



Regular Board Meeting Agenda

Tuesday, October 11, 2022 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032

1. OPENING ITEMS

- 1.A. Call to Order**
- 1.B. Roll Call**
- 1.C. Pledge of Allegiance**
- 1.D. Invocation**
- 1.E. Adoption of Agenda**
- 1.F. Approve Minutes of the September 13, 2022 Regular Board Meeting**



**Minutes of Regular Board Meeting of the Governing Board
Joseph City Unified School District
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032
Tuesday, September 13, 2022**

Members present

Eldon Larsen, President; Karsten Flake, Rhonda Roberson
Dayton Flake arrived at 6:08 pm

Administrators present

Bryan Fields, Superintendent; Eric Miller, Principal; Darrel Mosier, Principal

Others present

3 Community members

1. OPENING ITEMS

1.A. Call to Order

Eldon Larsen called the meeting to order at 6:00 p.m.

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Invocation

1.E. Adoption of Agenda

Motion: Adopt the Agenda as presented by Eldon Larsen; second by Karsten Flake
Final Resolution: Motion passed
Yes: Eldon Larsen, Karsten Flake, Rhonda Roberson

1.F. Approve Minutes of the August 9, 2022 Regular Board Meeting

Motion: Approve the minutes as presented by Rhonda Roberson, second by Karsten Flake
Final Resolution: Motion passed
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Rhonda Roberson

1.G. Superintendent's Report

Christina Rodrigues (Agriculture teacher) shared her upcoming projects for the FFA club.

2. CALL TO THE PUBLIC

None

3. POSSIBLE EXECUTIVE SESSION

None

4. CONSENT AGENDA

Motion: Approve the Consent Agenda as presented by Eldon Larsen, second by Dayton Flake
Final Resolution: Motion passed
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Rhonda Roberson

4.A. Approve Expense Vouchers

Action to ratify district vouchers for period 8/3/22 through 9/6/22.

General and Special Funds: #1069 \$43,382.72 (encumbered); #1070 \$50,126.26 (encumbered); #4 \$148,088.45; #5 \$156,424.30; #1004 \$112,520.16; #1005 \$80,873.42; #1006 \$1,276.97; #1007 \$77,583.30; #1008 \$1,733.37; #1009 \$72,872.29

Auxiliary Operations Funds: #1098 \$312.13 (encumbered); #1099 \$3,440.95 (encumbered); #1100 \$46,990.48 (encumbered); #1002 \$3,350.00; #1004 \$215.85; #1005 \$3,072.04

Student Activities Fund: #1003 \$838.42; #1006 \$2,815.99

4.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 8/1/22 through 8/31/22.

4.C. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
Various	Flute, piccolo, snare drum (photos attached)	Band	Instruments for student use	Estimated value: \$1,500
Donors Choose	Welding gloves, angle grinder, welding supplies	Welding vocational program	Supplies and equipment for welding lab	\$596
Donors Choose	Human body three-dimensional models	HS science classes	Instruction	\$357
APS	Supply My School cash donation	Greg Case - JH Teacher	Classroom supplies	\$500
Summit Healthcare	Cash	Athletics - Jr/Sr High	Program support	\$1,475

4.D. Student Fundraisers

Organization	Description	Action
Cheerleading	Jr. Cheer Camp	Approval
FFA	"Kiss the Pig" contest	Ratification
FFA	Sell Snacks -Tractor Supply Days	Approval
HS Boys Basketball	Discount Cards	Ratification

4.E. Accept Enrollment of Foreign Exchange Students

4.F. Intergovernmental Agreement with Navajo County Community College District / Northland Pioneer College for Dual Enrollment Students

4.G. Intergovernmental Agreement with Navajo County Community College District / Northland Pioneer College for Concurrent Enrollment -TALON Students

4.H. Acceptance of School Facility Board Awards

\$174,475.00 - Joseph City JH/HS Gym bleacher replacement

\$24,000.00 - Joseph City Elementary School Gym bleachers upgrades and repairs

\$84,620.24 - Joseph City Elementary School HVAC system heat exchanger replacement

5. ACTION ITEMS

5.A. Possible Approval of JV Drama Coach Position

Motion: Approve the JV Drama Coach Position by Eldon Larsen, second by Rhonda Roberson.

Final Resolution: Motion passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Rhonda Roberson

5.B. Increase Pay Rates for Athletic Tournament Hospitality Coordinators

Motion: Approve the increase in pay rates for athletic tournament Hospitality Coordinators as presented, by Eldon Larsen, second by Dayton Flake

Final Resolution: Motion passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flake

No: Rhonda Roberson

5.C. Personnel Requests

Name	Assignment	Action
Ashcroft, Reese	Football, Wrestling	Volunteer (ratification)
Bowler, Laurie	Certified Tutor	Renewal
Bushman, Peter	Certified Tutor	Assignment
Dabbs, Rhonna	Elementary	Volunteer
Deiparine, Sheryl-Ann	Certified Tutor	Renewal
DeWitt, Darolyn	Certified Tutor	Renewal
DeWitt, Lexi	Volleyball	Volunteer (ratification)
Edwards, Jeri	Event Worker	Renewal
Fast, Kristina	Concession Stand Worker Student	Appointment
Fish, Brenda	Event Worker	Appointment
Frost, Katie	Softball	Volunteer
Hancock, Roland	Concession Coordinator	Renewal
Hansen, Ruth	Certified Tutor	Renewal
Hardy, Rhyan	Concession Stand Worker Student	Appointment
Holmes, Theresa	Certified Tutor	Renewal
Howerton, Annyssa	Substitute Teacher	Appointment
Hutchens, Neleigha	Volleyball	Volunteer (ratification)
Hutchens, Neleigha	Event Worker	Ratification
Krebs, Gerard	Wrestling	Volunteer
Johnstun, Aaron	Boys Basketball	Volunteer
Juarez, Cassidy	Bus Monitor	Appointment (ratification)
Keams, Margaret	Substitute Custodian	Appointment
Keams, Margaret	Van Driver	Appointment (ratification)
Larsen, Eldon	Baseball	Volunteer (ratification)
Layden, Trakelle	Girls Basketball	Volunteer
Metzger, Kelly	Certified Tutor	Assignment
Miller, Cambria	Auditorium Tech	Appointment
Miller, Landon	Auditorium Tech	Appointment
Morris, Patrick	Bus Driver	Appointment (ratification)
Neill, Aaron	Softball	Volunteer

Name	Assignment	Action
Miller, Charlsye	Softball	Volunteer
Miller, Lane	Boys Basketball	Volunteer
Rush, Kay	Head Coach - HS Track	Assignment
Sander, Jorge	Softball	Volunteer
Smith, Gayla	JV Coach II - HS Track	Assignment
Smithson (Edwards), Krista	Instructional Aide	Appointment (Ratification)
Snyder, Brinlee	Concession Stand Worker Student	Appointment
Varney, Jean	Substitute Teacher	Appointment (contracted through ESI)
Whetten, Anthony	Asst. Drama Coach	Assignment (if position is approved in Agenda Item 5.A.)
Young, Claire	Certified Tutor	Renewal

Motion to approve Personnel Requests by Karsten Flake, second by Dayton Flake
Final Resolution: Motion passed
Yes: Dayton Flake, Karsten Flake, Rhonda Roberson
Abstained: Eldon Larsen

5.D. Approval of 2022-23 Performance Pay Plans for Teachers, Specialist, and Counselor

Motion to approve 2022-23 Performance Pay Plans for Teachers, Specialist and Counselor by Eldon Larsen, second by Karsten Flake
Final Resolution: Motion passed
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Rhonda Roberson

5.E. Accept the Joseph City Unified School District Audit issued on August 26, 2022 for the Fiscal Year 2020-21

Motion to accept the JCUUSD Audit for Fiscal Year 2020-21 by Eldon Larsen, second by Rhonda Roberson
Final Resolution: Motion passed
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Rhonda Roberson

5.DISCUSSION ITEMS

None.

5.F. Review of Possible Policy Changes to be Considered for Adoption at a Future Meeting

No policy changes will be adopted at this meeting. The following policy advisories are the result of laws passed by the Arizona 55th Legislature effective September 24, 2022. Policies affected:

JRR-Student Surveys; KI-Visitors to Schools; KB-Parental Involvement in Education; IHAMB-Family Life Education; JLCB-Immunizations of Students; JLCC-Communicable Infectious Diseases; DIA-Accounting System; IHA-Basic Instructional Program; JLDA-School Counselors and Psychologists; JICFA-Hazing; IKF-Graduation Requirements; JJIA-Intramural Sports (new); EE-Transportation Services; EEAEA-Bus Driver Requirements, Training, and Responsibilities; JF-Student Admissions; IJL-Library Materials Selection and Adoption; IJNC-Resource Centers/Media Centers/School Libraries; IMD-School Ceremonies and Observances; IMB-Teaching About Controversial/Sensitive Issues

6. INFORMATION ITEMS

6.A. Status of ESSER Funds, Other Funding Sources and Related Budget Issues

6.B. Requests for Future Agenda Items

None

6.C. Upcoming Meetings and Events Calendar

- Next Regular Board Meeting - October 11, 2022; 6:00 p.m.

7. ADJOURNMENT

Motion to adjourn by Eldon Larsen, second by Karsten Flake

Final Resolution: Motion passed

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Rhonda Roberson

Meeting adjourned at 7:27 pm.

APPROVED:

Board Clerk or President

1.G. Superintendent's Report
Updates and Current Events

Governing Board Meeting: October 11, 2022

Superintendent's Report

Current Events and Updates

- Fall athletics are coming to a close and the winter sports seasons are beginning soon. This includes: High School Basketball, Cheer, Wrestling, and Junior High Wrestling and Volleyball
- We've come to the end of the first quarter of the school year. There will be Parent-Teacher Conferences on this upcoming Thursday, which is also a half day of school for students.
- The county has scheduled to paint the Elementary crosswalk on October 17th. This will be from the front door to the church parking lot.
- The JH/HS Ag class is raising some animals in the far east enclosed area of the campus.
- Overall, the new roofs have held up well over the recent rainy season. I've started the process to apply for assistance with the Auditorium and Vocational Building roofs.
- The school district held a flu shot clinic in the Board Room on September 27th.
- The new minimum wage rate for next year has been set and will be \$13.85 starting on January 1st.
- We called for a lockout on September 29th. This was because of a situation that we learned was going on in Holbrook. We were only in a 'lockout' (secure the perimeter) for under 30 minutes. The situation was a prank call to Holbrook schools threatening school violence.
- I've been doing some analysis of the natural gas bills at the HS to estimate the monthly savings of a boiler project that we did. We are also experimenting with the savings that the pool cover can provide us. The calculations that I've read online say that the savings can be over 50%. Morning swimming is still going on this month and the pool staff is using the pool cover in the hopes of obtaining some empirical evidence.
- Halloween Carnival that the student groups will be operating with their sponsors will be on Monday, Oct 31 from 6-8pm.
- We are looking into an attendance program (Lift Up) to help with some students who are struggling. The program is at no cost and was developed by Harvard and the National Center for Rural Education Research Networks. The program essentially includes personalized messages to emphasize the importance of school attendance. It will be a low effort program once we get it implemented with our messaging system. Currently we have about 20 students district-wide with serious attendance problems.
- I am waiting for some information on our Chromebook program. I should receive the information prior to the meeting and I will plan on updating you verbally at the meeting.



Summary of Financial Operations (Unaudited)
September 30, 2022

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,991,226	\$1,183,420	\$3,247,880	\$1,559,926
010-013	Classroom Site Funds	\$ 970,920	\$ 17,186	\$ 82,663	\$ 871,071
100-130	Title I	\$ 260,000	\$ 32,195	\$ 111,345	\$ 116,460
140-150	Title II - Profesional Development	\$ 50,000	\$ -	\$ -	\$ 50,000
200-209	Title VII - Indian Education	\$ 15,000	\$ -	\$ -	\$ 15,000
220-229	IDEA/Special Education Grants	\$ 175,000	\$ 20,164	\$ 61,335	\$ 113,456
230	Johnson-O'Malley (JOM)	\$ 4,500	\$ 210	\$ 528	\$ 3,763
260-270	Career & Technical Ed (CTE) - Federal	\$ 12,000	\$ 2,055	\$ 2,131	\$ 7,813
290-291	Medicare Reimbursement	\$ 30,000	\$ -	\$ -	\$ 30,000
326-346	ESSER / CARES / ESG	\$1,089,493	\$ 88,216	\$ 343,171	\$ 658,106
374	E-Rate	\$ 33,000	\$ 7,003	\$ 10,997	\$ 15,000
380	ARPA - Az On Track	\$ 2,200	\$ 1,197	\$ -	\$ 1,003
390-396	REAP (Federal Rural Assistance)	\$ 45,000	\$ -	\$ 7,400	\$ 37,600
400	Career & Technical Ed (CTE) - State	\$ 10,000	\$ 461	\$ 2,140	\$ 7,399
466	Healthy Drug-Free Community	\$ 8,110	\$ 1,556	\$ 6,554	\$ -
506	School Plant (Sale)	\$ 5,000	\$ -	\$ -	\$ 5,000
510	Food Service	\$ 340,000	\$ -	\$ -	\$ 340,000
515	Civic Center	\$ 10,000	\$ -	\$ -	\$ 10,000
520	Preschool Tuition	\$ 12,000	\$ 1,595	\$ 4,780	\$ 5,625
525	Auxiliary Operations	\$ 140,000	\$ 53,740	\$ 17,400	\$ 68,860
526	Extracurricular Activities Tax Credit	\$ 20,000	\$ 868	\$ 1,035	\$ 18,097
530	Gifts & Donations	\$ 50,000	\$ 1,049	\$ 2,015	\$ 46,936
535-539	CTE & Vocational Education Projects	\$ 8,500	\$ 3,924	\$ 292	\$ 4,284
550	Insurance Proceeds	\$ 60,000	\$ -	\$ -	\$ 60,000
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs	\$ 35,000	\$ 2,302	\$ 17,426	\$ 15,272
585	Insurance Refunds	\$ 5,000	\$ -	\$ -	\$ 5,000
596	NAVIT	\$ 45,000	\$ 2,281	\$ 9,918	\$ 32,801
610	Capital Outlay	\$ 408,436	\$ 238,095	\$ 31,650	\$ 138,691
620	Adjacent Ways	\$ 75,000	\$ 1,037	\$ 2,374	\$ 71,589
665	Energy and Water Savings	\$ 49,000	\$ -	\$ -	\$ 49,000
686	SFB Emergency Deficiency Correction	\$ 109,964	\$ -	\$ 109,964	\$ -
691	SFB Building Renewal Grant	\$ 750,000	\$ 237,668	\$ 345,171	\$ 167,162
850	Student Activities	\$ 30,000	\$ 5,141	\$ 1,588	\$ 23,271
TOTAL		\$ 10,884,349	\$ 1,901,363	\$ 4,419,755	\$ 4,583,184

2. CALL TO THE PUBLIC

Procedure for addressing the Board in a public meeting may be viewed here: <https://josephcityaz.sites.thrillshare.com/page/public-comments>

3. POSSIBLE EXECUTIVE SESSION (*)

For any agenda item indicated with an asterisk (*), the Board may vote to convene in Executive Session pursuant to A.R.S. 38-431.03 (A) (1) for personnel matters when notified; (2) discussion or consideration of records exempt by law from public inspection; (3) for consultation with attorney; (4) for consultation with attorney when in pending or contemplated litigation. Discussion or consideration of personnel matters may include employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee.

4. CONSENT AGENDA

Vote on Consent Agenda. All items listed will be considered as a group and will be approved with one motion unless a Board Member requests an item be removed from the consent agenda and considered as a separate item.

4.A. Approve Expense Vouchers

Action to ratify district vouchers for the period 9/7/2022 through 10/4/2022.

General and Special Funds: #6 \$153,596.82; #7 \$158,931.37; #1010 \$116,243.67; #1011 \$71,207.27; #1012 \$1,276.44; #1013 \$272,005.76; #1014 \$1,441.80

Auxiliary Operations Funds: #1007 \$33,000.00; #1008 \$379.40; #1010 \$4,079.42

Student Activities Fund: #1009 \$657.70; #1011 \$831.29

4.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 7/1/2022 through 9/30/2022.

Report does NOT include beginning balances carried over from FY21-22

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 7/1/2022

To: 9/30/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
000.000 Undesignated DO NOT USE	.00	.00	.00	.00	.00	.00
102.610 Joseph City Jr High School Student Council	.00	6.25	.00	6.25	.00	6.25
102.612 Joseph City Jr High School Softball	.00	.00	.00	.00	.00	.00
102.619 Joseph City Jr High School Volleyball	.00	.00	.00	.00	.00	.00
102.629 Joseph City Jr High School Track	.00	.00	.00	.00	.00	.00
102.637 Joseph City Jr High School Class of 2024	.00	.00	.00	.00	.00	.00
102.638 Joseph City Jr High School Class of 2025	.00	.00	.00	.00	.00	.00
102.639 Joseph City Jr High School Class of 2026	.00	.00	.00	.00	.00	.00
102.640 Joseph City Jr High School Class of 2027	.00	.00	.00	.00	.00	.00
102.641 Joseph City Jr High School Class of 2028	.00	.00	.00	.00	.00	.00
102.642 Joseph City Jr High School Class of 2029	.00	.00	.00	.00	.00	.00
102.643 Joseph City Jr High School Class of 2030	.00	.00	.00	.00	.00	.00
203.601 Joseph City High School Band	.00	.00	.00	.00	.00	.00
203.602 Joseph City High School Baseball	.00	.00	.00	.00	.00	.00
203.605 Joseph City High School Chess Club	.00	.00	.00	.00	.00	.00
203.606 Joseph City High School Card and Game Club	.00	.00	.00	.00	.00	.00
203.607 Joseph City High School Drama	.00	.00	.00	.00	.00	.00
203.608 Joseph City High School Future Business Leaders of America	.00	.00	.00	.00	.00	.00
203.609 Joseph City High School Girls Basketball	.00	.00	.00	.00	.00	.00
203.610 Joseph City High School Student Council	.00	1,185.00	.00	1,185.00	(768.08)	416.92
203.611 Joseph City High School National Honor Society	.00	.00	.00	.00	.00	.00
203.612 Joseph City High School Softball	.00	.00	.00	.00	.00	.00

Report does NOT include beginning balances carried over from FY21-22

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 7/1/2022

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Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.613 Joseph City High School Momentum Club/Audition Choir	.00	.00	.00	.00	.00	.00
203.614 Joseph City High School Wrestling	.00	.00	.00	.00	.00	.00
203.615 Joseph City High School Cheerleaders	.00	4,720.00	(2,926.86)	1,793.14	(253.44)	1,539.70
203.616 Joseph City High School Welding	.00	.00	.00	.00	.00	.00
203.617 Joseph City High School Woods	.00	.00	.00	.00	.00	.00
203.618 Joseph City High School Boys Basketball	.00	.00	.00	.00	.00	.00
203.619 Joseph City High School Volleyball	.00	.00	(1,368.35)	(1,368.35)	.00	(1,368.35)
203.620 Joseph City High School FACS	.00	.00	.00	.00	.00	.00
203.624 Joseph City High School Basketball Cheerleaders	.00	.00	.00	.00	.00	.00
203.625 Joseph City High School FFA	.00	.00	.00	.00	(211.20)	(211.20)
203.626 Joseph City High School Happy Club	.00	.00	.00	.00	.00	.00
203.627 Joseph City High School Robotics	.00	.00	.00	.00	.00	.00
203.628 Joseph City High School Cross Country	.00	.00	.00	.00	.00	.00
203.629 Joseph City High School Track	.00	.00	.00	.00	.00	.00
203.630 Joseph City High School Football	.00	3,045.00	(846.19)	2,198.81	(354.82)	1,843.99
203.631 Joseph City High School Technology Club	.00	.00	.00	.00	.00	.00
203.632 Joseph City High School Class of 2019	.00	.00	.00	.00	.00	.00
203.633 Joseph City High School Class of 2020	.00	.00	.00	.00	.00	.00
203.634 Joseph City High School Class of 2021	.00	.00	.00	.00	.00	.00
203.635 Joseph City High School Class of 2022	.00	.00	.00	.00	.00	.00
203.636 Joseph City High School Class of 2023	.00	.00	.00	.00	.00	.00
203.637 Joseph City High School Class of 2024	.00	.00	.00	.00	.00	.00

Report does NOT include beginning balances carried over from FY21-22

Joseph City USD External Funds

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 7/1/2022

To: 9/30/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.638 Joseph City High School Class of 2025	.00	.00	.00	.00	.00	.00
500.300 Districtwide UNDESIGNATED	.00	.00	.00	.00	.00	.00
500.600 Districtwide UNDESIGNATED	.00	.36	.00	.36	.00	.36
GRAND TOTALS	.00	8,956.61	(5,141.40)	3,815.21	(1,587.54)	2,227.67

End of Report

4.C. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
Junior Castellano	Bicycles, stuffed toys	Elementary School	Student incentive rewards	Estimated value: \$500

4.D. Approve the Payment of Prior Year Expenditures

Infinite Campus (Student Information Systems software) \$487.50

4.E. Fundraisers

Organization	Description	Action
Volleyball	Daddy-Daughter Dance	Ratify

4.F. Disposal of Surplus Property

Approve the disposal of unused surplus furniture, equipment, books, vehicles and other items in compliance with Arizona statutes and administrative code via our online auction web service.



4 ROLLS/ROLLOS
1,200 FEET PER ROLL/PIES POR ROLLO
7.3 IN X 1,200 FT (185.3mm X 365.8m)
2,820 SQ FT/CS (271.3m²)
MADE IN THE USA/HECHO EN LOS ESTADOS UNIDOS

WAXIE Select™
3012 Natural No-Touch
Roll Towel
Toalla en rollo de papel color
natural para dispensador
sin contacto
#855144

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5. ACTION ITEMS

5.A. Personnel Requests (*)

Name	Assignment	Action
Bowler, Laurie	Sponsor - Class of 2028	Assignment
Bushman, Adriane	Hospitality Coordinator	Appointment
Bushman, Jess	Sponsor - Class of 2023	Assignment
Case, Greg	Sponsor - Class of 2029	Assignment
Diaz, Deo	JH 8th Grade Girls Basketball Head Coach	Renewal
Dunton, Poppy	Sponsor - Class of 2028	Assignment
Edward, Jeri	Sponsor - Class of 2023	Assignment
Fischer, Brad	Sponsor - Class of 2025	Assignment
Gayer, Michael	Sponsor - Class of 2023	Assignment
Gayer, Michael	Tutor	Assignment
Hancock, Roland	Sponsor - Class of 2024	Assignment
Hutchens, Daniel	Activities Director / Teacher	Rehire ESI contracted staff as district employee
Hutchens, Neleigha	JH Boys Basketball Assistant Coach	Renewal
Johnstun, Aaron	Sponsor - Class of 2027	Assignment
Johnstun, Kimberlin	Substitute Custodian	Appointment
Layden, Caleb	JV Girls Basketball Coach	Resignation
Layden, Shawn	Sponsor - Class of 2029	Assignment
Miller, Luke	Student Concessions Worker	Appointment
Peterson, Amy	Sponsor - Class of 2026	Assignment
Rodrigues, Christina	Sponsor - Class of 2026	Assignment
Rush, Kay	Sponsor - Class of 2024	Assignment
Smith, Tyson	Sponsor - Class of 2025	Assignment
Sterkowitz, Mike	Sponsor - Class of 2026	Assignment
Stradling, Jim	Sponsor - Class of 2025	Assignment
Whetten, Anthony	Sponsor - Class of 2027	Assignment

5.B. Discussion and Possible Action Regarding the Superintendent's Performance Pay.

This is 2.5% of the contracted amount of the Superintendent's contract that is withheld until the Governing Board approves it.

Superintendent Evaluation Rating Scale


Meets


Does
Not Meet

Standard One: LEADERSHIP AND DISTRICT CULTURE:

Superintendent shows Leadership through empowering others, visioning, helping shape school culture and climate, and understanding multi-cultural and ethnic differences

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

- 1.1 Facilitates a community process to implement a shared vision that focuses on improving student achievement.
- 1.2 Promotes academic rigor that focuses on learning and excellence for schools.
- 1.3 Models learning for staff and students.
- 1.4 Promotes and expects a school based climate of tolerance, acceptance and civility.
- 1.5 Develops, implements, promotes and monitors continuous improvement processes.


Meets


Does
Not Meet

Standard Two: POLICY AND GOVERNANCE:

Superintendent works with the Board to formulate internal and external District policies, and demonstrates good school governance.

Performance Indicators: These are listed only to help the Board in evaluating the above standard:

- 2.1 Establishes procedures for Superintendent's/Board interpersonal and working relationships and understands and articulates the difference between the Board policy making function and the Superintendent's administrative role.

2.2 Understands and interprets the role of federal, state and sometimes Navajo government's, policies and politics and their governmental relationship to the local school district.

2.3 The Superintendent uses legal counsel to advise the Superintendent in governance and procedures in order to avoid civil and criminal liabilities.



Meets



Does
Not Meet

Standard Three: COMMUNICATION AND COMMUNITY RELATIONS

Superintendent establishes affective two-way communications not only with students, staff and parents, but the community as a whole. The Superintendent seeks community feedback and works towards building a community support for the school district.

Performance Indicators: These are listed only to help the Board in evaluating the above statement.

3.1 Demonstrates affective communication skills [written, verbal, and non-verbal context] at formal and informal settings, large and small groups and one-on-one environments.

3.2 Promotes involvement of all stakeholders to fully participate in the process of education.

3.3 Establishes effective school-community relations, school-business partnerships and school-governmental partnerships.



Meets



Does
Not Meet

Standard Four: FINANCIAL AND ORGANIZATIONAL MANAGEMENT

Superintendent shows the ability to gather and analyze data for professional decision-making which includes fiscal management and school facilities oversight and demonstrates the ability to make appropriate and informed recommendations to the Board.

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

4.1 Demonstrates budget management and financial policy compliance including financial forecasting, planning, cash flow management, account auditing and monitoring.

4.2 Develops and monitors long range plans for school and District technology and information systems, making informed decisions about computer hardware and software, and staff development and training needs.

4.3 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for the facilities needed.

4.4 Establishes procedures and practices for dealing with emergency such as weather, threats to the school, student violence and other crisis situations.



Meets



Does

Not Meet

Standard Five: CURRICULUM PLANNING DEVELOPMENT

Superintendent stays up-to-date in curriculum, teaching, learning and testing theories and makes sound recommendations for curriculum development, teaching techniques, and learning technologies.

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

5.1 Develops a core curriculum design and delivery system based on content and assessment standards and best practices.

5.2 Uses child development and learning theories to create research based and appropriate curriculum and instruction.

5.3 Includes use of the computer, the internet, networking, distance learning and other technologies in the educational programming.

5.4 Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum common instructions and assessment to the states standard.

Meets

Does
Not Meet

Standard Six: INSTRUCTIONAL LEADERSHIP

The Superintendent exhibits the skills required to institute a curriculum system based on State standards and includes a curriculum which emphasizes the most effective teaching techniques and ensures that all instructional resources are used to maximize student achievement.

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

6.1 Formulate plans to assess appropriate teaching methods, classroom management and strategies for all District learners.

6.2 Establishes instructional strategies that include cultural diversity and differences in learning style.

6.3 Provides effective methods of providing, monitoring, evaluating and reporting student achievement and uses research and assessments to improve the learning process.

6.4 Encourages various staffing patterns, student grouping plans, class schedule plans, school organizational structures, and facilities design processes to support various teaching strategies and desired student outcome.

6.5 Implements appropriate safety and security practices in the school.

Meets

Does
Not Meet

Standard Seven: HUMAN RESOURCES MANAGEMENT

Superintendent demonstrates the required expertise in developing and implementing a staff performance evaluations system and exhibits the required skills in applying appropriate policies and contractual and legal requirements for personnel selection, including the development, retention, promotion and discipline of employees.

Performance Indicators: These are listed only to help the Board evaluating the above statement.

7.1 Oversees a staff performance/evaluation system consistent with State Law and school district policies and utilizes the staff evaluation data for decision making, promotion and career growth and the professional development of District staff.

7.2 Ensures that appropriate polices and State Law are used for the recruitment, selection, promotions, compensation, and discipline of employees.



Meets



Does

Not Meet

Standard Eight: VALUES AND ETHICS OF LEADERSHIP

Superintendent exhibits the understanding of and modeling of high ethical and moral leadership standards which includes acting with staff, students, the Board, and the community with integrity, fairness, and an ethical manner.

Performance Indicators: These are listed only to help the Board in evaluating the above standard.

8.1 Exhibits multi-cultural and ethnic understanding and sensitivity.

8.2 Models acceptable moral and ethical standards in interactions with staff, students, the Governing Board, and the community.

8.3 Explores and develops ways common grounds in dealing with difficult and divisive issues.

8.4 Promotes and demonstrates the values of democracy, equity, fairness and diversity.

8.5 Promotes social justice and ensures that individual student's needs are paramount in all aspects of schooling.

8.6 Models principals of self-awareness, reflective practice, transparency, and ethical behavior.

4. **ALTERNATIVE SUPERINTENDENT PERFORMANCE PAY PLAN FOR 2018-19:** In accordance with A.R.S. 15-341(40) and its amendment, the parties hereto agree to an Alternative Superintendent Performance Pay Plan. The terms of this Alternative Performance Pay Plan shall be incorporated by this reference into the Superintendent's contract for 2021-2023.

The Governing Board shall withhold **five percent (5%)** of the Superintendent's base salary as and for a Superintendent Performance Pay incentive. The amount withheld for fiscal year 2020-21 shall be **\$4,775**. The Governing Board shall, on a bi-annual basis, once during the month of October and once during the month of March, meet and rate the Superintendent on the standards and goals set forth in the Superintendent Evaluation Rating Scale. One-half of the withheld Superintendent incentive pay amount, or a portion thereof, may be paid out in October after the October rating and the remaining one-half, or a portion thereof, may be paid out to the Superintendent after the rating in March. If a majority of the Board finds that the Superintendent has met all of the standards set forth in the Superintendent Evaluation Rating Scale, then the Superintendent shall receive one hundred percent (100%) of the withheld Superintendent incentive pay in accordance with the bi-annual rating set forth above.

The incentive pay paid out to the Superintendent shall be minus the standard withholdings and deductions as set forth in the employment contract.

If the Governing Board fails to rate the Superintendent's performance during the month of October and/or March and the time for the performance pay assessment has passed, then it will be deemed that the Superintendent has fully met the standards and the Superintendent will be paid one hundred percent (100%) of the Superintendent incentive pay for the assessment period missed by the Board.

The Superintendent Evaluation Rating Scale instrument used to determine Superintendent performance pay is a rating system separate and apart from the Superintendent's evaluation, which will be conducted by the Board in accordance with School District policy, during the month of December. The ~~Governing~~ Board may elect to use, or not use, the Board's assessment utilized in the Superintendent's Evaluation Rating System for performance pay when the Board is evaluating the Superintendent. The Superintendent evaluation rating scale attached hereto is incorporated by reference herein.

5.C. Approve the Joseph City Schools Annual Financial Report for 2021-22

DISTRICT NAME Joseph City Unified School District

COUNTY Navajo

CTDS NUMBER 090202000



ANNUAL FINANCIAL REPORT

We, the Governing Board of the District, hereby certify the Annual Financial Report and School Level Reporting Form per A.R.S. §15-904 for the Fiscal Year **2022**

SIGNATURE/DATE

SIGNATURE/DATE

The Annual Financial Report file(s) for FY 2022 uploaded to the Arizona Department of Education's website on October 12, 2022 contain(s) the data for the AFR described above.
Date

Superintendent Signature

Bryan Fields
Superintendent (Typed Name)

Steven Mills
District Contact Employee

Business Manager Signature

Steven Mills
Business Manager (Typed Name)

928-288-3307
Telephone Number

StevenM@jcusd.org
Email

TOTAL EXPENDITURES BY FUND

1. Maintenance & Operation (from page 2, line 32)	\$ <u>4,791,887</u>
2. Classroom Site Funds (from page 3, line 13)	\$ <u>185,170</u>
3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)	\$ <u>239,157</u>

FUNDS AVAILABLE

Beginning Fund Balance (1)

REVENUES

1000 Local

1110 Property Taxes	2.	4,566,874	303,832	49,328		0	2.
1140 Penalties and Interest on Taxes	3.	0					3.
1280 Revenue in Lieu of Taxes	4.	6,833	400	74			4.
1311 Tuition from Individuals Excluding Summer School	5.	0	0				5.
1312 Tuition from Individuals for Summer School	6.	0	0				6.
1320 Tuition from Other Arizona Districts	7.	0	0				7.
1330 Tuition from Out-of-State Districts	8.	0	0				8.
1340 Tuition from Other Private Sources (Other than Individuals)	9.	0	0				9.
1350 Tuition from Other Government Sources Within Arizona	10.	0	0				10.
1360 Tuition from Other Government Sources Outside Arizona	11.	0	0				11.
1410 Transportation Fees from Individuals	12.	0	0				12.
1420 Transportation Fees from Other Arizona Districts	13.	0	0				13.
1430 Transportation Fees from Out-of-State Districts	14.	0	0				14.
1440 Transportation Fees from Other Private Sources (Other than Individuals)	15.	0	0				15.
1450 Transportation Fees from Other Government Sources Within Arizona	16.	0	0				16.
1460 Transportation Fees from Other Government Sources Outside Arizona	17.	0	0				17.
1500 Investment Income	18.	1,031	70	299		0	18.
Other (Specify) (2) 1990 Miscellaneous	19.	271	0	0		0	19.
Subtotal (lines 2-19)	20.	4,575,009	304,302	49,701		0	20.

2000 County

2110 County School Fund	21.	0	0				21.
2120 County Equalization Assistance	22.	480	31				22.
2210 Special County School Reserve Fund	23.	0	0				23.
Other (Specify)	24.	0	0				24.
Subtotal (lines 21-24)	25.	480	31				25.

3000 State

3100 Unrestricted	26.	0	35,021				26.
3110 State Equalization Assistance	27.	26,521	3,963				27.
3120 Additional State Aid	28.	47,570	3,198				28.
Other (Specify)	29.	0	0				29.
Subtotal (lines 26-29)	30.	74,091	42,182				30.

4000 Federal

4100 Unrestricted Revenue Received Directly from the Federal Government	31.	0					31.
4200 Unrestricted Revenue Received from the Federal Government through the State	32.	0					32.
4700 Revenue Received from the Federal Government through Other Intermediate Agencies	33.	0					33.
4800 Revenue in Lieu of Taxes	34.	0					34.
4900 Revenue for/on Behalf of the District	35.	0					35.
Other (Specify)	36.	0					36.
Subtotal (lines 31-36)	37.	0					37.

Total Fund Revenue (lines 20, 25, 30, and 37)

5100 Issuance of Bonds	38.	4,649,580	346,515	49,701		0	38.
5200 Fund Transfers-In	39.	0	0	0		0	39.
Other (Specify)	40.	0	0	0		0	40.
Other (Specify)	41.	0	0	0		0	41.
TOTAL FUNDS AVAILABLE (lines 1 and 38 through 41)	42.	5,289,533	400,909	142,851		0	42.

Total Expenditures

6900 Other Financing Uses and Other Items Including Transfers-Out	43.	4,791,887	239,157	9,066		0	43.
TOTAL EXPENDITURES AND OTHER USES (lines 43 plus 44)	44.	4,791,887	239,157	9,066		0	44.

ENDING FUND BALANCE (line 42 minus line 45) (3)

	45.	4,838,890	239,157	9,066		0	45.
	46.	450,643	161,752	133,785		0	46.

MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	BOND BUILDING FUND 630	DEBT SERVICE FUND 700 (4)
ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
639,953	54,394	93,150	0	0
4,566,874	303,832	49,328		0
0				
6,833	400	74		
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
1,031	70	299	0	0
271	0	0	0	0
4,575,009	304,302	49,701	0	0
0	0			
480	31			
0	0			
0	0			
480	31			
0	35,021			
26,521	3,963			
47,570	3,198			
0	0			0
74,091	42,182			0
0				
0				
0				
0				
0				
0				
4,649,580	346,515	49,701	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
5,289,533	400,909	142,851	0	0
4,791,887	239,157	9,066	0	0
47,003	0	0	0	0
4,838,890	239,157	9,066	0	0
450,643	161,752	133,785	0	0

- (1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance of \$500 at 7/1/21.
- (2) The Government Property Lease Excise Tax revenue included on line 19 is \$0
- (3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance of \$500 at 6/30/22.
- (4) Debt Service Fund, interest expenditures amount: \$0

DISTRICT NAME Joseph City Unified School District

COUNTY Navajo

CTDS NUMBER

090202000

MAINTENANCE AND OPERATION FUND (001)—EXPENDITURES

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ Decrease in Actual
							Budget	Actual	Prior Year Actual	
100 Regular Education										
1000 Instruction	1.	1,039,449	336,801	22,067	18,067	4,376	2,097,744	1,420,760	1,224,253	16.1%
2000 Support Services										
2100 Students	2.	144,319	45,284	3,315	5,519	618	198,700	199,055	242,399	-17.9%
2200 Instructional Staff	3.	139,912	43,158	5,307	4,324	600	189,500	193,301	115,598	67.2%
2300 General Administration	4.	82,341	40,786	21,052	60	5,629	167,100	149,868	170,627	-12.2%
2400 School Administration	5.	135,383	42,728	29,873	9,465	1,162	227,200	218,611	137,334	59.2%
2500 Central Services	6.	207,501	53,920	25,256	6,935	34,615	329,800	328,227	334,140	-1.8%
2600 Operation & Maintenance of Plant	7.	332,555	99,598	345,646	357,702	816	1,125,043	1,136,317	905,616	25.5%
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	7,123	1,392	0	0	0	11,000	8,515	38,495	-77.9%
610 School-Sponsored Cocurricular Activities	10.	21,551	4,551	1,759	97	3,340	33,800	31,298	19,218	62.9%
620 School-Sponsored Athletics	11.	99,182	19,043	36,390	10,118	18,939	205,500	183,672	144,642	27.0%
630 Other Instructional Programs	12.	0	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other Programs	13.	30,443	946	0	253	0	14,600	31,642	36,119	-12.4%
Regular Education Subsection Subtotal (lines 1-13)	14.	2,239,759	688,207	490,665	412,540	70,095	4,599,987	3,901,266	3,368,441	15.8%
200 and 300 Special Education										
1000 Instruction	15.	212,036	87,494	9	3,706	0	372,594	303,245	252,640	20.0%
2000 Support Services										
2100 Students	16.	88,356	26,807	117,610	2,870	2,839	225,400	238,482	181,708	31.2%
2200 Instructional Staff	17.	16,556	3,366	3,180	66	423	86,800	23,591	61,475	-61.6%
2300 General Administration	18.	0	0	0	0	0	0	0	0	0.0%
2400 School Administration	19.	0	0	0	0	0	0	0	0	0.0%
2500 Central Services	20.	0	0	6,442	89	0	0	6,531	1,796	263.6%
2600 Operation & Maintenance of Plant	21.	0	0	0	0	0	0	0	0	0.0%
2900 Other	22.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	23.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	316,948	117,667	127,241	6,731	3,262	684,794	571,849	497,619	14.9%
400 Pupil Transportation	25.	136,171	43,317	51,260	74,457	0	345,000	305,205	237,654	28.4%
510 Desegregation										
(from Districtwide Desegregation Expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs										
1000 Instruction	27.	0	0	0	0	0		0	0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.	28.	0	0	0	0	0		0	0	0.0%
Subtotal (lines 27 and 28)	29.	0	0	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	30.	0	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	31.	11,300	2,267	0	0	0	26,900	13,567	16,879	-19.6%
Total Expenditures (lines 14, 24-26, 29-31)	32.	2,704,178	851,458	669,166	493,728	73,357	5,656,681	4,791,887	4,120,593	16.3%

CLASSROOM SITE FUND—REVENUES, EXPENDITURES, AND FUND BALANCES

	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt Service and Miscellaneous 6800	Total Expenditures			% Increase/ Decrease in Actual	Ending Fund Balance
									Budget	Actual	Prior Year Actual		
Classroom Site Fund 010													
Revenues													
CSF Revenue	1	447,550											
Interest Income and Other Revenues	2	1,238											
Total Revenues (lines 1 and 2)	3	448,788											
Expenditures													
1000 Instruction	4		153,739	28,410	1,100	0	0	0	729,820	183,249	176,311	3.9%	
2100 Support Services - Students	5		1,600	321	0	0	0	0	0	1,921	0		
2200 Support Services - Instructional Staff	6		0	0	0	0	0	0	0	0	0	0.0%	
2300 Support Services - General Administration	7		0	0	0	0	0	0	0	0	0	0.0%	
2500 Central Services	8		0	0	0	0	0	0	0	0	0	0.0%	
2300 Community Services Operations	9		0	0	0	0	0	0	0	0	0	0.0%	
4000 Facilities Acquisition and Construction	10		0	0	0	0	0	0	0	0	0		
5000 Debt Service	11		0	0	0	0	0	0	0	0	0		
Total Expenditures (lines 4-11)	12		155,339	28,731	1,100	0	0	0	729,820	185,170	176,311	5.0%	
Total Classroom Site Fund	13	280,185	448,738	155,339	28,731	1,100	0	0	729,820	185,170	176,311	3.0%	545,775

UNRESTRICTED CAPITAL OUTLAY (610) FUND—EXPENDITURES

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals			% Increase/ Decrease in Actual
								Budget	Actual	Prior Year Actual	
Unrestricted Capital Outlay Override (1)	1.	0	0	0	0	0	0	0	0	0	0.0%
Unrestricted Capital Outlay Fund 610 (2)	2.	0	88,977	18,689			0	166,719	107,666	45,700	135.6%
1000 Instruction	2.	0	88,977	18,689			0	166,719	107,666	45,700	135.6%
2000 Support Services											
2100, 2200 Students and Instructional Staff	3.	0	3,205	4,895			0	21,000	8,100	25,193	-67.8%
2300, 2400, 2500, 2900 Administration	4.	0		71,812		0	0	15,000	71,812	11,713	513.1%
2600 Operation & Maintenance of Plant	5.	0		16,523			0	20,000	16,523	10,539	56.8%
2700 Student Transportation	6.	0		0			0	30,000	0	4,440	-100.0%
3000 Operation of Noninstructional Services	7.	0		0			0	0	0	587	-100.0%
4000 Facilities Acquisition and Construction	8.	0		0			0	0	0	0	0.0%
5000 Debt Service	9.	0			32,207	2,849		148,120	35,056	163,223	-78.5%
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	0	92,182	111,919	32,207	2,849	0	400,839	239,157	261,395	-8.5%

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

(2) Expenditures, if any, in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211:

Budget \$0 Actual \$0

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [A.R.S. §15-904(B)]

Selected Expenditures by Object Code	UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695		ADJACENT WAYS Fund 620		
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	
Total Fund Expenditures	1.	400,839	239,156	0	0	0	0	75,000	9,066
6150 Classified Salaries	2.	0	0	0	0	0	0	20,000	6,097
6200 Employee Benefits	3.	0	0	0	0	0	0	10,000	1,223
6450 Construction Services	4.	0	0	0	0	0	0	0	0
6710 Land and Improvements	5.	0	0	0	0	0	0	45,000	0
6720 Buildings and Improvements	6.	0	0	0	0	0	0	0	0
673X Furniture and Equipment	7.	38,000	37,124	0	0	0	0	0	0
673X Vehicles	8.	35,719	0	0	0	0	0	0	0
673X Technology-Related Hardware and Software	9.	16,000	74,794	0	0	0	0	0	0
6831, 6832 Redemption of Principal	10.	111,842	32,207	0	0	0	0	0	0
6841, 6842, 6850, 6860 Interest	11.	36,278	2,849	0	0	0	0	0	0
Total (lines 2-11)	12.	237,839	146,974	0	0	0	0	75,000	7,320
Total amounts reported on lines 2 through 11 above for:									
Renovation	13.	0	0	0	0	0	0	0	0
New Construction	14.	0	0	0	0	0	0	0	0
Other	15.	237,839	146,974	0	0	0	0	75,000	7,320
Total (lines 13-15)	16.	237,839	146,974	0	0	0	0	75,000	7,320

Funds 610, 630, 695, and 620

- 1. New construction cost per square foot
- 2. Land acquisition costs

\$ 0
\$ 0

CAPITAL ASSETS AS OF
JUNE 30, 2022

Land and Improvements	\$1,900,873	1.
Buildings and Improvements	\$20,496,597	2.
Furniture, Equipment, Vehicles, and Technology	\$3,908,483	3.
Construction in Progress	\$1,387,832	4.
Total	\$27,693,785	5.

FEDERAL AND STATE PROJECTS

FEDERAL PROJECTS

	BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS (1)	EXPENDITURES		ENDING FUND BALANCE
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL
100-130 ESEA Title I - Helping Disadvantaged Children	(22,532)	56,425	(33,698)	260,000	169,018	(168,823)
140-150 ESEA Title II - Prof. Development and Technology	(1,633)	2,244	(1,789)	40,000	4,710	(5,888)
160 ESEA Title IV - 21st Century Schools	0	0	0	10,000	0	0
170-180 ESEA Title V - Promote Informed Parent Choice	0	0	0	0	0	0
190 ESEA Title III - Limited English & Immigrant Students	0	0	0	0	0	0
200 ESEA Title VII - Indian Education	4,323	0	0	15,000	9,278	(4,955)
210 ESEA Title VI - Flexibility and Accountability	0	0	0	0	0	0
220 IDEA Part B	(10,068)	28,265	(10,589)	175,000	110,390	(102,782)
230 Johnson-O'Malley	(5,115)	0	0	4,500	1,548	(6,663)
240 Workforce Investment Act	0	0	0	0	0	0
250 AEA-Adult Education	0	0	0	0	0	0
260-270 Vocational Education - Basic Grants	(1,799)	6,605	(972)	16,000	8,643	(4,809)
280 ESEA Title X - Homeless Education	0	0	0	0	0	0
290 Medicaid Reimbursement	46,194	25,814	0	25,000	515	71,493
374 E-Rate	(1,500)	0	0	2,000	17,567	(19,067)
378 & 699 Impact Aid and Federal Impact Aid (Construction)	1	0	0	0	0	1
300-399 Other Federal Projects (Besides E-Rate & Impact Aid)	(181,986)	61,674	(43,918)	1,300,000	703,905	(868,135)
Total Federal Project Funds (lines 1-17)	(174,115)	181,027	(90,966)	1,847,500	1,025,574	(1,109,628)

Total COVID-19 Federal Relief Funds included in lines above

19.	157,660	22,432	(45,556)		671,614	(537,078)
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STATE PROJECTS

400 Vocational Education	0	3,962	0	10,000	3,962	0
410 Early Childhood Block Grant	0	0	0	0	0	0
420 Ext. School Yr. - Pupils with Disabilities	0	0	0	0	0	0
425 Adult Basic Education	0	0	0	0	0	0
430 Chemical Abuse Prevention Programs	0	0	0	0	0	0
435 Academic Contests	0	0	0	0	0	0
450 Gifted Education	0	0	0	0	0	0
456 College Credit Exam Incentives	300	0	0	0	0	300
457 Results-based Funding	0	0	0	0	0	0
460 Environmental Special Plate	0	0	0	0	0	0
465-499 Other State Projects	(61,974)	96,944	(5,800)	150,000	58,432	(23,462)
Total State Project Funds (lines 20-30)	(61,674)	100,906	(5,800)	160,000	62,394	(23,162)

Total Federal and State Projects (lines 18 and 31)

32.	(235,789)	281,933	(96,766)	2,007,500	1,087,968	(1,132,790)
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(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers-in (object code 5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may not receive any transfers-in and may only make transfers-out to the Indirect Costs Fund based on an approved indirect cost rate (object code 6910) and for any interest on federal program monies the district is not required to revert and chooses to transfer to the Indirect Cost Fund (object code 6930).

(2) In accordance with the USFR Chart of Accounts, transfers of monies between funds should be made only when specifically authorized by statute or allowed by a federal grant. Currently, there are no allowable transfers to or from any state projects.

	BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS	EXPENDITURES		ENDING FUND BALANCE
				ACTUAL	BUDGET	
OTHER FUNDS						
020 Instructional Improvement	52,910	17,274		25,000	0	70,184
050 County, City, and Town Grants	0	0	0	0	0	0
071 English Language Learner (1)	0	0	0	0	0	0
072 Compensatory Instruction (1)	0	0	0	0	0	0
500 School Plant	19,270	3,732	0	5,000	0	23,002
515 Civic Center	23,698	18,682	0	10,000	772	41,608
520 Community School	214	56,432	0	12,000	51,959	4,687
525 Auxiliary Operations	79,370	164,652	0	115,000	171,533	72,489
526 Extracurricular Activities Fees Tax Credit	36,023	14,899	0	20,000	11,813	39,109
530 Gifts and Donations	25,614	505,481	0	500,000	4,321	526,774
535 Career & Technical Education Projects	143	735	0	5,000	0	878
540 Fingerprint	0	0	0	0	0	0
545 School Opening	0	0	0	0	0	0
550 Insurance Proceeds	44,698	98	0	60,000	1,000	43,796
555 Textbooks	439	0	0	500	0	439
565 Litigation Recovery	26,189	59	0	35,000	0	26,248
570 Indirect Costs	0	0	96,765	40,000	30,987	65,778
575 Unemployment Insurance	0	0	0	0	0	0
580 Teacherage	0	0	0	0	0	0
585 Insurance Refund	2,386	8,219	0	10,000	2,000	8,605
590 Grants and Gifts to Teachers	0	0	0	0	0	0
595 Advertisement	0	0	0	0	0	0
596 Career Technical Education	71,767	67,334	0	45,000	31,191	107,910
597 Arizona Industry Credentials Incentive	0	0	0	0	0	0
639 Impact Aid Revenue Bond Building	0	0	0	0	0	0
650 Gifts and Donations—Capital	0	0	0	0	0	0
660 Condemnation	0	0	0	0	0	0
665 Energy and Water Savings	42,757	41,225	47,003	130,985	130,985	0
686 Emergency Deficiencies Correction	(17,740)	0	0	140,000	0	(17,740)
691 Building Renewal Grant	(255,583)	623,159	0	1,600,000	1,385,146	(1,017,570)
695 New School Facilities	0	0	0	0	0	0
720 Impact Aid Revenue Bond Debt Service	0	0	0	0	0	0
850 Student Activities	30,849	50,130	0	60,000	42,098	38,881
Other	0	0	0	0	0	0
INTERNAL SERVICE FUNDS 950-989						
9__ Self Insurance 950	0	0	0	0	0	0
955 Intergovernmental Agreements	0	0	0	0	0	0
9__ OPEB 320	0	0	0	0	0	0
9__ 330	0	0	0	0	0	0

(1) Actual Revenues and Actual Expenditures should agree with Supplement, Fund 071—line 13 and Fund 072—line 26.

Instructional Improvement Fund 020	BUDGET	ACTUAL
Expenditures		
Teacher Compensation Increases	25,000	0
Class Size Reduction	0	0
Dropout Prevention Programs	0	0
Instructional Improvement Programs	0	0
Total Expenditures (lines 1-4)	25,000	0
Total Expenditures from accounting data		0

Check this box if your district did not have expenditures in the Instructional Improvement Fund

Arizona Industry Credentials Incentive Fund 597	BUDGET	ACTUAL
Expenditures		
Teacher instructional costs and professional development		0
Student certification, credentialing, or licensure costs		0
Developmental costs		0
Instructional hardware, software, or supplies		0
Career exploration		0
Total Expenditures (lines 1-5)	0	0
Total Expenditures from accounting data		0

DISTRICT NAME Joseph City Unified School District

COUNTY Navajo

CTDS NUMBER 090202000

A. Bonds and Short-term Debt

1. Bonds Outstanding, July 1, 2021	\$0	1.
2. Bonds issued during FY 2022	0	2.
3. Bonds retired during FY 2022	0	3.
4. Bonds Outstanding, June 30, 2022	\$0	4.
5. Short-term Debt Outstanding, July 1, 2021	\$0	5.
6. Short-term Debt Outstanding, June 30, 2022	\$0	6.

B. District Assessed Valuation and Other District Information

1. FY 2022 Assessed Valuations and Tax Rates			
a. Primary	\$120,308,968	Tax Rate	3.6003
b. Secondary	\$120,308,968	Tax Rate	0.5224
2. Number of Schools			3
3. Actual Days in Session			148
4. Area of School District (Square Miles)			480

(Report this WHETHER OR NOT district changed boundaries in FY 2022)

C. County Approved Liabilities incurred in excess of district budget (A.R.S. §15-907)

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage	0	0	1.
2. Excessive/unexpected legal expenses	0	0	2.
3. Mitigation or removal of health or safety hazard	0	0	3.

D. Current Expenditures by Category

1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)	\$2,675,782
2. Classroom Supplies (Function 1000, Object Code 6600)	\$176,879
3. Administration (Functions 2300, 2400, 2500, & 2900)	\$803,723
4. Support Services—Students (Function 2100)	\$573,862
5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400)	\$2,150,632
6. Total Current Expenditures	\$6,380,878
7. Total Current Expenditures from Federal Funds, excluding those funds intended to replace local tax revenues (e.g., impact aid funds)	\$628,193
8. Total Current Expenditures from State and Local Funds, including those funds intended to replace local tax revenues (e.g., impact aid funds)	\$5,752,685

E. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act	\$0
---	-----

F. Rewards, Discounts, Incentives, and Other Financial Consideration Received from Credit Card Companies (A.R.S. §35-391)	\$0
---	-----

G. Cash and Investments held at June 30, 2022

1. Sinking funds	\$0
2. Bond funds	\$0
3. Other funds, except for any employee retirement funds	\$275,338

H. Average Teacher Salary (A.R.S. §15-903.E)

1. Average salary of all teachers employed in FY 2022	\$54,473
2. Average salary of all teachers employed in FY 2021	\$49,916
3. Increase in average teacher salary from prior year	\$4,557
4. Percentage increase	9.1%

Comments on Average Salary Calculation (Optional):

5. Average salary of all teachers employed in FY 2018	\$44,654
6. Total percentage increase in average teacher salary since FY 2018	22.0%

I. Other long-term debt

1. Principal (object 6832)	\$127,117
2. Interest (object 6842)	\$38,924
3. Did the district enter into any <u>new</u> financed purchase or lease agreements during the fiscal year? (Yes or No)	No

A. ENROLLMENT OF GIFTED PUPILS BY GRADE (A.R.S. §15-779.02)

Areas of Identification [A.R.S. §15-203(A)(15)]

	GRADE												TOTAL	
	K	1	2	3	4	5	6	7	8	9	10	11		12
1. Quantitative Reasoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Verbal Reasoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Nonverbal Reasoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Total Duplicated Enrollment (lines 1-3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE

(A.R.S. § 15-761)

	PROGRAM 200 & 300 BUDGET	PROGRAM 200 & 300 ACTUAL
1. Total All Disability Classifications	599,794	468,278
2. Gifted Education	0	0
3. Remedial Education	0	0
4. ELL Incremental Costs	0	0
5. ELL Compensatory Instruction	0	0
6. Vocational and Technological Education (non-CTED)	0	0
7. Career Education	0	0
8. Career Technical Education (CTED programs in 300 range)	85,000	103,571
9. Total (lines 1-8)	684,794	571,849
10. IEP required pupil transportation costs coded within Program 400	0	0

C. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR GIFTED PUPILS (ELEMENTARY, SECONDARY, AND TOTAL)

Actual Expenditures for all Gifted Programs:

K-8	\$ 0
9-12	\$ 0
Total	\$ 0

D. EXPENDITURES FOR AUDIT SERVICES

- 1. Nonfederal Audit Expenditures - M&O Fund
- 2. Federal Audit Expenditures - All Funds

	BUDGET	ACTUAL
1.	26,000	19,500
2.	0	0

E. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR PERFORMANCE PAY (A.R.S. §15-920)

Actual Expenditures made in FY 2022 \$ 0

F. TUITION

Type 03 Districts Only

- 1. Tuition to Other Arizona Districts for high school students only (objects 6561 & 6565)
- 2. Tuition to Other Arizona Districts for all other students (object 6561)
- 3. Tuition to Out-of-State Districts for high school students only (objects 6562 & 6565)
- 4. Tuition to Out-of-State Districts for all other students (objects 6562)

Non-Type 03 Districts

- 5. Tuition to Other Arizona Districts (object 6561)
- 6. Tuition to Out-of-State Districts (object 6562)

All Districts

- 7. Tuition to Private Schools (object 6563)
- 8. Tuition to Ed Services/Coops/IGAs (object 6564)
- 9. Tuition Other (object 6569) (1)
- 10. Total (lines 1-9)

	Tuition Expenditures			Total
	Operations	Capital	Debt	
1.	0	0	0	0
2.	0	0		0
3.	0	0	0	0
4.	0	0		0
5.	0	0		0
6.	0	0		0
7.	0	0		0
8.	0	0		0
9.	0	0		0
10.	0	0	0	0

(1) Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district.

SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT

CTDS NUMBER

090202000

I certify that the Annual Financial Report of Joseph City Unified School District, Navajo County, for fiscal year 2022 was approved by the Governing Board on October 12, 2022, and that the complete Annual Financial Report may be reviewed by contacting Steven Mills at the District Office, telephone 928-288-3307, during normal business hours.

Avg. Daily Membership

2021

2022

Attending

422.140

428.144

2022 Tax Rates:

Primary
3.6003

Secondary
0.5224

Rev. 8/20 Arizona Department of Education and Auditor General

President of the Governing Board

Fund/Program	Beginning Fund Balance	Revenues	Net Other Financing Sources and Uses Including Transfers	Budgeted Expenditures	Actual Expenditures	Ending Fund Balance
Regular Education				4,599,987	3,901,266	
Special Education				684,794	571,849	
Pupil Transportation				345,000	305,205	
Desegregation				0	0	
Dropout Prevention Programs				0	0	
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0	
K-3 Reading Program				26,900	13,567	
Maintenance and Operation Total	639,953	4,649,580	(47,003)	5,656,681	4,791,887	450,643
Classroom Site Funds	280,185	448,758		729,820	185,170	543,773
Instructional Improvement	52,910	17,274		25,000	0	70,184
Unrestricted Capital Outlay	54,394	346,515	0	400,839	239,157	161,752
Adjacent Ways	93,150	49,701	0	75,000	9,066	133,785
Bond Building	0	0	0	0	0	0
Other Capital Funds	42,757	41,225	47,003	130,985	130,985	0
New School Facilities	0	0		0	0	0
Federal Projects	(174,115)	181,027	(90,966)	1,847,500	1,025,574	(1,109,628)
State Projects	(61,674)	100,906	(5,800)	160,000	62,394	(28,962)
County, City, and Town Grants	0	0	0	0	0	0
English Language Learner	0	0	0	0	0	0
Compensatory Instruction	0	0	0	0	0	0
School Plant Fund	19,270	3,732	0	5,000	0	23,002
Food Service	(17,919)	440,672	0	300,000	333,850	88,903
Civic Center	23,698	18,682	0	10,000	772	41,608
Community School	214	56,432	0	12,000	51,959	4,687
Auxiliary Operations	79,370	164,652	0	115,000	171,533	72,489
Extracurricular Activities Fees	36,023	14,899	0	20,000	11,813	39,109
Gifts and Donations	25,614	505,481	0	500,000	4,321	526,774
Career & Technical Education Projects	143	735	0	5,000	0	878
Fingerprint	0	0	0	0	0	0
School Opening	0	0	0	0	0	0
Insurance Proceeds	44,698	98	0	60,000	1,000	43,796
Textbooks	439	0	0	500	0	439
Litigation Recovery	26,189	59	0	35,000	0	26,248
Indirect Costs	0	0	96,765	40,000	30,987	65,778
Unemployment Insurance	0	0	0	0	0	0
Teacherage	0	0	0	0	0	0
Insurance Refund	2,386	8,219	0	10,000	2,000	8,605
Grants and Gifts to Teachers	0	0	0	0	0	0
Advertisement	0	0	0	0	0	0
Career Technical Education	71,767	67,334	0	45,000	31,191	107,910
Arizona Industry Credentials Incentive	0	0	0	0	0	0
Impact Aid Revenue Bond Building	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Emergency Deficiencies Correction	(17,740)	0	0	140,000	0	(17,740)
Building Renewal Grant	(255,583)	623,159	0	1,600,000	1,385,146	(1,017,570)
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0
Student Activities	30,849	50,130		60,000	42,098	38,881
Self-Insurance	0	0	0	0	0	0
Intergovernmental Agreements	0	0	33	0	0	0
OPEB	0	0	0	0	0	0
Other Funds	0	0	0	0	0	0

DISTRICT NAME Joseph City Unified School District

COUNTY Navajo

CTDS NUMBER 090202000

FOOD SERVICE

FUND 510	
ACTUAL	
1.	(17,919) 1.
2.	199 2.
3.	37,800 3.
4.	0 4.
5.	402,673 5.
6.	0 6.
7.	440,672 7.
8.	0 8.
9.	422,753 9.

BEGINNING FUND BALANCE (1) REVENUES

1500 Investment Income
 1600 Food Service
 Other Local _____
 4500 Restricted Revenue Rec. from Fed. Gov.
 4900 Revenue for/on Behalf of the District
TOTAL REVENUE (lines 2-6)
 5000 Other Financing Sources and Fund Transfers-Ir
TOTAL AVAILABLE (lines 1, 7, and 8)

A. Number of operating months 12

B. Number of Meals Served

1. Served at District Locations
 a. Reimbursable Meals Only
 b. Program Adults/Adult Workers
 c. Other
 2. Served at Other Locations
 a. Reimbursable Meals Only
 b. Program Adults/Adult Workers
 c. Other

	BREAKFASTS	LUNCHES/ SUPPERS	A LA CARTE*	SNACKS
a. Reimbursable Meals Only	63,325.00	46,071.00	0.00	0.00
b. Program Adults/Adult Workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00
a. Reimbursable Meals Only	0.00	0.00	0.00	0.00
b. Program Adults/Adult Workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00

* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

C. Meal Prices

	P-6	7-8	9-12	Adult
1. Reduced breakfast	0.00	0.00	0.00	
2. Reduced lunch	0.40	0.40	0.40	
3. Reduced snack	0.00	0.00	0.00	
4. Paid breakfast	0.00	0.00	0.00	0.00
5. Paid lunch	2.95	3.00	3.00	0.00
6. Paid snack	0.00	0.00	0.00	0.00

D. Special Milk Program

Charge to children per 1/2 pint milk unit \$0.00
 Number of 1/2 pint milk units served to children 0

EXPENDITURES

6150 Classified Salaries
 6200 Employee Benefits
 6400 Purchased Property Services
 6570 Food Service Management
 6591 Services Purchased from Other AZ Districts
 6610 General Supplies (Nonfood Items)
 6620 Energy
 6631 USDA Commodities (Excluding Freight)
 6632 USDA Commodities (Freight Only)
 6633 Other Food
 6634 Storage Costs for USDA Commodities
 6700 Property (Excluding 6731-39)
 6731-32, 6734-35, 6737-38 Furniture & Equipment, Vehicles, & Tech. costing under \$5,000
 6733, 6736, 6739 Furniture & Equipment, Vehicles, & Tech. costing \$5,000 or more
 Other Expenditures - Dues and Fees
TOTAL EXPENDITURES (lines 10-24)
 6910 Indirect Costs Transfers-Out
 6900 Other Financing Uses and Fund Transfers-Out (excluding Indirect Costs Transfers-Out)
TOTAL EXPENDITURES & OTHER USES
 (lines 25-27)
ENDING FUND BALANCE (line 9 minus line 28) (1)

F. Services purchased from the M&O Fund to repair and maintain food service property owned, rented, or used by the district (function 2600).

6400 Purchased Property Services 1,801

(1) Includes Food Service Fund revolving account cash balance of

FOOD SERVICE FUND 510		M&O EXPENDITURES FUND 001	CAPITAL EXPENDITURES FUND 610
BUDGET	ACTUAL	ACTUAL	ACTUAL
10.	0	7,123	0
11.	0	1,392	0
12.	0	1,801	0
13.	333,248	0	
14.	0	0	
15.	0	0	0
16.	0	0	
17.	8		
18.	0		
19.	0		
20.	0		
21.			0
22.	0		
23.	0		
24.	594	0	0
25.	300,000	333,850	10,315
26.	0		
27.	0		
28.		333,850	
29.		88,902	

E. Detail of Food Service Management Company Expenditures

Classified Salaries	107,416
Employee Benefits	22,415
Supplies and Materials (Nonfood)	12,867
Food	154,957
Management Fee	7,008
Other	28,585
Total (must equal total of amounts on line 13 above)	333,248

\$0 at 7/1/21 or \$0 at 6/30/22, as applicable.

FY 2021 ANNUAL FINANCIAL REPORT
School District K-3 Reading Program A.R.S. §15-211 (B)

DUE DATE: October 1, 2021

Maintenance & Operation Fund		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	TOTALS			% Increase/ Decrease in Actual	
							FY 2021 Budget	FY 2021 Actual	Prior Year Actual		
Expenditures											
Funding Generated by the K-3 Support Level Weight											
1000 Instruction	1	20,553	5,138				30,081	25,691	28,946	-11.2%	
2000 Support Services											
2100 Students	2						0	0	0	0.0%	
2200 Instruction	3						0	0	0	0.0%	
2300 General Administration	4						0	0	0	0.0%	
2400 School Administration	5						0	0	0	0.0%	
2500 Central Services	6						0	0	0	0.0%	
2600 Operation & Maintenance of Plant	7						0	0	0	0.0%	
2700 Student Transportation	8						0	0	0	0.0%	
2900 Other	9						0	0	0	0.0%	
3000 Operation of Noninstructional Services	10						0	0	0	0.0%	
Total (lines 1-10)	11	20,553	5,138	0	0	0	30,081	25,691	28,946	-11.2%	
550 K-3 Reading Program											
1000 Instruction	12	14,100	2,780				26,872	16,879	22,174	-23.9%	
2000 Support Services											
2100 Students	13						0	0	0	0.0%	
2200 Instruction	14						0	0	0	0.0%	
2300 General Administration	15						0	0	0	0.0%	
2400 School Administration	16						0	0	0	0.0%	
2500 Central Services	17						0	0	0	0.0%	
2600 Operation & Maintenance of Plant	18						0	0	0	0.0%	
2700 Student Transportation	19						0	0	0	0.0%	
2900 Other	20						0	0	0	0.0%	
3000 Operation of Noninstructional Services	21						0	0	0	0.0%	
Total (lines 12-21) (should agree to AFR, page 2, line 32)	22	14,100	2,780	0	0	0	26,872	16,879	22,174	-23.9%	
Unrestricted Capital Outlay Fund											
Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	TOTALS			% Increase/ Decrease in Actual
Funding Generated by the K-3 Support Level Weight								FY 2021 Budget	FY 2021 Actual	Prior Year Actual	
1000 Instruction	23							0	0	0	0.0%
2000 Support Services	24							0	0	0	0.0%
3000 Operation of Noninstructional Services	25							0	0	0	0.0%
4000 Facilities Acquisition & Construction	26							0	0	0	0.0%
5000 Debt Service	27							0	0	0	0.0%
Total (lines 23-27)	28	0	0	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program											
1000 Instruction	29							0	0	0	0.0%
2000 Support Services	30							0	0	0	0.0%
3000 Operation of Noninstructional Services	31							0	0	0	0.0%
4000 Facilities Acquisition & Construction	32							0	0	0	0.0%
5000 Debt Service	33							0	0	0	0.0%
Total (lines 29-33) (should agree to AFR, page 4, footnote (2))	34	0	0	0	0	0	0	0	0	0	0.0%

5.D. Discussion and Possible Action Regarding Volleyball Line Judge Pay Increase

Increase from \$15 to \$20 per game

5.E. Discussion and Possible Action Regarding a Joseph City Unified School District Student Transportation Certificate Program.

Any employee will be required to obtain this certificate to transport students if they do not have a CDL(Bus Driver Certification).

Joseph City Student Transportation Certificate Program

All employees who transport students and do not hold a CDL bus drivers' certification must receive a Student Transportation Certification.

The records associated with the Student Transportation Certification will be kept at the District Office and reviewed at least once every three years. These records will include the following:

- Motor Vehicle Report Evaluation- No one with a "borderline" or a "poor" rating, based on the approved grid, shall be granted a Student Transportation Certificate.
- Signed form stating that the employee has not had their insurance cancelled, denied, or non-renewed within the last three years, and that their driver's license has not been revoked, suspended, or denied within the last 5 years.
- The District shall retain a copy of the employee's drivers' license.
- A certificate saying that the employee has successfully completed the "Classroom Training", "Classroom Testing", and "Hands-On Training", signed by the JCUSD Transportation Coordinator.

JCUSD Student Transportation Certification may be revoked from employees at any time of the year for the following infractions:

- Traffic violations
- Having insurance or licensure revoked, or suspended
- Failure to obey driving procedures such as speeding, not wearing a seat belt, and distracted driving.

FIFTEEN-PASSENGER VAN TRAINING PROGRAM

The Arizona School Risk Retention Trust, Inc. (Trust), created this program to assist members in training employees in the use of multi-passenger vans (i.e., eight- or fifteen-passenger vans). A successful program will include the following components:

1. evaluation of potential drivers through the use of motor vehicle reports;
2. classroom training in a controlled environment, outlining defensive driving techniques and district policies and procedures;
3. classroom testing that provides an opportunity to verify participants' understanding of the classroom training; and
4. hands-on training that allows potential drivers to become familiar with the vehicle.

Motor Vehicle Reports

Motor vehicle report (MVR) information should be used as an indicator of past driver performance, and as a predictor of possible citations and incidents in the future. MVRs should be obtained for all operators of district vehicles (including eight- and fifteen-passenger vans), and for all job applicants who would be responsible for driving district vehicles. Ideally, updated MVRs should be evaluated annually for district vehicle operators, but should be reviewed at least once every three years.

An MVR can be obtained using the Arizona Department of Transportation Motor Vehicle Record Inquiry Form. An out-of-state MVR can be obtained by contacting the Department of Transportation in the state of interest.

If your district has not established criteria for evaluating a driver's MVR, the Trust suggests the following:

- All drivers MUST have a valid and active driver's license.
- No driver should have an MVR with major convictions.
- No driver should have a "borderline or "poor" MVR.

Beyond these MVR criteria, an applicant should not have had an insurance cancellation, denial, or non-renewal in the last three years, and their driver's license should not have been revoked, suspended, or denied within the last five years.

The following grid can assist the district in classifying an MVR as "clear," "acceptable," "borderline," or "poor," based on the combination of violations and at-fault accidents that it indicates:

Number of Minor Violations	Number of At-Fault Accidents (last three years)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

The terms in the grid are defined as follows:

Acceptable MVR: no more than 2 minor violations or 1 at-fault accident in last 3 years; or no more than a combination of 1 minor violation and 1 at-fault accident in last 3 years.

Borderline MVR: 3 minor violations or 2 at-fault accidents in last three years; or any combination of minor violations and at-fault accidents in last 3 years totaling 3 occurrences.

Poor MVR: 1 or more major violations* in the last 5 years; or 4 or more minor violations;** or 3 or more at-fault accidents in the last 3 years; or any combination of minor violations and at-fault accidents totaling 4 or more occurrences.

At-Fault Accident: any accident in which the driver is cited with a violation or negligently contributes to the incident, or any single vehicle accident in which the cause is not equipment related.

*Major violations include:

- driving under the influence of alcohol/drugs;
- failure to stop/report an accident;
- reckless driving/speeding contest;
- driving while impaired;
- making a false accident report;
- homicide, manslaughter, or assault arising out of the use of a vehicle;
- driving while license is suspended/revoked;
- careless driving; and
- attempting to elude a peace officer.

****Minor violations include:**

- motor vehicle equipment, load, or size requirement;
- improper display of/failure to display license plates;
- failure to sign or display registration; and
- failure to have driver's license in possession; and
- any moving violation other than a major violation.

Classroom Training

Drivers with an acceptable MVR report can continue with the outlined training. The first part of the training program is a classroom component. This is a PowerPoint presentation entitled "Fifteen-Passenger Van Safety." This presentation provides information on the differences between driving a standard passenger car and driving a van. It emphasizes the increase in rollover potential associated with vans, and also provides information on basic driving skills, loading, and backing of the vehicle. (see *PowerPoint presentation to access this training module.*)

Classroom Testing

The second part of the program is a test component. This is an opportunity to assess how well the individuals participating in the classroom portion have understood the information presented. It is up to the district to determine how much weight it wishes to give to the test. The district may want the test simply to serve as a learning tool, or it may want to use the test as a criterion in determining which individuals are suitable to operate district vehicles. (see *Adobe Acrobat document to access the test.*)

Hands-On Training

The third part of the program is a hands-on component. This is an opportunity for individuals to actually see and use the equipment on a vehicle. This is the time to demonstrate how to move the seat, adjust the mirrors, locate certain equipment, and so on. This process allows trainees to see how items work in advance of driving, as opposed to trying to figure it out while on the road. (see *Adobe Acrobat document to access the hands-on training.*)

Additional Information

The Trust has also made available a Technical Information Bulletin (TIB) intended to inform our member districts of the National Highway Traffic Safety Administration's warning on the risks involved with the use of fifteen-passenger vans. The TIB also clarifies how Arizona school districts can legally use and purchase these vans. (see *Technical Info. Bulletins button to access the TIB.*)

HANDS-ON TRAINING FOR FIFTEEN-PASSENGER VANS

The Trust recommends that prospective fifteen-passenger van drivers undergo hands-on training prior to receiving authorization to drive these vehicles. A systematic approach should be followed.

First, the training should include instruction in how to conduct a walk-around inspection of the exterior of the vehicle. Second, the training should address the proper way to load passengers and cargo. Third, the interior components of the vehicle should be discussed and examined. Finally, all other vehicle components should be reviewed.

The following training inventories should be considered minimums, and should be enhanced by the district based on specific concerns and the particular vehicles being driven:

Walk-around inspection of the exterior of the vehicle:

- Verify that there are no oil, fuel, or water leaks.
- Verify that all exterior mirrors are present and undamaged.
- Verify that all windows are undamaged.
- Verify that wipers are in good repair.
- Verify that all exterior lights are undamaged and working.
- Verify that all body components, trim, and equipment are intact.
- Verify that brake and turn signals work.
- Check tire wear and inflation.
- Check tire tread depth.
- Lift hood and visually inspect belts, hoses, and wiring.
- Check that the hood latches correctly.

Loading passengers and cargo into the vehicle:

- REMEMBER: Load passengers in front of the rear axle.
- Demonstrate how to load and secure cargo.
- Explain proper lifting techniques.
- Emphasize that pulling trailers and loading items on the roof are prohibited.
- Explain how many passengers are allowed in the vehicle and where they should sit.

Interior components of the vehicle:

- Demonstrate how to properly adjust the driver's seat.
- Demonstrate how to properly adjust the steering wheel.
- Demonstrate how to properly adjust mirrors.

- Demonstrate how to properly adjust and wear driver and passenger seat belts.
- Demonstrate proper use of vehicle lights (dome, dimmer, and brights).
- Review instrument gauges and proper readings/levels.
- Review location and use of hazard lights.

All other components:

- Review location of spare tire, jack, and warning systems.
- Review proper use of jack and warning systems.
- Discuss location and proper use of fire extinguisher.

Fifteen-Passenger Van Safety Training Test

- 1) You should always use a three-second following distance when driving a van, as opposed to a two-second distance with a car. When should you use a *four-second* distance?
 - a. When you are transporting the honors club.
 - b. When you are on a private road.
 - c. During poor weather conditions.
 - d. The first time you drive the van.

- 2) How much more likely is a motorist to be killed or seriously injured when they are "thrown clear" of their vehicle versus remaining inside?
 - a. 80 times.
 - b. 50 times.
 - c. 25 times.
 - d. 10 times.

- 3) What is the proper way to wear a seatbelt?
 - a. Worn so as to transfer impact across the hip bones and shoulder bones.
 - b. Above the belly button and across the chest.
 - c. Across your lap and as close to the neck as possible.
 - d. All of the above are correct.

- 4) When should you check the tire pressure?
 - a. After 10 minutes of driving.
 - b. Once you get to your destination.
 - c. When you suspect improper inflation.
 - d. When the tires are cold.

- 5) What factors affect vehicle stopping distance?
 - a. Seeing the hazard, thinking to stop, applying the brake.
 - b. Avoiding the hazard, knowing to stop, pumping the brake.
 - c. Time of day, destination, traffic flow.
 - d. Proper training, time behind the wheel, traffic flow.

- 6) Including perception and reaction times, how much time lapses before the average person begins to apply the brakes to stop a vehicle?
 - a. 2 seconds.
 - b. 1 ½ seconds.
 - c. 1 second.
 - d. ¾ of a second.

- 7) How high above the seat back can you load cargo?
- Two inches.
 - Six inches, if you use rope.
 - One inch.
 - Loading cargo above the seat back should be avoided.
- 8) The school district should prohibit which of the following?
- Pulling a trailer and transporting objects on top of the van.
 - Pulling a trailer and transporting seven passengers.
 - Transporting objects on top of the van and allowing duffle bags inside the van.
 - All of the above are correct.
- 9) Which of the following is *not* a way to minimize chances of a rollover?
- Ensure that tires are of good quality, and check pressure regularly.
 - Never go more than 20 miles over the posted speed limit.
 - Do not exceed passenger capacity of the van.
 - Do not pull trailers or load items on the roof.
- 10) When should you back up?
- When you miss the off ramp.
 - Whenever you park.
 - When there is no other safe way to move the vehicle.
 - All of the above are correct.
- 11) Which of the following is *not* a safe way to drive?
- Ensuring that seatbelts are worn at all times.
 - Avoiding excessive speed and sharp turns.
 - Driving in bad weather or when you are tired.
 - Checking on road conditions prior to starting your trip.
- 12) When the vehicle is not in use, you should ensure that...?
- The vehicle is securely parked.
 - The keys are removed.
 - All windows and doors are locked.
 - All of the above are correct.
- 13) Which of the following should you *not* do when involved in an accident?
- Check to make sure passengers are all right.
 - Report the accident to the police and the school district.
 - Gather all the facts.
 - Continue to your destination and then report the accident.

5.F. Discussion and Possible Approval of Changes to Governing Board Policies

The following policy advisories are the result of laws passed by the Arizona 55th Legislature effective September 24, 2022. These policies and possible changes were presented for public and board review at the September 13, 2022 regular board meeting and are available on the District website. Policies affected:

JRR-Student Surveys; KI-Visitors to Schools; KB-Parental Involvement in Education; IHAMB-Family Life Education; JLCB-Immunizations of Students; JLCC-Communicable Infectious Diseases; DIA-Accounting System; IHA-Basic Instructional Program; JLDA-School Counselors and Psychologists; JICFA-Hazing; IKF-Graduation Requirements; JJIA-Intramural Sports (new); EE-Transportation Services; EEAEA-Bus Driver Requirements, Training, and Responsibilities; JF-Student Admissions; IJL-Library Materials Selection and Adoption; IJNC-Resource Centers/Media Centers/School Libraries; IMD-School Ceremonies and Observances; IMB-Teaching About Controversial/Sensitive Issues

POLICY SERVICES ADVISORY

Volume 34, Number 2

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Policy Advisory No. 717.....JRR — Student Surveys
(NEW) Regulation JRR-R — Student Surveys

Policy Advisory No. 718..... Policy KI — Visitors to Schools
Regulation KI-R — Visitors to Schools
(NEW) Exhibit KI-E — Visitors to Schools

Policy Advisory No. 719..... Policy KB — Parental Involvement in Education
Regulation KB-R — Parental Involvement in Education
Exhibit KB-EB — Parental Involvement in Education

Policy Advisory No. 720.....Policy IHAMB — Family Life Education
Regulation IHAMB-R — Family Life Education

Policy Advisory No. 721.....Policy JLCB — Immunizations of Students
Regulation JLCB-R — Immunizations of Students
Exhibit JLCB-E — Immunizations of Students

Policy Advisory No. 722.....Policy JLCC—Communicable Infectious Diseases

Policy Advisory No. 723.....Policy GBGCB — Staff Health and Safety

Policy Advisory No. 724Policy DIA — Accounting System

Policy Advisory No. 725Policy IHA — Basic Instructional Program

Policy Advisory No. 726 Policy JLDA — School Counselors and Psychologists

Policy Advisory No. 727Policy JICFA — Hazing
Exhibit JICFA-EB — Hazing

Policy Advisory No. 728.....Policy IKF — Graduation Requirements

Policy Advisory No. 729..... (NEW) Policy JJIA — Intramural Sports
Policy JJIB — Interscholastic Sports
Regulation JJIB-R—Interscholastic Sports

- Policy Advisory No. 730.....Policy EE – Transportation Services
- Policy Advisory No. 731.....Policy EEAEA – Bus Driver Requirements, Training,
and Responsibilities
- Policy Advisory No. 732.....Policy JF – Student Admissions
- Policy Advisory No. 733.....Policy IJL – Library Materials Selection and Adoption
Regulation IJL-R –Library Materials Selection and Adoption
- Policy Advisory No. 734.....Policy IJNC — Resource Centers/Media
Centers/School Libraries
(NEW) Regulation IJNC-R — Resource Centers/Media Centers/School Libraries
(NEW) Exhibit IJNC-E — Resource Centers/Media Centers/School Libraries
- Policy Advisory No. 735.....Policy IMD — School Ceremonies and Observances
- Policy Advisory No. 736.....Policy IMB — Teaching About Controversial/
Sensitive Issues

Summary

The following policy advisories are the result of laws passed by the 55th Legislature, Second Regular Session which convened in January 2022 and adjourned sine die on June 25, 2022. The General Effective Date of these bills is September 24, 2022.

Governing Boards may review and adopt these policy advisories consistent with the Policy Adoption process in Policy BGB—First Meeting – the proposal shall be presented for review; Second Meeting – the proposal shall be presented for discussion and action.

Descriptions of each revised policy/regulation/exhibit follows below starting on page 4.

ASBA policy services is providing the following table for the benefit of subscribers. The bills and policy revisions are grouped by subject matter.

Areas of Law	Bills passed and signed by Governor	Statutes amended	Policies/Regulations/Exhibits amended
Parents’ Rights/Transparency of Government	HB2161-surveys	15-117	JRR, JRR-R (Student Surveys)

Note: This material is written for informational⁴⁷ purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

	HB2025- visitors at schools	15-341(46); 15-184(J)	KI, KI-R (Visitors at Schools)
	HB2161-access to records, right to sue	15-143; 15-102; 1-602	KB, KB-R, KB-EB (Parental Involvement) IMB (Teaching About Controversial Issues)
	HB2439- library books and materials, public review period, books, list of books borrowed by child	15-102; 15-189.07; 15-721; 15-722	KB, KB-R (Parental Involvement) IJL, IJL-R (Library Materials Selection and Adoption) IJNC, IJNC-R, IJNC-E (Resource Centers/Media Centers/School Libraries)
	HB2495- prohibits sexually explicit material	15-711 15-120.02	IHAMB, IHAMB-R (Family Life Education)
Health/COVID-19	HB2086- immunizations for Covid-19 HB2371- vaccines for minors	36-672; 36-681	JLCB, JLCB-R, JLCB-E (Immunizations of Students)
	HB2616- no masks for students w/out parental consent	1-611	JLCC (Communicable Infectious Diseases)
	HB2453 and HB2498 – Vaccines, Masks and Face Coverings	36-681; 36-685	GBGCB (Staff Health and Safety) KI, KI-R – (Visitors at Schools)

School Business, Operations and Curriculum	HB2179 – Accounting Responsibility	15-914.01	DIA (Accounting Responsibility)
	HB2325- 9/11 Education Day	1-321 15-203	IHA (Basic Instructional Program)
	HB2178- psychologists exempt from licensure	32-2075	JLDA (School Counselors and Psychologists)
	HB2322- Hazing Policy	15-2301; 13-1215; 13-1216	JICFA (Hazing)
	HB2632- Social Studies Standards	15-701.01(L)	IKF (Graduation Requirements)
	SB1165- Save Women’s Sports Act	15-120.02	JJIA (Intramural Sports) JJIB, JJIB-R (Interscholastic sports)
	SB1246- Electric vehicles SB1630- 11 to 15 person vans allowable; Bus Driver Licensing	15-923; 15-925	EE (Transportation Services) EEAEA (Bus Driver Requirements, Training and Responsibilities)
	SB1361- Certificate of Educational Convenience	15-825	JF (Student Admissions)
	HB2707	15-506- Moment of silence	IMD (School Ceremonies and Observances)

Policy Advisory Discussion

Policy Advisory No. 717

Policy JRR — Student Surveys (NEW) Regulation JRR-R — Student Surveys

HB2161 amended A.R.S. §15-117 which governs district or charter school administration of student surveys relating to fourteen (14) specific topics. Districts and charter schools are cautioned to take special care when conducting a survey of pupils soliciting any information that relates to the categories defined in 15-117(A). Districts are required to provide parents a copy of any 15-117 survey and obtain informed consent from the parent at least seven (7) days before administering the survey. The previous statute limited this requirement to surveys that would be retained for longer than a year and listed that consent would be obtained at the beginning of the school year. ASBA modified JRR to retain what is appropriate for board policy and moved the bulk of the rules regarding 15-117 surveys to a new regulation, JRR-R.

Note to Board members/administrators: student surveys under A.R.S. §15-117 are not required by law.

Policy Advisory No. 718

Policy KI — Visitors to Schools Regulation KI-R — Visitors to Schools Exhibit KI-E — Visitors to Schools

HB2025 requires governing boards and charter schools to, in a public meeting, develop and adopt policies to allow for visits, tours and observations (See A.R.S. §15-341(46); 15-184(J)). The requirement pertains to parents and parents of students that may enroll in the school district or charter school. Visits, tours and observations that threaten the health and safety of pupils and staff are not required. This practice was in policy prior to HB2025 but policy KI and regulation KI-R is now updated to conform with statute. Additionally, schools may not require anyone to wear a mask or face covering unless under a long-standing safety rule not related to COVID-19 (See HB2453).

Finally, exhibit KI-E was created to require prospective visitors to fill out a form before visiting the school under policy KI.

Note to Board members/administrators: a policy developing procedures for visits, tours and observations is required by law.

Policy Advisory No. 719

Policy KB — Parental Involvement in Education Regulation KB-R — Parental Involvement in Education Exhibit KB-EB — Parental Involvement in Education

HB2161 and HB2439 are two parental rights bills that substantially affected policy KB, and its corresponding regulation, KB-R and exhibit, KB-EB. HB2161 amended 15-102 as follows: *the law requires school districts to create procedures enabling parents to request access to school district and employee electronic records that relate to their child.*

KB now has this requirement listed in policy. Regulation KB-R was amended to state that parents seeking the types of records listed in 15-102 and 15-143 may request the records from the district office.

HB2161 amended the Parent's Bill of Rights, 1-602, which is revised verbatim in Exhibit KB-EB. HB2161 created a parent's cause of action that enables parents to bring a lawsuit and seek damages and other remedies if the parent's rights are violated. If boards seek guidance on how to avoid the type of litigation discussed in KB-EB and HB2161 please contact ASBA and/or their own legal counsel.

HB2439 also affected 15-102 and 15-189.07. Policy KB is amended to reflect the required policy addition requiring schools to provide access to parents to the school's library collection of available books and materials and parents may receive a list of books and materials borrowed from the library by their children. KB-R provides districts and charter schools with a regulation stating that parents may request the library items and the list of library books their child has borrowed by using a request form created (Exhibit IJNC-E).

Policy Advisory No. 720

**Policy IHAMB — Family Life Education
Regulation IHAMB-R — Family Life Education**

HB2495 prohibits school districts and charter schools from referring students to or using any sexually explicit material in any manner, except as part of sex education instruction as permitted by 15-711. Materials may be exempted from this rule if the materials meet certain statutory definitions such as having serious educational value. Policy IHAMB was updated to prohibit the referral to sexually explicit materials unless part of a Governing Board approved sex education program or as exempted by statute. Regulation IHAMB-R was updated with the language from statute to provide administrators with the legal language necessary to develop a sex education program for governing board approval if one is sought.

Policy Advisory No. 721

**Policy JLCB — Immunization of Students
Regulation JLCB-R — Immunization of Students
Exhibit of JLCB-E — Immunization of Students**

House Bill 2086 states that immunization for COVID-19 or any variant of COVID-19 is not required for school attendance. The law goes on to state that an immunization must be prescribed by rule adopted pursuant to A.R.S. §36-672(A) before it may be required for school attendance. HB 2371 states that no governmental entity may require a person under 18 years of age to receive a COVID-19 vaccine or any variant of COVID-19 without parental or guardian consent. (A.R.S. §36-681). This law was passed after A.R.S. §15-342.05, 2021's COVID-19 mask and immunization law, was invalidated by the Arizona Supreme Court. Appropriate changes have been made in Policy JLCB and Regulation JLCB-R. Exhibit JLCB-E has been updated to include the 2022-2023 requirements.

Policy Advisory No. 722 Policy JLCC—Communicable Infectious Diseases

House Bill 2616 states that school districts and charter schools may not require a minor to wear a mask or face covering without parental or guardian consent. This bill was passed in response to the COVID-19 global pandemic. Therefore, Policy JLCC, Communicable Infectious Diseases, was amended to reflect this change.

Note: This law was codified in Title 1, §1-611, and therefore the mask/face covering law may be read to apply to more than infectious diseases. Subscribers are notified to speak with their district legal counsel for potential broader impact of this law.

Policy Advisory No. 723 Policy GBGCB — Staff Health and Safety

House Bill 2498 prevents a school district from requiring a resident of this state to receive a vaccination for COVID-19 or any variant of COVID-19. House Bill 2453 prohibits a school district from imposing a mask or face covering requirement anywhere on district premises, except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required. Policy KI is amended to reflect these rules.

Policy Advisory No. 724 Policy DIA – Accounting Responsibility

HB2179 amended A.R.S. §15-914.01 which applies to school districts seeking that the State Board of Education (SBE) assume accounting responsibility for their district. The law now requires that the school district file their application with the county school superintendent as well as SBE. The law also requires districts apply for an evaluation with their county school superintendent before January 1 of the fiscal year preceding the fiscal year of implementation. Policy DIA has been amended to conform with the law.

Policy Advisory No. 725 Policy IHA – Basic Instructional Program

House Bill 2325 established 9/11 Education Day and requires that schools dedicate some portion of September 11, or an adjoining non-weekend day, to teaching, in an age-appropriate fashion, about the terrorist attacks of September 11, 2001. This legal requirement has been added to policy IHA. Resources for age-appropriate education will be developed by the Arizona Department of Education.

Policy Advisory No. 726 Policy JLDA – School Counselors and Psychologists

HB2178 excludes a school psychologist—who is certified by ADE to use that title, and is either employed by or contracted to provide services in an educational institution setting that services pupils in prekindergarten or kindergarten programs or the 1st-12th grades—from licensure requirements prescribed by the Board of Psychologist Examiners if the services are a part of that person's contract with the educational institution setting. Previously, only employed school psychologists were exempt from licensure. JLDA was updated to reflect this change.

Policy Advisory No. 727

**Policy JICFA – Hazing
Exhibit JICFA-EB – Hazing**

HB2322 criminalized Hazing. Hazing is a class 1 misdemeanor unless the victim dies and then it is a class 4 felony. ASBA’s model Hazing policy, JICFA, and accompanying exhibit are based on previous law, A.R.S. §15-2301, which was largely unchanged. The major change to policy and to §15-2301 is that the definition of hazing now links directly to the criminal statute. Therefore, Hazing has been redefined in policy and in the exhibit as “an act in violation of section §13-1215 or 13-1216.” Copying the entire criminal statute into this definition would not be helpful to policy, thus a linking definition is being used.

Policy Advisory No. 728

Policy IKF – Graduation Requirements

HB2632 increases the number of questions a student must correctly answer on the required civics test identical to the civics portion of the naturalization test to 70, from 60, beginning with the graduating class of 2026. Schools must document the test as pass or fail on the pupil’s transcript. Permits a 7th or 8th grade pupil to take the test. Requires school districts and charter schools to report the factors in §15-701.01(L) to the Department of Education. Policy IKF is updated to reflect these changes.

Policy Advisory No. 729

**(NEW) Policy JJIA – Intramural Sports
Policy JJIB – Interscholastic Sports
Regulation JJIB-R– Interscholastic Sports**

SB1165, the “Save Women’s Sports Act,” requires that each school district and charter school designate their interscholastic or intramural sports based on the biological sex of the students who participate on the team or in the sport. The permissible categories are the following: Males, men or boys; Females, women or girls; or, Coed or mixed. The law outlines that a student that is harmed by the school’s knowing violation of §15-120.02 may bring a private cause of action for injunctive relief, damages, or any other relief available under law. JJIB is amended to conform with statute. JJIA is an optional policy for those districts that have intramural sports which this law applies. JJIB-R is updated to include the private cause of action.

Policy Advisory No. 730

Policy EE – Transportation Services

SB1246 enables the school district to contract for vehicles and other transportation services, including electric vehicles. Specifically, §15-923 now permits districts to select preapproved contract carriers or private parties to obtain *electric* school buses, or other electric vehicle services, if the contract carrier or private party is approved by the school bus advisory council established under §28-3053.

SB1630 expanded the type of vehicle permissible to transport school children to vehicles described in §15-925. This expands the Board’s authority to utilize non-school bus vehicles. Allowable vehicles are now included in Policy EE.

Note: The legislature’s intent in SB1246 was made clear: it is economical to have electric transportation, it prevents pollution and protects the health of our most vulnerable communities, and the benefits outweigh the costs.

Policy Advisory No. 731

**Policy EEAEA – Bus Driver Requirements,
Training, and Responsibilities**

With the expansion of SB1630 and additional allowable vehicles came legislative changes to correspond, for example, drivers of non-bus (§15-925) vehicles can be licensed for that type of vehicle; insurance may be purchased for those vehicles; drivers must have fingerprint clearance card, and DPS certificate to drive school children. EEAEA is updated to reflect these statutory changes.

Policy Advisory No. 732

Policy JF – Student Admissions

SB1361 modifies eligibility, application and reporting requirements for a certificate of educational convenience (“CEC”). A certificate of educational convenience is a pupil’s ability to apply to attend a district outside of their home district if they are precluded from attending the home district because of distance, lack of adequate transportation facilities or a parent’s or guardian’s employment. The bill requires school districts that receive an application (CEC) pursuant to §15-825 to submit the completed application to the county school superintendent. Policy JF was amended to add this language because it is mandatory for the district if an application is received.

Policy Advisory No. 733

**Policy IJL – Library Materials Selection
and Adoption**

Regulation IJL-R – Library Materials Selection and Adoption

HB2439 instructs school districts and charter school governing boards to adopt procedures that provide parents access to a school’s library collection and a list of books and materials their child borrows. This required list is included in IJNC, the policy that applies to libraries. IJL is a policy that applies to the selection and adoption of materials. HB2439 also revised IJL as follows:

For books and materials purchased after January 1, 2023, the law creates a public review period that requires districts and charter schools to notify parents at least seven (7) days before the public review period begins and ends. The law also requires the Superintendent to place new books and materials on the websites for a minimum of sixty (60) days. Finally, this does not apply to replace lost or damaged books or materials. IJL was revised to include that the Governing Board will comply with HB2439. The specifics of HB2439 were included in Regulation IJL-R. Additionally, IJL-E was created to give notice to parents that a book or material public review period was beginning and when it would end.

Policy Advisory No. 734

**Policy IJNC – Resource Centers/Media Centers/
School Libraries**

**Regulation IJNC-R – Resource Centers/Media Centers/
School Libraries**

**Exhibit IJNC-E – Resource Centers/Media Centers/
School Libraries**

HB2439 instructs school districts and charter school governing boards to adopt procedures that provide parents access to a school’s library collection and a list of books and materials their child borrows. This is not required by law until January 1, 2023.

ASBA has created a new regulation IJNC-R to assist Superintendents in complying with this law. The regulation provides that parents seeking access to the school’s library collection, or a list of their child’s borrowed books or materials may utilize a request form (Exhibit IJNC-E).

Policy Advisory No. 735 Policy IMD – School Ceremonies and Observances

School districts and charter schools must set aside 1 to 2 minutes at the beginning of each day for silence. Teachers may not tell the children what to meditate on. Teachers must encourage parents to discuss with their children how to use the moment of silence.

**Policy Advisory No. 736 Policy IMB – Teaching About Controversial/
Sensitive Issues**

HB2161’s private cause of action enables parents to sue “governmental entities” for usurping the fundamental right of parents to direct the upbringing, education, health care and mental health of their children. ASBA’s policy on teaching controversial issues, IMB, is amended to reflect that teachers have a great *responsibility* to educate students, but that parents ultimately direct the upbringing, education, health care and mental health of their children.



If you have any questions, call Policy Services at (602) 254-1100. Ask for Nick Buzan, Director of Legal and Policy Services; Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Services Technician/Editor/Publisher. Our e-mail addresses are, respectively, [nbuzan@azsba.org], [cpatterson@azsba.org], [lbondi@azsba.org], and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

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

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.~~

No survey that solicits personal information about a pupil regarding any of the listed categories in A.R.S. §15-117(A) shall be conducted without being approved and authorized by the Superintendent. A teacher or other school employee may not administer any survey regarding A.R.S. §15-117(A) without obtaining written authorization from the Superintendent.

The categories of A.R.S. §15-117(A) and additional rules applying to surveys are listed in Regulation JRR-R.

~~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: _____

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

JRR-R ©

Regulation

STUDENT SURVEYS

**Student Surveys as Defined
in A.R.S. §15-117**

For the purposes of this regulation, the surveys discussed herein will be referred to as “15-117 surveys.”

No survey that solicits personal information about a pupil regarding any of the listed categories in A.R.S. §15-117(A) shall be conducted without being approved and authorized by the Superintendent. A teacher or other school employee may not administer any survey regarding A.R.S. §15-117(A) without obtaining written authorization from the Superintendent.

**Categories that Apply to 15-117 Survey
Provisions (A.R.S. §15-117(A))**

This regulation applies to any survey that solicits personal information about the pupil regarding any of the following:

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.

Pupil or Parental Consent Required Prior to Administering a 15-117 Survey

If the Superintendent elects to administer a survey as enumerated in A.R.S. §15-117(A), the Superintendent shall provide a copy of the survey to the pupil's parent along with a written informed consent form and shall obtain written informed consent from the pupil's parent authorizing the pupil to participate. The survey and written informed consent form must be provided and obtained at least seven (7) days before administering the survey to a pupil. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to A.R.S. 15-117 (A). If the pupil is at least eighteen (18) years of age the consent provisions listed above apply to the pupil and not their parent.

Requests for Information for 15-117 Surveys

The District shall provide any available information in a timely manner to the parent of a pupil, or the pupil if they are eighteen (18) years of age, regarding a 15-117 survey, including:

1. The name of the survey.
2. The date or dates on which the survey will be administered.
3. The method or methods of administering the survey.
4. The amount of time required to administer the survey.
5. The type of information collected by the survey.
6. The reasons for administering the survey.

Complaint Procedure

A parent that has a reasonable belief that the District has violated this section may file a complaint as stated in 15-117(K). The parent must provide written notice to the District of their complaint.

Once the District receives written notice of an alleged violation the District will attempt to cure the violation. For the purposes of this regulation, “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 year after receipt of the written notice of the alleged failure to comply.

Opt-Out Provision

Students not participating in a 15-117 survey must be provided with an alternative educational activity and shall be counted toward attendance and average daily membership and may not be counted absent.

Additional Information

When seeking to administer a survey under 15-117 the Superintendent will review 15-117 in its entirety.

KI © VISITORS TO SCHOOLS

The Superintendent shall establish school-visit procedures for the control of persons other than school personnel or students who enter District premises. Such procedures shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds.

No visit, tour or observation shall be permitted if it threatens the health and safety of the pupils and staff.

Parent and Prospective Parent Visitors

The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled pupils and parents who wish to enroll their children in the school district. See Regulation KI-R.

Parent and prospective parent visit, tour and observation policies shall be easily accessible from the home page of each school's website.

Mask or Face Coverings not Required

The District does not require masks or face coverings anywhere on the District's premises except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required.

Adopted: _____

LEGAL REF.:

A.R.S.

13-1302

13-2905

13-2911

15-184

15-341

15-507

A.G.O.

184-054

CROSS REF.:

AD - Educational Philosophy/School District Mission

BBA - Board Powers and Responsibilities

KFA - Public Conduct on School Property

KI-R ©

REGULATION

VISITORS TO SCHOOLS

Parents of enrolled pupils and parents who wish to enroll their children in the School District are encouraged may to visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.

All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, ~~it is preferred that the teacher and~~ the visitor must contact the principal be contacted in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided. ~~so as to avoid any conflicts with the school schedule.~~

In visiting a classroom, ~~parents must realize that the~~ teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District ~~schools~~, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

KI-E ©

Exhibit

VISITORS TO SCHOOLS

Parents of enrolled pupils and parents who wish to enroll their children in the School District must fill out this form to visit, tour, or observe a classroom.

Date: _____

Name of Parent: _____

Name of Pupil or Prospective Pupil: _____

Name of Classroom Parent seeks to visit, tour or observe: _____

Please describe the reason for your visit, tour or observation so that the District may best satisfy your request:

KB ©
PARENTAL INVOLVEMENT
IN EDUCATION

Purpose

The Governing Board adopts this policy to promote the involvement of parents and guardians of children enrolled in the School District. This policy is adopted in consultation with parents, teachers and administrators.

The Governing Board recognizes parents' rights as codified in the Parents' Bill of Rights, 1-601, 1-602, and in Arizona's other codifications of parents' rights as stated in Title 15 of the Arizona Revised Statutes.

Outline of Policy KB, Regulations and Exhibits:

- A. Policy KB contains the Governing Board's policy as developed and adopted as required by law.
- B. Regulation KB-R incorporates the Superintendent's detailed guidance in administering this policy.
- C. Exhibit KB-EA provides Superintendents with a mechanism to collect and maintain instructional staff background information.
- D. Exhibit KB-EB contains the parents' bill of rights as codified for ease of reference.

Definitions

For the purpose of this policy "parent" means the natural or adoptive parent or legal guardian of a minor child.

Parental Involvement Procedures

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s). These procedures shall include:

- A. A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The plan shall provide for the administration of a parent-teacher satisfaction survey.

B. A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

C. Procedures by which parents have access to the school's library collection of available books and materials.

D. Procedures by which parents may receive a list of books and materials borrowed from the library by their children.

The following are exempt from paragraph C and D:

1. Schools without a full-time library media specialist or an equivalent position.
2. School district libraries that have agreements with county free library districts, municipal libraries or other entities pursuant to section 15-362, subsection D.

DE. A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used and request an alternative assignment. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language.

EF. A procedure by which parents or guardians of students enrolled in the District shall have access in advance to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District.

EG. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.

FH. Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex education curricula if the School District offers any sex education curricula pursuant to A.R.S. 15-711 on the requirement to include instruction to students in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or 15-716 concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.

G. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before providing sex education to the student. At the same time the public educational institution seeks consent, it shall inform the student's parent or guardian of the parent's or guardian's right to review the instructional materials and activities.

H. Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.

I. Procedures by which parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs, and activities that have been approved by the school.

J. Procedures by which parents will be notified in advance of and given the opportunity to opt their children into any instruction, learning materials or presentations regarding sexuality, in courses other than formal sex education curricula.

K. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

1. The right to opt into a sex education curriculum if one is provided by the District.
2. Open enrollment rights pursuant to A.R.S. 15-816.01, relating to the District policies on open enrollment.
3. The right to opt out of assignments pursuant to A.R.S. 1-601, Parents Bill of Rights. [See Exhibit KB-EB]
4. The right to opt a child out of immunizations as authorized by A.R.S. 15-873, relating to an outbreak of a communicable disease.
5. The promotion requirements prescribed in A.R.S. 15-701 for students in grades one (1) through eight (8).
6. The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. 15-701.01.

7. The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. 15-716.
8. The right to review their child's standardized norm-referenced test results pursuant to A.R.S. 15-743.
9. The right to participate in gifted programs pursuant as prescribed by A.R.S. 15-779.01.
10. The right to access instructional materials as directed by A.R.S. 15-730.
11. The right to receive the school's annual report card pursuant to A.R.S. 15-746.
12. The school attendance and age requirements for children prescribed in A.R.S. 15-802, 15-803 and 15-821.
13. The right to public review of courses of study and textbooks and library books and materials in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721, and in high schools, prescribed in A.R.S. 15-722.
14. The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.
15. Policies related to parental involvement pursuant to A.R.S. 15-102 and set out herein.
16. The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352.]
17. Information about the student accountability information system (SAIS) as prescribed in section 15-1042.
18. The right to access the failing schools tutoring fund pursuant to A.R.S. 15-241.
19. The right to access all written and electronic records of a school district or school district employee concerning the parent's child pursuant to section 15-143, listed in Regulation KB-R.

20.49. Access to the Arizona Department of Education (DOE) statutory handbook of parental rights, which is posted on the DOE website and is prominently posted on a publicly accessible portion of the District website with a link to the statutory handbook of parental rights with the title and sections as listed below.

- a. Title 1, chapter 6.
- b. Section 15-102.
- c. Section 15-110.
- d. Section 15-113.
- e. Section 15-117.
- f. Section 15-351.
- g. Section 15-721.
- h. Section 15-722.
- i. Section 15-730.

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Optional language: The following outlined items (to next double line) setting out the manner in which parents may be made aware of the District's Parental Involvement Policy are optional in whole or in part as determined by the local Governing Board.

The District plan under this policy may also include:

- A. Making parents aware of this District parental involvement policy, including:
 - 1. Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.
 - 2. The parent's right to inspect the District policies and curriculum.
- B. Efforts to encourage the development of parenting skills.
- C. The communication to parents of techniques designed to assist the student's learning experience in the home.
- D. Efforts to encourage access to community and support services for children and families.

- E. The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.
- F. Identifying opportunities for parents to participate in and support classroom instruction at the school.
- G. Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.
- H. The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.
- I. The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.
- J. The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.
- K. Provide to parents the information in this policy in an electronic form.

=====

Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

For the purposes of this policy *parent* means the natural or adoptive parent or legal guardian of a minor child.

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

- A. The Superintendent or principal shall:
 - 1. Deliver the requested information to the parent within ten (10) calendar days, or
 - 2. Provide to the parent a written explanation for denial of the requested information.

B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:

1. The parent may submit in writing to the Governing Board a request for the requested information, and
2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

Adopted: _____

LEGAL REF.:

A.R.S.

1-601

1-602

15-101

15-102

15-110

15-113

15-117

15-143

15-189.07

15-249

15-341

15-351

15-721

15-722

15-730

CROSS REF.:

ABA - Community Involvement in Education

IHBD - Compensatory Education

IJ - Instructional Resources and Materials

IJND - Technology Resources

JHD - Exclusions and Exemptions from School Attendance

KDB - Public's Right to Know/Freedom of Information

KB-R ©

REGULATION

**PARENTAL INVOLVEMENT
IN EDUCATION**

**Parent and Teacher Cooperation in
Homework, Attendance, and Discipline**

When homework, attendance, and discipline rules are being considered, a procedure similar to, but not limited to, the following shall be used:

A. An ad hoc committee shall be appointed by the appropriate administrative officer under the provisions of Board policy. The committee will study the issue and make recommendations to the appointing administrator. The committee will be dissolved when the final report is submitted.

B. School staff members, including teachers, will be appointed to study the issues and report to the appointing administrator. The administrator will schedule hearings on the staff report, give parents sufficient notice, and conduct hearings to permit parent reaction to the staff report, copies of which shall be readily available for parent review. Following the hearings, the administrator will prepare recommendations that give careful consideration to the views of teachers and parents. Such recommendations will be submitted to the Superintendent unless the recommendations are prepared by the Superintendent, in which case the recommendations will be submitted to the Board.

**Parents' Access to Courses of Study
and Learning Materials**

Parents who wish to learn about the course of study for their children or to review learning materials shall do so under provisions of Board Policy IJ and supporting regulations.

Parents' Access to the School's Library Collection of Available Books and Materials and a List of Books and Materials Borrowed from the Library by Their Children

Parents may access the school's library collection of available books and materials through following the procedures stated in Regulation IJNC-R and Exhibit IJNC-E. Parents may request a list of books and materials borrowed from the library by their children by using Exhibit IJNC-E.

Parents' Access to Written and Electronic Records of a School District or School District Employee Concerning the Parent's Child and to All Electronic Accounts of the Parent's Child

Parents may request the written and electronic records accessible under A.R.S. 15-143 from the District office, including, but not limited to, all of the following:

- A. Attendance records.
- B. Test scores of school-administered tests and statewide assessments.
- C. Grades.
- D. Extracurricular activities or club participation.
- E. Disciplinary records.
- F. Counseling records.
- G. Psychological records.
- H. Applications for admission.
- I. Health and immunization information, including any medical records that are maintained by a health clinic or medical facility operated or controlled by the school district or charter school or that are located on school district or charter school property.
- J. Teacher and counselor evaluations.
- K. Reports of behavioral patterns.
- L. E-mail accounts.
- M. Online or virtual accounts or data.

Parental Cause of Action for Violation of 15-143 and Remedies

A parent may file suit against a school district that violates subsection A of 15-143 in the superior court in the county in which the violation occurs. This section does not preclude a parent from filing a suit asserting a violation of this section or any other claim otherwise allowed by law.

A parent who successfully asserts a claim under subsection A of 15-143 may recover:

1. Declaratory relief.
2. Injunctive relief to prevent or remedy a violation of subsection A of this section or the effects of the violation.
3. Reasonable attorney fees and costs.
4. Any other appropriate relief.

Parental Objections to Learning Activities or Materials

Parents who wish to object to any learning activities or learning materials may do so under provisions of Board Policies IJ, KB and supporting regulations.

Availability of Instructional Employee Resumés

The administration shall inform parents of the availability of each teaching employee's resumé and make that document available for inspection upon request of parents or guardians of pupils enrolled at a school. Such information shall not include teacher address, salary, social security number, and telephone or other personally identifiable information as determined by the District.

KB-EB ©

EXHIBIT

**PARENTAL INVOLVEMENT
IN EDUCATION**

PARENTS' BILL OF RIGHTS*

**(Enacted by the 49th Arizona Legislature,
2nd Regular Session (2010)
Session Law SB1309, Chapter 307
Arizona Revised Statutes 1-601 and 1-602)**

Parents' Rights Protected

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right.

This state, any political subdivision of this state or any other governmental entity shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

Parents' Bill of Rights; definition

All parental rights are exclusively reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

- A. The right to direct the education of the minor child.
- B. All rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.
- C. The right to direct the upbringing of the minor child.
- D. The right to direct the moral or religious training of the minor child.
- E. The right to make all health care decisions for the minor child, including rights pursuant to sections 15-873, 36-2271 and 36-2272, unless otherwise prohibited by law.

F. The right to request, access and review all written and electronic medical records of the minor child unless otherwise prohibited by law or unless the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.

G. The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.

H. The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.

I. The right to consent in writing before ~~the~~ this state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, by law enforcement officers during or as part of a law enforcement investigation, during or as part of an forensic interview in a criminal or child safety protective services investigation or to be used solely for any of the following:

1. Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
2. A purpose related to a legitimate academic or extracurricular activity.
3. A purpose related to regular classroom instruction.
4. Security or surveillance of buildings or grounds.
5. A photo identification card.

J. The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notifying ~~notification~~ of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.

K. The right to obtain information about a child ~~protective~~ safety services investigation involving the parent pursuant to section 8-807.

L. This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise allowed ~~permitted~~ by law.

M. Any attempt to encourage or coerce a minor child to withhold information from the child's parent ~~shall be~~ is grounds for discipline of an employee of this state, any political subdivision of this state, ~~or any other governmental entity,~~ or any other institution, except for law enforcement personnel.

N. Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents or preempt or foreclose claims or remedies in support of parental rights that are available under the constitution, statutes or common law of this state. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied.

O. Except as prescribed in subsections P and Q of this section, this state, a political subdivision of this state or any other governmental entity, or any official of this state, a political subdivision of this state or any other governmental entity acting under color of law, shall not interfere with or usurp the fundamental right of parents to direct the upbringing, education, health care and mental health of their children. A parent may bring suit against a governmental entity or official described in this subsection based on any violation of the statutory rights set forth in this chapter or any other action that interferes with or usurps the fundamental right of parents to direct the upbringing, education, health care and mental health of their children in the superior court in the county in which the violation or other action occurs or in federal court, if authorized by federal law, or before an administrative tribunal of appropriate jurisdiction. A parent may raise a violation of this chapter as a claim or a defense.

P. In any action under subsection O of this section, the governmental entity or official described in subsection O of this section has the burden of proof to demonstrate both of the following:

1. That the interference or usurpation is essential to accomplish a compelling government interest of the highest order, as long recognized in the history and traditions of this state in the operation of its regulatory powers.

2. That the method of interference or usurpation used by the government is narrowly tailored and is not otherwise served by a less restrictive means.

Q. A governmental entity or official described in subsection O of this section may interfere with or usurp the fundamental right of parents to direct the upbringing, education, health care and mental health of their children only if the governmental entity or official successfully demonstrates both elements described in subsection P of this section. If the governmental entity or official is unsuccessful, the court shall grant appropriate relief, such as declaratory or injunctive relief, compensatory damages and attorney fees, based on the facts of the case and the law as applied to the facts.

R. For the purposes of this section, "*parent*" means the natural or adoptive parent or legal guardian of a minor child.

**Note: The literal language of the Parents' Bill of Rights is retained as enacted by the Legislature. However, the layout and style has been modified to be consistent with that of the other documents in the District's Manual of Governing Board Policies and Administrative Regulations. Where the term "section" appears, it is to be understood as the identified section of the Arizona Revised Statutes (A.R.S.).*

**IHAMB ©
FAMILY LIFE EDUCATION**

Instruction in Sex Education

Instruction in sex education may be offered in the District in conformity with the requirements of Arizona law.

A public school shall not refer students to or use any sexually explicit material in any manner except as provided in a Governing Board-approved sex education program. Materials may be exempted from this requirement if the materials meet the definition of A.R.S. 15-120.02(B), listed in Regulation IHAMB-R.

The school shall obtain signed, written consent from a student's parent or guardian before doing either of the following:

- A. Using video, audio or electronic materials that may be inappropriate for the age of the student.
- B. Providing sex education instruction to the student. At the same time the public educational institution seeks consent, it shall inform the student's parent or guardian of the parent's or guardian's right to review the instructional materials and activities.

School districts and charter schools may not provide sex education instruction before grade five (5).

Before a parent provides written permission for the parent's child to participate in any sex education curricula, the school district or charter school shall make the sex education curricula available for the parent's review online and in person pursuant to A.R.S. 15-102(A)(2). The school district or charter school shall notify parents where the sex education curricula are available for review at least two (2) weeks before any instruction is offered pursuant to A.R.S. 15-711.

A school district or charter school with existing sex education curricula shall include instruction on the laws relating to sexual conduct with a minor for pupils in grades seven (7) through twelve (12).

Each school district or charter school may develop its own sex education course of study or adopt an existing sex education course of study.

Before a school district or charter school offers sex education instruction, the school district governing board or charter school governing body shall review and approve the sex education course of study that is developed, adopted, revised, or updated.

The governing board or governing body:

- A. Shall provide parents with a meaningful opportunity to participate in, review and provide input on any proposed sex education course of study before it is adopted.
- B. May not approve a course of study unless it complies with A.R.S. 15-711.

Before approving any sex education course of study developed, adopted, revised, or updated pursuant to A.R.S. 15-711, the school district governing board or charter school governing body shall do all of the following:

- A. Require that all meetings of committees that are authorized for the purposes of reviewing and selecting the sex education course of study be publicly noticed at least two (2) weeks before occurring and be open to the public pursuant to Title 38, Chapter 3, Article 3.1.
- B. Make any proposed sex education course of study available and accessible for review and public comment for at least sixty (60) days before the governing board or governing body decides whether to approve that course of study.
- C. Conduct at least two (2) public hearings within the sixty (60)-day period before the governing board or governing body decides whether to approve any course of study. Public comment may include written comments, oral comments and comments submitted through e-mail.

A school district or charter school is not required to provide sex education instruction to pupils. If a school district or charter school decides to provide sex education instruction after school hours, A.R.S. 15-711 and A.R.S. 15-102 apply.

Statute does not prohibit age and grade appropriate classroom instruction regarding child assault awareness and abuse prevention.

Certification of Compliance

The District shall certify, under the notarized signatures of both the Governing Board President and the Superintendent, compliance with A.A.C. R7-2-303. Acknowledgment of receipt of the compliance certification from the State Board of Education is required as a prerequisite to the initiation of instruction. Certification of compliance shall be in a format and with such particulars as shall be specified by the Department of Education.

Instruction on Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus

The District may provide instruction in kindergarten (K) through grade twelve (12) on acquired immune deficiency syndrome and the human immunodeficiency virus as authorized by Arizona law.

If instruction is to be offered at one (1) or more grade levels, the Superintendent shall develop and implement regulations on such instruction that conform to Arizona law.

Promotion of Childbirth

The District shall not endorse or provide financial or instructional program support to any program that does not present childbirth and adoption as preferred options to elective abortion.

The District shall not allow any presentation during instructional time or furnish any materials to pupils as part of any instruction that does not give preference, encouragement and support to childbirth and adoption as preferred options to elective abortion.

Adopted: _____

LEGAL REF.:

A.R.S.

15-115

15-341

15-711

15-716

A.A.C.

R7-2-303

IHAMB-R ©

REGULATION

FAMILY LIFE EDUCATION

Instruction in Sex Education

Instruction in sex education may be offered in the District in conformity with the requirements of Arizona law. Nothing in this regulation shall be construed to require a school district or charter school provide sex education instruction to pupils. The District shall not refer students to or use any sexually explicit material in any manner except as provided in a Governing Board-approved sex education program. Materials may be exempted from this requirement if the materials meet the definition of A.R.S. 15-120.02(B).

The school shall obtain signed, written consent from a student's parent or guardian before doing either of the following:

- A. Using video, audio or electronic materials that may be inappropriate for the age of the student.
- B. Providing sex education instruction to the student. At the same time the public educational institution seeks consent, it shall inform the student's parent or guardian of the parent's or guardian's right to review the instructional materials and activities.

School districts and charter schools may not provide sex education instruction before grade five (5).

Grades 5 - 8:

- A. *Elective lessons.* The District may provide a specific elective lesson or lessons concerning sex education as a supplement to the health course of study.
 - 1. Such supplement may be taken by the student only upon the written request of the student's parent or guardian.
 - 2. Alternative elective lessons from the state-adopted optional subjects shall be provided for students who do not enroll in elective sex education.

3. Elective sex education lessons shall not exceed the equivalent of one (1) class period per day for one-quarter (1/4th) of the school year for grades five (5) through eight (8).

B. Governing Board approval. All elective sex education lessons to be offered must have prior approval from the Governing Board.

1. The Governing Board shall establish an advisory committee with membership representative of District size and the racial and ethnic composition of the community to assist in the development of lessons and advise the Board on an ongoing basis. All meetings of committees that are authorized for the purposes of reviewing and selecting the sex education course of study shall be publicly noticed at least two (2) weeks before occurring and be open to the public pursuant to Arizona Revised Statutes Title 38, Chapter 3, Article 3.1.

2. The Governing Board shall review the total instructional materials and approve all lessons and curricula in the course of study to be offered in sex education.

3. The Governing Board shall make any proposed sex education course of study available and accessible for review and public comment for at least sixty (60) days before the Board decides whether to approve that course of study. The Board shall publicize and hold at least two (2) public hearings within the sixty (60)-day period for the purpose of receiving public input at least one (1) week prior to the local governing board meeting at which the elective sex education lessons will be considered for approval. Public input may include written comments, oral comments and comments submitted electronically.

4. The Governing Board shall maintain for viewing by the public, both online and in-person pursuant to A.R.S. 15-102(A)(2), the total instructional materials to be used in approved elective sex education lessons within the school district or charter school at least two (2) weeks before any instruction is offered.

C. Format of instruction:

1. Lessons shall be taught to boys and girls separately.

2. Lessons shall be ungraded and shall require no homework; any evaluation administered for the purpose of self-analysis shall not be retained or recorded by the school or the teacher in any form.
3. Lessons shall not include tests, psychological inventories, surveys, or examinations containing any questions about personal beliefs or practices in sex, family life, morality, values, or religion on the part of students or their parents.
4. Lessons for grades seven (7) and eight (8) shall include instruction on the laws relating to sexual conduct with a minor.

Grades 9 - 12:

- A. A course in sex education may be provided in the high schools of Arizona.
- B. This course may only be taken by the student at the written request of the student's parent or guardian.
- C. Alternative elective lessons from the state-adopted optional subjects shall be provided for students who do not enroll in elective sex education.
- D. All meeting of committees that are authorized for the purposes of reviewing and selecting the sex education course of study shall be publicly noticed at least two (2) weeks before occurring and be open to the public pursuant to Arizona Revised Statutes Title 38, Chapter 3, Article 3.1.
- E. The Governing Board shall review the total instructional materials and approve all lessons and curricula in the course of study to be offered in sex education.
- F. The Governing Board shall make any proposed sex education course of study available and accessible for review and public comment for at least sixty (60) days before the Board decides whether to approve that course of study. The Board shall publicize and hold at least two (2) public hearings within the sixty (60)-day period for the purpose of receiving public input at least one (1) week prior to the local governing board meeting at which the elective sex education lessons will be considered for approval. Public input may include written comments, oral comments and comments submitted electronically.

G. Lessons shall not include tests, psychological inventories, surveys, or examinations containing any questions about personal beliefs or practices in sex, family life, morality, values, or religion on the part of students or their parents.

H. The Governing Board shall maintain for viewing by the public, both online and in-person pursuant to A.R.S. 15-102(A)(2), the total instructional materials to be used in approved elective sex education lessons within the school district or charter school at least two (2) weeks before any instruction is offered.

Content of instruction (Grades 5 - 12):

A. All sex education materials and instruction shall be age appropriate, shall recognize the needs of exceptional students, shall meet the needs of the District, shall recognize local community standards and sensitivities, shall not include the teaching of abnormal, deviate, or unusual sexual acts and practices, and shall include the following:

1. Emphasis upon the power of individuals to control their own personal behavior.

Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations such as respect for self and others.

2. Instruction on how to say "no" to unwanted sexual advances and to resist negative peer pressure.

Students shall be taught that it is wrong to take advantage of, or to exploit, another person.

3. Instruction on the laws relating to sexual conduct with a minor.

B. All sex education materials and instruction that discuss sexual intercourse shall:

1. Stress that students should abstain from sexual intercourse until they are mature adults.

2. Emphasize that abstinence from sexual intercourse is the only method for avoiding pregnancy that is one hundred percent (100%) effective.
3. Stress that sexually transmitted diseases have severe consequences and constitute a serious and widespread public health problem.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual intercourse and the consequences of preadolescent and adolescent pregnancy.
5. Advise students of Arizona law pertaining to the financial responsibilities of parenting, and legal liabilities related to sexual intercourse with a minor.

School districts and charter schools shall make any existing sex education course of study available and accessible for review both online and in person.

Prohibition on Use of Sexually Explicit Materials as Defined and Exemptions

Except as prescribed in a Governing Board approved sex education program, a public school in this state may not refer students to or use any sexually explicit material in any manner.

- A. **Exemptions:** Materials may be exempted from this rule if all of the following requirements are met:
1. The exempted material possesses serious educational value for minors or possesses serious literary, artistic, political or scientific value.
 2. The public school obtains parental consent before the public school refers a student to or uses the exempted material. The public school shall obtain parental consent on a per-material basis.
 3. The public school provides students for whom parental consent is not secured under paragraph 2 of this subsection with an alternative assignment that does not contain sexually explicit material.

B. Definitions:

“Sexually explicit materials” includes textual, visual or audio materials or materials accessed via any other medium that depict any of the following:

1. Sexual conduct. For the purposes of this paragraph, “sexual conduct” means acts of masturbation, sexual intercourse or physical contact with a person’s clothed or unclothed genitals, pubic area, buttocks or, if such person is a female, breast.
2. Sexual excitement. For the purposes of this paragraph, “sexual excitement” means the condition of human male or female genitals when in a state of sexual stimulation or arousal.
3. Ultimate sexual acts. For the purposes of this paragraph, “ultimate sexual acts” means sexual intercourse, vaginal or anal, fellatio, cunnilingus, bestiality or sodomy. A sexual act is simulated when it depicts explicit sexual activity that gives the appearance of consummation of ultimate sexual acts.

Instruction on Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus

The District will develop its own course of study for each grade. At a minimum, instruction shall:

- A. Be appropriate to the grade level in which it is offered.
- B. Be medically accurate.
- C. Promote abstinence.
- D. Discourage drug abuse.
- E. Dispel myths regarding transmission of the human immunodeficiency virus.

The District may request that the Department of Health Services, in conjunction with the Department of Education, review instruction materials to determine their medical accuracy.

The District may request that the Department of Education provide the following assistance:

- A. A suggested course of study.
- B. Teacher training.
- C. A list of available films and other teaching aids.

At the request of a parent, a student shall be excused from the instruction on acquired immune deficiency syndrome and the human immunodeficiency virus. The District shall notify all parents of their ability to withdraw their children from the instruction.

**JLCB ©
IMMUNIZATIONS OF STUDENTS**

The Board follows Arizona law as it applies to immunizations of students.

Immunizations Required for Attendance

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.

Immunizations Not Required for School Attendance

The following immunizations are not required for school attendance:

- A. Human papillomavirus.
- B. COVID-19 or any variant of COVID-19.

A School District or Charter School, as a governmental entity, that requires a person under eighteen (18) years of age to receive a vaccination for COVID-19 or any variant of COVID-19 must obtain the consent of that person's parent or guardian.

Immunization Procedures

The Board authorizes the Superintendent to create procedures for verifying immunizations records of students. The procedures shall be administered in Regulation JLCB-R and Exhibit JLCB-E.

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: _____

LEGAL REF.:

A.R.S.

15-871

15-872

15-873

15-874

36-681

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:

- A. Diphtheria;
- B. Tetanus;
- C. Hepatitis B;
- D. Pertussis;
- E. Poliomyelitis;
- F. Measles (rubeola);
- G. Mumps;
- H. Rubella (German measles);
- I. *Haemophilus influenzae* type b (Hib);
- J. Varicella; and
- K. Meningococcal.
- L. Hepatitis A, for a child one (1) through five (5) years of age in a day care program in Maricopa County.

To be required for in-person school attendance the immunization must be prescribed by rule adopted pursuant to subsection A of A.R.S. §36-672.

The following immunizations are not required for school attendance:

- A. Human papillomavirus.
- B. COVID-19 or any variant of COVID-19.

A School District or Charter School, as a governmental entity, that requires a person under eighteen (18) years of age to receive a vaccination for COVID-19 or any variant of COVID-19 must obtain the consent of that person's parent or guardian.

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 (1) 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:

- A. 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-E; or
- B. 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:

- A. Notification of the lack of compliance with the immunization requirements;
- B. 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
- C. 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:

- A. Notify the responsible person of the lack of compliance with the immunization requirements; and
- B. 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. 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
- B. 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:

A. 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.

B. 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. A permanent medical exemption may be provided for one (1) or more vaccines.

B. 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:

A. Within twenty-four (24) hours after detecting a case or suspected case of:

1. Cryptosporidiosis
2. Enterohemorrhagic Escherichia coli
3. Haemophilus influenzae: invasive disease
4. Hepatitis A
5. Measles
6. Meningococcal invasive disease
7. Mumps
8. Pertussis (whooping cough)
9. Rubella (German measles)
10. Salmonellosis
11. Shigellosis

B. Within twenty-four (24) hours after detecting an outbreak of:

1. Conjunctivitis: acute
2. Diarrhea, nausea, or vomiting
3. Scabies
4. Streptococcal Group A infection

C. Within five (5) working days after detecting a case or a suspected case of:

1. Campylobacteriosis
2. Varicella (chicken pox)

The report shall include:

- A. The name and address of the school
- B. The number of individuals having the disease, infestation, or symptoms
- C. The date and time the disease or infestation was detected or the symptoms began
- D. The number of rooms, grades, or classes affected and the name of each
- E. Information about each affected individual to include:
 1. Name,
 2. Date of birth or age,
 3. Residential address and telephone number,
 4. Whether the individual is a staff member, student, child in care, or a resident,
- F. The number of individuals attending or residing in the school, and
- G. 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:

- A. Name of the student;
- B. Date of birth;
- C. The date of the student's admission to the school;
- D. 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;
- E. The type of immunizing agents administered to the student;
- F. The date each dose of immunizing agent is administered to the student; and
- G. 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

ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY
Grades K-12 (School year 2022-2023)

To view the 2022-2023 Immunization Requirements, click here.

~~Requirements are shown below as stated in Arizona Administrative Code, R9-6-702, Table 7.1 and Table 7.2~~

~~Please review the Arizona Immunization Handbook for Schools and Child Care Programs along with the Vaccine Catch-up Flowcharts & FAQs Vaccine Flowchart Resource for further information and details about school immunization requirements and exemptions.~~

~~Vaccines must follow Advisory Committee on Immunization Practices (ACIP) minimum intervals and ages to be valid. See page 2 for minimum interval and catch-up schedule information.~~

~~The four (4)-day grace period only applies to vaccine-administration minimum age and intervals. Refer to the Handbook for questions.~~

Vaccine	4 - 6 Years Old and attendance in Kindergarten or 1st grade	7 - 10 Years Old	11 Years and Older
HepB Hepatitis B	3 doses The final dose of HepB must be given at 24 weeks of age or older. Only 3 doses are required if the 3rd dose was received at or after 24 weeks of age; otherwise 4 doses are required.		
Polio Poliomyelitis (IPV) Oral polio vaccine (OPV)	4 doses The final dose of polio must be received at/after 4 years of age and at least six (6) months after the previous dose. Only 3 doses are required if the 3rd dose was received on/after the child's 4th birthday and at least six (6) months after the 2nd dose. Additional doses may be needed to meet requirements.		

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

<p>MMR Measles, _____ Mumps and Rubella</p>	<p>2 doses Minimum recommended age for dose #1 is 12 months. A 3rd dose will be required if dose #1 was given more than 4 days before 1st birthday.</p> <p>MMR and Varicella must be given on the same day or at least 28 days apart.</p>		
<p>VAR Varicella (chickenpox)</p>	<p>1 dose Minimum recommended age for dose #1 is 12 months. 2 doses, at least 4 weeks apart, are required if the 1st dose was given at 13 years of age or older.</p>		
<p>DTaP, _____ Tdap, _____ Td Diphtheria, _____ Tetanus, _____ and Pertussis</p>	<p>5 doses of DTaP The final dose of tetanus-diphtheria-containing vaccine must be received at/after four (4) years of age and at least six (6) months after the previous dose. Only four (4) doses are required if the 4th dose was received on/after four (4) years of age; in certain situations an additional dose may be required, up to a maximum of six (6) doses (before age seven [7]).</p>	<p>4 doses of tetanus-diphtheria-containing vaccine (or combination of DTaP, Td or Tdap doses). At least one (1) dose at/after four (4) years of age and at least six (6) months from previous dose. 3 doses (with 1 at/after 4 years) is acceptable if the first dose was given on/after 1st birthday; otherwise refer for an additional dose.</p>	<p>1 dose of Tdap is required If the student does not have a Tdap but received a dose of tetanus-diphtheria-containing vaccine within the past five (5) years, refer for the adolescent Tdap dose when five (5) years has passed since that dose. If a student has received 1 valid dose of adolescent Tdap (age ten [10] years or older), no further doses are needed.</p> <p>Students must have a minimum series of four (4) doses of tetanus-diphtheria-containing vaccine; 3 doses acceptable if the 1st dose was given on/after 1st birthday.</p>

<p>MenACWY or MCV4 Quadrivalent Meningococcal</p>			<p>1 dose of MenACWY is required.</p> <p>A dose administered at 10 years of age will meet the requirement.</p>
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**Arizona Immunization Program Office • 150 North 18th Avenue, Suite 120
Phoenix, AZ 85007 • (602) 364-3630
Last reviewed/revise d July 2022**

~~Exceptions and Additions to the Rules~~

~~The laws and rules governing school immunization requirements are Arizona Revised Statutes §[15-871](#) - [15-874](#); and Arizona Administrative Code, [R9-6-701](#) - [708](#). Please review the school requirements in Table 7.1 and "catch-up" schedule in Table 7.2, located in [R9-6-701](#) - [708](#).~~

~~Students must have proof of all required immunizations in order to attend school. Parental recall or verbal history of any disease is not accepted; therefore these students must submit an ADHS medical exemption form. Specifically, with varicella (chickenpox), measles, or rubella disease a medical exemption with attached laboratory evidence of immunity is required. Arizona law allows K-12 immunization exemptions for medical reasons, lab evidence of immunity, and personal beliefs.~~

~~Homeless students and children in foster care are allowed a five (5)-day grace period to submit proof of immunization records (assuming that all other students have their immunization records submitted prior to attendance at school).~~

~~For further information and guidance please review the Arizona Immunization Handbook for Schools and Child Care Programs along with Frequently Asked Questions.~~

~~Quick-Look Vaccine Exceptions and Conditions:~~

- ~~● Hepatitis B – A child has received the required number of doses of hepatitis B virus (HBV) vaccine to qualify for Arizona school and child care/preschool attendance if all of the following apply:~~

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

~~There are at least 4 weeks between the 1st and 2nd dose of HBV vaccine;~~

~~There are at least 8 weeks between the 2nd and final dose of HBV vaccine;~~

~~There are at least 16 weeks (4 months) between the 1st and final dose of HBV vaccine; AND~~

~~The child received the final dose of HBV vaccine when they were at least 24 weeks of age.~~

- ~~● Hepatitis B for students aged 11-15 years — 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage (10mcg/1.0mL) and type of vaccine must be clearly documented. If Recombivax was not the vaccine used, a 3-dose series is required.~~
- ~~● Meningococcal Vaccine — Only quadrivalent meningococcal ACWY vaccine doses will be accepted. The only quadrivalent meningococcal vaccines given currently in the U.S. are Menactra and Menveo. The Meningococcal Polysaccharide vaccine (Menomune) was a quadrivalent vaccine so is acceptable; however, production of this vaccine was discontinued in February 2017. Students who received this polysaccharide vaccine are considered acceptable for school requirements. No monovalent or bivalent meningococcal vaccinations will be accepted (MenA, MenB, MenC, or MenC/Y).~~
- ~~● Poliomyelitis (Polio) — The U.S. currently does not give anything other than IPV (inactivated polio vaccine) whereas some foreign countries still give the OPV (oral polio vaccine). OPV given prior to April 1, 2016 will be presumed to be trivalent and therefore acceptable, regardless of country of administration. Any OPV doses administered after April 1, 2016 are presumed to be bivalent and therefore unacceptable.~~
- ~~● Td Booster — A Td booster is required 10 years after the last dose of a tetanus-containing vaccine if student is still enrolled in school.~~

Source: Arizona Immunization Program Office

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.

The District or charter school may require that a mask or face covering be worn by a person under eighteen (18) years of age only with the express consent of the person's parent or guardian.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until treated with a pediculicide.

Adopted: _____

LEGAL REF.:

A.R.S.

1-602

1-611

15-871

15-872

36-621

A.A.C.

R9-6-202 *et seq.*

R9-6-301

R9-6-342

R9-6-355

**GBGCB ©
STAFF HEALTH AND SAFETY**

(Communicable Diseases)

It is the policy of the School District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases. The Superintendent is authorized to adopt such procedures as are necessary to implement this policy in a manner consistent with state and federal laws.

**Prohibition on COVID-19 Vaccination
and Mask or Face Coverings**

The School District shall not:

- A. Require a resident of this state to receive a vaccination for COVID-19 or any variant of COVID-19.
- B. Impose any requirement to wear a mask or face covering anywhere on the School District's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required. See GBGB-R for a list of long-standing workplace safety control measures.

Exclusion from School

A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health or safety of others in the school workplace. The outbreak control measures, and other directives of the Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at A.A.C. R9-6-203 *et seq.*

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation. The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

The school nurse or other person designated by the Superintendent must reassess a staff member who is excluded from school because of a communicable disease before the staff member returns to work. The District may require a physician's written medical release as a condition for the staff member's return to work.

Reporting and Notification

The District shall report by telephone to its local health agency each diagnosed and suspected case of a communicable disease as set out in Regulation JLCB-R.

If an outbreak of a communicable disease occurs in a school setting, the Superintendent or the school nurse shall promptly inform staff members who are known to have special vulnerability to infection. The District does not assume any duty to notify an employee of health risks caused by the presence of a communicable disease in the school setting unless the at-risk employee has notified the District of the conditions when notification is needed.

Confidentiality

The District shall make reasonable efforts to maintain the confidentiality of staff members' medical conditions. All medical information relating to employees is confidential. The identity of a staff member who has a communicable disease and/or the nature of the communicable disease may be disclosed only to:

- A. Staff members who must have such information to carry out their duties under this policy; or
- B. Staff members or students (or their parents/guardians) who must have such information to protect themselves from direct threat to their health or safety.

Inquiries or concerns by staff members or others regarding communicable diseases or a staff member who is known or believed to have a communicable disease shall be directed to the Superintendent or the school nurse.

Universal Precautions

The District shall follow the "Universal Precautions Standard" set forth in the attached Exhibit GBGCB-E to protect employees who are at risk of being exposed to blood and body fluids in the course of their work.

Food Service Workers

The District shall follow the guidance of the U.S. Department of Health and Human Services concerning infectious and communicable diseases transmitted through the handling of food, and special precautions required for food services workers.

HIV/AIDS

Current medical information indicates that HIV can be transmitted by sexual intercourse with an infected partner, by injection of infected blood products, and by transmission from an infected mother to her child *in utero* or during the birth process. None of the identified cases of HIV infection in the United States are known to have been transmitted in a school setting or through any other casual person-to-person contact. There is no evidence that HIV is spread by sneezing, coughing, shaking hands, hugging, or sharing toilets, food, water, or utensils. According to best medical knowledge and judgments, the use of the "universal precautions" and other procedures that implement this policy are sufficient to protect staff members and students from transmission of HIV at school.

Adopted: _____

LEGAL REF.:

A.R.S.

36-621

36-624

36-681

36-685

A.A.C.

R9-6-203 *et seq.*

R9-6-355

29 U.S.C. 794 *et seq.*, Rehabilitation Act, (Section 504)

42 U.S.C. 12101 *et seq.* (Americans with Disabilities Act)

29 C.F.R. 1630.1 *et seq.* (ADA guidelines)

29 C.F.R. 1910.10 *et seq.* (OSHA Universal Precautions Standard)

CROSS REF.:

GBGC - Employee Assistance

GBGCA - Wellness Programs

JLCB-R - Immunizations of Students

**DIA ©
ACCOUNTING SYSTEM**

Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.

The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file with the SBE and the county school superintendent of the county in which the school district is located an accounting responsibility plan as specified in A.R.S. 15-914.01.

Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the county treasurer of the county in which the school district is located.

An approval by the SBE for the District to assume accounting responsibility compels the District to contract with an independent certified public accountant for an annual financial and compliance audit.

Adopted: _____

LEGAL REF.:

A.R.S.
15-239
15-914.01
15-271
15-272

CROSS REF.:

DI - Fiscal Accounting and Reporting
DIC - Financial Reports and Statements

IHA ©
BASIC INSTRUCTIONAL PROGRAM

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. 15-704 and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2022, at least one (1) kindergarten through third (K-3) grade teacher in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

The instructional program will include planned sequences in:

- A. Language arts - reading, spelling, handwriting, English grammar, composition, literature, and study skills.
- B. Mathematics experiences.
- C. Social studies - history including Native American history, geography, civics, economics, world cultures, political science, and other social science disciplines.

- D. Science experiences.
- E. Fine and practical arts experience - art education, vocal and instrumental music, and vocational/business education.
- F. Technology skills.
- G. Health and safety education.
- H. Physical education.
- I. Foreign or Native American language.

The planned program for all students shall also include library instruction, individual study, guidance, other appropriate instructional activities, and all instruction required under state law and State Board of Education regulations.

Observance Days

September 11, in each year shall be observed as 9/11 Education Day. On 9/11 Education Day, each public school shall dedicate a portion of the school day to age-appropriate education on the terrorist attacks of September 11, 2001.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day, ~~which is not a legal holiday~~. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day or 9/11 Education Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday.

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S. [15-701](#) and [15-701.01](#).

Adopted: _____

LEGALREF.:

A.R.S.

1-319

1-321

15-203

15-211

15-219

15-341

15-501.01

15-701

15-701.01

15-704

15-710

15-710.02

15-741.01

15-802

A.A.C.

R7-2-301 *et seq.*

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction

**JLDA ©
SCHOOL COUNSELORS AND
PSYCHOLOGISTS**

Psychological services, including testing, are available to students through the public schools. Initial referrals for psychological evaluations may come from certificated staff members or parents, or from the student.

A school psychologist who is employed by or contracted to provide services in a public school must be certified by the Department of Education but is exempt from licensure.

Prior written or oral consent of a parent or the legal guardian of a minor child must be obtained in the manner and as required by A.R.S. 36-2272 to procure, solicit to perform, arrange for the performance of or perform mental health screening in a nonclinical setting or mental health treatment on a minor. Eligible student (age eighteen [18] years and beyond) authorization must be obtained prior to the referral or performance of a mental health screening or mental health treatment as described above, except as otherwise provided by law or a court order. These restrictions do not apply when an emergency exists that requires a person to perform mental health screening or provide mental health treatment to prevent serious injury to or save the life of a minor child.

A school psychologist shall administer preliminary tests to determine the need for psychological evaluations.

Referrals to outside agencies shall be made only with parental or eligible student authorization, except as otherwise provided by law or a court order.

Adopted: _____

LEGAL REF.:

A.R.S.

32-2075

36-2272

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 ~~an act in violation of section §13-1215 or 13-1216, 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:~~

~~A. 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.~~

~~B. 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:

A. Customary athletic events, contests or competitions that are sponsored by an educational institution.

B. 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: _____

LEGAL REF.:

A.R.S.

13-1215

13-1216

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-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 Policy JICFA and this exhibit a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means ~~an act in violation of section 13-1215 or 13-1216 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:~~

- ~~A. 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.~~
- ~~B. 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:

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.
- B. 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 Policy JICFA and this exhibit.

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:

- A. 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 timeline may only be by necessity as determined by the Superintendent.
- B. 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.
- C. 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 Policy JICFA and this exhibit 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.

IKF ©
GRADUATION REQUIREMENTS

Regular Education

A minimum number of units of credit are required for graduation by the Arizona State Board of Education. Listed below are the units that must be completed before a student may receive a high school diploma.

Graduation requirements may be met as follows:

- A. By successful completion of subject area course requirements.
- B. By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accord with A.A.C. R7-2-302.02 and rules established by the Superintendent.
- C. By earning credits through correspondence courses (limited to one [1] in each of the four [4] major subject areas) and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. 15-701.01.
- D. By the transfer of credits as described in Policy JFABC.
- E. An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the State Board Adopted Academic Standards.

Graduation requirements as determined by the Arizona State Board of Education (R7-2-302.02) and the District Governing Board are as follows:

English	4.0 units
Math	4.0 units*
Science	3.0 units**
Social Studies	3.0 units***
American Government and Arizona Government	0.5 unit
American History - including Arizona History	1.0 unit
World History and Geography	1.0 unit
Economics	0.5 unit****
Fine Arts or Career, Technical and Vocational Education	1.0 unit
Electives	<u>7.0 units</u>
Total	22.0 units

* In lieu of one (1) credit of Algebra II or its equivalent course content a student may request a personal curriculum in mathematics following R7-2-302.03.

* Math courses shall consist of Algebra I, Geometry, Algebra II, (or its equivalent) and an additional course with significant math content as determined by the Governing Board (Governing Body).

Pursuant to the prescribed graduation requirements adopted by the State Board of Education, the Governing Board may approve a rigorous computer science course that would fulfill a mathematics course required for graduation from high school. The Governing Board may only approve a rigorous computer science course if the rigorous computer science course includes significant mathematics content and the Governing Board determines the high school where the rigorous computer science course is offered has sufficient capacity, infrastructure and qualified staff, including competent teachers of computer science.

** Three (3) credits of science in preparation for proficiency at the high school level on a state required test.

~~*** Beginning in the 2016-2017 school year~~ Through the graduating class of 2025, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a pupil must correctly answer at least sixty (60) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. ~~The District school shall document on the pupil's transcript that the pupil has passed a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services.~~

Beginning with the graduating class of 2026, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a pupil must correctly answer at least seventy (70) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. The District school shall document on the pupil's transcript only a pass or fail designation that the pupil has passed or failed the test.

A pupil in grade seven (7) or eight (8) may take the test described in this paragraph, and if the pupil correctly answers at least seventy (70) of the one hundred (100) questions on the test:

a) The district school or charter school shall document on the pupil's transcript only a pass or fail designation that the pupil has passed or failed the test required by this paragraph.

b) The pupil is not required to take the test required by this paragraph again in high school.

**** The State Board requirement for economics is at least one-half (.5) of a course credit, which shall include financial literacy and personal financial management.

The Governing Board may determine the method and manner in which to administer a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. A pupil who does not obtain a passing score on the test that is identical to the civics portion of the naturalization test may retake the test until the pupil obtains a passing score.

Each school district and charter school shall report to the department of education all of the following aggregate data, organized by grade level, relating to the test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services required by subsection A, paragraph 3 of §15-701.01:

1. The median score.

2. The percentage of pupils who passed by correctly answering the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of §15-701.01.

3. The percentage of pupils who failed by correctly answering fewer than the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of §15-701.01.

4. Any other data required by the department relating to the test.

A school district or charter school may not include the personally identifiable information of any pupil in the data reported to the department of education under subsection L of §15-701.01.

Special Education

Listed above, under "Regular Education," are the requirements that must be completed before a student may receive a high school diploma. Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student. Graduation requirements established by the Governing Board may be met by a student as defined in A.R.S. 15-701.01 and A.A.C. R7-2-302.

Pupils who receive special education shall not be required to achieve passing scores on the test that is identical to the civics portion of the naturalization test under section 15-701.01 in order to graduate from high school unless the pupil is learning at a level appropriate for the pupil's grade level in a specific academic area and unless a passing score on the test that is identical to the civics portion of the naturalization test under section 15-701.01 is specifically required in a specific academic area by the pupil's individualized education program as mutually agreed on by the pupil's parents and the pupil's individualized education program team or the pupil, if the pupil is at least eighteen (18) years of age.

Competency requirements. Any student who is placed in special education classes, grades nine (9) through twelve (12), is eligible to receive a high school diploma without meeting state competency requirements.

State Seal of Biliteracy. The School District may voluntarily participate in the state seal of biliteracy program by notifying the Superintendent of Public Instruction of such intention. Schools will then identify the students who have met the requirements to be awarded the state seal of biliteracy, which shall be affixed to the diploma and noted on the transcript of each student who has met the requirements.

CPR Instruction and Training. School districts and charter schools shall provide public school pupils with one (1) or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner, during high school.

Adopted: _____

LEGAL REF.:

A.R.S.

15-203

15-341

15-701.01

15-763

A.A.C.

R7-2-302.02

R7-2-302.03

CROSS REF.:

IGD - Curriculum Adoption

IGE - Curriculum Guides and Course Outlines

IHAMC - Instruction and Training in Cardiopulmonary Resuscitation

IHAMD - Instruction and Training in Suicide Prevention

IIE - Student Schedules and Course Loads

IKA - Grading/Assessment Systems

JFABC - Admission of Transfer Students

JJIA ©
INTRAMURAL SPORTS

Male, Female, or Coed
Designation

Each intramural athletic team or sport that is sponsored by a public school shall be expressly designated as one (1) of the following based on the biological sex of the students who participate on the team or in the sport:

- A. “Males,” “men” or “boys.”
- B. “Females,” “women” or “girls.”
- C. “Coed” or “mixed.”

Athletic teams or sports designated for “females,” “women” or “girls” may not be open to students of the male sex.

Any student may participate in any intramural athletic team or sport designated as being for “males,” “men” or “boys” or designated as “coed” or “mixed.”

Adopted: _____

LEGAL REF.:
A.R.S.
15-120.02

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.

Male, Female, or Coed Designation

Each interscholastic athletic team or sport that is sponsored by a public school shall be expressly designated as one (1) of the following based on the biological sex of the students who participate on the team or in the sport:

- A. “Males,” “men” or “boys”
- B. “Females,” “women” or “girls”
- C. “Coed” or “mixed.”

Athletic teams or sports designated for “females,” “women” or “girls” may not be open to students of the male sex.

Any student may participate in any interscholastic athletic team or sport designated as being for “males,” “men” or “boys” or designated as “coed” or “mixed.”

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: _____

LEGAL REF.:

A.R.S.

15-120.02

15-341

15-802.01

A.A.C.

R7-2-808

A.G.O.

I86-095

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-EA), 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.

Student Remedies for Violations of the Save Women's Sports Act (A.R.S. §15-120.02)

A student has a private cause of action for injunctive relief, damages and any other relief available under law against the school, if either of the following occurs:

- A. Any student who is deprived of an athletic opportunity or suffers any direct or indirect harm as a result of a school knowingly violating A.R.S. §15-120.02.
- B. Any student who is subject to retaliation or another adverse action by a school as a result of reporting a violation of this section to an employee or representative of the school.

School Remedies for Violations of the Save Women's Sports Act (A.R.S. §15-120.02)

A school that suffers any direct or indirect harm as a result of a violation of this section has a private cause of action for injunctive relief, damages and any other relief available under law against the government entity, the licensing or accrediting organization or the athletic association or organization.

EE ©
TRANSPORTATION SERVICES

In the budgeting process, the Governing Board may grant appropriations for vehicles and other transportation services. This may include contracts for electric vehicles as stated in A.R.S. §15-923.

Allowable Vehicles

A school district or charter school in Arizona or a privately owned and operated entity that is contracted for compensation with a school district or charter school in Arizona may use a motor vehicle that is designed to carry at least eleven (11) and not more than fifteen (15) passengers or a motor vehicle that is designed as a type A school bus or type B school bus as defined by the Department of Public Safety to carry at least eleven (11) and up to fifteen (15) passengers to transport students to or from home or school on a regularly scheduled basis in accordance with the safety rules adopted by the Department of Public Safety pursuant to sections §28-900 and §28-3228.

Transportation of students is a privilege extended to students in the District, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs.

The responsibility for the operation of student transportation shall be vested in the Superintendent. Reasonable efforts shall be made to eliminate any particular hazards that might adversely affect the safety and welfare of any student.

Adopted: _____

LEGAL REF.:

A.R.S.

15-342

15-764

15-921

15-922

15-923

15-925

15-945

15-946

28-900

28-901

28-3053

EEAEA ©
**BUS DRIVER REQUIREMENTS, TRAINING,
AND RESPONSIBILITIES**

Bus drivers employed by the District or employed by contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona.

Bus drivers shall submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106. A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

Bus driver applicants are required to possess a commercial driver license issued by the Department of Public Safety except that the applicant may possess a commercial driver license issued by another state if the applicant will be driving a school bus for a school district that is adjacent to that state.

Bus drivers are required to possess a bus endorsement that is issued by the Department of Transportation and a school bus certificate that is issued by the Department of Public Safety.

Licenses for §15-925 Vehicles

A person shall not operate a vehicle described in section §15-925 to transport school children unless the person possesses the appropriate license class for the size of the vehicle being operated, a school bus driver certificate that is issued by the Department of Public Safety and a valid fingerprint clearance card.

The District will assume the cost of required physical examinations, and the drivers will assume the cost of obtaining valid commercial driver's licenses as required by law.

Adopted: _____

LEGAL REF.:

A.R.S.
15-106

15-925

28-857

28-3228

A.A.C.

R17-4-508 *et seq.*

CROSS REF.:

EEAEB – Bus Purchasing and Maintenance

GBEFA - Staff Use of Digital Wireless Communications or
Electronic Devices While Operating a Motor Vehicle

GDFA - Support Staff Qualifications and Requirements
(fingerprinting requirements)

JF ©
STUDENT ADMISSIONS

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.
- B. 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.
- C. 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, 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 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.

Certificate of Educational Convenience Applications

A pupil who is precluded by distance, lack of adequate transportation facilities or a parent's or guardian's employment from attending a school in the School District or county of the pupil's residence or who resides in unorganized territory may apply for a certificate of educational convenience.

A school district that receives an application pursuant to §15-825 shall submit the completed application to the County School Superintendent electronically, in person or by regular mail.

Adopted: _____

LEGAL REF.:

A.R.S.

15-825

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

IJL ©
LIBRARY MATERIALS
SELECTION AND ADOPTION

The Superintendent shall annually recommend to the Board an expenditure level for the purchase of library books, materials, and electronic media. The Superintendent shall approve the purchase of library books, materials, and electronic media that:

- A. Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- B. Stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- C. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
- D. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- E. Assure a comprehensive collection appropriate for the users of the library.
- F. Provide a current, balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials that depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

The Superintendent is authorized to establish a professional library for the use of the District staff.

Public Review Period for adoption of Books and Materials purchased after January 1, 2023

Arizona law requires a public review period for books and materials purchased after January 1, 2023. The Superintendent shall establish procedures to make books and materials purchased after January 1, 2023 available to the public for public review. The procedures are outlined in Regulation IJL-R.

The Superintendent will establish procedures for the removal of the following categories of books and other material from the library:

- A. Damaged materials.
- B. Materials that no longer present current information.
- C. Materials that no longer support the goals of the District.
- D. Materials that have not been used frequently enough to justify the use of library space.

Adopted: _____

LEGAL

REF.:

A.R.S.

15-102

15-189.07 (refers to charters)

15-362

15-721

15-722

IJL-R ©

REGULATION

LIBRARY MATERIALS SELECTION AND ADOPTION

The following standards shall be used in the selection of library books, materials, and electronic media:

- A. Materials and media that widen the boundaries of the students' thinking, that enrich their lives and help them fulfill their recreational and emotional needs.
- B. Materials and media that have imaginative appeal and a style that is interesting and free from monotony.
- C. Materials and media that stimulate the imagination, provide for mental growth, develop a taste for good writing, and draw attention to the beautiful and artistic.
- D. Books and media that provide pleasurable reading for the reader's sake.
- E. Books and media that are illustrated in a manner that complements the text, have quality art, and are suitable for the intended readers.
- F. Materials and media that adequately cover a wide range of reading ability.

Public Review Period for adoption of Books and Materials purchased after January 1, 2023

For public review, the Superintendent shall make available, on the School District's website, and on each school's website, a list of all books and materials purchased after January 1, 2023 for any of the School District's school libraries.

- A. The Superintendent may not remove these purchases from the School District's or school's websites until sixty (60) days after the purchase of books and materials.

- B. The Superintendent is not required to publish the purchase of books or materials intended to replace lost or damaged books or materials.
- C. Notification: Seven (7) school days prior to the opening date of the public review period, each common school and high school operated by the School District shall notify the parents of each enrolled pupil of the opening and closing dates of the public review period.

The following are exempt from the requirements of the public review period discussed herein:

- A. Schools without a full-time library media specialist or an equivalent position.
- B. School District libraries that have agreements with county free library districts, municipal libraries or other entities pursuant to section 15-362, subsection D.

IJNC ©
RESOURCE CENTERS / MEDIA
CENTERS / SCHOOL LIBRARIES

Library facilities are considered of the utmost importance to the students and should be designed, to the extent possible, to accommodate:

- A. A comprehensive collection of instructional materials selected to meet the needs of the students.
- B. Maximum accessibility to these materials.
- C. A place for materials that will support the curriculum, taking into consideration the individual student's needs and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of all of the students.
- D. A place for materials for teachers and students to encourage growth in knowledge, which will develop literary, cultural, and aesthetic appreciation and ethical standards.
- E. The allotment of space for an adequate professional library.

Parental Access to Library
Books and Materials

Parents may access the school's library collection of available books and materials through following the procedures stated in Regulation IJNC-R and Exhibit IJNC-E. Parents may request a list of books and materials borrowed from the library by their children by using Exhibit IJNC-E.

Definition: For the purpose of this policy, regulation and exhibit, "parent" means the natural or adoptive parent or legal guardian of a minor child. The Superintendent will ensure that only parents, as defined, may access the information stated above.

The following are exempt from the procedures of IJNC-R and IJNC-E:

- C. Schools without a full-time library media specialist or an equivalent position.
- D. School District libraries that have agreements with county free library districts, municipal libraries or other entities pursuant to section 15-362, subsection D.

Adopted: _____

LEGAL REF.:

A.R.S.

15-102

15-189.07

15-341

15-362

IJNC-R ©

Regulation

**RESOURCE CENTERS / MEDIA
CENTERS / SCHOOL LIBRARIES**

**Parental Access to Library
Books and Materials**

Parents may access the school's library collection of available books and materials by requesting access using Exhibit IJNC-E.

**Parental Access to Their Children's
Borrowed Books and Materials**

Upon request, parents may receive a list of books and materials borrowed from the library by their children. Parents shall utilize Exhibit IJNC-E to request the list of books and materials their children have borrowed.

The Superintendent shall confirm the existence of a parent-enrolled pupil relationship prior to complying with any request to access information stated herein.

IJNC-E ©

Exhibit

**RESOURCE CENTERS / MEDIA
CENTERS / SCHOOL LIBRARIES**

**PARENTAL REQUEST TO ACCESS SCHOOL LIBRARY COLLECTION
OF AVAILABLE BOOKS AND MATERIALS OR ACCESS TO BOOKS
THEIR CHILDREN BORROWED**

Under Arizona law, A.R.S. §15-102(A)(3), parents may access available books and materials *AND* parents may receive a list of books and materials their children have borrowed from the school's library.

Please fill out the below information to enable the School District to provide this information to you as required by law.

Date: _____

Name of Parent or Guardian: _____

Name of Pupil: _____

Nature of Request: (circle one [1] or both)

(1) I am seeking access to the school's library collection of available books and materials.

(2) I am seeking a list of books and materials my child has borrowed from the library.

If you are seeking a list of books and materials your child has borrowed from the library, please state your child's name here: _____.

**IMD ©
SCHOOL CEREMONIES
AND OBSERVANCES**

The following shall be adhered to regarding required opening exercises and school programs as they pertain to customs and holidays:

A. Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day.

B. Each student in grades four (4) through six (6) shall recite the following passage from the Declaration of Independence:

"We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed..."

C. ~~Each teacher in charge of a classroom for the first class of each day shall conduct a period of meditation, not to exceed one (1) minute in duration. No other activities will be allowed in the classroom at that time.~~ For K-12 programs, each school district and charter school shall set aside at least one (1) minute but not more than two (2) minutes at the beginning of each school day for students to engage in a moment of silence during which students may not interfere with other students' participations. A teacher or other school employee may not suggest the nature of any reflection in which a student may engage during the moment of silence. Each teacher of a class in which a moment of silence occurs pursuant to law shall encourage parents of students in the class to discuss with their children how best to use the moment of silence.

D. Students whose parents have informed the school that they are not to take part in the meditation period or patriotic observances will be expected to observe the courtesy of not disturbing others.

E. When special days or significant events are recognized, it is recommended that appropriate classroom and assembly programs be presented in keeping with the traditional and historical significance of the event or season.

A teacher or administrator in any school in this District may read or post in any school copies or excerpts of the following materials:

- A. The national motto "In God We Trust."
- B. The National Anthem.
- C. The Pledge of Allegiance.
- D. The Preamble to the Constitution of this state.
- E. The Declaration of Independence.
- F. The Mayflower Compact.
- G. Writings, speeches, documents and proclamations of the founding fathers and the presidents of the United States.
- H. Published decisions of the United States Supreme Court.
- I. Acts of the United States Congress.
- J. The state motto "Ditat Deus," which means "God Enriches."

Adopted: _____

LEGAL REF.:

A.R.S.
15-203
15-342
15-506
15-717

**IMB ©
TEACHING ABOUT
CONTROVERSIAL / SENSITIVE ISSUES**

Democratic tradition often involves dealing with controversial issues. Knowledge and understanding of such issues are an indispensable part of education.

The teacher holds a position of authority and respect in the classroom and community, and by virtue of that position has great ~~influence~~ responsibility in the formation of the ~~values~~ education of all students. It must be clear that personal views are not a part of the instructional program and must be tempered by the responsibility to maintain professionalism.

To ensure that controversial issues are dealt with fairly and objectively, and with instruction as their goal, such issues may be a part of the curriculum as long as the following policies are observed:

- A. Teachers should instruct students in the principles and techniques of the scientific method and provide opportunities for practice in applying established facts to specific problems.
- B. Teachers should seek to develop in students the ideals of truth and honesty.
- C. All personnel should seek to create an atmosphere in which difference of opinion can be voiced without fear and hostility and with mutual respect for all viewpoints.
- D. Constitutional guarantees of due process and freedom of speech will continue to be observed as to students and teachers alike when they are involved in a controversial issue.
- E. Teachers should encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy.
- F. Teachers should seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes, and actions.
- G. Teachers should place major emphasis upon "why" and "how" to think rather than "what" to think.

Adopted: date of Manual adoption

6. INFORMATION ITEMS

6.A. Report and Public Comment on the Use of Maintenance and Operations Override Monies for 2021-22

The school district is required by statute to report annually in a public meeting on the use of Maintenance and Operations override monies and to provide an opportunity for the public to comment.

Report on the use of Maintenance and Operations override monies during the 2021-22 school year

Joseph City Unified School District | Public Meeting | October 11, 2022

What is an override?

The Joseph City Unified School District has a Maintenance and Operations budget override in place at this time. The override authorizes an increase to Maintenance and Operations funding of 15 percent. These additional funds are generated by local property taxes and may only be used for maintenance and operations purposes. They may not be used to purchase capital equipment or fund major building improvements.

How much is it?

The override provided additional funds of approximately \$628,488 in 2021-22. It can cost the average homeowner between \$19 and \$78 per year, depending on the assessed value of their property. Since override funds are a percentage of the Maintenance and Operations budget, which is determined each year by Arizona and legislative funding formulas, the annual override amount can vary over its life cycle. Override amounts in past years have been:

- \$403,285 in 2009-10
- \$401,884 in 2010-11
- \$405,837 in 2011-12
- \$387,726 in 2012-13
- \$362,006 in 2013-14
- \$344,401 in 2014-15
- \$348,952 in 2015-16
- \$354,343 in 2016-17
- \$369,434 in 2017-18
- \$387,259 in 2018-19
- \$272,562 in 2019-20
- \$643,963 in 2020-21

The number of enrolled students drives funding for schools. The decreasing override amounts in past years reflect corresponding decreases in student enrollment.

What is the timeline?

The current override was approved by voters in November 2019 and became effective with the 2020-21 school year. The 2021-22 school year is the second year of a 7-year override cycle. The override is authorized to be funded at the full amount for five years. In the sixth year (2025-26) funding will be reduced by one-third. In the seventh year (2026-27), funding will be reduced by

two-thirds and eliminated completely in 2027-28, unless voters approve a renewal of the override in the November 2024 election.

How is the money used?

Purpose of the override	What the District has done
Keep abreast of educational trends	<ul style="list-style-type: none"> • Made sure technology is updated and current • Provided training for teachers and staff in the areas of effective educational practices and other skills and knowledge essential to success
Keep salaries competitive	<ul style="list-style-type: none"> • Used override monies to help fund salaries and benefits for staff • While salaries are sometimes lower than other schools in the region, the District has been able to maintain compensation levels sufficient to attract and retain qualified staff, thus far
Furnish classroom supplies	Used override funds to ensure students have the instructional supplies they need to achieve educational goals
Maintain educational programs	<ul style="list-style-type: none"> • Used override monies to continue offering effective educational programs as state and federal funding has been cut • Purchased and updated curriculum materials, including software applications, essential to meeting new state academic standards • Override monies help fund tools and software to measure and improve student achievement • Student test scores and school rankings are among the highest in the region
Maintain class sizes	<ul style="list-style-type: none"> • Although class sizes in some grades have increased, class sizes are at a reasonable number of students for effective instruction • Used override monies to add Instructional Aides to assist in larger classes

Questions? Comments?

The Joseph City School district values your feedback. We are committed to providing the best possible educational opportunities for your children. We thank you for your willingness to support effective schools and appreciate the sacrifices you make for kids. Please let us know if you have any questions or comments.

Superintendent
 Bryan Fields
bryanf@jcsd.org

Business Manager
 Steve Mills
stevenm@jcsd.org

Administration Office
 8176 N. Westover, Joseph City | (928) 288-3307
districtoffice@jcsd.org

6.B. Scheduling a Date and Time for the Administration of the Oath of Office to the new Board Members for the positions starting in January 2023: Dayton Flake and Cat Hansen

This can be done by our Board President but should be scheduled and completed prior to the January meeting.

6.C. Requests for Future Agenda Items

This agenda item is for the Governing Board to have a running record of potential items to be placed on future agendas. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.

6.D. Upcoming Meetings and Events Calendar

- ASBA Navajo County Meeting - October 26, 2022
- Next Regular Board Meeting - November 8, 2022; 6:00 p.m.
- ASBA New Board Member Orientation - December 14, 2022
- ASBA-ASA Annual Conference - December 15-16, 2022

7. ADJOURNMENT