptoms and the procedures to follow when anaphylactic shock occurs and the requirements of A.R.S. [15-203\(A\)\(40\)](#).

The Governing Board recognizes that the prescribed annual training is optional during any fiscal year in which a school does not stock epinephrine auto-injectors at the school during that fiscal year.

A school district or charter school may accept monetary donations for or apply for grants for the purchase of epinephrine auto-injectors or may participate in third-party programs to obtain epinephrine auto-injectors at fair market, free or reduced prices.

***Exceptions:***

- A. Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label, on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- B. For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- C. Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. [15-344.01](#), may carry appropriate medications and monitoring equipment and self-administer the medication.

District employees may volunteer to be a student's diabetes care assistant, subject to approval by the student's parent or guardian, in an emergency situation as described in [15-344.01](#). The Superintendent may develop regulations for implementing this provision.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of naloxone hydrochloride or any other opioid antagonist approved by the United States Food and Drug Administration by an employee of a school district pursuant to Section [36-2267](#), Administration of opioid antagonist; exemption from civil liability; definition, which, in part states the following:

A. A person may administer an opioid antagonist that is prescribed or dispensed pursuant to section [32-1979](#) or [36-2266](#) in accordance with the protocol specified by the physician, nurse practitioner, pharmacist or other health professional to a person who is experiencing an opioid-related overdose.

B. A person who in good faith and without compensation administers an opioid antagonist to a person who is experiencing an opioid-related overdose is not liable for any civil or other damages as the result of any act or omission by the person rendering the care or as the result of any act or failure to act to arrange for further medical treatment or care for the person experiencing the overdose, unless the person while rendering the care acts with gross negligence, willful misconduct or intentional wrongdoing.

C. "Person" includes an employee of a school district or charter school who is acting in the person's official capacity.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-157](#)

[15-158](#)

[15-203](#)

[15-341](#)

[15-344](#)

[15-344.01](#)

[32-1601](#)

[32-1901](#)



## JLCD-R ©

### REGULATION

#### **MEDICINES / ADMINISTERING MEDICINES TO STUDENTS**

##### **(Medication Procedures)**

#### Prescription Drugs

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by school personnel:

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- An administrator may designate a school employee to administer the medication.
- Any medication administration services specified in the child's diabetes medical management plan shall be provided.
- Two (2) or more school employees, subject to final approval by the student's parent or guardian, may volunteer to serve as diabetes care assistants. Voluntary diabetes care assistants are allowed to administer insulin, assist the pupil with self-administration of insulin, administer glucagon in an emergency situation to a pupil or perform any combination of these actions if all of the following conditions exist:
  - A school nurse or another health professional who is licensed pursuant to statute or a nurse practitioner who is licensed pursuant to statute is not immediately available to attend to the pupil at the time of the emergency.
  - If the voluntary diabetes care assistant is authorized to administer glucagon, the parent or guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner.
  - The volunteer diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. [15-344.01](#).

- If the voluntary diabetes care assistant is authorized to administer insulin, the parent or guardian of the pupil has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.
- The training provided by an appropriately licensed health professional must include all of the following:
  - ⇒ An overview of all types of diabetes.
  - ⇒ The symptoms and treatment of hyperglycemia and hypoglycemia.
  - ⇒ Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the pupil's physician.
  - ⇒ Techniques for recognizing the symptoms that require the administration of glucagon.
  - ⇒ Techniques on administering glucagon.
- A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
- The District, employees of the District, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to District policy and this regulation.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

#### Self-administration:

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.
- The student's diabetes medical management plan provided by the parent or guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been prescribed or authorized for that student. The student must be able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the school.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school

office.

- The medication must come in the prescription container as put up by the pharmacist.

### Over-the-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by school personnel:

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.
- An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.
- Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- Necessity for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

### Protection of Students

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.



**JLCD-E ©**

EXHIBIT

**MEDICINES / ADMINISTERING  
MEDICINES TO STUDENTS**

**REQUEST FOR GIVING MEDICINE AT SCHOOL**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_

Medication \_\_\_\_\_

Diagnosis/reason for giving \_\_\_\_\_

Time to be given \_\_\_\_\_ a.m. Time to be given \_\_\_\_\_ p.m.

Dates from \_\_\_\_\_ to \_\_\_\_\_

Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure and disciplinary action.

\_\_\_\_\_  
Parent's or Guardian's Signature                      Date

A signed physician's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine except in the case of medication for diagnosed anaphylaxis including auto-injectable epinephrine and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.



**JLDB ©**  
**RESTRAINT AND SECLUSION**

Restraint and seclusion are not to be used as disciplinary consequences.

A school may permit the use of restraint or seclusion techniques on any pupil if both of the following apply:

- A. The pupil's behavior presents an imminent danger of bodily harm to the pupil or others.
- B. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a pupil:

- A. School personnel shall maintain continuous visual observation and monitoring of the pupil while the restraint or seclusion technique is in use.
- B. The restraint or seclusion technique shall end when the pupil's behavior no longer presents an imminent danger to the pupil or others.
- C. The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- D. The restraint technique employed may not impede the pupil's ability to breathe.
- E. The restraint technique may not be out of proportion to the pupil's age or physical condition.

Schools may establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan if the plan is not specific to any individual pupil.

Schools shall establish reporting and documentation procedures to be followed when a restraint or seclusion technique has been used on a pupil. The procedures shall include the following requirements:

- A. School personnel shall provide the pupil's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.
- B. Within a reasonable time following the incident, school personnel shall provide the pupil's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
- C. Schools shall review strategies used to address a pupil's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the pupil during a school year. The review shall include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the pupil requires a functional behavioral assessment.

1. The training of personnel must be recurrent with annual updates appropriate to the type of school setting, the age and the developmental level of students.
2. The training must include content and skill development on the use of positive, instructional, and preventative methods of addressing student behavior.
3. The training must include methods for monitoring a student's well-being during restraint.

If a school district or charter school summons law enforcement instead of using a restraint or seclusion technique on a pupil, the school shall comply with the reporting, documentation and review procedures established under the paragraph above. School resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

Schools are not prohibited from adopting policies which include procedures for the reasonable use of physical force by certificated or support staff personnel in self-defense, defense of others and defense of property (A.R.S. [15-843](#), subsection b, paragraph 3.)

The District authorizes the use of these definitions which are included in A.R.S. [15-105](#):

A. "Restraint" means any method or device that immobilizes or reduces the ability of a pupil to move the pupil's torso, arms, legs or head freely, including physical force or mechanical devices. Restraint does not include any of the following:

1. Methods or devices implemented by trained school personnel or used by a pupil for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a pupil to comply with a reasonable request or to go to a safe location.
3. The brief holding of a pupil by one adult for the purpose of calming or comforting the pupil.
4. Physical force used to take a weapon away from a pupil or to separate and remove a pupil from another person when the pupil is engaged in a physical assault on another person.

B. "School" means a school district, a charter school, a public or private special education school that provides services to pupils placed by a public school, the Arizona State Schools for the Deaf and the Blind and a private school.

C. "Seclusion means the involuntary confinement of a pupil alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a pupil's education plan, individual safety plan, behavioral plan or individualized education program that involves the pupil's separation from a larger group for purposes of calming.

Adopted: date of Manual adoption

LEGAL REF.:  
A.R.S.

[13-403 et seq.](#)

[13-2911](#)

[15-105](#)

[15-341](#)

[15-342](#)

[15-841](#)

[15-842](#)

[15-843](#)

[15-844](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[JIC](#) - Student Conduct

[JK](#) - Student Discipline

[JKA](#) - Corporal Punishment

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

## Compare JLDB-EA © (version 2 to 1)

**first** Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**  
through the modifications.

### JLDB-EA ©

#### EXHIBIT

### RESTRAINT AND SECLUSION

#### RESTRAINT/SECLUSION DOCUMENTATION

This form must be completed when school personnel have used a restraint or seclusion technique with a student.

**Referral to Law Enforcement:** School personnel are required to comply with the reporting, documentation and review procedures required by A.R.S. [15-105](#) if the school district summoned law enforcement instead of using a restraint or seclusion technique on the student.

**Applicable Definitions:** For purposes of determining whether this form must be completed, the following definitions apply:

**Restraint** means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices.

Restraint does *not* include any of the following;

1. Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to 'a safe location.
3. The brief holding of a student by one adult for the purpose of calming or comforting the student.
4. Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

**Seclusion** means the involuntary confinement of a student alone in a room from which egress is prevented.

Seclusion does *not* include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program (IEP) that involves the student's separation from a larger group for purposes of calming.



# Compare JLDB-EB © (version 2 to 1)

*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last* through the modifications.

## JLDB-EB ©

EXHIBIT

### RESTRAINT AND SECLUSION

#### RESTRAINT/SECLUSION DOCUMENTATION

Student: \_\_\_\_\_ Student ID: \_\_\_\_\_

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ School: \_\_\_\_\_

Parent(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location: \_\_\_\_\_  
Month/Day/Year

School personnel were permitted to use the restraint or seclusion technique because both of the following applied (check boxes to confirm that both conditions were met):

The student's behavior presented an imminent danger of bodily harm to the student or others;

Less restrictive interventions appeared insufficient to mitigate the imminent danger of bodily harm.

**Description of the student's behavior that presented an imminent danger of bodily harm to the student or others:**

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**Description of the less restrictive interventions that appeared insufficient to mitigate the danger of imminent danger of bodily harm:**

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School personnel involved in the incident must check the boxes below and provide other information as needed. If a box is not checked "True," school personnel must explain why the particular condition was not met.

1. School personnel maintained continuous visual observation and monitoring of the student while the restraint or seclusion technique was used. **True &EmptySmallSquare; Not True &EmptySmallSquare;**

Personnel who observed and monitored the student:

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2. The restraint or seclusion ended when the student's behavior no longer presented an imminent danger to the student or others. **True &EmptySmallSquare; Not True &EmptySmallSquare;**

3. The restraint or seclusion technique was used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques, unless an emergency situation did not allow sufficient time to summon trained personnel. **True &EmptySmallSquare; Not True &EmptySmallSquare;**

4. If an emergency existed that did not allow sufficient time to summon trained personnel, explain the emergency:

---

5. The restraint technique used did not impede the student's ability to breathe. **True &EmptySmallSquare; Not True &EmptySmallSquare;**

6. The restraint technique was not out of proportion to the student's age or physical condition. **True &EmptySmallSquare; Not True &EmptySmallSquare;**

**Information (if known) about any persons, locations or activities that may have triggered the student's behavior:**

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**Specific information about the behavior and its precursors:**

---

---

**Type of restraint or seclusion technique used:**

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Duration of restraint or seclusion technique used: \_\_\_\_\_ minutes

**A review meeting is needed: Yes &EmptySmallSquare; No &EmptySmallSquare;** A review meeting to review strategies used to address a student's dangerous behavior *must* be scheduled if there has been repeated use of restraint or seclusion for the student during the

school year. If a review meeting is needed, it will be scheduled and separate documentation will be completed.

**Person(s) Responsible for Completing Form:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



Compare JLDB-EC © (version 2 to 1)

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk last through the modifications.

JLDB-EC ©

EXHIBIT

RESTRAINT AND SECLUSION

RESTRAINT/SECLUSION DOCUMENTATION
(Same Day Oral/Written Notification to Parent/Guardian)
or within twenty-four (24) hours if
circumstances prevented same day notice

Date provided: \_\_\_/\_\_\_/\_\_\_

Time: \_\_\_\_: \_\_.m.

Method of Delivery:

&EmptySmallSquare; Oral

&EmptySmallSquare; Written

Hand-delivery (signature required) \_\_\_\_\_

Mailed: &EmptySmallSquare; 1st Class Mail-Certificate of Mailing and/or
&EmptySmallSquare; Certified Mail-Return Receipt Requested

E-mailed using address: \_\_\_\_\_; maintain proof of
electronic delivery

Name of Parent/Guardian Receiving Notice: \_\_\_\_\_

Person Providing Notice: \_\_\_\_\_

Confirmation that a copy of this completed documentation was provided to the
Parent/Guardian (provided within a reasonable time following the incident):

Date provided: \_\_\_/\_\_\_/\_\_\_

Time: \_\_\_\_: \_\_.m.

Method of Delivery:

&EmptySmallSquare; Oral

&EmptySmallSquare; Written

Hand-delivery (signature required) \_\_\_\_\_

Mailed: &EmptySmallSquare; 1st Class Mail-Certificate of Mailing
and/or &EmptySmallSquare; Certified Mail-Return Receipt Requested

E-mailed using address: \_\_\_\_\_; maintain proof of electronic delivery

Name of Parent/Guardian Receiving Notice: \_\_\_\_\_

Person Providing Notice: \_\_\_\_\_

# Compare JLDB-ED © (version 2 to 1)

**first** Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**  
through the modifications.

## JLDB-ED ©

EXHIBIT

### RESTRAINT AND SECLUSION

#### RESTRAINT/SECLUSION DOCUMENTATION (Review of Repeated Use of Restraint or Seclusion Techniques)

A review meeting to review strategies used to address a student's dangerous behavior *must* be scheduled if there has been repeated use of restraint or seclusion for the student during the school year, A.R.S. 15-105.

Student: \_\_\_\_\_ Student ID: \_\_\_\_\_

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ School: \_\_\_\_\_

Parent(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location: \_\_\_\_\_  
Month/Day/Year

**Review current and previous incidents in which physical restraint/seclusion techniques were used:**

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**Review strategies used to address the student's dangerous behavior:**

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**Analyze how future incidents may be avoided:**

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---

**The Team recommends a Functional Behavioral Assessment:      Yes**  
**&EmptySmallSquare;   No &EmptySmallSquare;**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If parent(s) did not attend the meeting, explain other methods to ensure parent participation and/or child as appropriate (e.g., conference call, videoconference, home visit):

\_\_\_\_\_

# Compare JLF © REPORTING CHILD ABUSE / CHILD PROTECTION (version 4 to 2)

first

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

## JLF © REPORTING CHILD ABUSE / CHILD PROTECTION

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. [36-2281](#) shall immediately report or cause reports to be made of such information to a peace officer or to the [Department of Child Protective Services-Safety \(GPSDCS\)](#) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately [either electronically or by telephone.](#)

The Arizona Department of Economic Security, Division of Children, Youth and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports twenty-four (24) hours a day without wait times.

All reports made via the online website will [require the person and shall be followed by a written report within seventy-two \(72\) hours.](#) ~~making the report (reporting source) to provide contact information.~~ A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All *emergency situations* where a child faces an immediate risk of abuse or neglect that could result in serious harm *must* still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting source should call the Child Abuse Hotline to make a report.

Any concerns for the safety of a child due to abuse, neglect or abandonment, *must be reported*, by:

Calling 1-888-SOS-CHILD (1-888-767-2445),

TDD: 602-530-1831 (1-800-530-1831), or

Submitting *non-emergency* concerns via the Online Reporting Service

for Mandated Reporters at <https://www.azdes.gov/dcyf/cps/>

[mandated\\_reporters/](#) (effective November 2013).

Pursuant to A.R.S. [13-3620](#), such reports shall contain, *if known*:

~~• The~~

A. *The* names and addresses of the minor, the parents, or the person or persons having custody of such minor,

*if*

*if known.*

~~• The~~

B. *The* minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect,

*including*

*including* any evidence of previous abuse, child abuse, physical injury or neglect.

~~• Any~~

C. *Any* other information that such person believes might be helpful in establishing the cause of the abuse,

~~child abuse~~

*child abuse*, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. [13-3620](#) for conduct prescribed by A.R.S. [13-1404](#) and [13-1405](#) if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

A person who fails to report abuse as provided in A.R.S. [13-3620](#) is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. [13-3620](#) shall report or cause reports to be made to the Department of Education in writing as soon as is

reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to ~~EPS-DCS~~ or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Adopted: ~~October 22, 2013~~ date of Manual adoption

LEGAL REF.:

A.R.S.

[8-201](#)

[13-1404](#) *et seq.*

[13-1410](#)

[13-3019](#)

[13-3212](#)

[13-3506](#)

[13-3506.01](#)

[13-3552](#)

[13-3553](#)

[13-3608](#)

[13-3619](#)

[13-3620](#)

[13-3623](#)

[15-514](#)

[46-451](#)

[46-454](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[GBEBB](#) - Staff Conduct With Students

[JKA](#) - Corporal Punishment



## JLF-R ©

### REGULATION

#### REPORTING CHILD ABUSE / CHILD PROTECTION

Abuse means the infliction or allowing of physical injury, impairment of bodily function, or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior, and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to A.R.S. [8-821](#), and which is caused by the acts or omissions of an individual having care, custody, and control of a child. Abuse shall include inflicting or allowing sexual abuse pursuant to A.R.S. [13-1404](#), sexual conduct with a minor pursuant to A.R.S. [13-1405](#), sexual assault pursuant to A.R.S. [13-1406](#), molestation of a child pursuant to A.R.S. [13-1410](#), commercial sexual exploitation of a minor pursuant to A.R.S. [13-3552](#), sexual exploitation of a minor pursuant to A.R.S. [13-3553](#), incest pursuant to A.R.S. [13-3608](#), or child prostitution pursuant to A.R.S. [13-3212](#).

Child, youth, or juvenile means an individual who is under the age of eighteen (18) years.

Abuses classified by statute as "reportable offenses" are:

- Indecent exposure [A.R.S. [13-1402](#)]
- Public sexual indecency to a minor [A.R.S. [13-1403](#)]
- Sexual abuse [A.R.S. [13-1404](#)]
- Sexual conduct with a minor [A.R.S. [13-1405](#)]
- Sexual assault [A.R.S. [13-1406](#)]
- Molestation of a child [A.R.S. [13-1410](#)]
- Furnishing items that are harmful to a minor via the Internet [A.R.S. [13-3506.01](#)]
- Surreptitious photographing, videotaping, filming, or digitally recording or viewing of a minor [A.R.S. [13-3019](#)]
- Incest [A.R.S. [13-3608](#)]
- Child prostitution [A.R.S. [13-3212](#)]
- Commercial sexual exploitation of a minor [A.R.S. [13-3552](#)]
- Sexual exploitation of a minor (concerning visual depiction of a minor engaged in exploitive exhibition or other sexual conduct) [A.R.S. [13-3553](#)]
- Luring a minor for sexual exploitation [A.R.S. [13-3554](#)]
- Admitting a minor to public displays of sexual conduct [A.R.S. [13-3558](#)]





**JLF-E ©**

EXHIBIT

**REPORTING CHILD ABUSE /  
CHILD PROTECTION**

**SUSPECTED ABUSE, PHYSICAL INJURY, CHILD ABUSE,  
REPORTABLE OFFENSE OR NEGLECT**

To: Child Protective Services, D.E.S. (or law enforcement agency)

Student's name \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_

Names of parents/guardians \_\_\_\_\_

E-mail address \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Description of suspected present or prior abuse, child abuse, physical injury,  
or neglect (use additional page if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Symbols:**

A = Abrasion  
Bl = Blister  
Bu = Burn  
Br = Bruise  
La = Laceration  
Le = Lesions  
S = Scar  
R = Rash  
V = Vermin  
O = Other (describe)

**Severity:**

(1) = Mild  
(2) = Moderate  
(3) = Severe

\_\_\_\_\_  
Signature and Title of Person Making the Report

\_\_\_\_\_  
Date

Oral Report to: Name \_\_\_\_\_

Agency \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Written report to \_\_\_\_\_ Date \_\_\_\_\_

**Copy filed in school nurse's office**



**JLF-EB ©**

EXHIBIT

**REPORTING CHILD ABUSE /  
CHILD PROTECTION**

**REQUEST FOR INTERVIEW AT SCHOOL  
(CSO-1021A)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Address (No., Street, Ste. No., City, State, ZIP)

RE: \_\_\_\_\_  
(Child[ren] 's Name[s])

I am an investigator employed by the Arizona Department of Child Safety (DCS). DCS is mandated by law to investigate allegations of child abuse and neglect. [Title 8, Chapter 4 of the Arizona Revised Statutes (A.R.S.)] As part of my investigation, I need to speak with one or more children at this school. Please provide me with immediate access to the above-named child(ren).

I am authorized by A.R.S. § 8-802(B), A.R.S. 8-471(E)(3), and A.A.C. R6-5-5508(C) to interview a child without notice to or consent of the parent, guardian or custodian. See Arizona Attorney General Opinions (AG Opinions) 175-219, 175-234, 188-062, 104-003. Do not contact, directly or indirectly, the parents, guardians or custodians of the above-named child(ren) unless specifically requested or authorized by me, the assigned DCS investigator.

Because of the sensitive and confidential nature of a DCS investigation, school personnel and others are not permitted to be present during the interview(s) of the child(ren) nor can they be informed of what was discussed. See A.R.S. § 8-807, AG Opinion 198-008.

If at any time I determine, pursuant to A.R.S. § 8-821, that temporary custody is clearly necessary to protect the child(ren) from abuse or neglect, I will provide you with a Notice of Removal (PS-058) and provide the parents, guardians, or custodians a Temporary Custody Notice in accordance with A.R.S. § 8-823.

Under state and federal law, any information you have or may obtain during this investigation is confidential, including this form and the fact that the above-named child(ren) have been contacted regarding allegations of abuse or neglect. DO NOT disseminate this information to any person unless specifically authorized by applicable law or court order.

Thank you for your cooperation.

DCS Representative's Signature

DCS Representative's Name	Address (No., Street, Ste. No., City, State, ZIP)	
Phone No.	Phone No.	E-mail Address

#### EOE/ADA/LEP/GINA Disclosures

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.



**JLF-EC ©**

**EXHIBIT**

**REPORTING CHILD ABUSE /  
CHILD PROTECTION**

**PLEASE REMOVE THIS DOCUMENT**



**JLF-ED ©**

**EXHIBIT**

**REPORTING CHILD ABUSE /  
CHILD PROTECTION**

**PLEASE REMOVE THIS DOCUMENT**



## JLH © MISSING STUDENTS

Following proper notification, the records of each missing child will be flagged with a red sticker in the upper-right-hand corner of the cumulative folder. When records are requested for missing children, the local law enforcement agency will be notified and no records will be sent.

The parent or surrogate of each new enrollee in the school, except homeless students, will be asked to produce one (1) of the following proofs:

- A certified copy of the child's birth certificate.
- Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.
- A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

The parent or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a second (2nd) letter will be sent to notify the parent or guardian that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the school to disclose to any person a student's educational record without prior parental consent unless the school makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

Within five (5) days after enrolling a transfer student from a public school or from a private school, the school will request, directly from the previous school, a certified copy of the student's record. When records are requested by another school, within five (5) days the school will comply with the request unless the record has been flagged pursuant to A.R.S. [15-829](#) or the request does not conform to the requirements related to proper release of records by an emancipated student or a parent or guardian.

For purposes of this policy:

- Flag means to mark or identify as pertaining to a missing child, or an indication identifying an item as pertaining to a missing child.
- Missing child means a person who is under the age of eighteen (18) years, whose temporary or permanent residence is in this state or is believed to be in this state, whose location has not been determined, and who has been reported as missing to a law enforcement agency.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-3620](#)

[15-824](#)

[15-828](#)

[15-829](#)

[32-1472](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001

CROSS REF.:

[JF](#) - School Admissions

[JFAB](#) - Admission of Nonresident Students

[JR](#) - Student Records

[JRCA](#) - Request for Transfer of Records





**JLI ©**  
**STUDENT SAFETY**

Teachers will be responsible for their classes at all times. At no time are students to be left unsupervised. Students are not to be sent on errands from the school premises.

Teachers have the authority to prohibit the use of and/or to confiscate any article that is a hazard to a student or that may damage school property. In the case of an emergency, the teacher will seek help from the principal.

Every student, teacher, and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to items as listed in A.R.S. [15-151](#).

The Superintendent will establish procedures covering the duty hours of crossing guards, the use of bicycles to and from school and while they are at school, and the conduct of students going to and from school. In addition, school buildings, playgrounds, and equipment will be regularly inspected for health, fire, and safety hazards.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-151](#)

[15-341](#)

## Compare JLIA © SUPERVISION OF STUDENTS (version 3 to 1)

first

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

last

### JLIA © SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they ~~are responsible to the school and the school is responsible for them~~ are expected to obey all school rules. The District is required to provide reasonable supervision over all students engaged in school-sponsored activities.

Supervision shall include being ~~within the physical presence and, whenever possible, within a line of vision of the students so that school personnel will have a reasonable opportunity to control the behavior of and assist the students if necessary~~ within a reasonable proximity of the students. Teachers shall exercise supervision as appropriate from the commencement of the school day, before classes begin, during class sessions, during lunch periods, between classes, and at any other time when performing teaching or related duties on behalf of the school.

If ~~it should be necessary in an emergency situation for~~ a teacher ~~to~~ must leave the ~~physical presence of proximity of~~ the students, then the teacher shall make a ~~reasonable~~ good faith effort to obtain a school employee to supervise the students ~~during the teacher's absence~~. In no case shall the teacher leave students unsupervised if there is a reasonable possibility that harm to students or property will result from the students being left unattended.

School administrators, teachers, and other staff members will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Adopted: date of

~~manual~~

Manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[15-502](#)

[15-521](#)



**JLIB ©**  
**STUDENT DISMISSAL PRECAUTIONS**

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as A.R.S. [8-303](#), [8-304](#), and [8-802](#) shall apply. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Superintendent, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

For purposes of the Arizona Medical Marijuana Act, no person may be denied custody of or visitation or parenting time with a minor, and there is no presumption of neglect or child endangerment for conduct allowed under the Act, unless the person's behavior creates an unreasonable danger to the safety of the minor as established by clear and convincing evidence.

Adopted: September 22, 2011

LEGAL REF.:

A.R.S.

[8-303](#)

[8-304](#)

[8-802](#)

[13-1302](#)

[36-2813](#)

CROSS REF.:

[JIH](#) - Student Interrogations, Searches, and Arrests



## **JLIB-R ©**

### **REGULATION**

#### **STUDENT DISMISSAL PRECAUTIONS**

##### **(Student Release Requirements)**

At the time of school admission, the principal must complete the student's permanent record form, which will identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the principal shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the principal shall require satisfactory identification before such release. If there is a doubt, release may not be granted.

In the case of a written or verbal authorization by a lawful custodian of record, the principal shall require satisfactory verification of the message as being from the lawful custodian of record. If there is a doubt, release may not be granted.

If an unauthorized person refuses to honor the decision of the principal, the principal shall call the local police authority.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal, such change shall immediately be entered on the student's permanent record.

If any police or court official requests the release of a student during school hours, parents should be notified as soon as possible.

Compare JLIF © SEX OFFENDER NOTIFICATION (version 2 to  
1)

first

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

**JLIF ©  
SEX OFFENDER NOTIFICATION**

**(Sex Offender and Dangerous Juvenile Offender  
Notification and Protective Measures)**

Arizona statutes require law enforcement agencies to provide notification to the District regarding certain registered sex offenders and require courts to notify the District regarding juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses.

● ~~Arizona~~

A. Arizona Revised Statutes (A.R.S.) [13-3825](#)

~~and~~

and [13-3826](#)

~~require~~

[require](#) the local law enforcement agency to

~~notify the~~

[notify the](#) community, including area schools, of the presence of a registered sex offender in the community

~~when the~~

[when the](#) offender has been determined by the agency to be a "level two" (medium risk) or "level three" (high risk)

~~offender~~

[offender.](#)

● ~~A~~

B. A.R.S. [8-350](#)

~~directs~~

[directs](#) the court to notify the District when a student attending a school in the District has

~~been adjudicated~~

been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual

~~conduct with~~

conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

-

*Dangerous*

~~offense~~

offense is defined

~~in~~

in [8-350](#)

as

as "an offense involving the discharge, use or threatening exhibition of a deadly

~~weapon or~~

weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person."

• ~~A~~

C. A.R.S. [13-3821](#)

~~permits~~

permits a juvenile court to require a juvenile who has been adjudicated delinquent for

~~certain sex~~

certain sex offenses to register as a sex offender until the person reaches the age of twenty-five (25), and A.R.S. [13-3825](#)

~~permits~~

permits a juvenile court to further require such juvenile registered sex offender to be subject to

~~the State~~

the State's community notification requirements.

It is the Governing Board's desire to create and maintain a safe environment for the District's students and staff members. Therefore, the Superintendent is directed to develop procedures to disseminate the information received from the local law enforcement agency regarding adult and juvenile registered sex offenders present in the District and to provide teachers, parents, guardians, or custodians, upon request, information received from a court pursuant to A.R.S. [8-](#)

[350](#) concerning a juvenile who has been adjudicated for or convicted of a dangerous offense or a specified sex offense.

**District Procedures**

Procedures within the District shall encompass, but not necessarily be limited to:

~~● Measures~~

A. [Measures](#) to disseminate information received from the local law enforcement agency to staff members,

~~parents~~

[parents](#), guardians, or custodians when the District has been notified that a registered offender has

~~moved into~~

[moved into](#) the community. When in the judgment of the Superintendent it is determined to be appropriate,

~~the measures~~

[the measures](#) will include disseminating the information to students.

~~● Measures~~

B. [Measures](#) to provide to teachers, parents, guardians, or custodians, upon request, information received

~~by the District~~

[by the District](#) under A.R.S. [8-350](#), regarding juveniles adjudicated delinquent of "dangerous offenses" or

~~sex offenses. Adopted: October 9, 2008~~

[sex offenses](#).

=====

**Optional language: The following elements are available for inclusion at the District's discretion.**

C. District restrictions on and requirements of registered sex offenders.

D. Assessment, enrollment, placement, and oversight of students about whom an A.R.S. [8-350](#) notification has been received.

E. Student instruction in protective measures.

F. Prohibitions against harassment of individuals or acts of vigilantism based upon information received by the District.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[8-208](#)

[8-321](#)

[8-350](#)

[8-371](#)

[13-1405](#)

[13-1406](#)

[13-1410](#)

[13-1417](#)

[13-3821](#)

[13-3825](#)

[13-3826](#)

20 U.S.C. 1232g(b)(7)

42 U.S.C. 14071(d)

CROSS REF.:

[DJE](#) - Bidding/Purchasing Procedures

[EB](#) - Environmental and Safety Program

[GCF](#) - Professional Staff Hiring

[GDF](#) - Support Staff Hiring

[IJNDB](#) - Use of Technology Resources in Instruction

[JA](#) - Student Policies Goals/Priority Objectives

[JF](#) - Student Admissions

[JLI](#) - Student Safety

[JLF](#) - Reporting Child Abuse/Child Protection

[JR](#) - Student Records



## Compare JLIF-R © (version 2 to 1)

*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last*  
through the modifications.

### JLIF-R ©

#### REGULATION

#### SEX OFFENDER NOTIFICATION

#### (Sex Offender and Dangerous Juvenile Offender Notification and Protective Measures)

To fulfill the requirements of Policy JLIF the following procedures are to be implemented.

#### Registered Sex Offender Community Notification

When the local law enforcement agency notifies the District pursuant to A.R.S. [13-3825](#) and [13-3826](#) of a registered sex offender's presence in the community, the following actions shall occur:

~~●~~ A. A copy of the notification flyer provided by the law enforcement agency, displaying the offender's

~~photograph and~~

[photograph and](#) disclosing the offender's exact address, status summary, and criminal background, is to be distributed

~~to each~~

[to each](#) school and department.

~~● The~~

B. [The](#) school principal or department supervisor shall post the notification flyer at locations where the

~~flyer is readily~~

[flyer is readily](#) accessible for viewing by staff members, students, and visitors.

~~● When~~

C. [The](#) principal or supervisor shall inform students and staff members that a new flyer has been posted.

D. When the registered sex offender described in the notice is also a student within the District, then

~~the provisions~~

the provisions regarding juvenile (youthful) dangerous offenders and sex offenders shall also be followed,

~~except~~

except that the restrictions against disclosure of information shall not apply to the information

~~obtained in~~

obtained in the community notification received from the local law enforcement agency.

=====

**Optional language: The following statement (to the next double line) on notification is available for inclusion at the District's discretion.**

Information is to also be communicated through media, such as newsletters, meal menus, press releases, and similar means to students, staff members, and parents/guardians advising them that listings of sex offenders in the area are available at the Arizona Department of Public Safety Sex Offender Infocenter, [www.az.gov/webapp/offender](http://www.az.gov/webapp/offender), and at the United States Department of Justice National Sex Offender Public Registry, [www.nsopr.gov/](http://www.nsopr.gov/), as well as various other websites.

=====

**Optional language: The following restrictions (to the next double line) on offenders are available for inclusion at the District's discretion.**

**District Restrictions on Registered**

**Sex Offenders**

An adult registered sex offender may not be present on school property, including school buildings, grounds, and vehicles, except when:

A. The offender is the parent or guardian of a student attending the school and the offender is:

1. Attending a conference with school personnel to discuss the academic or social progress of the offender's child; or
2. Participating in child review conferences in which special education evaluation and placement decisions may be made with respect to the offender's child; or
3. Attending conferences to discuss other issues relating to the offender's child, such as student discipline, retention or promotion; or

B. The offender has obtained prior written permission from the Superintendent.

When a registered sex offender is present on school property under any of the circumstances described above, the offender must comply with the following requirements:

- A. Notify the principal's office immediately upon arrival on school property;
- B. Remain at all times under the direct supervision of the principal or a person designated by the principal; and
- C. Notify the principal's office when the offender is departing from school property.

A staff member who observes a person or a situation that leads the staff member to a reasonable belief that the person may be a sex offender, or that a sexual assault or abuse might occur, is to promptly notify a school official of his or her belief. The school official is to notify the Superintendent and, as appropriate, law enforcement of the staff member's belief. When an individual appears to have been inappropriately contacted or approached, or has been assaulted, law enforcement is to be notified without delay. The staff member is not to confront a suspected abuser; investigation and determination is to be left to proper authorities.

=====

When the individual under suspicion is a student in the District, the Superintendent may, pursuant to A.R.S. [8-350](#), request from the juvenile court the criminal history of the student to determine if the student has been adjudicated delinquent for or convicted of a dangerous offense or a violation of A.R.S. [13-1405](#), [13-1406](#), [13-1410](#), or [13-1417](#). If the criminal history provided by the court shows such an adjudication or conviction, then the District shall implement the procedures outlined below for juvenile (youthful) dangerous offenders and sex offenders.

=====

**Juvenile (Youthful) Dangerous Offenders and Sex Offenders**

When the District is notified by a juvenile court pursuant to A.R.S. [8-350](#) that a student attending a school in the District has been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child the Superintendent shall promptly notify the principal of the school where the student is in membership.

The principal shall:

- A. Send notice to the student's teacher(s), and such other staff members as the principal determines appropriate to the circumstance, to contact the principal concerning a confidential matter. The noticed staff members will be provided with the information received from the juvenile court, and be directed to comply with the student record confidentiality requirements prescribed in District Policy JR. A staff member who improperly discloses confidential student information may be disciplined pursuant to District policy.

=====

**Optional language: The following restrictions (to the end of this document) on juvenile offenders and instruction in protective measures are available for inclusion at the District's discretion.**

B. Confer with the student's probation officer to gather information on the student's offense, the conditions of probation, and assessment of the student as a risk factor where other students and staff members are concerned.

1. Where a viable risk is perceived, the principal shall notify the Superintendent who, in consultation with legal counsel and the juvenile offender's parole officer, shall determine further steps to be taken.

C. Meet without undue delay and to the extent reasonably possible, with the student's parent(s) or guardian(s), the student's teacher(s), and the student's counselor where available. Advise the parties that the student juvenile offender:

1. Cannot attend a school where a victim of the juvenile offender is in membership;

2. Cannot attend a school where a sibling of a victim of the juvenile offender is in membership;

3. Must refrain from contact with the victim of the juvenile offender or a sibling of the victim while on school property.

D. Notify the parent(s) or guardian(s) of the juvenile offender's victim of the juvenile offender's membership in a District school.

E. Upon request, make the notification information available to teachers, parents, guardians, or custodians.

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending a District school shall be evaluated on a case-by-case basis. Whenever possible without placing other students or adult members of the school community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and state laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

### **Instruction in Protective Measures**

A committee including members of the District staff, the local law enforcement agency, and such other persons as the Superintendent may determine will convene to develop instruction in protective measures against sexual offenders. These shall include, but not be limited to, techniques child sexual molesters use to charm adults and gain access to children and how sexual predators use the internet to entice students into dangerous situations. The committee is to evaluate and select materials and strategies designed to deliver age-appropriate instruction that equips students in identifying, avoiding, fleeing from, and reporting assaults and attempted assaults by sexual offenders.

Instruction in protective measures is to be incorporated into the general curriculum. Instances of the posting of a new notification of a registered sex offender in the community should be accompanied with repetition and reinforcement of protective measures students should know and apply as a defense against sexual predators.



## Compare JLIF-E © (version 2 to 1)

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk last  
through the modifications.

Exhibit

### JLIF-E ©

#### EXHIBIT

#### SEX OFFENDER NOTIFICATION

#### SEX OFFENDER AND DANGEROUS JUVENILE OFFENDER

#### NOTIFICATION AND PROTECTIVE MEASURES

Following is a checklist<sup>1</sup> to help parents, teachers, and counselors spot an adult's possible sexual interest in children.

- A. *Persons who promote and sustain a special one-on-one relationship with a particular child.*
- B. *Persons who spend an inordinate amount of time alone with children other than their own.*
- C. *Persons who take pictures of children other than their own.*
- D. *Teachers, coaches, activity providers, et cetera, who pursue and cultivate an intense ongoing relationship with a child or student who is not a member of the adult's group.*

The checklist is provided only to aid school personnel and parents in the protection of students; it is not intended to be a finite or discriminatory listing. Each potential concern should be carefully considered and evaluated on a case-by-case basis.

<sup>1</sup>Adapted from *The Stop Child Molestation Book, What Ordinary People Can Do In Their Everyday Lives to Save Three Million Children*, Gene G. Abel, M.D, and Nora Harlow, authors.



**JN ©**  
**STUDENT VOLUNTEERS FOR**  
**SCHOOL AND COMMUNITY SERVICE**

The Board encourages the utilization of student volunteers in the educational program (e.g., student librarians, student office helpers, etc.) and in useful community services. However, student volunteers must be capable of carrying out the additional load without endangering their academic achievement. Therefore, all student volunteers shall be expected to maintain their grades, attend all classes, and recognize that the activity to which they are volunteering their services is secondary to their primary goal of getting an education.

Teachers and members of the community are encouraged to check with a student's teacher and the principal before a student is sought for volunteer help, to make sure that the additional responsibility can be undertaken without endangering the student's academic achievement.

Adopted: date of manual adoption

**JP ©**  
**STUDENT DONATIONS AND GIFTS**

Students shall be discouraged from collecting money, setting aside funds, or purchasing gifts for the school or for faculty members.

Gifts from groups of students to other student(s) shall be limited to small expressions of condolence, remembrance, or appreciation. Guidelines for such remembrances shall be established by the Superintendent.

Solicitations by or of students are to be governed by the following policies:

- A. Students shall not be solicited to purchase books or other merchandise, except for materials approved by the District for use in the classroom.
- B. Solicitations by students shall be limited to small contributions, i.e., expressions of condolence, remembrance, or appreciation. Guidelines for such solicitations shall be established by the Superintendent.
- C. No other solicitations shall be made by or of students during school hours or on school premises.

Adopted: date of Manual adoption



# Compare JQ © STUDENT FEES, FINES, AND CHARGES

first

(version 2 to 1)

last

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

## JQ © STUDENT FEES, FINES, AND CHARGES

The Board recognizes the need for student fees to fund certain school activities that are not financed by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. [All fees shall contain a provision that allows the fees to be waived in the event of economic hardship to the pupil. Non-payment of fees charged by the District, may not prevent a pupil from enrolling in, applying to or remaining enrolled in a public school. No student will be denied an education as a result of inability to pay these supplementary charges. This policy does not prohibit the District from charging tuition to a non-state resident pupil, as required by statute.](#)

Students will not be required to supply specific types of school supplies or equipment as a prerequisite to successful completion of a required course or project.

Students will, however, be responsible and accountable for loss of or damage to school property, including textbooks and library books.

The Superintendent will establish procedures through which students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books.

Authorization is granted for the acceptance of fees or cash contributions paid by a taxpayer for support of extracurricular activities and character education programs in schools of the District. The Superintendent shall establish procedures to assure compliance with all requirements for reporting the receipt and expenditure of taxpayer contributions.

Adopted:

~~October 21, 2003~~

[date of Manual adoption](#)

LEGAL REF.:

A.R.S.

[15-116](#)

[15-342](#)

[15-719](#)

[15-724](#)

[15-727](#)

[15-728](#)

[15-729](#)

[43-1088](#)

[43-1089](#)

[43-1089.01](#)

[43-1089.03](#)

CROSS REF.:

[DKB](#) - Salary Deductions

[EDBA](#) - Maintenance and Control of Instructional Materials

## Compare JQ-R © (version 3 to 1)

**first** Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**  
through the modifications.

### JQ-R ©

#### REGULATION

#### STUDENT FEES, FINES, AND CHARGES

##### (Tax Credit Contributions)

~~The receipt and expenditure of fees or cash contributions may be for "Extracurricular activities" as indicated in Pursuant to A.R.S. [43-1089.01](#) and [15-342](#) with contributions also used for "character education programs" as described~~, a taxpayer is allowed a credit for the amount of any fees or cash contributions made to a public school for the support of extracurricular activities or character education programs. Donations are limited to the amounts of two hundred dollars (\$200) for a single individual or a head of household and four hundred dollars (\$400) for a married couple filing a joint return. A contribution for which a credit is claimed and that is made on or before April 15 following the taxable year may be applied to either the preceding taxable year or to the current year.

"Extracurricular activities," as defined in A.R.S. [15-719](#).~~To comply with the requirements of [342](#) and A.R.S. [43-1089.01](#) concerning the receipt and expenditure of fees or cash contributions from taxpayers during the previous calendar year for support of extracurricular activities and character education programs of the District, annually not later than February 28 each school in the District shall provide the following information on~~, are any optional, noncredit, educational, or recreational activities that supplement the education program of the school, whether offered before, during, or after regular school hours. They are school-sponsored activities that require enrolled students to pay a fee in order to participate. At least some monetary amount must be levied to participate in an extracurricular activity in order for the tax credit to be available. A blanket waiver of all activity fees would make the activity ineligible for the tax credit. Examples of extracurricular activities include paying fees for band uniforms, equipment or uniforms for varsity athletic activities, scientific laboratory materials, and in-state or out-of-state trips that are solely for competitive events. Extracurricular activities do not include any senior trips or events that are recreational, amusement, or tourist activities.

"Character education programs," as defined in A.R.S. [15-719](#), must include instruction in the definition and application of at least six (6) of the following character traits: truthfulness, responsibility, compassion, diligence, sincerity, trustworthiness, respect, attentiveness, obedience, orderliness, forgiveness, virtue, fairness, caring, citizenship, and integrity. The course of study for each grade, kindergarten through twelfth (K-12), may be developed by the District. Activities, discussions, and visual media and literary presentations should be used to illustrate and reinforce the application of the character traits, and presentations should be made by teachers or mentors who demonstrate the character traits.

Using forms prescribed by the Arizona Department of Revenue:

- ~~● Total number of fees and contribution payments received.~~

- ~~Total dollar amount received.~~
- ~~Total dollar amount spent, categorized specifically by:~~
  - ~~Extracurricular activity.~~
  - ~~Character education program.~~
- ~~Total number of student participants, categorized specifically by:~~
  - ~~Extracurricular activity.~~
  - ~~Character education program.~~

~~When a school has a school council, the school council shall determine how contributions~~, a recipient school of any contribution must provide the following information to the Department by February 28 of each year:

- A. The total number of fee and cash contribution payments received during the previous calendar year.
- B. The total dollar amount of fees and contributions received during the previous calendar year.
- C. The total dollar amount of fees and contributions spent by the school during the previous calendar year, categorized by specific extracurricular activity or character education program.

In addition to this report to the Department, schools should issue a receipt to the taxpayer for any fees or cash contributions received. The receipt should include the public school name, school district name and number, taxpayer name and address, fees paid or amount contributed, date paid or contributed, and a description of the activity being supported.

The use of contributions that are not designated for a specific purpose ~~are to be used at the school.~~ ~~When a school does not have a school~~ shall be determined by the site council of the public school that receives the contributions. In the absence of a site council, the principal, director, or chief administrator of the school shall make the determination. ~~If~~ If, at the end of a fiscal year ~~a public school has~~, there remain any unspent contributions that were previously designated for a specific purpose or program, and that purpose or program has been discontinued or has not been used for two (2) consecutive fiscal years, these contributions shall be considered undesignated in the following fiscal year ~~for the purposes of this subsection.~~

***GUIDELINES FOR THE PUBLIC SCHOOL EXTRACURRICULAR ACTIVITY (ECA) TAX CREDIT - AZDOR Link:***

## Compare JQ-E © (version 2 to 1)

*first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last*

### JQ-~~E~~EA ©

#### EXHIBIT

### STUDENT FEES, FINES, AND CHARGES

#### ~~(Fees)~~FEES

Areas where fees may be charged include, but may not be limited to:

~~• Optional~~

A. ~~Optional~~ extracurricular activities, which are defined as any optional, noncredit, educational or

~~recreational activity~~

~~recreational activity~~ that supplements the education program of the school, whether offered before, during, or

~~after regular~~

~~after regular~~ school hours.

~~• Optional~~

B. ~~Optional~~ programs conducted when school is not in session.

C. ~~Fine arts courses (high school only).~~

D. ~~Vocational education courses (high school only).~~

E. ~~Other courses, fees for optional services, equipment, and materials offered to the students beyond those required to successfully complete the basic requirements of the course (high school only).~~

Pursuant to A.R.S. [15-342](#), a school district may charge fees for the activities described above if:

~~• The~~

A. ~~The~~ fees are reasonable.

~~• The~~

B. ~~The~~ fees do not exceed the actual costs of the activities, programs, services, equipment, or materials.

~~• A~~

C. A notice of the proposed fees is given to all parents of students enrolled at schools in the

~~District before~~

*District before the Governing Board acts to adopt fees.*

~~• The~~

D. The fees are then adopted by the Governing Board.

~~• The~~

E. The Governing Board includes in its action a grant of authority to the principals to waive the

~~assessment of~~

*assessment of* all or a part of any fee if it creates an economic hardship for a specific student.

~~• No~~

F. No fees are charged for students' access to or use of computers or related materials.

# Compare JQ-EB © (version 3 to 1)

first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last

## JQ-EB ©

EXHIBIT

### STUDENT FEES, FINES, AND CHARGES

#### TAX CREDIT CONTRIBUTIONS

IS THIS A TAX CREDIT ELIGIBLE EXTRACURRICULAR ACTIVITY?

In accordance with A.R.S. § [15-342](#)(24) and § [43-1089.01](#)(G)(2):

1. Is the activity sponsored by the district/school? Yes No
2. Is the activity for enrolled students? Yes No
3. Is the activity optional? Yes No
4. Is the activity non-credit? Yes No
5. Does the activity supplement the district/school's educational ~~program?—Yes—No~~  
Yes No  
[program?](#)
6. Does the district/school charge a fee for participation in the activity? Yes No
7. Is the activity fee paid directly to the district/school? Yes No
8. Was the fee for this activity adopted by the Governing Board at ~~a public a~~  
[public](#) meeting after notice to all parents ~~of~~  
~~—enrolled of enrolled~~ students? \_\_\_\_\_ Yes  
No
9. Has the Governing Board authorized the principal to waive all or ~~part-part~~  
of the activity fee if it creates an ~~economic~~  
~~—hardship economic hardship~~ for a student? \_\_\_\_\_  
~~—Yes No~~

If you answered *NO* to any of these questions, then the activity is not tax credit eligible. If you are not certain how to answer any of the above questions, you should consult the school's attorney before offering tax credits for the activity.

**Frequently Asked Questions**

1. **How must extracurricular activity fees be adopted?** To be eligible for tax credits, extracurricular activity ~~fees~~

~~—must be adopted~~ fees must be adopted by the Governing Board at a public meeting after notice to all parents of students enrolled ~~in~~

~~—the in the~~ District. [See A.R.S. § [15-342\(24\)](#)]. Districts typically adopt a fee schedule near the beginning of the ~~school~~

~~—year school~~ year and may later publish supplementary fee schedules. Best practice is for any extracurricular activity fees,

— including fees for field trips, to be included on the ~~district's~~ District's published fee schedules. Activity fees that have ~~not~~

~~—been properly~~ not been properly noticed or adopted by the Governing Board are not tax credit eligible.

2. **Can the fees be paid directly to a third-party that is coordinating the activity?** Extracurricular activity ~~fees~~

~~—must~~ fees must be paid directly to the district or school. Fees paid to third-parties do not qualify for tax credits. [See ~~Arizona~~

~~—Attorney~~ Arizona Attorney General Opinions I03-008 and I98-007.]

3. **Must the District waive all or part of an activity fee if it creates an economic hardship for a student?** ~~The~~

~~—Governing~~ The Governing Board must authorize a principal to waive all or part of an activity fee if it creates an economic ~~hardship~~

~~—for~~ hardship for a student. [See A.R.S. § [15-342\(24\)](#) and Arizona Attorney General Opinion I99-021.] If a student does not ~~raise~~

~~—enough~~ raise enough money through tax credit donations and cannot otherwise afford to participate in an extracurricular activity,

~~—the~~ the student's principal must be authorized to waive all or part of the fee. In practice, this means the principal ~~must~~

~~—find~~ must find another funding source to pay for the student's activity fee. For example, the school's site council may ~~choose~~

~~—to~~ choose to use undesignated tax credit donations to pay for the activity fees of students for whom payment would ~~represent~~

~~—an~~ represent an economic hardship. See A.R.S. § [43-1089.01\(E\)](#). Best practice is for a site council, at the beginning of the ~~school~~

~~—years~~ school year, to identify which activity fees it will cover and in what amounts. If a school or district is unable to waive part ~~of~~

~~—all~~ or all of an activity fee for a student for whom the fee creates an economic hardship, then no fees may be charged ~~for~~



~~—the for~~ the activity and the activity would no longer be tax credit eligible. See A.R.S. § [15-342](#)(24).

---

Any fees charged must be no more than the actual costs of the activity. See A.R.S. § [15-342](#)(24).

Arizona Department of Revenue, Office of Economic Research and Analysis, December 2014, Page 4.

## Compare JR © STUDENT RECORDS (version 2 to 1)

*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last*  
through the modifications.

### JR © STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with ~~State-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~~ **Every Student Succeeds** Act of ~~2001-2015~~ (~~NCLB~~**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:

~~● The~~

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

~~● The~~

B. ~~The~~ intent of the District to limit the disclosure of personally identifiable information contained in a student'

~~s-education~~

~~s education~~ records, including disciplinary records, except by the prior written consent of the parent or

~~eligible student~~

~~eligible student~~ or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or

~~the NCLB Act~~

~~the ESSA.~~

~~● The~~

C. ~~The~~ right of the parent or eligible student to seek to correct parts of the school education records that

~~the student~~

~~the student~~ or the parent believes to be inaccurate, misleading, or in violation of student rights. This

~~right includes~~

~~right includes~~ the right to a hearing to present evidence that the record should be changed if the

~~District decides~~

~~District decides~~ not to alter it according to the parent's or eligible student's request.

~~● The~~

D. ~~The~~ right of the parent or eligible student to file a complaint with the U.S. Department of Education if

~~they believe~~

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:

~~• The~~

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

~~• The~~

B. The procedure for requesting amendments of education records that the parent or eligible

~~student believe~~

student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.

~~• The~~

C. The conditions when prior consent is not required, the criteria for determining who constitutes a

~~school official~~

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 ~~No Child Left Behind (NCLB) Act of 2001~~ Every Student Succeeds Act of 2015 (ESSA).

Adopted: ~~September 22, 2011~~ date of Manual adoption

LEGAL REF.:

A.R.S.

[15-141](#)

[15-142](#)

[15-828](#)

[15-829](#)

~~4125-1346~~ [et seq 403.06](#)

~~41-1354~~

[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. 6301 *et seq.* Every Student Succeeds Act of 2015

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

## Compare JR-R © (version 2 to 1)

*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last*  
through the modifications.

### JR-R ©

#### 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:

#### • *Student*

A. *Student* - Any person who attends or has attended a program of instruction sponsored by the District

#### and for whom

and for whom the District maintains education records.

#### •

B. *Eligible*

#### student

*student* - A student who has reached age eighteen (18) or is attending a postsecondary school.

#### • *Parent*

C. *Parent* - Either the natural parent of a student, unless the parent's rights under the FERPA have

#### been removed

been removed by a court order, statute, or other legal document, or a guardian, or an individual acting as

~~a parent~~

a parent or guardian in the absence of the student's parent or guardian. The District may presume

~~that the~~

that the parent has the authority to inspect and review education records relating to his or her child

~~unless the~~

unless the District has been advised that the parent does not have authority under applicable law.

~~•~~

#### D. Education

~~records~~

records - Any information directly related to a student recorded in any way including, but

~~not limited to~~

not limited to, handwriting, print, computer media, video or audio tape, film, microfilm or microfiche, that

~~is maintained by the~~

is maintained by the District, an employee of the District, or any agent of the District except:

~~■ Personal~~

1. Personal records kept by an employee of the District that meets the following tests:

~~⇒ It~~

a. It is used only as a personal memory aid.

~~⇒ It~~

b. It is kept in the personal possession of the individual who made it.

~~⇒ It~~

c. It is not accessible and has never been revealed to any other person except

~~the employee~~

the employee's temporary substitute.

~~■ Medical~~

2. **Medical** treatment records maintained for "eligible students."

~~■ Records~~

3. **Records** collected and maintained by a law enforcement unit of the school.

~~■ Records~~

4. **Records** containing only information about a person after that individual is no longer a student

~~in the~~

in the District.

~~■ An~~

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~~

*grade or credit in a course.*)

~~■ Related~~

6. **Related** alumni records after the student no longer attends classes provided by the District, and

~~the records~~

**the records** do not relate to the person as a student.

~~●~~

E. *Personally identifiable*

~~information~~

*information* - Any data or information that makes the subject of a record known.

~~This includes~~

**This includes** the student's name, the name(s) of the student's parent(s) or other family member(s), the student'

~~s address~~

**s address**, the student's Social Security number, a student number, a list of personal characteristics, or

~~other information~~



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:

■ **Identifies**

1. **Identifies** and authenticates a particular person as the source of the electronic consent.

■ **Indicates**

2. **Indicates** such person's approval of the information contained in the electronic consent.

## **Locations of Education Records**

A list of types and locations of education records collected, maintained, or used will be provided to the parents on request [34 C.F.R. 300.616]. See Exhibit JR-EA.

## **Procedure to Inspect**

### **Education Records**

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the student's education records that are collected, maintained, or used by the District [34 C.F.R. 300.501]. In some circumstances it may be mutually more convenient for the record custodian to provide copies of records. Charges for the copies of records will be costs of copying unless the fee would effectively prevent the parent from exercising rights to inspect and review those records [34 C.F.R. 300.613 and 300.617].

Since a student's records may be maintained in several locations, the school principal will offer to collect copies of records or the records themselves from locations other than a student's school so they may be inspected at one (1) site. However, if parents and eligible students wish to inspect records where they are maintained, the school's principal will make every effort to accommodate their wishes.

Parents, the designated representative of the parents, or the eligible student should submit to the student's school principal a signed and dated written request that identifies as precisely as possible the record or records wanted for inspection. The District will respond to any request without unnecessary delay before any meeting regarding any individual education program or hearing relating to the identification, evaluation, placement of a student, or the provision of a free appropriate public education, and in no case more than forty-five (45) days after the request has been made [34 C.F.R. 300.613 and 99.10]. See Exhibit JR-ED.

The principal, or other education records custodian, will contact the parent of the student or the eligible student to discuss how access will be best arranged (e.g., copies, at the exact location, or records brought to a single site).

Parents have the right, upon reasonable request, for explanations and interpretations of the information contained in the records and a right to request copies of the records containing the information, if not in violation of stated policy of FERPA. Parents have the right to have a representative of the parent to inspect and review the records [34 C.F.R. 300.613 and 99.10].

The principal, or other education records custodian, will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less after receipt of the request for access [34 C.F.R. 300.613].

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:

● ~~When~~

A. ~~When~~ the refusal to provide copies effectively denies access to the records by the

~~student~~

~~student~~ [34 C.F.R. 300.617].

● ~~At~~

B. ~~At~~ the request of the parent or eligible student, when the District has provided the records to third parties

~~by the~~

~~by the~~ prior consent of the parent or eligible student.

● ~~At~~

C. ~~At~~ the request of the parent or eligible student when the District has forwarded the records to another

~~school where~~

~~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)]:

~~• The~~

A. The student's name.

~~• The~~

B. The student's address.

~~• The~~

C. The student's telephone listing.

~~• The~~

D. The student's date and place of birth.

~~• The~~

E. The student's electronic mail address.

~~• The~~

F. The student's photograph.

~~• The~~

G. The student's grade level.

~~• The~~

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).

~~• The~~

K. The student's participation in officially recognized activities and sports.

~~• The~~

L. The student's weight and height if a member of an athletic team.

~~•~~

M. The student's honors and awards received.

~~• The~~

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**

**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.

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).

~~•~~A  
B. A person certificated by the state and appointed by the Board to an administrative or supervisory position.

~~•~~A  
C. A person certificated by the state and under contract to the Board as an instructor.

~~•~~A  
D. A person employed by the Board as a temporary substitute for administrative, supervisory, or

~~instructional personnel~~

instructional personnel for the period of such performance as a substitute.

~~•~~A  
E. A person employed by or under contract to the Board to perform a special task, such as a secretary, a clerk,

~~the~~

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:

~~•~~Perform  
A. Perform an administrative task required in the school employee's position description approved by the Board.

~~•~~Perform  
B. Perform a supervisory or instructional task directly related to the student's education.

~~•~~Perform  
C. Perform a service or benefit for the student or the student's family, such as health care, counseling,

~~student job~~

student job placement, or student financial aid.

Records of students placed in special educational programs will be under the direct supervision of the program administration. All persons collecting or using personally identifiable information in records of students determined to be a student with a disability will receive training or instruction regarding Arizona's policies and procedures for the protection of these records at the collection, storage, disclosure, and destruction stages in accordance with FERPA and IDEA [34 C.F.R. 300.623].

The District will maintain for public inspection a current listing of the names and positions of employees who have access to personally identifiable information maintained on students placed in special education [34 C.F.R. 300.623]. When the information maintained in these records is no longer needed to provide educational services to the student, the District will notify the parents of their right to have the personally identifiable information destroyed [34 C.F.R. 300.624]. However a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained [34 C.F.R. 300.624]. Destruction of records will be accomplished in accordance with the requirements of Arizona law and regulations of the Department of Library, Archives, and Public Records [34 C.F.R. 300.623].

The District will release information from or permit access to a student's education records only with a parent's or eligible student's prior signed and dated written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure [34 C.F.R. 99.30, 99.31, 99.34, and 99.37]:

~~● When~~

A. **When** a student seeks or intends to enroll in another school district or a postsecondary school the District

~~will not~~

**will not** further notify parents or eligible students prior to such a transfer of records. Parents and student have

~~a right~~

**a right** to obtain copies of records transferred under this provision. See Exhibit JR-EC.

~~● When~~

B. **When** certain federal and state officials need information in order to audit or enforce legal conditions

~~related to~~

**related to** federally supported education programs in the District.

~~● To~~

C. **To** parties who provide or may provide financial aid to a student to:

~~■ Establish~~

1. **Establish** the student's eligibility for the aid.

~~■ Determine~~

2. Determine the amount of financial aid.

~~■ Establish~~

3. Establish the conditions for the receipt of the financial aid.

~~■ Enforce~~

4. Enforce the agreement between the provider and the receiver of financial aid.

~~● If~~

D. If a state law adopted before November 19, 1974, required certain specific items of information to be

~~disclosed in~~

disclosed in personally identifiable form from student records to state or local officials.

~~● If~~

E. If a state law adopted before November 19, 1974, required certain specific items of information to be

~~disclosed in~~

disclosed in personally identifiable form from student records to state or local officials of the juvenile justice system

~~and the~~

and the officials certify in writing that the information will not be disclosed to any other party, except as

~~provided under~~

provided under state law, without prior signed and dated written consent of the parent or the eligible student.

~~● When~~

F. When the District has entered into a written agreement or contract for an organization to conduct studies

~~on the~~

on the District's behalf to develop tests, administer student aid, or improve instruction.

~~● To~~

G. To accrediting organizations to carry out their accrediting functions.

~~● To~~

H. To parents of an eligible student if the parents claim the student as a dependent as defined by the

## ~~Internal Revenue~~

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~~

notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise

~~by a~~

by a court of competent jurisdiction.

●

J. To comply with

~~an~~

an *ex parte*

~~order~~

order from a court of competent jurisdiction requiring the District to permit

~~the U~~

the U.S. Attorney General or U.S. Attorney General's designee to collect education records in the

~~possession of~~

possession of the District that are relevant to an authorized investigation or prosecution of an offense listed in 18 U.S.C.

~~2332b~~

2332b(g)(5)(B) for an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

~~An~~

An *ex*

~~parte~~

*parte* order is an order issued by a court of competent jurisdiction without notice to the adverse party. A

~~disclosure pursuant~~

disclosure pursuant to



~~an~~

*an ex parte*

~~order~~

*order* will not be recorded as a disclosure of information from a student's

~~education records~~

*education records* by the District.

● ~~If~~

K. *If* the District initiates legal action against a parent or student, the District may disclose to the court, without

~~a court~~

*a court* order or subpoena, the education records of the student that are relevant for the District to proceed

~~with the~~

*with the* legal action.

● ~~If~~

L. *If* a parent or eligible student initiates legal action against the District, the District may, without a court order

~~or subpoena~~

*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~~

*of terrorism*.

● ~~The~~

N. *The* disclosure is in connection with a health or safety emergency. Time is an important and limiting

~~factor in~~

*factor in* determining whether the disclosure is in connection with a health or safety emergency. The District

~~will permit any~~

will permit any school official to make the needed disclosure from student education records in a health

~~or safety~~

or safety emergency if:

■ ~~The~~

1. The official deems the disclosure is warranted by the seriousness of the threat

~~to the~~

to the health

~~or safety~~

or safety of the student or other persons.

■ ~~The~~

2. The information is necessary and needed to address the emergency.

■ ~~The~~

3. The persons to whom the information is to be disclosed are qualified and in a position to

~~deal with~~

deal with the emergency.

● ~~The~~

O. The District may release student attendance, disciplinary, and other education records to a law

~~enforcement agency~~

enforcement agency and county attorney pursuant to an intergovernmental agreement between the District,

~~the law~~

the law enforcement agency, the county attorney, and other state, local, or tribal government agencies

~~to create a local~~

to create a local or tribal juvenile justice network for the purpose of:

■ ~~providing~~

1. providing appropriate programs and services to intervene with juveniles currently involved in the

~~juvenile justice~~

juvenile justice system.

~~■ providing~~

2. ~~providing~~ appropriate programs and services designed to deter at-risk juveniles from dropping out

~~of school~~

~~of school~~ or other delinquent behavior.

~~■ increasing~~

3. ~~increasing~~ the safety and security of the community and its children by reducing juvenile crime.

~~● Education~~

P. ~~Education~~ records provided pursuant to an intergovernmental agreement entered into in accord with

~~the above~~

~~the above~~ provisions shall be used solely for the purposes of the agreement and shall not be disclosed

~~to any other party~~

~~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.

~~● The~~

B. ~~The~~ reasons for the disclosure.

~~● The~~

C. ~~The~~ person or the organization or the class of persons or organizations to whom the disclosure is to be made.

~~● The~~

D. ~~The~~ signature of the parent or eligible student.

~~● The~~

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:

~~• The~~

A. The name of the person, organization or agency that made the request.

~~• The~~

B. The interest the person, organization or agency had in the information.

~~• The~~

C. The date the person, organization or agency made the request.

~~• Whether~~

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:

~~• the~~

A. the parent or eligible student,

~~• authorized~~

B. authorized law enforcement officials conducting an investigation of acts of terrorism,

~~• school~~

C. school officials who have a legitimate educational interest in the student,

~~• requests~~

D. requests for or disclosures of information contained in the student's education records if the request

~~is accompanied~~

is accompanied by or authorized by the prior signed and dated written consent of the parent or

~~eligible student~~

eligible student, or

~~• for~~

E. for requests for or disclosures of directory information designated for that student.

## Procedures to Seek to Correct

### Education Records

#### [34 C.F.R. 99.20 and 99.21]

Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading, or in violation of student rights [34 C.F.R. 300.618 and 99.20]. (*Note:* Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the

~~term incorrect~~

*term incorrect* will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The

~~term correct~~

*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~~

*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:

● ~~Provide~~

A. ~~Provide~~ the requester a copy of the questioned record at no cost.

● ~~Ask~~

B. ~~Ask~~ the requester to initiate a written request for the change.

● ~~Follow~~

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:

● ~~Is~~

A. ~~Is~~ inaccurate and why,

● ~~Is~~

B. ~~Is~~ misleading and why, or

● ~~Violates~~

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]:

~~The~~

A. ~~The~~ District's decision that the record is correct and the basis for the decision.

~~A~~

B. ~~A~~ notice to the requester explaining the requester's right to ask for a hearing to present evidence that

~~the record~~

~~the record~~ is incorrect and that the District will grant such a hearing.

~~Instructions~~

C. ~~Instructions~~ for the requester to contact the Superintendent to discuss acceptable hearing officers,

~~convenient times~~

~~convenient times~~, and a satisfactory site for the hearing. (The District will not be bound by the requester's positions

~~on these~~

~~on these~~ items but will, as far as possible, arrange the hearing as the requester wishes.)

~~Advice~~

D. ~~Advice~~ that the requester may be represented or assisted in the hearing by other parties, including

~~an attorney~~

~~an attorney~~,

~~at~~

~~at~~ the requester's expense.

***Fourth-level decision.***

-

After the requester has submitted (orally or in writing) any wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within one (1) week, notify the requester when and where the District will hold the hearing and whom it has designated as the hearing officer [34 C.F.R. 300.621, 99.21, 99.22, and 99.34].

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records is incorrect as shown in the requester's written request for a change in the record (second level).

Within one (1) week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based solely on the evidence presented at the hearing, that the record should be changed or should remain unchanged.

The Superintendent will prepare the District's decision within two (2) weeks after the hearing. That decision will be based on the summary of the evidence presented at the hearing and on the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if the hearing officer's recommendation is deemed inconsistent with the evidence presented. As a result of the District's decision, the Superintendent will take one (1) of the following actions:

- ~~If~~
  - A. If the decision is that the District will change the record, the Superintendent will instruct the record custodian

~~to correct~~

to correct the record. The record custodian will correct the record and notify the requester as at the second-

~~level decision~~

level decision [34 C.F.R. 300.620 and 99.21].

- ~~If~~
  - B. If the decision is that the District will not change the record, the Superintendent will prepare a written notice

~~to the~~

to the requester that will include [34 C.F.R. 300.620 and 99.21]:

■ ~~The~~

1. The District's decision that the record is correct and will not be changed.

- ~~A~~
  - 2. A copy of a summary of the evidence presented at the hearing and a written statement of the



~~reasons for~~

reasons for the District's decision.

~~■ Advice~~

3. **Advice** to the requester that an explanatory statement may be placed in the student's education

~~records stating~~

**records stating** the reasons for disagreement with the District's decision and/or the reasons for believing

~~the record~~

**the record** to be incorrect.

***Final administrative step in the procedure.***

-

When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education records as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed the explanatory statement will also be disclosed [34 C.F.R. 300.620 and 99.21].

**Annual Notification to Parents Regarding**

**Confidentiality of Student Education**

**Records [34 C.F.R. 300.612]**

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections

~~1232g and~~

**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~~

**Intercept and** Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

## ~~No Child Left Behind~~

Every Student Succeeds Act of

~~2001~~

2015 (

~~NCLB~~

ESSA);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the

~~Federal Regulations~~

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**

EXHIBIT

STUDENT RECORDS

LOCATIONS OF EDUCATION RECORDS

**Types**

**Location**

**Custodian**

Cumulative school records

School officePrincipal

Cumulative school records  
(former students)

Administrative CenterRecord's clerk

Health records

School office

Nurse

Speech therapy records

School office

Speech therapist

Psychological records

School office

Psychologist

Special test records

Administrative Center

Director of student services

School transportation records

Support Center

Supervisor of transportation

Occasional records: education records not identified above, such as those in the Superintendent's office, in the school attorney's office, or in the personal possession of teachers (examples: discipline records, Honor awards)

The principal will collect  
and make available at  
the student's school

## Compare JR-EB © (version 3 to 2)

**first** Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**  
through the modifications.

### JR-EB ©

#### EXHIBIT

#### STUDENT RECORDS

#### DESIGNATION OF DIRECTORY INFORMATION

During the school year, District staff members may compile nonconfidential student directory information specified below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the District is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing **that the school not to release the student's information without your prior signed and dated written consent. If you do not opt-out-of-releasing-object to the release of any and all of the below-designated information in writing, then the District must provide military recruiters, upon request, directory information containing the student's names, addresses and telephone listings.**

If you *do not want any or all of the* below-designated information about your son/daughter to be released to any person or organization without your prior **signed and dated** written consent, you must notify the District in writing by checking off any or all of the rejected information, signing the form at the bottom of this page, and returning it to the Principal, within two (2) weeks of receiving this form. If the School District does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given to* release your son's/daughter's designated directory information.

-----  
TO: Principal

I *do not want any or all* the information I have p below concerning (student's name) \_\_\_\_\_ designated as directory information and released to any person or organization without my prior written consent:

- |  |  |
|--|--|
| <input type="checkbox"/> Name                    | <input type="checkbox"/> Address                 |
| <input type="checkbox"/> Telephone listing       | <input type="checkbox"/> Electronic mail address |
| <input type="checkbox"/> Date and place of birth | <input type="checkbox"/> Photograph              |
| <input type="checkbox"/> Dates of attendance     | <input type="checkbox"/> Grade level             |

Honors and awards received                       Major field of study

Enrollment status (e.g., part time or full time)

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Most recent educational agency or institution attended

---

(Parent/guardian signature)

---

(Date)



**JR-EC ©**

EXHIBIT

**STUDENT RECORDS**

**NOTIFICATION TO NEW SCHOOL OF ATTENDANCE  
OF RECORDS AVAILABLE AT PREVIOUS  
SCHOOL OF ATTENDANCE**

Dear Principal,

\_\_\_\_\_ has been attending District school(s) at \_\_\_\_\_, Arizona. Records available at our school contain information that should be helpful to your staff in developing an educational program. Our student education records policy permits forwarding copies of records to schools in which the student intends to enroll upon a formal request to receive them.

To expedite the transfer of the information, please review the enclosed Request for Student Education Records and check the records for which you are requesting a copy.

Return this form and the enclosed Request for Student Education Records to:

\_\_\_\_\_ (Records Custodian)      \_\_\_\_\_ (School District Name)

\_\_\_\_\_ (Date)      \_\_\_\_\_ (Address)

Enclosed: Request for Student Education Records





JR-ED ©

EXHIBIT

STUDENT RECORDS

REQUEST FOR STUDENT EDUCATION RECORDS

Copy to student file

Name of Agency Address

Requester

Name of Authorized Person Phone

Requested from

Name of Agency Address

Student

Student Name Address

Parent Name Address

Previous School Address Dates Attended

- Purpose for request: No information available about about previous school, Need assistance in understanding complex behavior and needs, Need evaluation information for immediate special education placement, Need information to help prepare an educational program for the student, Need verification that the student has a disability, Other: \_\_\_\_\_

---

Type of information requested	Permanent record data:	o Basic identifying data, attendance data, and academic data
	General cumulative data:	o General administrative data and results of group tests
	Health data:	o General medical data and reports
	Specialized student data:	o Individualized evaluation records and specialized reports (including reports from outside agencies)
	Special education placement records: Suspension and/or expulsion records:	o All records of placement if special education o All records of suspension and/or expulsion

---

Assurance statement and signatures	In making this request, the undersigned agrees that the information received will be used only by the professional school staff members who are assigned to work with the student in the educational program and will not be released to any other party without the prior written consent of the parent or eligible student.
------------------------------------	---

_____	_____
Date Requested	Authorized Signature

---

Parental consent	I, _____, as the parent of _____,
	(Parent Name) (Student's Name)
	consent to the release of records listed above to the party named above. I am aware of my rights to review the records and receive a copy at my expense, if I so request.

_____	_____
Signature of Parent	Date



**JR-EE ©**

**EXHIBIT**

**STUDENT RECORDS**

**RECORD OF ACCESS**

**(To be Placed Inside the Student's Record File.)**

Requester  
(Name of Agency) Date of  
Request Date  
Request  
Filled Records  
Requested Method of Access  
(C-Copy,  
E-Examine, V-Verbal) Educational  
Interest or  
Purpose Date  
Parents  
Notified



**JR-EF ©**

EXHIBIT

**STUDENT RECORDS**

**DESTRUCTION OF INFORMATION**

Date \_\_\_\_\_

Dear \_\_\_\_\_ (parent or guardian) \_\_\_\_\_,

This is to advise you that District schools may destroy special education data and other information on a student who has been in a special education program whenever the student has been withdrawn, transferred, or graduated from the District for at least five (5) years or when the information is no longer needed to provide education services to

\_\_\_\_\_  
Student's Name

However, information contained in these records may be needed for other purposes, such as documentation for eligibility for Social Security benefits.

Before these records are destroyed, you have the right to review the records and obtain copies of any information. Please indicate your desire below and return this form to the School District before

\_\_\_\_\_  
Date

Sincerely,

\_\_\_\_\_  
Signature and Title of District Official

I  Do  Do Not wish to review the records of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

If you do not complete and return this form within 90 days, records will be destroyed in accordance with established policy.

LEGAL REF.:  
20 U.S.C. 1232(f)(a)  
34 C.F.R. 80.42



**JRCA ©  
REQUEST FOR TRANSFER  
OF RECORDS**

The Superintendent shall develop procedures that comply with federal and Arizona law related to the request for, and the response to such request for, records of students who transfer into or out of the schools of the District from or to another school.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-141](#)

[15-828](#)

[15-829](#)

[41-1354](#)

20 U.S.C. 1232

## Compare JRCA-R © (version 2 to 1)

*first* Click on the changed parts for a detailed description. Use the left and right arrow keys to walk *last*  
through the modifications.

### JRCA-R ©

#### REGULATION

#### REQUEST FOR TRANSFER OF RECORDS

##### Requesting Records of Transfer Students

Upon enrollment of a transfer student from a private school or from a public school in another district, the principal shall request that the student's parent or guardian (or an emancipated student) authorize consent for the request for the student's education records on form JR-ED.

Within five (5) school days after enrolling a transfer student from a private school or from a public school in another district, the principal shall request, directly from the student's previous school, a certified copy of the student's record.

##### Responding to Requests for Student Records

Upon receiving a request for the records of a student who has withdrawn from school, the principal shall comply and forward the record within ~~five-ten~~ (510) days after receipt of the request, unless:

- ~~The A.~~ The record has been flagged pursuant to A.R.S. [15-829](#), in which case the record shall not be forwarded and ~~law~~

[law](#) enforcement officials shall be notified.

- ~~The B.~~ The request does not conform to the requirements related to proper release of records by an emancipated ~~student~~

[student](#) or parent.

Until June 30, 2018 or extension by the Arizona legislature, if a pupil is enrolled in a school district and that pupil also participates in Arizona online instruction, the pupil's school shall release a copy of the pupil's transcript to the online course provider within ten (10) days after a valid request to release the pupil's transcript. If the online course provider does not receive the pupil's transcript, after ten (10) days the online course provider shall notify the pupil's School District that the online course provider has not received the transcript and the pupil's transcript shall be released to the online course provider within ten (10) days. Non-compliance may result in a penalty assessed for each day of violation per A.R.S. [15-701.01](#).

The penalty prescribed immediately above does not apply to requests that would violate the family educational rights and privacy act of 1974 (20 United States Code section 1232g).





**JRD ©**  
**STUDENT PHOTOGRAPHS**

The Superintendent shall establish procedures for selection of school photographers and collection of funds for school pictures.

In any circumstance where an agreement or arrangement for school photography requires prepayment by students prior to the receipt of services and products, the photography company shall provide a copy of a current commercial performance bond in an amount not less than the total projected receipts to be collected from students.

Adopted: date of manual adoption





## **JRD-R ©**

### **REGULATION**

#### **STUDENT PHOTOGRAPHS**

School pictures may be taken for individual or school purposes.

The selection of a school picture photographer shall be considered annually by the school administration. Specifications for photographic products and services must be drafted to serve as a standard for proposals that shall be solicited from qualified studios or individuals. Proposals shall be solicited from qualified persons. Proposals shall be evaluated according to the following criteria:

- Ability to provide required services in a timely manner.
- Quality of service and products.
- Reliability of contractor.
- Contractor experience and reputation.
- Lowest cost to students.

The Superintendent shall recommend a school photographer to the Board.

Procedures for collection of funds for school pictures shall be approved by the principal.

If an agreement or arrangement for school photography requires the students to prepay for their pictures, the photography company must provide a copy of their current commercial performance bond in an amount at least as great as the cumulative gross total amount of money to be collected from the students.

## **JRDA STUDENT PHOTOGRAPHS**

The Board recognizes that student photographic images have the potential for enhancing instruction, improving students' motivation, providing a positive image for the District and increasing safety by creating a database for the visual verification of a student's identity.

Reasonable precautions shall be taken to prevent the misuse of student images and student photographs (analog, digital, still or motion). Student images and student photographs will not be taken without a signed release from a parent.

The Superintendent or designee shall develop regulations implementing this policy.

Adopted: date of manual adoption



## JRDA-R

### REGULATION

#### STUDENT PHOTOGRAPHS

The following procedures will govern student photographs:

- Student photos will not become part of a public presentation, including, but not limited to: displays on internet websites, school brochures and programs, press releases, newspaper articles or televised news coverage without prior written consent from parents. At the start of each school year the District will provide parents with a written photographic release, giving parents the option of excluding their child from being photographed.
- If not precluded by a parent, the District will only use student images to enhance instruction, improve students' motivation, provide a positive image for the District, and increase safety by creating a database for the visual verification of the student. Specific activities may include, but are not limited to, the following:
  - Classroom and instructional programs for student production and motivational projects.
  - Publicity for the District.
  - Teleconferencing in "face to face" format where live transmissions include visual contact.
- The following mandatory security measures will be taken in regards to the storage of student images:
  - Any photo CD provided to the school or District will be locked and secured in a vault. A photo CD must be signed out for by authorized personnel before using the CD.
  - No photo CD will be left unattended.
  - The student database will only be accessible within the school and by authorized personnel.
  - Images used for student records will be transferred from the CD to the school server and will be protected by password.
- The school will contract for student photography services with qualified vendors. Each school's parent organization, however, will choose the specific vendor it will use and will negotiate the cost of the vendor's services. Vendors that the District selects must agree to comply with the District's student photography policy and regulation and must demonstrate, to the District's satisfaction, the vendor's internal safety measures that are used to protect student photographic images from inappropriate or unauthorized use. Additionally, selected vendors must agree to indemnify the District against liability resulting from the vendor's noncompliance with the District's photography policy and regulation or the vendor's own internal procedures.

## Compare JRDA-E (version 3 to 2)

**first** Click on the changed parts for a detailed description. Use the left and right arrow keys to walk **last**  
through the modifications.

### ~~JRDA-E~~

#### ~~EXHIBIT~~

#### ~~STUDENT PHOTOGRAPHS~~

#### ~~STUDENT PHOTO/VIDEO PUBLICATIONS RELEASE~~

~~I give my permission for Glendale Elementary School District, Glendale, Arizona to reproduce my son's/daughter's image through photography and videography for use in District publications and for assignments to create multimedia projects.~~

~~I understand that:~~

- ~~● my child's given name may be associated with his/her image;~~
- ~~● last names and other descriptions that would personally identify my child will not be included in a production or publication without my separate consent; and~~
- ~~● my child's image may become part of a public presentation including, but not limited to, displays such as an internet website, school brochures and programs, press releases, and newspaper articles.~~

Name of Student \_\_\_\_\_

School Attending \_\_\_\_\_ Grade \_\_\_\_\_

Name of Parent/Guardian (printed) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_ **Must be authorized annually**



## **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 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.
9. Pupil biometric information.
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.
14. Voting history.

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), 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

### 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. 1232g, the Family Educational Rights and Privacy Act

20 U.S.C. 1232h, the Protection of Pupil Rights Amendment

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act

20 U.S.C. 7908

34 C.F.R. 98

34 C.F.R. 300

### CROSS REF.:

[JI](#) - Student Rights and Responsibilities

[JICEC](#) - Freedom of Expression

[JII](#) - Student Concerns, Complaints, and Grievances

JR - Student Records

KB - Parental Involvement in Education

GLENDALE ELEMENTARY SCHOOL DISTRICT

**STUDY SESSION**

AGENDA NO: 5.B. TOPIC: Governing Board Goals, Norms and Commitments

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED: June 13, 2019

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The Governing Board will review and discuss the Governing Board Goals, Norms and Collective Commitments.





# GLENDALE ELEMENTARY SCHOOL DISTRICT No. 40

## GOVERNING BOARD GOALS

1. Increase student achievement.
2. Ensure the District's financial solvency.
3. Attract and retain Highly Qualified staff.

## GOVERNING BOARD NORMS

For the purpose of enhancing teamwork among members of the Board and between the Board and the Administration, we, the members of the School District Senior Leadership Team do hereby publicly commit ourselves collectively and individually to the following norms:

1. Come prepared to Board meetings.
2. Align decisions with adopted Board policy.
3. Adhere to established lines of communication.
4. Support Board decisions.
5. Consider recommendations from Administration.
6. Conduct business in a professional manner.
7. Follow the adopted meeting agenda.
8. Adhere to Arizona Open Meeting Law.
9. Agree to hold Board members accountable for their actions.

## GOVERNING BOARD COLLECTIVE COMMITMENTS

1. Agree Children's interests come first.
2. Set clear goals for themselves and the Superintendent.
3. Conduct an annual self-assessment/evaluation.
4. Review and continuously update District policies.
5. Agree that an individual Board member will not take unilateral action.
6. Agree the Board President is the spokesperson for the Board.
7. Avoid words and actions that create a negative impression on an individual, the Board, the District or the Community.
8. Actively listen to all speakers/presenters.
9. Agree we can disagree and use common courtesy and respect for others.
10. Adhere to Board Policy in handling all communications with staff and community members (BHC - Board Communication with Staff Members, BHD - Board Communications with the Public).
11. Agree Board meetings are for decision-making, actions, and focused discussions.
12. Will not play to the audience.
13. Agree to speak to the issues on the agenda.
14. Engage with the community to promote the District's mission, vision and goals.
15. Defer to the Superintendent for clarification on agenda items.
16. Adhere to Policy BEDBA-Board Agenda Preparation and Dissemination.

Adopted by the Governing Board May 24, 2018.

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GLENDALE ELEMENTARY SCHOOL DISTRICT

**STUDY SESSION**

AGENDA NO: 5.C. TOPIC: Strategic Planning Process

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED: June 13, 2019

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The Governing Board will discuss the District's strategic planning process.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**STUDY SESSION**

AGENDA NO: 5.D. TOPIC: Community Involvement/Committees

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED: June 13, 2019

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The Governing Board will discuss community involvement and committees.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.A. TOPIC: Minutes

SUBMITTED BY: Ms. Elizabeth Powell, Executive Assistant

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the minutes of May 9, 2019 Regular Meeting and May 23, 2019 Special Meeting as presented.

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RATIONALE:

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD  
School District No. 40 of Maricopa County, Arizona  
District Office Governing Board Room  
May 9, 2019**

**Present:** Ms. Sara Smith, President  
Ms. Brenda Bartels, Clerk  
Ms. Monica Pimentel, Member  
Ms. Mary Ann Wilson, Member

**Absent:** Mr. Jamie Aldama, Member

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Ms. Smith at 5:30 p.m. She noted the presence of four of five Board members, with Mr. Aldama absent, constituting a quorum.

**OPENING EXERCISES**

Ms. Wilson moved to adopt the meeting agenda and Ms. Bartels seconded the motion. Upon call to vote, Ms. Bartels, Ms. Wilson, Ms. Pimentel and Ms. Smith voted 'aye', and the motion carried.

Ms. Smith called for a moment of silence followed by the Pledge of Allegiance.

Ms. Smith asked for a motion to move the Call to the Public until after the Special Recognition. Ms. Pimentel moved as stated and Ms. Wilson seconded the motion. Upon call to vote, the motion carried with votes in favor from Mr. Pimentel, Ms. Smith, Ms. Bartels, and Ms. Wilson.

**SPECIAL RECOGNITION**

**Employee Recognition** The Governing Board recognized the District's retiring employees for their dedication and service to the Glendale community.

**Student Recognition** The Governing Board recognized each grade level's first, second and third place winners in the District's annual Poetry Competition.

**District Recognition** The Governing Board recognized the District for being named one of the Phoenix Business Journal's Healthiest Employers and receiving a Gold Healthy Arizona Worksite Award.

**CALL TO THE PUBLIC**

Ms. Sharla Higley addressed the Governing Board to express concerns regarding staffing and class sizes for next school year.

**CONSENT AGENDA**

Ms. Pimentel requested item 5.F. be pulled for separate discussion. Ms. Bartels moved to approve the consent agenda as presented and Ms. Wilson seconded the motion. Upon call to vote, Ms. Bartels, Ms. Wilson, Ms. Pimentel and Ms. Smith voted 'aye', and the motion carried. The following items were approved:

**Minutes** The Governing Board approved the minutes of the April 11, 2019 Regular Meeting, and April 25, 2019 Special Meeting as presented.

**Ratification of Vouchers** The Governing Board approved the expense and payroll vouchers as presented.

**Acceptance of Gifts** The Governing Board ratified and approved acceptance of the following gifts offered to the District:

<b>Donor</b>	<b>Description</b>	<b>Cash Amount or Estimated Value</b>	<b>Recipient</b>
Pearson Engineering Associates	Memorial donation to library	\$150.00	American
Kathy Ayers	Memorial donation to library	\$50.00	American
Camela Bacho	Memorial donation to library	\$50.00	American
Lynn Evans	Memorial donation to library	\$50.00	American

Donor	Description	Cash Amount or Estimated Value	Recipient
Tana Williams	Memorial donation to library	\$25.00	American
Lisa Foster	Memorial donation to library	\$100.00	American
Mary Ellen LeGendre	Memorial donation to library	\$25.00	American
Evelyn Miller	Memorial donation to library	\$100.00	American
Susan Reeb	Memorial donation to library	\$30.00	American
Eileen Cirillo	Memorial donation to library	\$30.00	American
Kroger	School Supplies	\$128.52	American
Kroger	Gift to School	\$83.09	Bicentennial North
Kroger	Gift to School	\$101.46	Bicentennial South
Kroger	Student Incentives	\$64.36	Burton
Peter Piper	Student Incentives	\$285.48	Burton
Kroger	Gift to School	\$12.57	Challenger
Donors Choose	"The Future is Now"	\$1,000.00	Challenger
Donors Choose	"Using Technology to Engage"	\$800.00	Challenger
Kroger	Gift to School	\$69.33	Coyote Ridge
Macy's	Gift to School	\$3,000.00	Coyote Ridge
Kroger	Gift to School	\$79.84	Desert Garden
Kona Ice South Central Glendale	Gift to School	\$75.00	Desert Garden
Rowel Gabriel Fulinara - American Express Foundation Employee Matching	Marcus McCarty Music Program	\$150.00	Desert Garden
Rowel Gabriel Fulinara - American Express Foundation Employee Matching	Marcus McCarty Music Program	\$150.00	Desert Garden
Kroger	Gift to School	\$40.77	Desert Spirit
Kroger	Gift to School	\$121.39	Discovery
Association of Arizona Food Banks	Coolers, carts and storage bins	\$3,000.00	Grants Department
Kroger	Student need in classrooms	\$34.03	Horizon
Sarah Balder	Employee Incentives	\$350.00	Horizon
Peter Piper	Student Incentives	\$162.87	Imes
Life Touch	Student Incentives	\$62.00	Imes
Kroger	Student Incentives	\$42.23	Jack
Kroger	Gift to School	\$68.41	Landmark
Kroger	Student Incentives	\$37.72	Sine
Dorian	Student Incentives	\$209.40	Sine
Kroger	Gift to School	\$37.05	Smith

Certified Personnel The Governing Board approved the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, terminations and/or contract renewals of certified personnel.

**New Employment**

1. Crosley, Rachel	Teacher	\$42,500	07/29/19
2. Cusack, Breanna	Teacher	\$39,000	07/19/19
3. Davis, Owen	Teacher	\$39,000	07/29/19
4. Duprest, Courtney	Teacher	\$48,500	07/29/19
5. Feffer, Alexis	Teacher	\$39,000	07/29/19
6. Garcia, Catriana	Teacher	\$43,250	07/29/19
7. Humphreys, Douglas	Teacher	\$44,000	07/29/19
8. McReynolds, Nicole	Teacher	\$41,750	07/29/19
9. Valadez, Delena	Teacher	\$51,500	07/29/19
10. Van de Bogart, Tammy	Teacher	\$5,964.47	04/22/19

**Resignation**

1. Amaechi, Chukwuma	Teacher	CNR	05/24/19
2. Gibson, Deborah	Teacher	Personal Reasons	05/24/19
3. Maxwell, Danielle*	Teacher	Personal Reasons	05/24/19
4. Moran, Timothy*	Teacher	Other Employment	05/24/19
5. Sotomayor, Stefany	Teacher	Other Employment	05/24/19

\*Recommend liquidated damages fee applied per contract

\*\*CNR-Contract Not Returned

**Change of Position**

1. Acuna, Carlos	from Ed. Asst. to Teacher		07/29/19
2. McCave, Megan	from Teacher to Gifted Achievement Advisor		07/15/19

**Rescind Resignation**

1. Bembenek, Alexandra *	Teacher		04/23/19
2. Bonilla, Celia*	Teacher		04/25/19
3. Garduno, Helen*	Speech Language Pathologist		04/23/19
4. Macklin, Diana*	Teacher		05/07/19

\*Contract Renewal for 19-20SY

**Retirements**

1. Hinton-Veniro, Karen*	Teacher		05/24/19
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\*Correction to resignation reason

**Non-Administrative Contract Renewal**

1. Conrad, Laura	Speech Language Pathologist		07/22/19
2. Dawson, Susan	Speech Language Pathologist		07/22/19

Classified Personnel The Governing Board approved the following employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel:

**New Employment**

1. Bustos, Daniel	Trainee School Bus Driver	\$12.07	04/29/19
2. Calonge, Cbarlotte	Campus Monitor	\$11.00	04/17/19
3. Martinez, Alberto	Campus Monitor	\$11.00	04/17/19
4. Niel, Anthony	Lead Custodian	\$13.35	04/24/19
5. Peterson, Angelica	School Bus Driver	\$13.65	04/24/19
6. Zubia, Tina	Campus Monitor	\$11.00	04/17/19

**Position Change**

1. Kemme, Roger	from Trainee School Bus Driver to School Bus Driver	\$13.65	04/24/19
2. Nunez, Roberto	from Lead Custodian to Unit Operations Manager	\$14.77	04/15/19

**Retirement**

1. Hinojosa, Maria Refugio	Cleaner I		05/23/19
2. McKinney, Peggy	Ed. Assist. Self Contained		05/23/19
3. Robinson, Toni	Food Service Worker		05/23/19
4. Shriro, Kimberly	Food Service Field Supervisor		06/30/19

**Resignation**

1. Banuelos, Sandra A.	Attendance Secretary	CNA	05/24/19
2. Beltran, Nancy	Campus Monitor	Personal Reasons	04/08/19
3. Brenner, Christine	Ed. Assist. Special Ed. CC-MD	CNR	05/23/19
4. Canez, Jesus Fernando	Ed. Assist. Ortho Impaired	Personal Reasons	05/23/19
5. Castro, Patricia	Campus Monitor	Personal Reasons	05/23/19
6. Leyba, Geneva	Warehouse Specialist/Delivery Driver	Personal Reasons	04/30/19
7. Martinez, Casey D.	Nurse-LPN	CNA	05/23/19
8. Munoz, Angelica	Campus Monitor	Personal Reasons	04/12/19
9. Munoz, Johnnie	Cleaner II	Career Change	04/02/19
10. Ortega, Monica	Ed. Assist. Special Ed. Autism	CNA	05/23/19
11. Ramos, Angelica	Ed. Assist. Standard	Personal Reasons	04/26/19



12. Rekart, Alyssa	Speech Language Pathologist Assistant	Personal Reasons	05/23/19
13. Rutledge, Andrea	Ed. Assist Standard - CEP	CAN	05/23/19
14. Smith, Bobby	Diesel Mechanic	Career Change	04/19/19
15. Valdez, Noellie	Ed. Assist. Special Ed. Resource	CNA	05/23/19
16. Vigil, Jaime	Ed. Assist. Special Ed. Self-Contained	Personal Reasons	04/05/19
17. Zambrano, Isabel	Food Service Cashier	CNA	05/23/19

CNA = Contract Not Accepted  
CNR = Contract Not Returned

**Rescinded Resignation**

1. Zamora, Liliana	Campus Monitor		04/19/19
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**Increase in Hours**

1. Romero, Sharmane	Campus Monitor	\$11.55	04/17/19
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**New Hire Substitutes**

1. Marin, Flor	Sub-Cleaner	\$11.00	04/22/19
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**Surplus Property  
Disposal**

The Governing Board approved the items listed as surplus property and grant permission to dispose of them through public auction, salvage company and/or donation to local non-profit(s), and remove them from the asset listing.

**Student Activity Fund  
Balance Statement**

The Governing Board approved the Student Activity Fund Balance Statement for March, 2019 as presented.

**Continuation of  
Existing Contracts**

The Governing Board approved continuation of existing contracts for the 2019-2020 School Year as presented.

**Cooperative  
Agreements**

The Governing Board approved the continuation of existing Cooperative Agreements for the 2019-2020 School Year as presented.

**Sole Source Renewals**

The Governing Board approved the continuation of existing Sole Source Awards for the 2019-2020 School Year as presented.

**Facsimile Signatures**

The Governing Board approved the annual, routine reaffirmation of its authorization for the use of one original Board member's signature and facsimile signatures for the other Board members when signing expense and payroll vouchers.

**Memorandum of  
Understanding**

The Governing Board approved the Memorandum of Understanding with Teach for America for the 2019-2020 school year as presented.

**Job Descriptions**

The Governing Board approved the job descriptions for Executive Director of Behavioral Health and School Safety, Director of Social and Emotional Learning and Mental Health Services, and Principal Coach for Multi-tiered Support Services and School Culture as presented.

*The following item was pulled for separate discussion:*

**Travel**

Ms. Pimentel raised questions about the difference in cost of travel for two separate requests for the Leading Change Conference. Dr. Petersen-Incorvaia noted the second request for the higher amount contains an error in the amounts listed.

Ms. Pimentel made a motion to approve the employee requests for out-of-county travel as presented with the corrections noted and Ms. Wilson seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Pimentel, Ms. Wilson, Ms. Bartels, and Ms. Smith.

REPORTS AND INFORMATION ITEMS

Arizona Public  
Service Solar  
Communities  
Program

Administration presented a report regarding the implementation of the APS Solar Communities Program. Mr. Mike Barragan introduced Austin Hatfield from APS to provide an overview of the program:

**APS Solar Communities**  
**Glendale Elementary Presentation**

Austin Hatfield, Customer Project Associate  
May 9, 2019

**The Program**

- Open to qualifying customers, and those who primarily serve limited-income customers, throughout APS service territory – including rural Arizona
- Designed to run for 3 years; requires a yearly program capital spend of \$10 million-\$15 million
- APS will deploy utility-owned photovoltaic solar panels, using local installers, that are connected to the distribution system
- Customers will benefit via monthly bill credit, not tied to energy production

**Program Participants**

- Primary Participants: Limited-Income Residential Customers and Multifamily Dwellings
- Secondary Participants: Moderate-Income Residential Customers
- Other Eligible Participants: Organizations Serving Limited- & Moderate-Income Customers
  - Title 1 Schools
  - Nonprofits
  - Rural Government

- Residential bill credit amount \$30 per month; rooftop solar PV
- Multifamily bill credit amount \$15 per month; \$1,000 annual to owner; covered parking
- Non-residential bill credit calculated at \$2.5/kW per month; covered parking

\* Example: \$250/month for 100kW, \$125/month for 50kW

**Non-Residential Overview**

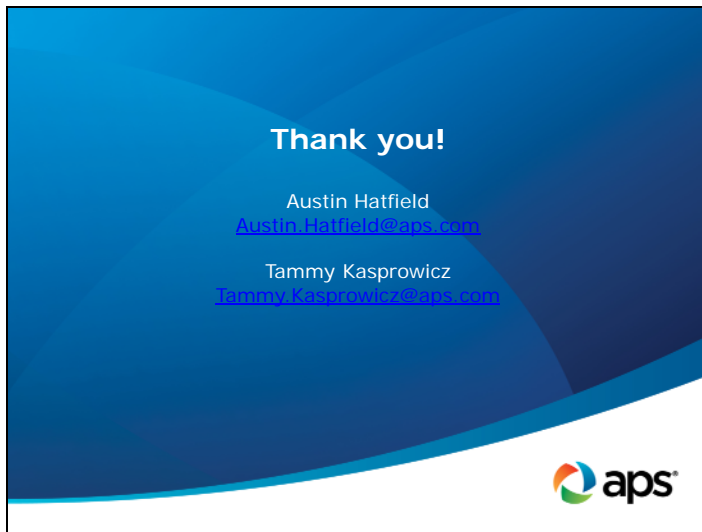
- Partnering with Title 1 schools and non-profits that serve the limited income population throughout Arizona
- Solar covered parking structures (owned and maintained by APS for 20 years)
- Must include room to accommodate a minimum of 50kW size system (about 20 parking spots)
- Site must not have existing covered parking on the site
- Little to no shading or obstructions
- Bill credit of \$2.5/kW per month

**Powered by the APS Solar Communities program**  
aps.com/solarcommunities

**Glendale Project Details**

250 kW AC =  
\$625 per month  
\$7,500 per year  
\$150,000 for life of program

Schedule reflects  
June – August build



Ms. Pimentel inquired about the construction project schedule. Mr. Barragan noted the construction will present a short-term parking hardship, but in the long run will be of significant benefit to the District. Plans for parking alternatives are being worked out by the leadership team.

Ms. Pimentel asked how much energy the new system would generate.

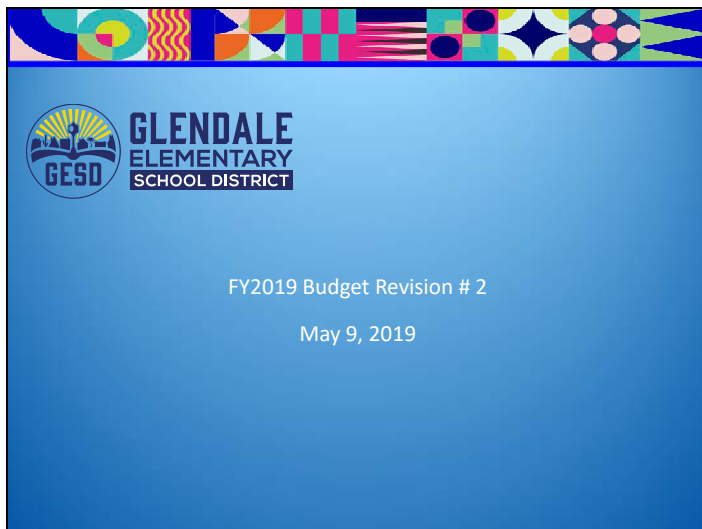
**Bond Sale of  
\$9,000,000**

Administration and the District's financial advisor(s) reported to the Governing Board on the process, the ratings by Moody's and Fitch of GESD, and the bond sale of \$9,000,000. Mike Barragan and Bill Davis from Piper Jaffray provided information about the sale of bonds that took place recently. Mr. Barragan pointed out the difference in rates for districts who used a financial advisor compared with those who did not.

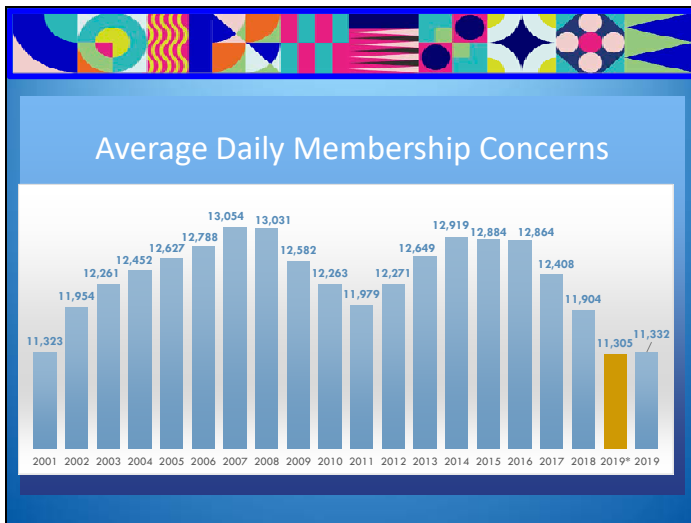
**ACTION ITEMS**

**Revision #2 of 2018-2019**

**Expenditure Budget** Ms. Segotta-Jones recommended the Governing Board approve Revision #2 of the Expenditure Budget for Fiscal Year 2018-2019 as presented. Mr. Barragan and Ms. Valerie Shumway provided an overview of the budget revisions.



M& O Budget Comparison	
FY19 Revised # 1	FY19 Revised # 2
RCL.....\$58,896,207	RCL.....\$59,276,277
DAA.....\$	DAA.....\$
Override.....\$ 9,154,566	Override.....\$ 9,211,577
BBCF.....\$ 4,017,011	BBCF.....\$ 4,017,011
<u>Adjustments.....\$ - 481,798</u>	<u>Adjustments.....\$ - 481,798</u>
\$71,585,986	\$72,023,067



### M& O Budget Comparison

Scenario 1	Scenario 2
\$2,833,728 – BBCF as 5/3/19	\$2,833,728 – BBFC as 5/3/19
\$1,141,925 – Not Moved out of M&O	\$ 800,000 – Est. SpedEd Expenses
\$ 437,081 – No Increase to ADM	\$2,033,728 – Est. BBCF into FY20
<b>\$1,254,722 – BBCF had nothing changed</b>	
\$ 800,000 – Est. SpedEd Expenses	
<b>\$ 454,722 – Est. BBCF into FY20</b>	

### Budget Balance Carryforward


Report	Fiscal Year	Budget Balance Carryforward (BBCF)	Revenue Control Limit (RCL)	Percent
<b>Est.</b>	2020	\$ 2,033,728.00	\$ 61,352,534.00	3.31%
BUDG25	2019	\$ 4,043,545.00	\$ 61,352,534.00	6.59%
BUDG75	2018	\$ 3,345,695.00	\$ 57,757,328.00	5.79%
BUDG75	2017	\$ 2,884,370.00	\$ 60,932,454.00	4.73%
BUDG75	2016	\$ 2,139,587.00	\$ 60,057,280.00	3.56%
BUDG75	2015	\$ 2,172,383.00	\$ 58,863,663.00	3.69%
BUDG75	2014	\$ 1,757,331.00	\$ 57,911,322.00	3.03%
BUDG75	2013	\$ 2,112,566.00	\$ 55,756,894.00	3.79%
BUDG75	2012	\$ 1,805,766.00	\$ 53,297,798.00	3.39%
BUDG75	2011	\$ 2,234,136.00	\$ 53,235,044.00	4.20%
BUDG75	2010	\$ 1,650,297.00	\$ 58,405,733.00	2.83%
BUDG75	2009	\$ 1,083,258.00	\$ 59,220,492.00	1.83%

### Unrestricted Capital Budget Comparison

FY19 Revised # 1	FY19 Revised # 2
BBCF.....\$1,842,051	BBCF.....\$1,842,051
Interest.....\$ 1,500	Interest.....\$ 12,350
Adjustments.....\$	Adjustments.....\$
RCL/DAA.....\$4,012,227	RCL/DAA.....\$4,012,057
Prop. 123.....\$ 532,800	Prop. 123.....\$ 532,800
\$ 6,388,578	\$ 6,399,258

- ### Additional Assistance / Capital Cuts
- District Additional Assistance (DAA) was calculated at \$5,365,680
  - \$3,487,692 Estimated legislative reduction or 65%
  - Previously reductions were 85%
  - DAA available \$1,877,988 (Approx. \$1 million more)
  - Legislative Reductions 2009-2019
    - Approximately \$ 39.5 million
    - \$36.5 million specific to capital funding

- ### Final thoughts
- FY19 – No legislative financial safeguards
    - Immediate reductions to budget limit
    - Financial decisions must be made for sustainability
  - Capital Funding
    - Reduction due to less enrollment
    - Increase per pupil in FY20
  - Potential reduction in grant funds
  - Increase enrollment – must be a priority
    - Marketing/Advertising Campaign
    - Competition
  - Update demographic study - Late June



Final thoughts continued

- Classroom Dollars Report
  - Prop. 206 = increase non-classroom spending while decreasing classroom dollars
  - Jan. 1 , 2020 estimated implementation cost (from \$11 to \$12)
  - Salaries/Wages compressed (on-going)
  - Decrease in enrollment = increase non-classroom spending
  - Appear to be inefficient in its operations



Final thoughts continued

- It is important the Board understand the various competing interest and the impact of its decision – look at the overall picture.
  1. Reduction in operating expenses
  2. Capital Needs
  3. Self-Insurance Solvency
  4. Declining Enrollment
  5. Rating agencies and the impact to our taxpayers

Ms. Bartels commented on the slight increase in enrollment.

Ms. Bartels moved to approve the revised budget as presented and Ms. Wilson seconded the motion. Upon call to vote, the motion carried with four votes in favor from Ms. Pimentel, Ms. Wilson, Ms. Smith and Ms. Bartels.

Employment of  
Principal

Ms. Segotta-Jones recommended the Governing Board approve the hiring of Ms. Tamera Nicol as Principal of Bicentennial North School, salary and benefits commensurate with other Principals. Ms. Pimentel moved to approve the item as stated and Ms. Wilson seconded the motion. Upon call to vote, the motion carried with four votes in favor from Ms. Pimentel, Ms. Wilson, Ms. Smith and Ms. Bartels.

Employment of  
Principal

Ms. Segotta-Jones recommended the Governing Board approve the hiring of Ms. Lorri Alonzo as Principal of Glenn F. Burton School, salary and benefits commensurate with other Principals. Ms. Bartels moved to approve the item as stated and Ms. Pimentel seconded the motion. Upon call to vote, the motion carried with four votes in favor from Ms. Pimentel, Ms. Wilson, Ms. Smith and Ms. Bartels.

2019-2020 Salary  
Placement Tables,  
Fringe Benefits and  
Extra Duty Stipends

Ms. Segotta-Jones recommended the Governing Board approve the Salary Placement Tables, Fringe Benefits, and Extra Duty Stipends for the 2019-2020 school year as presented.

Ms. Segotta-Jones explained these are required to be brought to the Board for approval on an annual basis. This has not been done in several years.

Ms. Smith requested a study session regarding salary schedules to allow the Board to discuss them in greater detail.

Ms. Wilson moved to approve the item as stated and Ms. Bartels seconded the motion. Upon call to vote, the motion carried with four votes in favor from Ms. Pimentel, Ms. Wilson, Ms. Smith and Ms. Bartels.

Employment of  
Director

Ms. Segotta-Jones recommended the Governing Board approve the hiring of Ms. Jody Gallimore as Director of Student Services, salary and benefits commensurate with other Directors. Ms. Wilson moved to approve the item as stated and Ms. Bartels seconded the motion. Upon call to vote, the motion carried with four votes in favor from Ms. Pimentel, Ms. Wilson, Ms. Smith and Ms. Bartels.

**FUTURE MEETINGS**

Future Meetings and

Agenda Item Request A list of upcoming meetings was reviewed. The next meeting is May 23<sup>rd</sup> at 5:00 p.m. Ms. Segotta Jones noted administration expects to have recommendations for the current assistant principal vacancies at this time. Beginning with the June 13 meeting, the start time for meetings will be 4:00 p.m. for the duration of the summer.

Governing Board Members were given the opportunity to request items to be included on future meeting agendas for discussion, information and/or action.

**SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS**

Ms. Segotta-Jones provided information about current events:

- Ms. Donna Sanchez was recognized today by the Glendale Rotary as the Matt O. Hanhila Inspirational Educator of the Year.
- The District's AZELLA results were shared at Leadership today, and were very positive.

Ms. Pimentel commented on the Celebration of Excellence, the healthy employer awards, the art display and poetry contest winners.

Ms. Wilson thanked teachers in recognition of Teacher Appreciation Week and congratulated Davita for the awards.

Ms. Bartels also commented on the various end of year activities taking place in the coming weeks.

Ms. Smith complimented Mr. Cummings on the pictures he captured from the Celebration of Excellence.

**ADJOURNMENT**

Ms. Pimentel moved to adjourn the meeting and Ms. Bartels seconded the motion. Upon call to vote, Ms. Bartels, Ms. Wilson, Ms. Pimentel and Ms. Smith voted 'aye', the motion carried and the regular meeting adjourned at 7:38 p.m.

Submitted by:

\_\_\_\_\_  
Elizabeth Powell, Executive Assistant

Approved by:

\_\_\_\_\_  
Brenda Bartels, Clerk of the Board

Date: June 13, 2019

**MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD**  
**School District No. 40 of Maricopa County, Arizona**  
**District Office Governing Board Room**  
**May 23, 2019**

**Present:** Ms. Sara Smith, President  
Ms. Brenda Bartels, Clerk  
Ms. Monica Pimentel, Member  
Ms. Mary Ann Wilson, Member

**Absent:** Mr. Jamie Aldama, Member

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Ms. Smith at 5:00 p.m. She noted the presence of four of five Board members, with Mr. Aldama absent, constituting a quorum.

**OPENING EXERCISES**

Ms. Smith welcomed everyone and thanked them for coming.

Ms. Bartels moved to adopt the meeting agenda and Ms. Wilson seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Smith, Ms. Bartels, Ms. Pimentel and Ms. Wilson.

Ms. Smith called for a moment of silence, followed by the Pledge of Allegiance.

**CALL TO THE PUBLIC**

None at this time.

**SPECIAL RECOGNITION**

Special Recognition The Governing Board recognized staff, parents and students who participated in the 2019 Dual Language Immersion Program Parent Spanish Classes.

**STUDY SESSION**

Policy Manual

Review

The Governing Board reviewed Board Policy Manual Section E-Support Services as part of the comprehensive policy manual review with Arizona School Boards Association. Board members were given the opportunity to ask questions about policies and request policies pulled for further discussion.

Ms. Smith read through the list of policies.

Ms. Bartels inquired about the indoor air quality requirements in EB-R. Ms. Segotta-Jones stated this information could be provided in a Board Update.

Ms. Smith asked about language in EBC that stated emergency plans would be presented to the Board annually. She would like this to be added to the calendar. Ms. Segotta-Jones noted these plans are in the process of being established and will be reported upon when completed.

Ms. Bartels inquired about the indoor air quality plan reference in ECB. Ms. Segotta-Jones stated this information could be provided in a Board Update.

Ms. Smith asked about the temperature guidelines in ECF-R. This will be pulled to be brought back for further discussion. Ms. Bartels also asked questions about the stipulations for air filters to be changed out.

Ms. Wilson asked about the language in EDBA related to student responsibility for loss items.

Ms. Bartels asked to have EDC-R pulled for the sentence related to employee use of cellular phones to have grammatical corrections made.

Ms. Bartels asked about EEAA and the language related to transportation of students outside of the school district. This will be pulled for further discussion.

Ms. Smith asked about the frequency of bus evacuation drills.

EEAEA Ms. Smith asked if the District reimburses the costs of fingerprinting clearance. The District does not currently, but with the driver shortage this may be something we look to do in the future.

EEAEAA-R Ms. Bartels inquired about the section under Driver Training. This will be pulled for further discussion.

EF-R Ms. Smith asked questions about the school meal program and the requirement that it not be for profit. Ms. Gleave provided clarification. Ms. Bartels asked about the list of foods of minimal nutritional value and competitive foods. She noted these might impact parent groups on campuses. Ms. Smith inquired about the involvement of parents and the community in the food and nutrition program. This will be included in a Board Update.

EFDA Ms. Bartels inquired about the District's practices related to collection of students' funds for meals and if this is done in a way that does not identify or single out students. Ms. Segotta-Jones confirmed this is the case.

EFE Ms. Bartels pointed out that vending machines need to follow regulations. Ms. Segotta-Jones confirmed they do.

EGAD Ms. Smith asked about parent groups use of copy machines. There are currently no regulations related to this. The new policy language will require these to be developed.

EGD Ms. Bartels pointed out that confidential information should not be included in emails to the Governing Board.

EI Ms. Bartels pointed out a possible grammatical error with the use of "in" instead of "on".

#### CONSENT AGENDA

Ms. Bartels requested item A be pulled for separate discussion. Ms. Bartels moved to approve the Consent Agenda as presented with the exception of item A and Ms. Pimentel seconded the motion. Upon call to vote, Ms. Wilson, Ms. Smith, Ms. Bartels, and Ms. Pimentel voted 'aye', and the following items were approved:

#### Classified Personnel Report

The Governing Board approved the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel.

#### New Employment

1. Humphrey, Maria	Food Service Specialist	\$11.25	05/01/2019
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#### Position Change

1. Bejarano, Christina	from Trainee School Bus Driver to School Bus Driver	\$13.65	04/29/19
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#### Retirement

1. Pacheco, Monica	Ed. Assistant Special Education		05/23/19
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#### Resignation

1. Azpeitia, Vanessa	Campus Monitor	Personal Reasons	05/23/19
2. Benson, James	School Bus Driver	Personal Reasons	05/02/19
3. Billings, Lois	Campus Monitor	Personal Reasons	04/25/19
4. Bustos, Daniel	Trainee School Bus Driver	Personal Reasons	05/03/19
5. Coe, Denise	Ed. Assistant Spec Ed Preschool	Personal Reasons	05/09/19
6. Guerrero, Ana	Buyer Contract Specialist	Personal Reasons	05/10/19



7. Hoepelmen, Ethan	Cleaner II	Career Change	05/03/19
8. Skinner, April	School Bus Driver	Personal Reasons	04/10/19

**Decrease in Hours**

1. Martinez, Alberto	Campus Monitor		05/23/19
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Travel The Governing Board approved the the requests for employee out-of-county travel as presented.

*The following item was pulled for separate discussion:*

**Certified Personnel Report**

Ms. Bartels asked for clarification of the revision. Ms. Bartels moved to approve the item as presented and Ms. Pimentel seconded the motion. Upon call to vote the motion carried with votes in favor from Ms. Smith, Ms. Bartels, Ms. Wilson and Ms. Pimentel. The Governing Board approved the following employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, terminations and/or contract renewals of certified personnel.

**New Employment**

1. Hallum, Dana	Teacher	\$40,250	07/29/19
2. Holly, Alisha	Teacher	\$41,000	07/29/19
3. Hutson, Mickayla	Teacher	\$39,000	07/29/19
4. Jones, Johnny	Teacher	\$39,000	07/29/19
5. Kaser, Gina	Teacher	\$47,000	07/29/19
6. Kaufman, Meryl	Teacher	\$50,750	07/29/19
7. Levinson, Cynthia	Teacher	\$50,750	07/29/19
8. Lutton, Rhona	Teacher	\$39,000	07/29/19
9. Mellen, Stacie	Speech Language Pathologist	\$52,759	07/29/19
10. Oberoi, Shivani	Teacher	\$44,750	07/29/19
11. Ruiz, Tammyu	Teacher	\$40,250	07/29/19
12. Vanegas, O'Jay	Teacher	\$39,000	07/29/19
13. West, Crystal	Teacher	\$48,500	07/29/19
14. Wilson, Alexis	Teacher	\$39,000	07/29/19

**Correction to New Employment**

1. Cusack, Breanna	Teacher		07/29/19
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**Resignation**

1. Beverly, Celine	Teacher	Personal Reasons	05/24/19
2. Hamilton, Julie	Teacher	Employment	05/24/19
3. Polanco, Magdalena	Teacher	CNR	05/24/19

CNR = Contract Not Returned

**Correction to Resignation**

1. Vasilescu, Liliana	Teacher		05/03/19
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**ACTION ITEMS**

**Policy Revision  
First Reading**

Ms. Segotta-Jones recommended the Governing Board approve the first reading of revised policy manual section E-Support Services. Ms. Bartels moved to approve the recommendation as stated and Ms. Pimentel seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Smith, Ms. Bartels, Ms. Pimentel and Ms. Wilson.

**Employment of  
Executive Director**

Ms. Segotta-Jones recommended the Governing Board approve the employment of Dr. Louis Laffitte, Jr., as Executive Director for Behavioral Health and School Safety, salary and benefits commensurate with the Executive Director schedule. Ms. Wilson moved to approve the recommendation as stated and Ms. Bartels seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Smith, Ms. Bartels, Ms. Pimentel and Ms. Wilson.

Employment of  
Principal Coach

Ms. Segotta-Jones recommended the Governing Board approve the employment of Ms. Sienna Shively as Principal Coach for Multi-Tiered Support Services and School Culture, salary and benefits commensurate with other Directors. Ms. Bartels moved to approve the recommendation as stated and Ms. Pimentel seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Smith, Ms. Bartels, Ms. Pimentel and Ms. Wilson.

Employment of  
Assistant Principal

Ms. Segotta-Jones recommended the Governing Board approve the employment of Mr. Jeff Nell as Assistant Principal of Glenn F. Burton School, salary and benefits commensurate with other Assistant Principals. Ms. Bartels moved to approve the recommendation as stated and Ms. Pimentel seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Smith, Ms. Bartels, Ms. Pimentel and Ms. Wilson.

Employment of  
Assistant Principal

Ms. Segotta-Jones recommended the Governing Board approve the employment of Mr. Donald Madison as Assistant Principal of Bicentennial North School, salary and benefits commensurate with other Assistant Principals. Ms. Wilson moved to approve the recommendation as stated and Ms. Bartels seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Smith, Ms. Bartels, Ms. Pimentel and Ms. Wilson.

Employment of  
Principal

Ms. Segotta-Jones recommended the Governing Board approve the employment of Ms. Angelique Saiz as Principal of Discovery School, salary and benefits commensurate with other Principals. Ms. Bartels moved to approve the recommendation as stated and Ms. Pimentel seconded the motion. Upon call to vote, the motion carried with votes in favor from Ms. Smith, Ms. Bartels, Ms. Pimentel and Ms. Wilson.

**FUTURE MEETINGS**

Future Meetings and  
Agenda Item Request

A list of upcoming meetings was reviewed. The next meeting is on Thursday, June 13<sup>th</sup> at 4:00 p.m. Ms. Segotta-Jones reviewed the list of upcoming meeting items. Ms. Segotta-Jones noted one additional Assistant Principal vacancy remains to be filled. If the interview process concludes early, administration requests a telephonic meeting be held in order to approve this item prior to staff leaving for summer vacation.

Governing Board Members were given the opportunity to request items to be included on future meeting agendas for discussion, information and/or action.

**SUMMARY OF BOARD AND SUPERINTENDENT CURRENT EVENTS**

Ms. Segotta-Jones thanked everyone for their work throughout the school year. She recognized Ms. Gina Schmitz for her work with Peoria North Rotary Club to manage and provide the Prom Closet for local families. The District was also recognized for its support of the program.

Ms. Pimentel congratulated and thanked staff for the successful school year. She also recognized Cindy for rocking the District in her first year as Superintendent.

Ms. Wilson congratulated the new administrative appointments and the eighth grade students who promoted this year. She suggested the District could expand its Dual Language program and provide Spanish language classes to students at all schools.

Ms. Bartels congratulated the eighth grade students who promoted as well as our students who graduated from high school this year.

Mr. Smith also commented on the eighth grade and high school students graduating this year. She noted how impressed she is when she sees the relationships between students and their teachers while attending promotions. She also noticed at one promotion students had been prepared on proper hand-shaking and acceptance of their awards. Ms. Smith also enjoyed the student speeches, particularly those about students overcoming struggles during their education. Ms. Smith suggested the National Junior Honor Society groups at schools could partner with the Hometown Christmas Parade and the food drive for Hope for Hunger.

**ADJOURNMENT**

Ms. Pimentel moved to adjourn the meeting and Ms. Bartels seconded the motion. Upon call to a vote, Ms. Wilson, Ms. Bartels, Ms. Pimentel, and Ms. Smith voted 'aye', and the motion carried and the regular meeting adjourned at 6:56 p.m.

Submitted by:

\_\_\_\_\_  
Elizabeth Powell, Executive Assistant

Approved by:

\_\_\_\_\_  
Brenda Bartels, Clerk of the Board

Date: June 13, 2019

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.B. TOPIC: Ratification of Vouchers

SUBMITTED BY: Ms. Valerie Caraveo, Director of Finance and Purchasing

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Financial and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the expense and payroll vouchers as presented.

**RATIONALE:**

In accordance with A.R.S. § 15-321G, the expense and payroll vouchers must be approved and ratified by the Governing Board. The attached vouchers summarize expense and payroll warrants that were issued by Glendale Elementary School District and reviewed by the Clerk of the Governing Board.

<b>Expense Vouchers</b>		
<b>Date</b>	<b>Voucher #</b>	<b>Amount</b>
4/18/2019	2100	\$430,722.90
4/18/2019	2101	\$129,625.28
4/25/2019	2102	\$430,831.11
4/25/2019	2103	\$118,678.47
5/2/2019	2105	\$83,972.92
5/2/2019	2106	\$7,189.38
5/2/2019	2104	\$422,917.33
5/3/2019	2109	\$4,046.46
5/9/2019	2107	\$410,208.14
5/9/2019	2108	\$198,129.74
5/16/2019	2110	\$597,365.25
5/16/2019	2111	\$145,158.62
5/16/2019	2112	\$1,307.65
5/20/2019	2115	\$21,877.53
	<b>Total:</b>	<b>\$3,002,030.78</b>

<b>Payroll Vouchers</b>		
<b>Date</b>	<b>Voucher</b>	<b>Amount</b>
4/30/2019	42	\$147,919.56
4/30/2019	1035	\$2,858,484.19
5/9/2019	1036	\$2,844,112.87
5/14/2019	43	\$137,214.29
5/14/2019	44	\$919.97
	<b>Total:</b>	<b>\$5,988,650.88</b>

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.C. TOPIC: Acceptance of Gifts

SUBMITTED BY: Ms. Valerie Caraveo, Director of Finance and Purchasing

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Financial and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve acceptance of the following gifts offered to the District.

**RATIONALE:**

<b>Donor</b>	<b>Description</b>	<b>Cash Amount or Estimated Value</b>	<b>Recipient</b>
Southwest Gas Corporation	Memorial donation to library	\$80.00	American
Stephanie Grainer	Memorial donation to library	\$25.00	American
Gardner's Book Service	Grant to library	\$500.00	Bicentennial South
Peter Piper Inc.	Gift to School	\$343.40	Bicentennial South
Lifetouch Studios	Student Incentives	\$168.00	Bicentennial South
The Cornish Pasty Co	Volunteer Luncheon	\$110.00	Coyote Ridge
Booster Club	2 3-D printers	\$800.00	Coyote Ridge
Kona Ice South Central Glendale	Student Incentives	\$26.00	Desert Garden
Box Tops for Education	Gift to School	\$99.90	Desert Spirit
Lifetouch Studios	Gift to School	\$116.00	Desert Spirit
James K Devlin	Field Trip	\$220.00	Discovery
Discovery PTSA	Field Trip	\$1,320.00	Discovery
Macayo's	Chips & Salsa	\$60.00	District Wide Induction Program
Submarinos	4 1 items pizzas	\$50.00	District Wide Induction Program
Carraba's	4 pans of pasta	\$100.00	District Wide Induction Program
Firehouse Subs	4 large salads	\$60.00	District Wide Induction Program
La Purisima Bakery	Pastries	\$90.00	District Wide Induction Program
Cerreta's	Candy	\$80.00	District Wide Induction Program
Raising Canes	Beverages	\$135.00	District Wide Induction Program
Sardella's	15 pizzas	\$165.00	District Wide Induction Program
Hungry Howie's	10 pizzas	\$65.00	District Wide Induction Program
Glen Fair Bowling Lanes	10 passes for 1 game	\$360.00	District Wide Induction Program
Jackie Mutchler	Popcorn gift item	\$35.00	District Wide Induction Program
Bitzee Mama's	3 \$10 gift cards	\$30.00	District Wide Induction Program
Alex Akers	Wings	\$88.00	District Wide Induction Program
Manuel's	1 \$25 gift card/2 cheese crisps	\$45.00	District Wide Induction Program
Barro's	6 \$25 gift cards	\$150.00	District Wide Induction Program
Dutch Brothers	Gift basket	\$100.00	District Wide Induction Program
Dave & Busters	2 gift baskets/2 \$15 gift card	\$50.00	District Wide Induction Program
Subway	6 6 inch sub coupons	\$40.00	District Wide Induction Program
Buffalo Wild Wings	200 wings	\$300.00	District Wide Induction Program
Chipotle	Burritos	\$175.00	District Wide Induction Program

<b>Donor</b>	<b>Description</b>	<b>Cash Amount or Estimated Value</b>	<b>Recipient</b>
Popo's	2 \$25 gift card	\$50.00	District Wide Induction Program
Luna Pizza	4 large pizzas	\$50.00	District Wide Induction Program
Baker Wee	2 sheet cakes	\$100.00	District Wide Induction Program
Native New Yorker	5 \$15 gift cards/5 pizzas and 100 wings	\$195.00	District Wide Induction Program
Peter Piper Inc.	100 wings	\$88.00	District Wide Induction Program
Papa John's	200 wings	\$232.00	District Wide Induction Program
Box Tops for Education	Motivational items	\$20.70	Glendale Success Academy
Jan & Jeff Simon	Walmart gift card	\$200.00	Glendale Success Academy
Teresa Wong	Starbucks gift card	\$5.00	Human Resources
Kroger	Student Incentives	\$19.72	Imes
The Salvation Army	Sporting equipment-20 balls	\$200.00	Landmark
Peter Piper Inc.	Student Incentives	\$76.18	Sine
Peter Piper Inc.	Student Incentives	\$95.03	Sine
Kroger	Gift to School	\$82.41	Sunset Vista

GLENDALE ELEMENTARY SCHOOL DISTRICT  
**ACTION AGENDA ITEM**

AGENDA NO: 6.D. TOPIC: Certified Personnel Report

SUBMITTED BY: Ms. Cathey Mayes, Director of Human Resources

RECOMMENDED BY: Ms. Deby Valadez Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, terminations, and/or contract renewals of certified personnel.

**New Employment**

1. Arenivar, Jasmin	Teacher	\$40,500	07/29/19
2. Barrera, Maricela	Teacher	\$48,500	07/29/19
3. Benedict, Roberta	Teacher	\$39,000	07/29/19
4. Bridges, Scarlett	Teacher	\$39,000	07/29/19
5. Campbell, Brandon	Teacher	\$39,000	07/29/19
6. Cobb, Joseph	Teacher	\$51,750	07/29/19
7. Colwell, Hannah	Teacher	\$39,000	07/29/19
8. Gehl, Robert	Teacher	\$45,750	07/29/19
9. Harris, Matthew	Teacher	\$41,250	07/29/19
10. Heath, Tiffany	Teacher	\$44,750	07/29/19
11. Hogans, Rabiah	Teacher	\$41,250	07/29/19
12. Yarkosky, Krystin	Teacher	\$44,750	07/29/19
13. Jaramillo, Ginette	Teacher	\$39,000	07/29/19
14. Levinson, Cynthia	Teacher	\$50,750	07/29/19
15. McGratty, Lisa	Teacher	\$47,250	07/29/19
16. Mohar, Dorian	Teacher	\$41,750	07/29/19
17. Nagi, Amy	Teacher	\$49,500	07/29/19
18. Nottingham, Amanda	Teacher	\$39,000	07/29/19
19. Olander, Ashley	Teacher	\$39,000	07/29/19
20. Ottens, Anissa	Achievement Advisor	\$45,500	07/15/19
21. Piccari, Jeanne	Teacher	\$45,500	07/29/19
22. Rozint, Claire	Teacher	\$39,000	07/29/19
23. Swail, Lilly	Teacher	\$39,000	07/29/19
24. Thomas, Baylee	Teacher	\$40,250	07/29/19
25. Valasin, Katheryn	Teacher	\$45,000	07/29/19
26. Vinersar, Elizather	Teacher	\$47,250	07/29/19
27. West, Crystal	Teacher	\$48,500	07/29/19

**Resignation**

1. Blowers, Chad*	Teacher	Other Employment	05/24/19
2. Eastman, Montana	Teacher	Personal Reasons	05/24/19
3. Mayes, Cathey	Director of Human Resources	Other Employment	07/05/19
4. McDonnell, Sherry	Teacher	Personal Reasons	05/24/19
5. Perry, Anissa	Teacher	Other Employment	05/24/19
6. Ray, Natasha	Teacher	Personal Reasons	05/24/19
7. Seuss, Thomas	Teacher	Personal Reasons	05/24/19
8. Testa, Talia*	Teacher	Personal Reasons	05/24/19
9. Weinberg, Anna	SELS	Other Employment	05/24/19

\*Recommend liquidated damages fee applied per contract

**Separation**

- |                     |         |          |
|---------------------|---------|----------|
| 1. Lamphere, Amy    | Teacher | 05/24/19 |
| 2. Sulaiman, Badria | Teacher | 05/24/19 |

**Change of Position**

- |                |                           |          |
|----------------|---------------------------|----------|
| 1. Baker, Tara | from Ed. Asst. to Teacher | 07/29/19 |
|----------------|---------------------------|----------|

**Non-Administrative Contract Renewal**

- |                |         |
|----------------|---------|
| 1. Garner, Luz | Teacher |
|----------------|---------|



GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.E. TOPIC: Classified Personnel Report

SUBMITTED BY: Ms. Jacqueline Horine, Coordinator for Classified Human Resources

RECOMMENDED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the employments, resignations, retirements, promotions, leaves of absence, cancellations of employment, and/or terminations of classified personnel.

**New Employment**

1. Bodrie, Gyna	Library Clerk	\$12.75	07/29/19
2. Ellis, Renee	Nurse - LPN	\$19.39	07/30/19
3. Farnsworth, Steven	Campus Monitor	\$11.00	05/15/19
4. Kaufman, Alexander	Trainee School Bus Driver	\$12.07	05/22/19
5. Picchione, Hong	Payroll Technician	\$16.72	05/23/19
6. Serrano, Raul	Journey Diesel Mechanic	\$19.88	05/15/19
7. Villa, Pamela	Lead Custodian	\$12.68	05/29/19

**Position Change**

1. Benney, Kristina	from Ed. Assist. Impaired to Ed. Assist. Standard	\$11.00	08/05/19
2. Camacho, Maria	from Trainee School Bus Driver to School Bus Driver	\$13.65	05/13/19
3. Keleti, Keleti	from Trainee School Bus Driver to School Bus Driver	\$15.06	05/20/19
4. Lopez, Teresa	from Lead Custodian to Ed. Assist. Resource	\$13.95	05/07/19
5. McKinney, Nicole	from Ed Assist CC-A to Ed. Assist Spec Ed Preschool	\$14.03	08/01/19
6. Mora, Josefina	from Cleaner I to Sub-Cleaner	\$11.00	05/13/19
7. Panerio, Heather	from Ed. Assist to Library Clerk	\$13.08	07/29/19

**Resignation**

1. Caldwell, Logan	Ed. Assist. Special Education	Personal Reasons	05/23/19
2. Drouse, Shane	Ed. Assist. Special Education	Personal Reasons	05/23/19
3. Humphrey, Maria	Food Service Specialist	Personal Reasons	05/08/19
4. Magno, Vicente	School Bus Driver	Moved	06/14/19
5. Marshall, Shaniqua	Bus Monitor	Other Employment	05/23/19
6. Quijada, Roxanna	Food Service Worker	Personal Reasons	05/23/19
7. Robles Amaya, Maria Elena	Ed. Assist. Special Ed. Self-Contained Education		05/23/19
8. Sanchez, Sandra	Ed. Assist. Special Ed. Self-Contained	Personal Reasons	05/23/19
9. Simonson, Kim	Ed. Assist. Special Ed. Self-Contained	Personal Reasons	05/16/19
10. Sosa, Ana	Family Services Advocate	Personal Reasons	05/23/19
11. Stearns, Theresa	Ed. Assist. Standard	Personal Reasons	05/03/19
12. Washington, Georgette	Bus Monitor	Other Employment	05/23/19
13. Wilson, Dana	Ed. Assist. Standard	Personal Reasons	05/23/19

**Decrease in Hours**

1. Zamora, Liliana	Campus Monitor		08/05/19
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**Additional Position**

1. Castro, Patricia	Ed. Assist. Special Ed. Self-Contained	\$14.66	08/01/19
2. Zamora, Liliana	Ed Assist. Standard	\$12.36	08/05/19

**Correction to Resignation Date**

1. Azpeitia, Vanessa
2. Bechtol, Alicia

Ed. Assist. & Campus Monitor  
Nurse

From 05/23/19 to 05/16/19  
From 05/23/19 to 06/20/19

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.F. TOPIC: Travel

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve and ratify the requests for employee out-of-county travel as presented.

<b>Traveler</b>	<b>Purpose/Location</b>	<b>Dates</b>	<b>Cost</b>
Jim Cummings	NSPRA Seminar Washington, D.C.	July 13-18	\$2,412.50 M&O
Christian Miranda	AASBO Summer Conference Tucson, AZ	July 17-20	\$1,169.81 M&O
Valerie Caraveo	ASBO International Annual Meeting National Harbor, MD	Oct. 24-28	\$2,575 M&O
<i>Revision to travel request approved January 24, 2019 - change in location from Las Vegas, NV to Minneapolis, MN:</i>			
Shyla Palmer Kristie Bowman Lisa Cantella Alexus Rivera Heather Daly Megan Palmer Kara Lavery Kimberly Brandenburg Gina Schmitz	PLC Institute Minneapolis, MN	June 24-26	\$20,677 Title I

**EMPLOYEE OUT-OF-COUNTY/OUT-OF-STATE TRAVEL REQUEST**

This form must be completed and submitted to the Superintendent's Office for forwarding to the Governing Board. Requests will be placed on the next possible meeting's agenda. Travel requests should be submitted early enough to ensure the meeting at which the Board considers approval is before the proposed dates of travel.

Name of Traveler(s): Jim Cummings

Working at School/Department: Communications

Reason for Travel: Annual NSPRA Seminar

Traveling to: Washington, D.C.

Dates of Travel: July 13-18

Substitute Needed/Dates: N/A

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	_____	\$ _____	_____
Charge Registration to:	<u>001.100.2570.6360.550</u>	\$ <u>412.50</u>	_____
Charge Airline/Bus to:	<u>001.100.2570.6580.550</u>	\$ <u>800</u>	_____
Charge Meal/Lodging to:	<u>001.100.2570.6580.550</u>	\$ <u>1,200</u>	_____
Charge Auto Mileage to:	_____	\$ _____	_____
	Total Cost of Travel	\$ <u>2,412.50</u>	_____

**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_ Approved    \_\_\_\_\_ Not Approved    By the Governing Board on \_\_\_\_\_ date

**CONFERENCE/WORKSHOP REQUEST**  
**JUSTIFICATION FORM**

Must be completed and submitted to the Superintendent's Office for transmittal to the Governing Board along with the Travel Request Form.

Name of Traveler(s):                    Jim Cummings

Conference/Workshop Title:    National Public Relations Association Annual Seminar  
(Reason for Travel)

1. Relevance of conference/workshop to employee(s) work responsibilities:

The NSPRA Seminar is the only conference aimed at school communications professionals. Attendance helps keep our communications office abreast of the latest trends and offers workshops in specific areas.

The annual seminar will feature a number of sessions related to school district communication and leadership strategies. Some of the session topics being offered include: *The Enrollment Marketing Playbook: Tools, Tips and Tactics to Drive Results*; *Managing Common Crises: Keeping Your Head While Others Are Losing Theirs*; and *Creating a Safe Space for LGBTQ+ Students Through Communication*.

2. How will employee(s) share information with colleagues?

Information will be shared in Executive Team and Leadership meetings, weekly administrator memos, Board memos, and possibly in training sessions. More importantly, the information will be applied in District practices, procedures, policies and programs so as to optimize the District's communications infrastructure and improve the public image of the District.

3. How is the conference/workshop related to district, school or department goals and or objectives?

Communication and community involvement/goodwill are critical to the success of the District's initiatives and meeting the District's student achievement goals.

# TRAVEL REQUEST FORM

## For Out-of-County/Out-of-State Travel by District Employee

**This form must be turned in with purchase requisitions and PAR to the Superintendent's Office with enough advance notice to ensure Board approval prior to travel date.**

Name of Traveler(s): Christian Miranda

Working at School/Department: Transportation

Reason for Travel: Attend the AASBO Annual Summer Conference

Traveling to: Tucson, AZ.

Dates of Travel: July 17-20, 2019

Substitute Needed/Dates: N/A

	<b>Code</b>	<b>Cost</b>	<b>Requisition Number</b>
Charge Sub to:	<u>n/a</u>	<u>\$ 0.00</u>	<u></u>
Charge Registration to:	<u>M&amp;O</u>	<u>\$ 605.00</u>	<u></u>
Charge Airline/Bus to:	<u>None Required</u>	<u>\$</u>	<u></u>
Charge Meal/Lodging to:	<u>M&amp;O</u>	<u>\$ 450.00</u>	<u></u>
Charge Auto Mileage to:	<u>M&amp;O</u>	<u>\$ 114.81</u>	<u></u>
	<b>Total Cost of Travel</b>	<u>\$ 1,169.81</u>	<u></u>

**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved By the Governing Board on \_\_\_\_\_ date

**CONFERENCE/WORKSHOP REQUEST**  
**JUSTIFICATION FORM**

Must be completed and submitted to the Superintendent's Office for transmittal to the Governing Board along with the Travel Request Form.

Name of Traveler(s): Christian Miranda

Conference/Workshop Title: Attend the AASBO Annual Summer Conference  
(Reason for Travel)

1. Relevance of conference/workshop to employee(s) work responsibilities:

AASBO's workshops, conferences and break-out sessions are all focused on various support staff functions for public school districts. Their offerings are timely, relevant and provide up-to-date information that enable support staff to increase their knowledge and expertise in their respective areas.

2. How will employee(s) share information with colleagues?

Conference participants will have the opportunity to network with peers from other Arizona districts as well as gain valuable information and knowledge they can readily apply to their jobs and share with their staffs/co-workers..

3. How is the conference/workshop related to district, school or department goals and or objectives?

AASBO is one of a very few resources for providing professional development opportunities and training to support staff in public school districts. In addition, This aligns with the governing board's approval of the meet and confer recommendation to provide professional development to classified staff..

# TRAVEL REQUEST FORM

## For Out-of-County/Out-of-State Travel by District Employee

**This form must be turned in with purchase requisitions and PAR to the Superintendent's Office with enough advance notice to ensure Board approval prior to travel date.**

Name of Traveler(s): Valerie Caraveo, Director of Finance

Working at School/Department: Finance and Auxiliary Services

Reason for Travel: ASBO International Annual Meeting and Expo (Association of School Business Officials)

Traveling to: National Harbor, MD

Dates of Travel: October 24-28, 2019

Substitute Needed/Dates: N/A

	Code	Cost	Requisition Number
Charge Sub to:	<u>N/A</u>	<u>\$ 0.00</u>	<u>N/A</u>
Charge Registration to:	<u>001.100.2570.6360.570.0000</u>	<u>\$ 955.00</u>	<u>N/A</u>
Charge Airline/Bus to:	<u>001.100.2510.6580.570.0000</u>	<u>\$ 500.00</u>	<u>N/A</u>
Charge Meal/Lodging to:	<u>001.100.2510.6580.570.0000</u>	<u>\$1,120.00</u>	<u>N/A</u>
Charge Auto Mileage to:	<u></u>	<u>\$</u>	<u>N/A</u>
	Total Cost of Travel	<u>\$2,575.00</u>	

**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved By the Governing Board on \_\_\_\_\_  
Date



**CONFERENCE/WORKSHOP REQUEST**  
**JUSTIFICATION FORM**

Must be completed and submitted to the Superintendent's Office for transmittal to the Governing Board along with the Travel Request Form.

Name of Traveler(s): Valerie Caraveo

Conference/Workshop Title: ASBO International Annual Meeting and Expo  
(Reason for Travel)

**1. Relevance of conference/workshop to employee(s) work responsibilities:**

The Finance Director is accountable for our district's financial success, making decisions that affect all facets of student learning and committed to finding new ways to achieve greater operational efficiency in our district. It is also important that we stay on top of financial and compliance audit issues. Several sessions include topics that will help to sidestep potential problems and find practical and efficient solutions that improve the effectiveness of risk management, control, and business processes for the district.

**2. How will employee(s) share information with colleagues?**

Knowledge gained from the conference will be shared with colleagues at Executive Team meetings and with key Business Services staff.

**3. How is the conference/workshop related to district, school or department goals and or objectives?**

By attending the ASBO International Conference, I will collect best practices, case studies, and contacts that will benefit everyone in our district.

## TRAVEL REQUEST FORM

### For Out-of-County/Out-of-State Travel by District Employee

**This form must be turned in with purchase requisitions and PAR to the Superintendent's Office with enough advance notice to ensure Board approval prior to travel date.**

Name of Traveler(s): Shyla Palmer, Kristie Bowman, Lisa Cantella, Alexis Rivera, Heather Daly, Megan Palmer, Kara Lavery, Kimberly Brandenburg, Gina Schmitz

Working at School/Department: Landmark

Reason for Travel: PLC Institute

Traveling to: Minneapolis, Minnesota

Dates of Travel: June 24-26

Substitute Needed/Dates: None Needed

	Code	Cost	Requisition Number
Charge Sub to:		\$	
	140.100.2213.6360.567.0000	\$5352	
Charge Registration to:	140.100.2570.6360.567.0000	\$669	
	140.100.2200.6580.567.0000	\$3200	
Charge Airline/Bus to:	140.100.2570.6580.567.0000	\$400	
	140.100.2200.6580.567.0000	\$9472	
Charge Meal/Lodging to:	140.100.2570.6580.567.0000	\$1184	
	140.100.2200.6580.567.0000	\$200	
Charge Auto Mileage to:	140.100.2570.6580.567.0000	\$200	
	Total Cost of Travel	\$20,677	

**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      By the Governing Board on \_\_\_\_\_ date

**CONFERENCE/WORKSHOP REQUEST**  
**JUSTIFICATION FORM**

Must be completed and submitted to the Superintendent's Office for transmittal to the Governing Board along with the Travel Request Form.

Name of Traveler(s):

Conference/Workshop Title: Shyla Palmer, Kristie Bowman, Lisa Cantella, Alexis Rivera, Heather Daly, Megan Palmer, Kara Lavery, Kimberly Brandenburg, Gina Schmitz

(Reason for Travel) To build capacity as a site team to ensure the right work of collaborative teams.

1. Relevance of conference/workshop to employee(s) work responsibilities:

Landmark teacher leaders are attending the workshop alongside the Principal. Landmark has been on the PLC Journey for a few years and due to staff turnover, this conference will help the leadership team build the capacity of the school collaborative teams to focus on the PLC Framework. Teachers working collaboratively and increasing their own self-efficacy, bank of instructional strategies, and understanding of what quality curriculum, instruction and assessment is will help to raise student achievement.

2. How will employee(s) share information with colleagues?

This leadership team will return to Landmark and work with their collaborative teams, the site Learning Team, and the leadership team to ensure a guaranteed and viable curriculum is in place, effective instruction is implemented and reliable assessment data is utilized immediately. This information will be shared at early release professional development, site collaborative team times, and new school year orientations.

3. How is the conference/workshop related to district, school or department goals and or objectives?

This conference is aligned to our two district goals of increasing student achievement and eliminating the achievement gap.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.G. TOPIC: Surplus Property Disposal

SUBMITTED BY: Mr. Wyatt Bender, Fixed Assets Specialist

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Financial and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the items listed as surplus property and grant permission to dispose of them through public auction, salvage company and/or donation to local non-profit(s), and remove them from the asset listing.

---

**RATIONALE:**

The District is currently using Arizona Auctioneers, Sierra Auction or Public Surplus for disposal of surplus equipment. The following is a list of equipment that is outdated, broken, or non-repairable.

*\* See Attached*

<b>GESD Asset Number</b>	<b>Serial Number</b>	<b>Description</b>
N/A	1-4012813	Reach In Milk Cooler
313644	N/A	Desk
321630	N/A	Beverage Air Milk Cooler
16663	1515359	Rockwell Table Saw
316560	63I938BC105	Cornelius 300 Ice Machine
327750	N/A	GPS Vehicle Mount
327766	N/A	GPS Vehicle Mount
332325	1.07788E+13	Roadrunner Digital Recorder
332308	1.07718E+13	Roadrunner Digital Recorder
332304	1.07718E+13	Roadrunner Digital Recorder
N/A	N/A	Misc. Seatbelt Harnesses
N/A	N/A	Door Handle
N/A	N/A	Block Terminal
N/A	N/A	Switch
N/A	N/A	Service Manuals
N/A	N/A	Zonar Paddle
N/A	1200359	Hard Disc Adapter
N/A	1200389	Apollo RR MRHHDA
N/A	CN580240101	Apollo Camera
250943	A1D	Cres-Cor Hot Hold Box
298503	5-7372-86	Toastmaster Bun Warmer
N/A	N/A	Stainless Steel Table
N/A	N/A	Califone Listening Centers
N/A	N/A	29 Casio Keyboards
304629	N/A	Speakers
N/A	N/A	CD Players
N/A	N/A	Headphones
335002	9FR6KM1	Hardware - Desktop PC
N/A	N/A	Hardware - Network
334669	10BP001932	Hardware - Other
N/A	N/A	Hardware - Other
N/A	N/A	Hardware - Monitor
334660	10BP002633	Hardware - Other
333945	51654 08100P	Hardware - Document Camera
N/A	7W5WWG1	Hardware - Desktop PC
N/A	MX0RT2807426285R1EHU	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	U62674B4N904886	Hardware - Printer
N/A	U62674B4N904906	Hardware - Printer
N/A	U62674B4N904859	Hardware - Printer
N/A	11A5Q13140500141	Hardware - Other
N/A	CN0PM3727287281F0FFL	Hardware - Monitor
N/A	RYZ102200244	Hardware - Monitor
N/A	CN0RNMH674444512HB9BL	Hardware - Monitor

<b>GESD Asset Number</b>	<b>Serial Number</b>	<b>Description</b>
N/A	N/A	Hardware - Monitor
N/A	57B347000670	Hardware - Other
N/A	57B347000715	Hardware - Other
N/A	57B347000634	Hardware - Other
N/A	57B347000805	Hardware - Other
N/A	N/A	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	U62674K2N300624	Hardware - Printer
N/A	U62674J2N184770	Hardware - Printer
328075	1163712	Hardware - Camera
331966	4DKF4G1	Hardware - Desktop PC
N/A	CNOPM3X72728727CK08WL	Hardware - Monitor
335224	63513-10050P	Hardware - Document Camera
N/A	CN0CC6397287262S5MTL	Hardware - Monitor
N/A	CN0CC6397287262S5N9L	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	N/A	Hardware - Monitor
331809	JTLF4G1	Hardware - Desktop PC
N/A	Q8QE415AAAAAC0592	Hardware - Projector
N/A	Q8QE415AAAAAC0490	Hardware - Projector
N/A	Q8QE411AAAAAC0332	Hardware - Projector
N/A	Q8QE411AAAAAC0295	Hardware - Projector
N/A	Q8QE411AAAAAC0316	Hardware - Projector
N/A	Q8QE411AAAAAC0305	Hardware - Projector
N/A	Q8QE411AAAAAC0301	Hardware - Projector
336276	26JW4R1	Hardware - Laptop
N/A	11LP001106	Hardware - Other
N/A	11LP001105	Hardware - Other
N/A	11LP001108	Hardware - Other
N/A	11LP001112	Hardware - Other
N/A	11LP001076	Hardware - Other
N/A	11LP001075	Hardware - Other
N/A	304NDBPFV773	Hardware - Monitor
N/A	304NDJXFV772	Hardware - Monitor
N/A	304NDFV771	Hardware - Monitor
N/A	304NDXQFV770	Hardware - Monitor
N/A	304NDUNFV742	Hardware - Monitor
N/A	304NDKDFV741	Hardware - Monitor
N/A	304NDTCFV737	Hardware - Monitor
N/A	304NDGLFV783	Hardware - Monitor
N/A	304NDZJFV781	Hardware - Monitor
N/A	304NDQAFV780	Hardware - Monitor
N/A	304NDAYFV720	Hardware - Monitor
N/A	304NDNUFV719	Hardware - Monitor
N/A	304NDEZ716	Hardware - Monitor
N/A	304NDDMFV714	Hardware - Monitor
N/A	304NDTCFV713	Hardware - Monitor

<b>GESD Asset Number</b>	<b>Serial Number</b>	<b>Description</b>
N/A	304NDLSFV712	Hardware - Monitor
N/A	304NDWEFV793	Hardware - Monitor
N/A	304NDAYFV792	Hardware - Monitor
N/A	304NDFVVFV699	Hardware - Monitor
N/A	304NDXQFV698	Hardware - Monitor
N/A	304NDKDFV693	Hardware - Monitor
N/A	304NDMTFV691	Hardware - Monitor
N/A	304NDHBFV801	Hardware - Monitor
N/A	304NDRFFV726	Hardware - Monitor
N/A	304NDQAFV732	Hardware - Monitor
N/A	304NDVWFV727	Hardware - Monitor
N/A	304NDWEFV721	Hardware - Monitor
N/A	Q8QE411AAAAAC0297	Hardware - Projector
N/A	Q8QE415AAAAAC0630	Hardware - Projector
N/A	304NDNUFV551	Hardware - Monitor
N/A	304NDMTFV811	Hardware - Monitor
N/A	304NDQAFV708	Hardware - Monitor
N/A	304NDVWFV703	Hardware - Monitor
N/A	304NDYGFV682	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	304NDCRFV683	Hardware - Monitor
N/A	304NDLSFV688	Hardware - Monitor
N/A	304NDQAFV684	Hardware - Monitor
N/A	304NDZJFV685	Hardware - Monitor
N/A	304NDPHFV680	Hardware - Monitor
N/A	207NDVW7T655	Hardware - Monitor
N/A	207NDNU7T695	Hardware - Monitor
N/A	207NDDM7T690	Hardware - Monitor
N/A	207NDWE7T625	Hardware - Monitor
N/A	207NDVW7T631	Hardware - Monitor
N/A	209NDNU42479	Hardware - Monitor
N/A	209NDNU42335	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	209NDLS42496	Hardware - Monitor
N/A	207NDUN7T694	Hardware - Monitor
N/A	207NDPH7T632	Hardware - Monitor
N/A	207NDMT7T667	Hardware - Monitor
N/A	207NDTC7T689	Hardware - Monitor
N/A	207NDXQ7T674	Hardware - Monitor
N/A	209NDAY42480	Hardware - Monitor
N/A	208NDPHFD208	Hardware - Monitor
N/A	209NDGL42519	Hardware - Monitor
N/A	210NDLS6G976	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	CN-0FJ181-64180-747-02E5	Hardware - Monitor
N/A	208NDRFFD254	Hardware - Monitor
N/A	208NDTCFD217	Hardware - Monitor
N/A	208NDRFFD230	Hardware - Monitor

<b>GESD Asset Number</b>	<b>Serial Number</b>	<b>Description</b>
N/A	208NDMTFD219	Hardware - Monitor
N/A	210NDKD6G909	Hardware - Monitor
N/A	208NDFVFD203	Hardware - Monitor
N/A	CN-0TJKG1-74261-272-08EU	Hardware - Monitor
N/A	304NDRFFV558	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	N/A	Hardware - Monitor
331863	4RJF4G1	Hardware - Desktop PC
N/A	201NDRF2N238	Hardware - Monitor
336373	8716VR1	Hardware - Desktop PC
N/A	303NDFVG8595	Hardware - Monitor
N/A	303NDFVG8547	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	11LP003052	Hardware - Other
N/A	CN-09TVYF-72872-176-HV7I	Hardware - Monitor
324358	CMB5M31	Hardware - Desktop PC
N/A	N/A	Hardware - Monitor
N/A	201NDXQ2N306	Hardware - Monitor
N/A	19102212GS981USGRVN	Hardware - Monitor
N/A	18906303G8438USKAVN	Hardware - Monitor
N/A	18906303G9205USKAVN	Hardware - Monitor
N/A	18906303G9210USKAVN	Hardware - Monitor
N/A	18906303G9190USKAVN	Hardware - Monitor
N/A	18906303G9196USKAVN	Hardware - Monitor
N/A	304NDXQFV818	Hardware - Monitor
N/A	304NDGLFV807	Hardware - Monitor
N/A	304NDEZFFV788	Hardware - Monitor
N/A	304NDNUFV767	Hardware - Monitor
N/A	208NDQAFD212	Hardware - Monitor
N/A	303NDJXG9172	Hardware - Monitor
N/A	304NDUNFU766	Hardware - Monitor
N/A	N/A	Hardware - Other
N/A	N/A	Hardware - Other
N/A	2.00109E+13	Hardware - Other
N/A	5S1335T08732	Hardware - Power Supply
N/A	11A5Q13140500174	Hardware - Other
N/A	11A5Q13140500187	Hardware - Other
N/A	11A5Q13140500179	Hardware - Other
N/A	11A5Q13140500167	Hardware - Other
N/A	57B338000391	Hardware - Other
N/A	57B338000283	Hardware - Other
N/A	57B338000319	Hardware - Other
N/A	PC011NGK	Hardware - Laptop
N/A	PC011NH3	Hardware - Laptop
N/A	Q8QE226AAAAAC0067	Hardware - Projector
N/A	FCNLCX02D05050G	Hardware - Laptop
N/A	G5NLCX028416192	Hardware - Laptop
N/A	G5NLCX04V206214	Hardware - Laptop



<b>GESD Asset Number</b>	<b>Serial Number</b>	<b>Description</b>
N/A	G5NLCX02852919A	Hardware - Laptop
337075	N/A	Hardware - Audio Equipment
330390	N/A	Hardware - Classroom Responders
333634	N/A	Hardware - Classroom Responders
330389	N/A	Hardware - Classroom Responders
329781	N/A	Hardware - Classroom Responders
333635	N/A	Hardware - Classroom Responders
335395	N/A	Hardware - Classroom Responders
335383	N/A	Hardware - Classroom Responders
335392	N/A	Hardware - Classroom Responders
335394	N/A	Hardware - Classroom Responders
N/A	LR03KLYN	Hardware - Laptop
333911	J35NPJ1	Hardware - Desktop PC
N/A	CN-OMCO40-64180-629-05YC	Hardware - Monitor
N/A	CN0MCO40-64180-62C-3LPC	Hardware - Monitor
N/A	201NDXQ2N234	Hardware - Monitor
N/A	204NDQACG612	Hardware - Monitor
N/A	CN-OWH318-72872-6AT-18HT	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	303NDCRG8531	Hardware - Monitor
N/A	303NDMTG8539	Hardware - Monitor
N/A	303NDRFG8598	Hardware - Monitor
N/A	303NDSKG8558	Hardware - Monitor
N/A	303NDCRG8603	Hardware - Monitor
N/A	303NDNUG8495	Hardware - Monitor
N/A	303NDQAG8508	Hardware - Monitor
N/A	303NDKDG8565	Hardware - Monitor
N/A	303NDEZG8588	Hardware - Monitor
N/A	303NDSKG8486	Hardware - Monitor
N/A	303NDHBG8553	Hardware - Monitor
N/A	303NDBPG8525	Hardware - Monitor
N/A	303NDVWG8527	Hardware - Monitor
N/A	303NDVWG8599	Hardware - Monitor
N/A	303NDCRG9083	Hardware - Monitor
N/A	303NDQAG9084	Hardware - Monitor
N/A	303NDFVG9003	Hardware - Monitor
N/A	304NDJXFV820	Hardware - Monitor
N/A	304NDSKfV710	Hardware - Monitor
N/A	mmlxkaa0034100775f4207	Hardware - Monitor
N/A	304NDHBFV681	Hardware - Monitor
N/A	304NDEZfV692	Hardware - Monitor
N/A	N/A	Hardware - Monitor
N/A	11LO001107	Hardware - Other
N/A	Q8QE415AAAAAC0488	Hardware - Projector
N/A	Q8QE415AAAAAC0480	Hardware - Projector
331364	GC7392	Hardware - Audio
331367	GC7658	Hardware - Audio
N/A	LR03NRFR	Hardware - Laptop

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.H. TOPIC: Student Activity Fund Balance Statement

SUBMITTED BY: Ms. Courtney Pina, Accounting Budget Supervisor

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the Student Activity Fund Balance Statements for April, 2019 as presented.

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RATIONALE:

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Source of Funding -  
M & O Budget \_\_\_\_\_ State Grant \_\_\_\_\_ Federal Grant \_\_\_\_\_ Capital \_\_\_\_\_ Other \_\_\_\_\_



**STUDENT ACTIVITY FUND  
MONTH END REPORT 2018-2019  
April 30, 2019**

SCHOOL		BEGINNING CASH BALANCE	YEAR TO DATE REVENUE	YEAR TO DATE EXPENDITURES	CASH BALANCE
101	LANDMARK	\$13,711.70	\$4,110.28	\$2,208.38	\$15,613.60
102	ISAAC IMES	\$10,832.10	\$8,688.26	\$6,018.02	\$13,502.34
103	HAROLD W. SMITH	\$2,945.01	\$1,685.81	\$2,282.98	\$2,347.84
104	MELVIN E. SINE	\$7,025.37	\$11,561.50	\$6,830.77	\$11,756.10
105	WILLIAM C. JACK	\$4,228.31	\$2,546.55	\$1,002.00	\$5,772.86
106	DON MENSENDICK	\$3,698.65	\$1,564.87	\$0.00	\$5,263.52
107	GLENN F. BURTON	\$5,212.55	\$6,112.20	\$4,867.27	\$6,457.48
108	GLENDALE AMERICAN	\$1,456.32	\$717.75	\$257.67	\$1,916.40
109	BICENTENNIAL NORTH	\$428.65	\$6,003.22	\$4,627.65	\$1,804.22
110	HORIZON	\$2,040.06	\$1,245.50	\$1,368.43	\$1,917.13
111	CHALLENGER	\$1,631.28	\$13,164.50	\$7,065.70	\$7,730.08
112	BICENTENNIAL SOUTH	\$1,601.25	\$251.15	\$348.91	\$1,503.49
113	DISCOVERY	\$1,765.20	\$6,836.81	\$2,182.07	\$6,419.94
114	DESERT GARDEN	\$4,858.34	\$295.70	\$1,647.92	\$3,506.12
115	COYOTE RIDGE	\$3,494.68	\$1,325.00	\$135.91	\$4,683.77
116	DESERT SPIRIT	\$4,439.65	\$10,707.16	\$9,470.08	\$5,676.73
117	SUNSET VISTA	\$993.08	\$0.00	\$0.00	\$993.08
<b>TOTAL:</b>		<b>\$70,362.20</b>	<b>\$76,816.26</b>	<b>\$50,313.76</b>	<b>\$96,864.70</b>

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.I TOPIC: Student Activities Treasurer and Assistant Treasurer

SUBMITTED BY: Ms. Valerie Caraveo, Director of Finance

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board appoint the District Accounting Budget Supervisor as Student Activities Treasurer, and the Director for Finance and the Assistant Superintendent for Financial and Auxiliary Services as Student Activities Assistant Treasurers for the 2019-2020 fiscal year as presented.

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**RATIONALE:**

In accordance with A.R.S. §15-1122 and District Policy IGDG, the Governing Board shall appoint a student activities treasurer. The Governing Board may designate an assistant student activities treasurer.

The Student Activities Treasurer and Assistant Student Activities Treasurer are bonded in the amount of \$150,000.00.

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Source of Funding -  
M & O Budget \_\_\_\_\_ State Grant \_\_\_\_\_ Federal Grant \_\_\_\_\_ Capital \_\_\_\_\_ Other \_\_\_\_\_

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.J. TOPIC: Authorized Signatories Election

SUBMITTED BY: Ms. Valerie Caraveo, Director of Finance

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the list of authorized signatories for the 2019-2020 fiscal year in addition to the Superintendent for all accounts as presented.

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Food Services Clearing Account (2 Signatures Required)  
Director of Food and Nutrition  
Assistant Superintendent for Finance and Auxiliary Services  
Director of Finance and Purchasing  
Accounting Budget Supervisor

Student Activity Clearing Account (2 Signatures Required)  
Assistant Superintendent for Finance and Auxiliary Services  
Director of Finance and Purchasing  
Accounting Budget Supervisor

District 40 Clearing Account (2 Signatures Required)  
Assistant Superintendent for Finance and Auxiliary Services  
Director of Finance and Purchasing  
Accounting Budget Supervisor

General Fund (Accounts Payable Checks) (2 Signatures or 1 Original Signature and 1 Board Clerk Stamp)  
Governing Board Clerk  
Assistant Superintendent for Finance and Auxiliary Services  
Director of Finance and Purchasing  
Accounting Budget Supervisor

General Fund (Payroll Checks) (2 Signatures or 1 Original Signature and 1 Board President Stamp)  
Governing Board President  
Assistant Superintendent for Finance and Auxiliary Services  
Director of Finance and Purchasing  
Accounting Budget Supervisor

Claim Settlement for Liability and Workers' Compensation  
Director of Finance and Purchasing  
Administrator of Risk Management (Up to \$5,000.00 per Claim)

Purchase Orders  
Assistant Superintendent for Finance and Auxiliary Services  
Director of Finance and Purchasing  
Manager of Purchasing and Warehouse  
Contract Specialist (Up to \$5,000.00 per Claim)

District-Wide Contracts

Assistant Superintendent for Finance and Auxiliary Services

Grants

Assistant Superintendent for Finance and Auxiliary Services

Assistant Superintendent for Educational Services

Director of Effective Schools

Memo of Understanding - Grants

Assistant Superintendent for Finance and Auxiliary Services

Assistant Superintendent for Educational Services

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.K. TOPIC: Chief Disbursing Officer for Employee Garnishments

SUBMITTED BY: Ms. Valerie Caraveo, Director of Finance

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR BOARD CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the Resolution appointing the Maricopa County Education Service Agency (MCESA), Superintendent of Schools Office as the statutory agent for all garnishment of wages made upon any employee of this District for the 2019-2020 Fiscal Year.

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**RATIONALE:**

The MCESA office performs this service for all school districts in the county pursuant to ARS § 12-602 to ensure garnishments are received and processed in a manner to maintain compliance with legal requirements. Glendale Elementary School District pays a fee of \$50 to MCESA for each garnishment made against the wages of a GESD employee.

GOVERNING BOARD

Glendale Elementary School District No. 40

Maricopa County, Arizona

RESOLUTION

In accordance with Arizona Revised Statute 12-1602, the Glendale Elementary School District of Maricopa County, hereby requests and appoints the Maricopa County Education Service Agency, Superintendent of Schools as the Chief Disbursing Office for all garnishment of wages made upon any employee of this district.

Passed and adopted this 13<sup>th</sup> day of June, 2019.

GOVERNING BOARD

Glendale Elementary School District No. 40 of  
Maricopa County, Arizona

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President

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Clerk

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Member

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Member

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Member



GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.L. TOPIC: Execution of Vouchers

SUBMITTED BY: Ms. Valerie Caraveo, Director of Finance

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR BOARD CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the annual, routine resolution authorizing the signing of vouchers between Board meetings, with ratification at the next meeting pursuant to A.R.S. §15-321.

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**RATIONALE:**

This is a routine approval item, which will permit the payment of salaries in a timely fashion and will help to maintain good vendor relations through the prompt payment of invoices and other expenses. It is requested the Board renew this procedure for the 2019-2020 fiscal year.

PAYMENT PROCEDURES

RESOLUTION AUTHORIZING THE EXECUTION OF  
WARRANTS BETWEEN BOARD MEETINGS

WHEREAS, A.R.S. §15-321 sets forth the procedures for execution of warrants drawn on the District, and

WHEREAS, said statute provides that an order for salary or other expense may be signed between Board meetings if a resolution to that effect has been passed prior to the signing and that order is ratified by the Board at the next regular or special meeting of the Governing Board;

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedures be, and herein is, ordered for use in the District in accordance with the provisions of A.R.S. §15-321.

This resolution was moved, seconded, and passed at a meeting of the Glendale Elementary School District No. 40 Governing Board on June 13, 2019.

ATTEST:

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President

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.M. TOPIC: Out-of-County Field Trip

SUBMITTED BY: Ms. Gina Schmitz, Glendale Landmark Principal

RECOMMENDED BY: Dr. Gerry Petersen-Incorvaia, Assistant Superintendent for Educational Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the out-of-county field trip request for eighth grade students from Glendale Landmark School to travel to the International Future Health Professionals Competition in Orlando, Florida June 17-23, 2019.

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RATIONALE:

Glendale Landmarks has partnered with Glendale Union High School CTE (HOSA) Future Health Professionals / Nursing Program in the Landmark Health Services Career Academy. Students competed in the annual State HOSA Conference in Tucson in April. Students won the competition and qualified for the International Competition. Students will be competing with their projects.

**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**  
**Administrative Services**

**REQUEST FOR OUT-OF-COUNTY/OUT-OF-STATE/OVERNIGHT FIELD TRIPS**

This form must be submitted to the Assistant Superintendent for Administrative Services prior to any field trip meetings with parents or students.

Submit this completed application to Administrative Services for review. This application will then be considered for approval by the Assistant Superintendent for Administrative Services, Superintendents Cabinet, and the Governing Board.

(PLEASE TYPE)

School: <u>Landmark School</u>	Number of Participants: <u>2 students</u>
Principal Approval: <u>Gina Schmitz</u>	Grade(s) of Participants: <u>8<sup>th</sup> Grade students</u>
Contact Person(s) at Governing Board Meeting: <u>Gina Schmitz, Principal</u>	
Destination of Travel: <u>Orlando, Florida, International HOSA Competition</u>	
Type of Field Trip (Science, Social Studies, Substance Abuse Prevention, Music, etc): <u>Science – Health Services</u>	

(ATTACH ADDITIONAL INFORMATION AND SCHEDULE, IF APPROPRIATE)

<u>SITE</u>	<u>DATE</u>	<u>LOCATION</u>	<u>EDUCATIONAL VALUE</u>
Orlando, FL	June 17th to June 23rd	HOSA Conference	
We have partnered with Glendale Union High School CTE (HOSA) Future Health Professionals / Nursing Program in our Health Services Career Academy. Students competed in the annual State HOSA Conference in Tucson in April. Students won the competition and qualified for the International Competition. Students will be competing with their projects.			

**EMERGENCY INFORMATION**

Emergency cards **MUST** be prepared prior to trip to include emergency phone numbers, emergency medical information/special information on allergies, etc. A copy of these cards **MUST** be retained by the chaperones throughout the trip and a set must be filed with the school office prior to the trip.

A final list of all student/adult participants shall be filed with the school office prior to field trip departures. For all overnight trips, a final list of participants shall also be sent to Administrative Services prior to departure.

Contact Person:	<u>Gina Schmitz &amp; Sandra Ancell</u>
Contact Phone Number(s):	<u>480-329-5554</u>

**FOR OVERNIGHT TRIPS**

Field trip site has been assessed to assure the health, safety, and any accommodations for special needs of all participants by Gina Schmitz/Principal on 5/29/19 through (visitation or contact) (Name/Position) (Date) (Circle One)

with Bertie, Manager at Resort on 5/29/19  
(Name/Position at Site) (Date)

LODGING (PENDING) PHONE NUMBER  
**Disney's Caribbean Beach Resort** (407) 934-3400

**INSURANCE**

Name of Insurance Carrier for Field Trip: Arizona School Risk Retention Trust

Policy Number: 219-2019

Description of Policy Coverage: Comprehensive General Liability Policy

If using District Transportation, indicate "Glendale Elementary Coverage/District Transportation." Coverage is only applicable if District is proven negligent – purchase of Student Accident Insurance is highly recommended for all students in case of accident on/off the bus.

**TO OBTAIN GOVERNING BOARD APPROVAL THE ABOVE INSURANCE INFORMATION MUST BE PROVIDED.**

**STAFFING**

Student /Chaperone Ratio: 2:1 Lead Teacher: Sandra Ancell

Names of Certified Staff Chaperoning: Sandra Ancell

Names of Non-Certified Staff/Parents Chaperoning: \_\_\_\_\_

**TRANSPORTATION**

Name of Transportation Carrier: Southwest Airlines Phone #: 1-800-435-9792

Address: \_\_\_\_\_

Departure Date: 6/17/2019 Time: 6:40 AM Arriving at Destination Date: 6/17/2019 Time: \_\_\_\_\_

Return Date: 6/23/2019 Time: \_\_\_\_\_ Arriving at Return Date: 6/23/2019 Time: 4:30 PM

TRANSPORTATION APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

Do Buses Need to Remain: YES  NO

**FUNDING**

Source of Funding (Substance Abuse, District, Student, Student Scholarships available, if necessary, etc)

Parent and or Child's trip identified on Tax Credit Amount \$ 550

GUHSD Contribution (\$1340) and HOSA Club Contribution (\$70) Amount \$ \$1410

Please indicate the process your school uses to provide this opportunity to students who are unable to provide their own funds: \_\_\_\_\_

How many students may be accommodated by this scholarship procedure? \_\_\_\_\_

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 6.N. TOPIC: Agreement to Provide Meals

SUBMITTED BY: Ms. Shannon Gleave, Director of Food and Nutrition Services

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the Child Care Food Program agreement to provide meals to the Children's Center for Neurodevelopmental Studies effective August 1, 2019 through July 31, 2020.

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**RATIONALE:**

The District first entered into an agreement to provide food services to the Children's Center in the 2008/2009 fiscal year. This has been a successful program and the renewal of the contract is again being recommended for approval for the 2019-2020 fiscal year.

Attached is the agreement for review and approval.

**INTER-AGENCY AGREEMENT TO PROVIDE CHILD NUTRITION PROGRAMS  
BETWEEN AN SFA AND A NON-SFA**

**Glendale Elementary District** hereafter referred to as “**SFA**”, and **The Childrens Center for Neurodevelopmental Studies** hereafter referred to as “**Site Agency**”, hereby enter into the following agreement:

**A. PURPOSE OF AGREEMENT**

The purpose of this agreement is to enable the **SFA** to provide program oversight and meal service to the **Site Agency** at the following location(s): **5430 W. Glenn Drive, Glendale, AZ 85301**

**B. DURATION OF AGREEMENT:**

This agreement shall be in effect from July 1, 2019 until June 30, 2020 following the Board approved calendar for the **SFA’s 2019-2020** school year.

**C. SCOPE OF AGREEMENT:**

The **SFA's** Child Nutrition Department will provide program oversight and **National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Care Snack (ASCS), and Seamless Summer Option (SSO)** meals, reimbursable under the single Food-Based Menu Planning (FBMP) meal pattern described in 7 CFR 210.10 for NSLP, 220.8 for SBP, 226.20 for ASCS, 225.16 for SFSP, and 226.20 for CACFP as approved by the Arizona Department of Education (ADE), Health and Nutrition Services.

**D. CONDITIONS OF AGREEMENT:**

1. This program is to be made available daily according to the **SFA’s** school calendar and is to be supported by Federal Reimbursement on eligible meals served, fees paid by students not eligible for the National School Lunch Program (NSLP) benefit, and fees paid for meals by the staff of the **Site Agency** and other adults.
2. If there is a conflict in meal service calendars, the **SFA will not** provide meals to the **Site Agency** on days the **SFA** is closed and the **Site Agency** is open. If meals will not be available from the **SFA**, the **Site Agency** will be required to supply meals that meet the meal pattern requirements.
3. Deleted; The **SFA** will be participating in the CEP Program for the **Site Agency** location for 2019-2020 school year.
4. Deleted; The **SFA** will be participating in the CEP Program for the **Site Agency** location for 2019-2020 school year.
5. Deleted; The **SFA** will be participating in the CEP Program for the **Site Agency** location for 2019-2020 school year.
6. The **SFA** will conduct Direct Certification matching at a minimum of three times a year (at or around the beginning of the year; three months after the initial effort; and six months after the initial effort). The information used to conduct Direct Certification matching shall be the most recent available. (7 CFR 245.6(b)(3)). The **Site Agency** will provide the **SFA** with an initial enrollment list of students’ first name, last name, SAIS ID (if available), and birthdate, from each location referenced in section A. The **Site Agency** will provide an updated enrollment list upon request of the **SFA**.
7. The meals will be prepared by the **SFA and delivered to the** location(s) established in Section A.
8. The **SFA and Site Agency** will maintain applicable health certification and assure that all State and local regulations are being met. (7 CFR 210.13) Additionally, a copy of the Federal “And Justice For All” poster will be displayed in a visible area of the **Site Agency’s** point of service at each location referenced in section A.

The **SFA and Site Agency** will ensure that the two required food safety inspections are conducted each year. 7 CFR 210.13(b)

9. The **SFA** will be responsible all site review requirements. For SFAs with multiple sites, internal on-site monitoring must be completed once every year by February 1 for all NSLP sites and 50% of SBP sites. Internal on-site monitoring must be completed twice per year for all ASCS sites, once within the first four weeks of operation and one other time during the school year. 7 CFR 210.8(a)(1) and 220.11(d)
10. The **Site Agency** will be responsible for properly counting reimbursable meals using the Point of Service (POS) system as required by the ADE Health and Nutrition Services Unit. A POS is defined as that point in the food service operation where a determination can accurately be made that a reimbursable free, reduced price, or paid lunch has been served to an eligible child. The **Site Agency** will be responsible for maintaining the POS at each meal and recording the daily meal counts on the system.
11. All record keeping and filing requirements for the Federal Reimbursement will be the responsibility of the **SFA's** Child Nutrition Department. The **SFA** will be the only entity held responsible for "over claims" that may be identified on any of the monthly reimbursement claims.
12. The **SFA** will use the Paid Lunch Equity (PLE) Tool to calculate the paid lunch price increase and/or non-Federal contribution requirement. Meal prices for each of the locations referenced in section A must be set according to the **SFA's** PLE requirements.
13. The **SFA** will be responsible for all audit requirements, audit responses, and accountability for any financial responsibilities as the result of an audit or review by ADE.
14. The **Site Agency** will ensure that potable water is available and accessible without restriction to the children at no charge in the areas where breakfast, lunch, snack, and at-risk meals are served during the meal service. 7 CFR 210.10(a)(1)(i) and 220.8(a)(1)
15. The **Site Agency** will ensure that the regulations included in 7 CFR 210.11 and ARS 15-242 regarding Competitive Foods and Smart Snacks are being followed.
16. The **SFA** will ensure that the Professional Standards requirements of 7 CFR 210.30 are being met for applicable staff at the **Site Agency**.
17. The **Site Agency** will allow necessary staff from the **SFA** to have direct access to the kitchen for food preparation or for delivery without an appointment and for monitoring purposes without prior notice. This will be done either by giving code access or key access to child nutrition staff and delivery staff of the **SFA**. This would include access for on-site review purposes. 7 CFR 210.8(a)
18. The **SFA** will provide all serving trays and utensil kits needed for service of all approved meals.
19. The **Site Agency** will be responsible for providing a clean, safe, and sanitary environment for the service of all meals served at the location(s) referenced in section A and the **SFA** will ensure there is a site-specific HACCP plan in place. The **Site Agency** will ensure the HACCP requirements are correctly implemented.
20. The **SFA** will provide the necessary equipment needed to insure proper handling and storage of food products such as milk coolers, refrigerators, and food warmers when necessary. The **SFA** will be solely responsible for all repairs of this equipment.
21. The cafeteria equipment provided by the **SFA** will remain the property of the **SFA**. The **SFA** will be responsible for all serving utensils and equipment used at the school. Should any equipment not be returned to the **SFA**, the **Site Agency** will be invoiced and charged the current cost to replace the missing items.



22. The **SFA** will be responsible, based on Federal law and USDA regulations, to make reasonable modifications to accommodate children with disabilities. Modifications would include providing special meals, at no extra charge, to children with a disability when the disability restricts the child's diet. Modification requests shall be supported by a written statement from a State licensed healthcare professional. USDA Memo SP 59-2016

The **SFA and Site Agency** will work together to implement procedures for parents or guardians to request modifications to meal service for children with disabilities and to resolve grievances. 7 CFR 15b.25 and 7 CFR 15b.6(b)

23. The **SFA** will ensure that the procurement requirements of 2 CFR 200 are being met by the **Site Agency** for purchases related to Child Nutrition Programs.

E. FINANCIAL:

1. All Federal reimbursements and money collected from non-eligible students and adult sales will be the sole property of the **SFA**.

2. All students of the **Site Agency** not eligible for free meal benefits will pay:

- \$0.00 for reduced breakfast (SBP) (No more than \$.30)
- \$0.00 for reduced lunch (NSLP) (No more than \$.40)
- \$0.00 for paid breakfast (SBP)
- \$0.00 for paid lunch (NSLP)
- \$0.00 for reduced snack (ASCS)
- \$0.00 for paid snack (ASCS)
- \$0.00 for summer food meal (SFSP/SSO)

3. **Adult breakfasts** will be provided by the **SFA** at a cost of **\$2.00** and adult lunches will be provided at a cost of **\$3.50 each** (excluding milk). The **Site Agency** will collect adult meal fees and document all cash received in accordance with guidelines. The **Site Agency** will accept personal checks for adult meal sales in the amount of purchase only.

F. PROVISIONS FOR TERMINATING AGREEMENT:

The Governing Board of either party may terminate this agreement by providing written notice of the intent to terminate thirty (30) working days in advance of the termination date.

G. SIGNATURES/CERTIFICATION OF CONTRACTING AGENCIES:

Each party certifies that the undersigned has been authorized to enter into this agreement by its Governing Board or responsible persons. This agreement may be cancelled by either party for conflict of interest pursuant to A.R.S. Section 38.511.

For SFA:

**Glendale Elementary District**  
**7301 N 58<sup>th</sup> Avenue, Glendale, AZ 85301**  
**07-04-40**

For Site Agency:

**The Childrens Center for Neurodevelopmental Studies**  
**5430 W. Glenn Drive, Glendale, AZ 85301**  
**07-21-67-001**

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

---

Child Nutrition Director/Liaison Signature

---

Print Name

---

Date

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.O. TOPIC: Claims Service Agreement

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the renewal of the contract with Tristar Risk Management for fiscal year 2019-2020 as presented.

---

**RATIONALE**

Tristar Risk Management has provided the District with service in investigating, adjusting, and settling Workers' Compensation claims in accordance with applicable insurance laws and District guidelines.

This renewal is in its fifth year of a five-year contract. The cost for fiscal year (FY) 2020 is \$27,790, which reflects a slight increase from FY19 of \$736 (or 2.72%).

<b>Contract Number:</b>	15.16.006	
<b>Contract Title:</b>	Workers Compensation Claims Administration	
<b>Description:</b>	Contract provides investigating, adjusting and settling Worker's Compensation claims in accordance with applicable insurance laws and District guidelines.	
<b>Awarded Vendors:</b>	TRISTAR Risk Management	
<b>Original Board Award:</b>	June 18, 2015	
<b>Final Expiration:</b>	June 30, 2020 (Year 5 of 5)	
<b>Primary Funding:</b>	Workers' Compensation Trust	

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.P. TOPIC: Workers' Compensation Insurance Broker

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the agreement with Valley Schools Workers' Compensation Group for fiscal year 2019-2020.

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**RATIONALE**

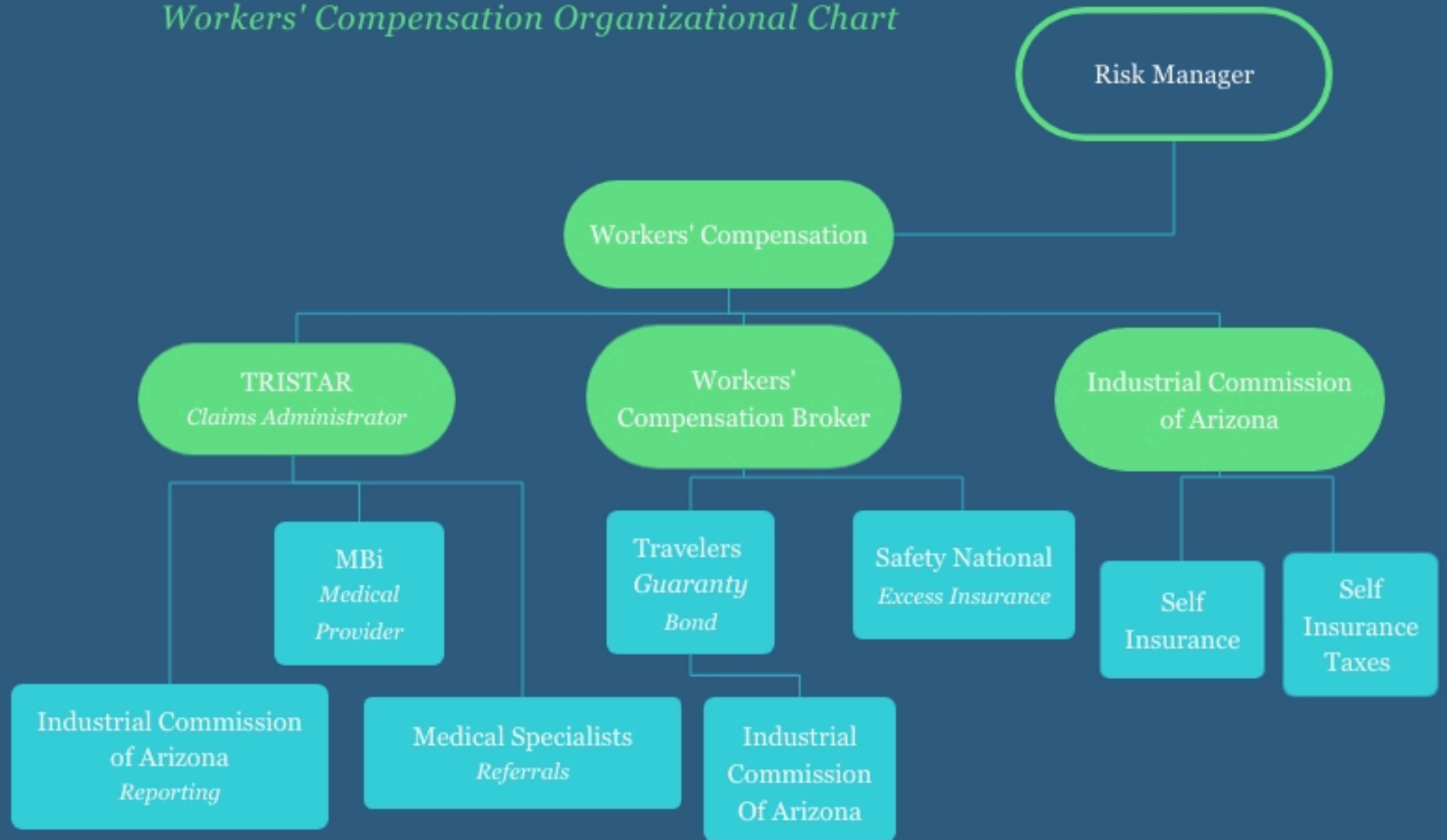
Valley Schools Workers Compensation Group will be the workers compensation insurance broker for but not limited to, securing excess insurance and the necessary bond(s) to operate GESD's self-insurance program as well as assisting in the following areas:

1. Assist District in determining insurance coverages, risk management and loss control needs for its workers compensation program.
2. Review existing coverages and make recommendations.
3. Assist District in evaluating all required insurance coverages for the District's workers compensation program.
4. Negotiate and place all coverages.
5. Review existing contracts and make recommendations.
6. Assist District with the selection of contracted service providers.
7. Assist District in reporting required claims to the carrier.
8. Assist District with required reporting to the Industrial Commission of Arizona.
9. Valley Schools will provide bill paying and monthly financial services and reporting.

The cost for FY 2020 is \$6,500, which reflects a decrease of \$3,450 from the prior year.

# GESD Trust Board

## Workers' Compensation Organizational Chart





VALLEY SCHOOLS WORKERS'  
COMPENSATION GROUP

VALLEY SCHOOLS  
INSURANCE GROUP

VALLEY SCHOOLS  
EMPLOYEE BENEFITS GROUP

May 15, 2019

Mike Barragan, Assistant Superintendent for Business and Auxiliary Services  
Glendale Elementary School District No. 40  
7301 N. 58<sup>th</sup> St  
Glendale, AZ 85301

**Re: Valley Schools Workers Compensation Consulting Services Letter of Agreement**

Dear Mr. Barragan:

This letter documents our mutual understanding regarding the services Valley Schools will provide Glendale Elementary School District's workers compensation program. As a member of the Valley School Workers Compensation Group, Glendale Elementary School District can immediately take advantage of our workers compensation consulting services. We are confident that we will exceed your expectations, and look forward to providing best-in-class workers compensation consulting services to Glendale Elementary School District.

**Scope of Services**

- Assist District in determining insurance coverages, risk management and loss control needs for its workers compensation program.
- Review existing coverages and make recommendations.
- Assist District in evaluating all required insurance coverages for the District's workers compensation program.
- Negotiate and place all coverages
- Review existing contracts and make recommendations.
- Assist District with the selection of contracted service providers.
- Assist District in reporting required claims to the carrier.
- Assist District with required reporting to the Industrial Commission of Arizona.
- Valley Schools will provide bill paying and monthly financial services and reporting.

**Consulting Fee Arrangement**

For the above services, Glendale Elementary School District will pay to Valley Schools an annual fixed annual fee of \$6,500.

Valley Schools will bill Glendale Elementary School District on a time and expense basis for services that are in excess of the agreed upon scope of services. Our hourly rate is \$85 per hour plus expenses allowed by GAO State of Arizona Travel Policy. In addition, if during the course of the engagement, should Glendale Elementary School District and Valley Schools agree to have Valley Schools undertake additional projects, we would work within a separate proposal, fee estimate and Letter of Engagement.

Welcome to the Valley Schools Workers Compensation Group. We look forward to working with you and the Glendale Elementary School District staff.

Sincerely,



Tom Boone  
Chairman/CEO

Approved By:

---

District Representative Signature

---

Date

**VALLEY SCHOOLS WORKERS' COMPENSATION GROUP**  
**MEMBERSHIP AGREEMENT**

This MEMBERSHIP AGREEMENT (this "*Agreement*"), dated and effective as of \_\_\_\_\_ (the "*Effective Date*"), is made by and between Valley Schools Workers' Compensation Group, an Arizona nonprofit corporation ("*VSWCG*"), and the entity or organization set forth in the signature block below ("*Member*").

WHEREAS, VSWCG is a public entity pool formed pursuant to Arizona Revised Statutes ("*A.R.S.*") §§ 11-952, 11-952.01 and 15-382;

WHEREAS, VSWCG desires to admit Member as a member of VSWCG, and Member desires to become a member of VSWCG, all on the terms and conditions set forth in this Agreement; and

WHEREAS, Valley Schools Management Group is the administrator of VSWCG, with power and authority to bind VSWCG pursuant to A.R.S. § 11-952.01(H) (5);

NOW, THEREFORE, in consideration of the premises and the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Representations and Warranties of Member. Member hereby represents and warrants to VSWCG that Member is either (a) a "public agency," as defined in A.R.S. § 11-951, or (b) a private, nonprofit educational institution, as described in A.R.S. § 11-952.01(I); Member further represents and warrants to VSWCG that Member has read and fully understands the terms and conditions set forth herein.

2. No Obligations to Pay Money or Provide Services Created. The parties further acknowledge and agree that (a) nothing in this Agreement creates any obligation by either party to the other to pay monies or to provide any insurance products, coverages or services, or to enter into an agreement or contract to do so, and (b) no such obligation shall exist unless and until the parties mutually agree upon the insurance products and coverages, and/or services, that VSWCG is to provide to Member.

3. Annual Contributions. Before the beginning of each fiscal year, VSWCG shall determine Member's contribution for that fiscal year to cover Member's financial obligation to VSWCG. Member's financial obligation to VSWCG shall be determined based on the insurance products, and coverages, and/or services that Member and VSWCG agree that VSWCG will provide to Member. VSWCG shall advise Member of its required contribution and the timeline for payment. Member shall pay the contribution agreed to in accordance with the timeline established by VSWCG.



4. Additional Contributions. If, after the beginning of a fiscal year, Member and VSWCG agree that VSWCG will provide Member with additional insurance products or coverages, and/or services, VSWCG may assess additional required contributions on Member. VSWCG shall advise Member of its required additional contribution and the timeline for payment. Member shall pay such additional contribution in accordance with the timeline established by VSWCG.

5. Special Assessments. If, after the beginning of a fiscal year, VSWCG determines that Member's contributions pursuant to Sections 3 and 4 above have become inadequate to pay Member's financial obligations, VSWCG may make a special assessment on Member to cover such inadequacy, in which case, Member shall pay the assessment in accordance with the timeline established by VSWCG.

6. Dissolution of VSWCG. If VSWCG is dissolved by a unanimous vote of its permanent directors then in office, VSWCG shall provide Member with written notice of such dissolution no less than one hundred eighty (180) days before the end of the fiscal year at which time the dissolution is to be effective. Upon dissolution, VSWCG shall cause a final accounting to be performed, which shall determine whether (a) Member has remaining financial obligations to VSWCG, in which case, Member shall pay VSWCG the amount determined to be owed, or (b) VSWCG owes a refund to Member, in which case VSWC shall pay such amount to Member.

7. Termination of Membership. Member's membership in VSWCG may be terminated by either (i) the withdrawal of Member from VSWCG, in accordance with Section 7(a) below, (ii) the cancellation of Member's membership in VSWCG, in accordance with Section 7(b) below, or (iii) the dissolution of VSWCG, in accordance with Section 6 above.

(a) Member may withdraw from VSWCG, effective at the end of VSWCG's then-current fiscal year (currently July 1 through June 30), if (i) Member's governing board (or similar authority) adopts a resolution of intention to withdraw, and (ii) Member gives VSWCG a true copy of the resolution of Member's governing board (or similar authority) of Member's intention to withdraw no less than ninety (90) days before the end of such fiscal year.

(b) Member's membership in VSWCG may be cancelled, effective at the end of VSWCG's then-current fiscal year, if (i) the permanent directors of VSWCG then in office unanimously vote to cancel Member's membership, and (ii) after such vote is taken, VSWCG gives Member a written notice of the cancellation of its membership no less than one hundred eighty (180) days before the end of such fiscal year. Member's membership may be cancelled, regardless of whether it is under suspension at the time of cancellation, or has previously been suspended, pursuant to Section 9 below.

(c) Upon termination of Member's membership in VSWCG and after all claims and expenses are concluded, settled or paid, VSWCG shall cause a final accounting to be performed, which shall determine whether (i) Member has remaining financial obligations to VSWCG, in which case, Member shall pay VSWCG the amount determined to be owed, or (ii) VSWCG owes a refund to Member, in which case VSWCG shall pay such amount to Member. Unless VSWCG determines otherwise, Member shall not be eligible for readmission as a member of VSWCG until a minimum of three (3) years after the date of Member's termination.

8. Liability upon Termination. The termination of Member's membership in VSWCG, whether by withdrawal or cancellation, shall not extinguish any financial obligation of Member to VSWCG for payment of annual contributions, additional contributions and special assessments incurred prior to Member's termination.

9. Suspension. If Member fails timely to make any required contribution of funds, whether an annual contribution, an additional contribution, or a special assessment, VSWCG may give Member a written notice describing such failure and setting forth a period during which Member must cure such failure. If Member fails to cure the failure within the prescribed period (or fails to make and timely complete alternative arrangements that are acceptable to VSWCG in its sole and absolute discretion), VSWCG may suspend coverage to Member's beneficiaries, and/or services to Member, in whole or in part, effective upon written notice to Member, in which case Member shall be deemed to not be in good standing.

10. Status of Member; Limitations on Member's Power, Authority, Rights and Privileges. The parties agree that, effective as of the Effective Date, Member has become a member of VSWCG within the meaning set forth in A.R.S. § 11-952.01. Member understands, acknowledges and agrees that (a) Member is not a member of VSWCG for purposes of the Arizona Nonprofit Corporation Act (A.R.S. § 10-3101 *et seq.*), and (b) Member's rights, privileges, duties and obligations as a member of VSWCG are and shall be solely as defined and set forth in this Agreement and in A.R.S. § 11-952.01.

11. Termination of Agreement. This Agreement shall automatically terminate immediately upon termination of Member's membership in VSWCG (whether by withdrawal, by cancellation or by dissolution), as set forth in Sections 7 and 8 above. The provisions of Sections 7(c), 8, 9, 10, 12 and 13 shall survive the termination of this Agreement.

12. Notices. Any notice other communication required or permitted to be given by this Agreement shall be in writing and shall be deemed given and received when (a) delivered to the appropriate address by hand or by nationally recognized overnight courier service (costs prepaid), or (b) received or rejected by the addressee, if sent by certified mail, return receipt requested, in each case to the address, and marked to the attention of, the designated person or entity (by name or title). Notices or other communications given to Member shall be addressed to Member at the address set forth

below Member's signature block below. Notices or other communications given to VSWCG shall be addressed as follows:

Valley Schools Workers' Compensation Group  
3050 West Agua Fria Freeway  
Suite 250  
Phoenix, Arizona 85027  
Attn: Administrator

Either party may change its address for receipt of notices and other communications by providing notice to the other party in accordance with this Section 12.

13. Miscellaneous. The laws of the State of Arizona shall govern the performance and construction of this Agreement. Member may not assign this Agreement or any rights or obligations hereunder. This Agreement may be executed in multiple counterparts, each of which, when so executed and delivered, shall be an original, but all such counterparts shall together constitute one and the same instrument. The Recitals hereto are hereby incorporated into and made a part of this Agreement.

*[signature page follows]*

IN WITNESS WHEREOF, the parties hereto have executed or caused this Agreement to be executed as of the date first above written.

**“VSWCG”**

**“MEMBER”**

VALLEY SCHOOLS WORKERS’  
COMPENSATION GROUP, an Arizona  
nonprofit corporation

Glendale Elementary School District #40

a(n) \_\_\_\_\_

By: VALLEY SCHOOLS MANAGEMENT  
GROUP, an Arizona nonprofit  
Corporation, its Administrator

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

By: 

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
Tom Boone, its Chairman/CEO

Date: May 8, 2019

Address for receipt of notices:

\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.Q. TOPIC: Property, Casualty, and Liability Insurance

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve Arizona School Risk Retention Trust, Inc. (ASRRT) annual planning document (APD) renewal premiums, including the Trust administration fee for prepaid legal, property, casualty and liability insurance effective July 1, 2019 - June 30, 2020 up to the maximum renewal amount of \$803,325 as presented.

**RATIONALE**

There is an increase of \$15,925 or (2.11%) from the prior year.

Below you will find the cost for the following fiscal years (FY):

	2019-2020	2018-2019	2017-2018	2016-2017
<b>Annual Contribution</b>	\$ 769,825.00	\$ 753,900.00	\$ 743,674.00	\$ 669,714.00
<b>Authorization Insurance Rep Fee</b>	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
<b>TRUST Administration Fee</b>	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
<b>Grand Total</b>	<b>\$ 803,325.00</b>	<b>\$ 787,400.00</b>	<b>\$ 777,174.00</b>	<b>\$ 703,214.00</b>

The increase(s) are in the following categories:

- Administrative Practices Liability.....\$ 500
- All Risk Property including flood and earthquake....\$43,034
- Equipment Breakdown.....\$ 390
- Prepaid Legal Indemnity..... \$13,918

The decrease(s) are in the following categories:

- General Liability (including School Governing Board and Teachers Professional Liability).....\$22,195
- Automobile Liability.....\$ 4,586
- Excess Liability (First Excess).....\$ 2,199
- Excess Liability (Second Excess).....\$ 385
- Excess Liability (Third Excess).....\$ 330
- Automobile Physical Damage.....\$ 1,986
- Commercial Crime.....\$ 10

No changes to the following categories:

- Storage Tank System Third Party Liability Cleanup

**General Liability (including School Governing Board and Teachers Professional Liability)**

Limit:	\$10,000,000/Occurrence, Offense, or Wrongful Act \$2,000,000 Employers Liability/Accident or Disease \$1,000,000 Professional Liability for Clinical Practicum Students/Occurrence/Student \$1,000,000 Cyber Liability/Occurrence		
Aggregate Limit:	\$10,000,000 Employee Benefit Administration Liability \$10,000,000 Professional Liability \$2,000,000 Employers Liability/Accident or Disease \$3,000,000 Professional Liability for Clinical Practicum Students/Student \$15,000,000 Cyber Liability, Shared Annual Aggregate		
Deductible:	No deductible/Occurrence, Offense, or Wrongful Act \$500,000 Employers Liability/Accident or Disease \$5,000 Cyber Liability/Occurrence		
		<b>Contribution:</b>	\$174,227

**Automobile Liability**

Limit:	\$10,000,000/Occurrence \$15,000 each Person/\$250,000 each Accident Uninsured Motorist (Appendix A.1, Endt. No. 4) \$15,000 each Person/\$250,000 each Accident Underinsured Motorist (Appendix A.1, Endt. No. 5)		
Deductible:	No deductible/Occurrence	<b>Contribution:</b>	\$83,610

**Administrative Practices Liability (Appendix A.1, Endorsement No. 6A)**

Coverage A and B:			
Limit:	\$150,000/Claim:	Administrative Practices Liability	
Aggregate Limit:	\$300,000:	Administrative Practices Liability	
Coverage C:			
Limit:	\$100,000/Claim:	Criminal Legal Defense	
Aggregate Limit:	\$200,000:	Criminal Legal Defense	
Deductible:	No deductible/Occurrence		
		<b>Contribution:</b>	\$25,500

**For Profit Activities (Appendix A.1, Endorsement No. 8)**

Limit:	\$1,000,000/Occurrence (0 Activities)		
Deductible:	No deductible/Occurrence	<b>Contribution:</b>	Available, but Not Accepted

**Excess Liability**

First Excess:	\$10,000,000 excess of \$10,000,000/Occurrence and underlying aggregate limit, where applicable	<b>Contribution:</b>	\$23,732
Second Excess:	\$5,000,000 excess of \$20,000,000/Occurrence and underlying aggregate limit, where applicable	<b>Contribution:</b>	\$4,153
Third Excess:	\$10,000,000 excess of \$25,000,000/Occurrence and underlying aggregate limit, where applicable	<b>Contribution:</b>	\$3,560
Fourth Excess:	\$15,000,000 excess of \$35,000,000/Occurrence and underlying, \$50,000,000 aggregate limit, where applicable	<b>Contribution:</b>	Included at no charge

**All Risk Property (including Flood and Earthquake)**

Limit:	Total Insurable Value: \$252,467,286		
Flood Limit:	\$100,000,000/Occurrence, Annual Aggregate shared with all Trust members		
Earthquake Limit:	\$100,000,000/Occurrence, Annual Aggregate shared with all Trust members		
Deductible:	\$1,000/Occurrence	<b>Contribution:</b>	\$365,699

**Mold Coverage Reinstatement of Limit Program (Appendix A.3, Endorsement No. 1)**

Limit:	\$25,000/Occurrence of Fungus, Bacteria, or Wet or Dry Rot Remediation by Location		
Aggregate Limit:	\$75,000/Agreement Period (Coverage Year)		
Deductible:	\$1,000/Occurrence	<b>Contribution:</b>	Available, but Not Accepted



Glendale Elementary School District No. 4024  
 Proposal Acceptance Form (PAF)  
 Date: 5/15/2019  
 Contribution Terms: 7/1/2019 until 7/1/2020  
 Trust Agreement Number: 219-2019

**Course of Construction (Appendix A.3, Endorsement No. 3)**

Limit: Total Insurable Value of the renovation project  
 Deductible: \$1,000/Occurrence  
 Contribution: Available, but Not Accepted

**Automobile Physical Damage**

Limit: Actual Cash Value  
 Deductible: Comprehensive: \$250/Accident/Vehicle  
 Deductible: Collision: \$250/Accident/Vehicle  
 Contribution: \$21,660

**Equipment Breakdown**

Limit: \$100,000,000/Accident, Property Damage and Extra Expense Combined  
 Deductible: \$1,000/Accident  
 Contribution: \$7,463

**Commercial Crime**

Limits: \$1,500,000/Occurrence: Employee Theft  
 \$1,500,000/Occurrence: Forgery or Alteration  
 \$1,500,000/Occurrence: Inside Premises - Theft of Money and Securities  
 \$1,500,000/Occurrence: Inside Premises - Robbery or Safe Burglary of Other Property  
 \$1,500,000/Occurrence: Outside the Premises  
 \$1,500,000/Occurrence: Computer Fraud  
 \$1,500,000/Occurrence: Funds Transfer Fraud  
 \$1,500,000/Occurrence: Money Orders and Counterfeit Money  
 Deductible: \$100/Occurrence  
 Contribution: \$9,101

**Storage Tank System Third Party Liability and Cleanup**

Limit: \$2,000,000 each Claim (0 AST, 4 UST)  
 Aggregate Limit: \$4,000,000 Annual Aggregate for Third Party Claims and First Party Remediation Costs  
 \$2,000,000 Annual Aggregate for Legal Defense Expenses  
 Deductible: \$10,000/Claim  
 Retroactive Date: Per Schedule  
 Contribution: \$4,620

**Pre-Paid Legal Services Indemnity**

Aggregate Limit: \$300,000  
 Deductible: None  
 Contribution: \$46,500

**Unemployment Insurance Liability (Appendix A.9)**

Aggregate Limit: Statutory, as outlined in A.R.S. § 11-952.01(S)  
 Deductible: None  
 Contribution: Available, but Not Accepted

Annual Contribution Subtotal:	\$769,825
Authorized Insurance Representative (AIR) Fee:	\$8,500
TRUST Administration Fee:	\$25,000

**Annual Trust Contribution Grand Total: \$803,325**

I, the undersigned, as the District Authorized Representative of Glendale Elementary School District No. 4024 do hereby accept, on behalf of the above-named District, the coverage indicated above. I understand that for any type of coverage listed above that states "Available, but not accepted," no coverage is being provided by the Trust in connection therewith for the applicable coverage period. In addition, no coverage, even if accepted, is in place if the corresponding annual contribution has not been paid to the Trust by the due date established by the Trust. I further represent and confirm that all information previously provided to the Trust by the District in the Exposure Summary for the applicable coverage period is accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_

The Trust reserves the right to modify coverage limits, terms and conditions, including overall coverage structure, based on the results of reinsurance negotiations. The District will be notified if any such modifications result in a reduction in coverage or an increase in contribution. Nothing in this document is intended to expand the coverage provided pursuant to the Trust's Coverage Agreements, and the terms, limits, conditions, definitions, and exclusions of such Coverage Agreements will control the scope of coverage provided by the Trust.

**Optional Coverages Offered by the Trust**

Please contact your member services coordinator if you want to add any of the below optional coverages.

**For Profit Activities (Appendix A.1, Endorsement No.8)**

For Profit Activities provides liability coverage for the member's for profit activities for operations that are not ordinary educational operations.

Limit: \$1,000,000/Occurrence/Annual Aggregate (1 Activity)  
Deductible: No deductible/Occurrence Annual Contribution (excludes AIR and Admin. fees): \$3,500

**Mold Coverage Reinstatement of Limit Program (Appendix A.3, Endorsement No. 1)**

Mold Coverage Reinstatement of Limit Program offers \$25,000 of additional no fault mold coverage for a specific location.

Limit: \$25,000/Occurrence of Fungus, Bacteria, or Wet or Dry Rot Remediation by Location  
Aggregate Limit: \$75,000/Agreement Period (Coverage Year)  
Deductible: \$1,000/Occurrence Annual Contribution (includes AIR and Admin. fees): \$24,500

**Course of Construction (Appendix A.3, Endorsement No. 3)**

Course of Construction covers new construction and/or renovations to a building or structure, namely the materials in transit, materials at the worksite, and materials affixed to or a part of the construction and/or renovation, while at the risk of the district. The district is required to notify the Trust in writing in advance of all construction or renovation projects in excess of \$100,000 as a precondition to coverage.

Limit: Total Insurable Value of the new construction and/or renovation project  
Deductible: \$1,000/Occurrence

**Unemployment Insurance Liability (Appendix A.9)**

The Unemployment Insurance (UI) Program covers liability for payments that arise from a claim filed by a former employee for UI benefits to the Arizona Department of Economic Security (DES) and administrative expenses associated with handling and/or defending of UI claims. The district must complete a Power of Attorney Letter as a precondition to coverage.

Aggregate Limit: Statutory, as outlined in A.R.S. § 11-952.01(S)  
Deductible: None

**NOTE: Please refer to the Coverage Agreements for a complete description of the coverages offered.**



GLENDALE ELEMENTARY SCHOOL DISTRICT

ACTION AGENDA ITEM

AGENDA NO: 6.R. TOPIC: Authorization to Settle Claims

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

RECOMMENDED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board authorize the Assistant Superintendent for Financial and Auxiliary Services, or his designee, to approve the settlement and payment of claims up to the deductible limits in the insurance policy for fiscal year 2019-2020.

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**RATIONALE**

The Trust Board has procured the liability insurance for the District with deductible limits ranging from \$1,000 to \$25,000, depending on the type of claim.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 8.A. TOPIC: Policy Revision First Reading

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the first reading of revised policy manual section J-Students as presented.

---

**RATIONALE:**

Administration is in the process of completing a comprehensive policy manual review and update through the Arizona School Boards Association. Prior to rescinding the current manual and adopting the new one, the Board must complete a first reading of the revised manual. After each study session, the Board will approve the first reading of the sections of the manual reviewed. Once all sections have had a first reading conducted, the entire manual will be rescinded, then adopted again as a whole.

GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 8.B. TOPIC: Employment of Assistant Principal

SUBMITTED BY: Ms. Deby Valadez, Assistant Superintendent for Human Resources

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the employment of Ms. Sarah Akeley as Assistant Principal of Glendale American School, salary and benefits commensurate with other Assistant Principals.

---

**RATIONALE:**

An initial Assistant Principal committee was formed to screen and interview candidates for the Assistant Principal positions in Glendale. The top four remaining candidates were forwarded to the site Principal and Assistant Superintendent of Human Resources for an additional interview.

We are honored to recommend the selected candidate to the position of Assistant Principal for Glendale American.

# Sarah Akeley, M.Ed.

## Objective

To obtain an Assistant Principal position within the Glendale Elementary School District

## Education

### **Northern Arizona University**

Master of Educational Leadership  
Emphasis: PreK-12 Principal

May 2014  
Flagstaff, AZ

### **St Cloud State University**

Bachelors of Science in Education

May 2006  
St. Cloud, MN

## Certifications

- Adult Education Certificate
- Early Childhood Endorsement, Birth-Age 8
- Principal Certification; PreK-12
- Reading Specialist Endorsement, PreK-12
- Teaching Certificate; Elementary, K-8

## Leadership Experience

- Grade Level Leader
- Palm Lane Literacy Team
- Palm Lane School Leadership Team
- Program Solving Team Coordinator
- STAR Reading Program Leader
- Thinking Maps Trainer

## Teaching Experience

### **Instructional Support Specialist**

#### **Palm Lane Elementary School, AZ July 2016-present**

- Analyze school wide data with administrators and grade level teams on a daily basis
- Develop individual coaching plans based on instructional needs and student data
- Facilitate daily grade level meetings to assist teachers in collaborating and planning instruction
- Observe teachers and model first best instruction through Cognitive Coaching
- Provide ongoing professional development that supports the school plan for continuous improvement and school district initiatives.

### **Program Wide Curriculum Coach**

#### **Rio Salado College Tempe, AZ June 2018-present**

- Align curriculum materials with the new Adult Education standards
- Assist teachers and curriculum coaches with using the online learning management systems Odysseyware and Burlington English
- Create and facilitate program wide Professional Learning Communities
- Evaluate and revise Rio Salado's Connect 3 GED program
- Instruct and assess students using the Bader Reading and Language Inventory through our current STAR pilot

### **Curriculum Coach**

#### **Rio Salado College Avondale, AZ June 2016-June 2018**

- Consulted and collaborated with instructors and staff in the development of coaching activities and professional learning
- Developed individual coaching plans based on instructional needs and student data
- Facilitated monthly Professional Learning Communities
- Provide one-on-one instructional support using the College and Career Readiness Standards for Adult Education

### **Adult Education Instructor**

#### **Rio Salado College Lifelong Learning Center, AZ June 2015-June 2016**

- Collaborated with instructors through Professional Learning Communities
- Designed and implemented curriculum maps for language arts and social studies
- Instructed adult students in high school equivalency classes
- Involvement in Rio Salado's College Bridge Pathways program

### **Move on When Reading Specialist, Grades K-3**

#### **Palm Lane Elementary School, AZ July 2014-July 2016**

- Instructed intensive and strategic students in the area of phonics and reading using SRA-SRA Science Research Associates, Intervention By Design, and 95% Group
- Involved in creating a Guaranteed and Viable Curriculum for the Cartwright School District
- Mentored, coached, and assisted teachers with instructional strategies and classroom Management
- Provided district wide professional development in the areas of reading

### **Reading Instructional Interventionist, Grades K-5**

#### **Palm Lane Elementary School, AZ July 2012-2014**

- Instructed students in grades K-5 in the area of phonics and reading using the 95% Group resources
- Supported and modeled lesson for teachers in grades K-5

**Elementary School Teacher, 1<sup>st</sup> grade**

**Manuel Peña Jr. Elementary School, AZ July 2009-2012**

- Facilitated weekly team meetings focused on instructional practices and student needs
- Implemented a Balanced Literacy and Balanced Math program
- Taught pre-emergent, basic, and intermediate English Language Learners

**Beginning and Academic Reading Tutor, K-12**

**Sylvan Learning Center, Goodyear, AZ May 2008-May 2010**

- Used research based strategies for grades kindergarten through ninth grade
- Worked with individual students to develop their academic reading skills

**Elementary School Teacher, 2<sup>nd</sup> grade**

**Manuel Peña Jr. Elementary School, AZ, July 2006-July 2009**

- Expanded learning through whole class, individual, and small group instruction
- Integrated Activboard technology into everyday classroom lessons and activities
- Taught basic and intermediate English Language Learners



GLENDALE ELEMENTARY SCHOOL DISTRICT

**ACTION AGENDA ITEM**

AGENDA NO: 8.C. TOPIC: Superintendent Salary

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

RECOMMENDATION:

It is recommended the Governing Board approve the payment of the Superintendent's 5% increase in pay for the 2019-2020 school year to be paid as a one-time stipend to be donated to the Glendale Uniting Students, Teachers, and Others educational foundation.

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**RATIONALE:**

Ms. Segotta-Jones has opted to forego her 5% salary increase for the 2019-2020 school year, and instead donate it the District's new educational foundation, Glendale Uniting Students, Teachers and Others (GUSTO) to assist the organization with getting off the ground. In order to facilitate this, the Board is asked to approve the 5% salary increase to be paid in a one-time stipend payment.



GLENDALE ELEMENTARY SCHOOL DISTRICT

**INFORMATIONAL AGENDA ITEM**

AGENDA NO: 9.A. TOPIC: Future Meetings

SUBMITTED BY: Ms. Cindy Segotta-Jones, Superintendent

RECOMMENDED BY: Ms. Cindy Segotta-Jones, Superintendent

DATE ASSIGNED FOR CONSIDERATION: June 13, 2019

Board Meetings dates for the 2018-2019 and 2019-2020 school year are listed below with the agenda topics anticipated for each meeting. Routine items, i.e., vouchers, personnel reports, travel, etc., are not included in the list.

June 27	Study Session - Board Self-Evaluation 2019-2020 Proposed Expenditure Budget
July 11	2019-2020 Expenditure Budget
July 25	Special Meeting
August 8	Report on Opening of School
August 22	Special Meeting
September 12	AzMERIT 100% Club Recognition
September 26	Special Meeting Annual Financial Report
October 17	Superintendent Goal Progress Report
November 7	Executive Session for Superintendent's Evaluation
November 21	Special Meeting
December 12	Regular Meeting
January 9	Organizational Meeting
January 23	Special Meeting
February 6	Employment Agreements and Contracts
February 20	Employment Contract Renewals
March 5	Meet and Confer/Salary Recommendations
March 26	Special Meeting
April 9	Board Meeting Schedule
April 23	Special Meeting
May 14	Authorized Signatories Budget Revision Call for Election Renewal of Sole Source, Cooperative, and Purchasing Contracts
May 28	Special Meeting
June 11	Regular Meeting
June 25	Special Meeting

**Agenda Item Requests Tracking:**

Agenda Item	Date of Board Request	Board Member Making Request	Date Placed on Agenda	Action Taken
Census Community Forum	11/8/18	Monica Pimentel		Nov. 30 Board Update
Demographics Study Session	12/5/18	Brenda Bartels	1/24/19	Study Session Held
Student Discipline Study Session	1/10/18	Brenda Bartels	4/25/19	Board Update Study Session Held
Salary Schedule Study Session	5/9/19	Sara Smith		