



## **Regular Board Meeting Agenda**

**Tuesday, February 13, 2024 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032**

*Items on the regular meeting agenda may be discussed in executive session related to employment matters, for the purpose of obtaining legal advice thereon or other matters pursuant to A.R.S. 38-431.03(A). The Governing Board may change the order of agenda items, pursuant to Governing Board Policy BEDB. The meeting room will be open to the public fifteen minutes prior to the beginning of the meeting.*

### **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 January 9, 2024 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, January 9, 2024**

**Members present**

Eldon Larsen, President; Karsten Flake, Clerk; Cat Hansen, Dayton Flake, Andrew Bushman

**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 by Eldon Larsen to adopt the agenda as presented; second by Dayton Flake

Final Resolution: Motion passed.

Yes: Eldon Larsen, Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen

**1.F. Approve Minutes of the December 12, 2023 Regular Board Meeting**

Motion by Karsten Flake to approve the December 12, 2023 board meeting minutes; second by Andrew Bushman

Final Resolution: Motion passed.

Yes: Eldon Larsen Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen

**1.G. Election of Board Officers for 2024**

Motion by Andrew Bushman for Eldon Larsen to serve as President for 2024; second by Cat Hansen

Final Resolution: Motion Passed

Yes: Andrew Bushman, Dayton Flake, Karsten Flake, Cat Hansen

Abstaining: Eldon Larsen

Motion by Eldon Larsen for Dayton Flake to serve as Clerk for 2024; second by Andrew Bushman

Final Resolution: Motion Passed

Yes: Eldon Larsen, Andrew Bushman, Karsten Flake, Cat Hansen

Abstaining: Dayton Flake

**1.H. Superintendent's Report**

Current Events and Updates

**2. CALL TO THE PUBLIC**

**3. CONSENT AGENDA**

Motion by Eldon Larson to approve the Consent Agenda; second by Dayton Flake  
 Final Resolution: Motion passed.  
 Yes: Eldon Larsen, Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen

**3.A. Approve Expense Vouchers**

Action to ratify district vouchers for the period 12/1/2023 through 12/31/2023.  
**General and Special Funds:** #11 \$164,302.19; #12 \$23,084.90; #13 \$190,1925.78; #14 \$172,652.24; #1022 \$328,282.41; #1023 \$50,336.55; #1024 \$87,035.66; #1025 \$5,814.84  
**Auxiliary Operations Funds:** #1036 \$15,980.00; #1037 \$767.28  
**Student Activities Fund:** #1035 \$4,350.59; #1038 \$2,516.84; #1040 \$506.88

**3.B. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of 12/1/2023 through 12/31/2023.

**3.C. Student Fundraisers**

Organization	Description	Action
HS Baseball Club	Selling Breakfast items at the Wrestling Invitational	Ratify
HS Softball Club	Advertising Banners for field	Approval
Senior Class	Winter In-Formal	Ratify
Senior Class	BB Halftime activities	Approval

**4. POSSIBLE EXECUTIVE SESSION**

None

**5. ACTION ITEMS**

**5.A. Personnel Requests**

Name	Assignment	Action
Bushman, Peter	Science Fair Coordinator	Approve
Fischer, Brad	Wrestling Tournament Coordinator	Ratify
Johnstun, Steven	Maintenance; Coach	Resignation
Metzger, Kelley	Elementary Red Ribbon Coordinator	Approve
Miller, Jerry	Athletic Volunteer	Approve
Morris, Kylee	Special Education Instructional Aide	Approve
Moss, Chris	Athletic Volunteer	Approve

Motion by Eldon Larsen to approve the personnel requests as presented; second by Dayton Flake.  
 Final Resolution: Motion passed.  
 Yes: Eldon Larsen, Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen

**5.B. Approve the Academic Calendar (K-12) for 2024-2023**

Motion by Eldon Larsen to approve Calendar Option D, Academic Calendar for 2024-25; second by Dayton Flake.  
 Final Resolution: Motion passes.  
 Yes: Eldon Larsen, Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen

**5.C. Set Day and Time for Regular Board Meetings and Official Posting Place for Meeting Notifications in 2024**

Official posting places are online at [www.jcusd.org/boardmeetings](http://www.jcusd.org/boardmeetings) and the window at the front door to the District Office at 8176 N. Westover, Joseph City, AZ

Motion: To maintain the second Tuesday of each month at 6:00 pm for regular Board Meetings and the same

Posting place in 2024, by Eldon Larsen, 2<sup>nd</sup> by Dayton Flake  
Final Resolution: Motion passes  
Yes: Eldon Larsen, Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen

**6. DISCUSSION ITEMS**

**6.A. Board Conflict of Interest Training**

**7. INFORMATION ITEMS**

**7.A. Requests for Future Agenda Items**

**7.B. Upcoming Meetings and Events Calendar**

- Next Regular Board Meeting - February 13, 2024; 6:00 p.m.

**8. ADJOURNMENT**

Motion by Eldon Larsen to adjourn the meeting; second by Dayton Flake  
Final Resolution: Motion passed.  
Yes: Eldon Larsen, Karsten Flake, Andrew Bushman, Dayton Flake, Cat Hansen  
Meeting adjourned at 6:38 p.m.

APPROVED:

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Board Clerk or President

**1.G. Superintendent's Report**  
Current events and updates



**Summary of Financial Operations (Unaudited)**  
**January 31, 2024**

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,610,600	\$3,230,311	\$2,144,763	\$ 235,526
010-013	Classroom Site Funds	\$1,251,538	\$ 134,424	\$ 127,701	\$ 989,412
100-130	Title I	\$ 180,000	\$ 81,222	\$ 55,882	\$ 42,896
140-150	Title II - Profesional Development	\$ 40,000	\$ 2,557	\$ -	\$ 37,443
200-209	Title VII - Indian Education	\$ 15,000	\$ 10,520	\$ -	\$ 4,480
220-229	IDEA/Special Education Grants	\$ 230,000	\$ 76,775	\$ 62,540	\$ 167,447
230	Johnson-O'Malley (JOM) - Indian Ed.	\$ 4,500	\$ 13	\$ 276	\$ 4,210
260-270	Career & Technical Ed (CTE) - Federal	\$ 16,000	\$ 13,793	\$ 1,527	\$ 680
290-291	Medicare Reimbursement (Spec Ed services)	\$ 60,000	\$ 142	\$ 358	\$ 59,500
301	Az School Nurse Access Program	\$ 79,000	\$ 42,025	\$ 36,174	\$ 801
326-346	ESSER / CARES / ESG	\$ 836,646	\$ 251,482	\$ 14,720	\$ 570,444
374	E-Rate	\$ 75,000	\$ 22,413	\$ 31,587	\$ 21,000
390-396	REAP (Federal rural assistance grant)	\$ 45,000	\$ 5,375	\$ -	\$ 39,625
400	Career & Technical Ed (CTE) - State	\$ 5,000	\$ 1,797	\$ 1,523	\$ 1,680
467	DES Childcare Stabilization Grant	\$ 14,406	\$ 14,266	\$ -	\$ 140
500	School Plant (Proceeds from surplus equip sales)	\$ 40,000	\$ 13,455	\$ 23,537	\$ 3,009
510	Food Service	\$ 300,000	\$ 92,372	\$ 203,239	\$ 4,389
515	Civic Center (Swimming pool community use)	\$ 60,000	\$ 617	\$ -	\$ 59,383
520	Preschool Tuition	\$ 15,000	\$ 4,349	\$ 2,685	\$ 7,966
525	Auxiliary Operations (Bookstore, athletics, fees)	\$ 125,000	\$ 80,243	\$ 6,783	\$ 37,974
526	Extracurricular Activities Tax Credit	\$ 50,000	\$ 2,106	\$ 622	\$ 47,272
530	Gifts & Donations	\$ 550,000	\$ 1,847	\$ -	\$ 548,153
535-539	CTE & Vocational Education Projects	\$ 15,000	\$ 8,239	\$ 165	\$ 6,596
550	Insurance Proceeds (from claims)	\$ 60,000	\$ 1,132	\$ 12,640	\$ 46,228
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs (Grant administration costs)	\$ 75,000	\$ 4,041	\$ 7,772	\$ 63,187
585	Insurance Refunds (premium discounts)	\$ 10,000	\$ 500	\$ -	\$ 9,500
596	NAVIT	\$ 45,000	\$ 7,550	\$ 6,920	\$ 30,530
597	CTE Credentials	\$ 1,149	\$ -	\$ -	\$ 1,149
610	Capital Outlay	\$ 373,911	\$ 335,885	\$ 26,275	\$ 11,751
620	Adjacent Ways	\$ 50,000	\$ 22,072	\$ 1,688	\$ 26,240
665	Energy and Water Savings	\$ 48,000	\$ -	\$ -	\$ 48,000
686	SFB Emergency Deficiency Correction	\$ 90,000	\$ -	\$ -	\$ 90,000
691	SFB Building Renewal Grant	\$2,000,000	\$ 194,219	\$ 373,827	\$1,431,954
850	Student Activities (clubs and classes)	\$ 60,000	\$ 16,896	\$ 5,652	\$ 37,452
<b>TOTAL</b>		<b>\$ 12,465,750</b>	<b>\$ 4,672,639</b>	<b>\$ 3,148,856</b>	<b>\$ 4,721,016</b>

## Governing Board Report

Meeting: February 13, 2024  
To: JCUUSD Governing Board Members  
From: B. Fields

- We are in full swing with the second semester and state testing is just around the corner. Teachers and aides are working with students in preparation of the assessments. The Winter sports season is coming to a close and the spring sports have started.
- Bruce Nockideneh, a parent and a pipe-fitter at Cholla Power Plant, has helped us with a project to install a new main pump at the Elementary campus. His and Bob Martineau's efforts in this project has been a huge help and has saved the District a significant amount of funds. As a token of appreciation we are going to get Mr. Nockideneh an activity pass to attend games next year.
- The Chamber of Commerce is hosting a day where organizations can come and learn about Federal Programs and Grant Assistance on February 27<sup>th</sup>. I am already aware of the next big federal grant that I would like to attempt to get for the District but I was told that it would still be a good idea for us to participate in the program to see if there are additional things that we may be interested in. I will do this and put together a short power point presentation for the agencies that are in attendance. This will be held in the old gym and is slated to go from 10:00 – 4:00. Lunch is provided (not from the District). If you are interested in being part of my presentation just let me know. BTW- the grant that I think we should go for is an energy savings and efficiency grant.
- If you hadn't seen my email, the judge's opinion in the ACC rate case recommends that our District receive no additional transition funds from APS at this time. Basically, it is because they don't feel like there is quantifiable data to come up with an amount to provide some of the interveners, the District being one. This of course leaves the possibility open for the District to receive funds in the future, but if that happens we shouldn't expect it to occur any time soon.
- The High School is in the process of starting a new club that will be called 'Frisbee Golf'. They have completed the process and the business office is setting up an account for their club. The sponsor will be Aaron Johnstun and it will be an unpaid position.
- I would like to give credit to the custodial and maintenance staff for their efforts in cleaning out the preschool building and organizing what wasn't disposed. It looks great and we are using it for a career exploration program.
- I will attach the Fire Marshal inspection reports with my report for you to review if you would like to.
- Jason Gardner recently attended a cyber-security training that was hosted by our Trust insurance group that reviewed the best practices to keep our District data more safe.
- I am currently working with our Principals on our District and Schools Emergency Operations Plan. If you are interested in a copy of this let me know and I will get it to you.
- We have launched the 'Rooms' feature on our Joseph City Schools app including with this an updating and streamlining of the calendar. Our plan is to give a short demo to the Governing Board on this at the meeting. Currently we have about 50% of parents whose account are

started. Of course, for the purpose of keeping clear lines of communication open we are looking at strategies to get to 100%. Some parents have opted out of notifications through our app which we don't encourage. We try to limit the amount of notification messages that we send out so as not to encourage people to disable this feature.

- We've received energy use audits from APS that should be somewhat useful when we look and possibly apply for energy efficiency grants.
- We have made a CNC (carving machine) purchase for the woodshop which appears to be a useful tool that students and staff can use to produce new things, once they've been trained to use it.
- I will attach to my report some information on this year Board Member elections for terms that are ending. This includes the forms to get on the ballot and the information that supports the requirement of obtaining 6 signatures. Please see the attached information. If you have any questions about getting this submitted, please let me or Julie Strong know and we will help.
- The District spelling bee was held on January 24th. Mr. Mosier will be taking two Junior High students to the county spelling bee on February 14<sup>th</sup> in Snowflake. They are Bryce Cimafranca and Kase Fish. Congratulations to both of them.
- We are applying for funds to get Wi-Fi on the District buses. These funds would pay for the majority of the cost. We would have the ability to turn them on or off. This might be useful for long trips for trips and things of this nature. The same firewall protection that we have at the school will be in effect for the bus Wi-Fi.
- The Summer FB Camps (July 8<sup>th</sup> – 20<sup>th</sup>) are on the agenda for approval.
- Elementary Gym floor punch list is complete and everything looks good.
- The expenditure items that were over \$5,000 during January 2024 are listed below:  
\$111,905.95 Pueblo Mechanical - HS/JH Boiler Replacement  
\$54,831.30 Trane - HVAC unit installation for HS Green Room  
\$6,500 for the John Deere maintenance vehicle with a dump bed
- Deo has completed a project to add and reupholster the bus seats in one of our smaller buses. I will attach a picture of the new seats with my report. I appreciate and credit his work on this project.
- We have been made aware of an ASU energy audit that we will probably qualify for. This audit should be more detailed and in depth than what we've received from APS and could be useful when and if we apply for information for federal funding to replace equipment. This audit will be done at no cost to the District if we qualify. Some of the information that we are compiling for them include: 12 months of energy use bills and costs, as well as specific information on our current equipment.
- The 'Intent to Return' forms have been sent out to teachers and most of them have already been received. This form doesn't legally compel employees to return. It is to try and give us a head start on recruiting for positions that may be open if a teacher already knows that they probably won't be returning. My plan is to have next year's contracts for teachers and supervisors on the agenda for the March Meeting.
- Due to the sudden resignation of Atalaya Lucero as a preschool aide (which is on this agenda) there will probably be a request from staff to start the new aide before the next meeting, which I am inclined to approve. Please let me know if any of you may have an issue with this and we will wait to have the recommended person hired until the next Board meeting.

- This year is the year that we typically go out for an override election to keep it funded. There is a process involved that we need to start soon so I wanted to give you a head's up on it. The GB will need to decide if this is something you would like to do. I highly recommend that we do. I haven't heard back from the county yet on what month that we will need to have you approve it by.

Here is the yearly timeline for where we currently are with the override:

FY24

Year 4 of current override

Need to do prep work beginning in February 2024

Call for election by June 2024

FY25

Year 5 of current override

Election to renew in November 2024

FY26

Year 6 of current override (amount reduced by one-third)

Year 1 of new override, if approved

FY27

Year 7 of current override (amount reduced by two-thirds)

Year 2 of new override, if approved

FY28

Current override expires (no funding)

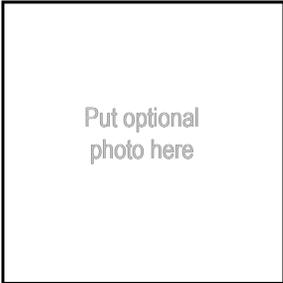
Year 3 of new override, if approved

Prep Work - In spring of 2024, need to engage a financial advisor and attorney to do projections, assist with fulfilling legal requirements, etc.



## Nonpartisan Nomination Petition

I, the undersigned, a qualified elector of the county of \_\_\_\_\_, state of Arizona, and of \_\_\_\_\_ hereby nominate \_\_\_\_\_ who resides at \_\_\_\_\_ in the county of \_\_\_\_\_ for the office of \_\_\_\_\_ to be voted at the \_\_\_\_\_ election to be held \_\_\_\_\_, and I hereby declare that I am qualified to vote for this office and that I have not signed and will not sign any nomination petitions for more persons than the number of candidates necessary to fill such office at the next ensuing election. I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the county recorder for purposes of updating my voter registration file.



	Signature	Printed name	Actual residence address, description of place of residence or Arizona post office box address, city or town	Date of signing
1				
2				
3				
4				
5				
6				
7				
8				
9				
10			11	

### Instructions for Circulators

1. All petitions shall be signed by circulator.
2. Circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state and, if not a resident of this state, shall register as a circulator with the secretary of state.
3. Circulator's name shall be typed or printed under the circulator's signature.
4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.

I,  a person who is not required to be a resident of this state but who is otherwise qualified to register to vote in the county of , in the state of Arizona, hereby verify that each of the names on the petition was signed in my presence on the date indicated and that in my belief each signer was a qualified elector who resides at the address given as their residence on the date indicated.

Signature of Circulator

Typed or Printed Name of Circulator

Circulator's Actual Residence Address  
(If no street address, a description of residence location shall be included on the petition)

City or Town and Zip Code

## MINIMUM NUMBER OF REQUIRED SIGNATURES

A.R.S § 16-322

NOVEMBER 5, 2024, GENERAL ELECTION

Filing Period: June 8, 2024 - July 8, 2024 by 5 p.m.

School District	Voter Registration Totals*	Minimum Required Signatures
Winslow USD #1	6,038	30
Joseph City USD #2	1,188	6
Holbrook USD #3 - Ward #3	1,065	5
Holbrook USD #3 - Ward #4	747	4
Holbrook USD #3 - Ward #5	1,034	5
Pinon USD #4	5,495	28
Snowflake USD #5	9,706	49
Heber/Overgaard USD #6	4,360	22
Show Low USD #10	14,212	71
Whiteriver USD #20	5,881	29
Cedar USD #25	3,755	19
Kayenta USD #27	8,035	40
Blue Ridge USD #32	11,160	56

Northern AZ Vocational Institute of Technology (NAVIT)	Voter Registration Totals*	Minimum Required Signatures
Joseph City USD #2	1,188	6
Holbrook USD #3	6,518	33
Snowflake USD #5	9,706	49
Heber USD #6	4,360	22
Show Low USD #10	14,212	71
Whiteriver USD #20	5,881	29

Northeast AZ Technological Institute of Vocational Education (NATIVE)	Voter Registration Totals*	Minimum Required Signatures
Kayenta USD #27	8,035	40
Pinon USD #4	5,495	28

\*Signature Requirements are calculated using the voter registration figures as of January 2, 2024 provided by the Navajo County Recorder



# Department of Forestry and Fire Management



## OFFICE OF THE STATE FIRE MARSHAL

1110 W. Washington, Suite 500  
Phoenix, AZ 85007  
(602) 771-1400

Katie Hobbs  
Governor

Thomas A. Torres  
State Forester

# INSPECTION REPORT

<b>Inspection Date</b>	January 4, 2024
<b>Occupancy Classification</b>	E
<b>Occupancy Risk</b>	High
<b>Ownership</b>	City Property
<b>Facility Name</b>	Joseph City Elementary School
<b>Facility Address</b>	8176 Westover St
<b>City</b>	Joseph City
<b>County</b>	Navajo
<b>Zip Code</b>	86032
<b>Contact for Inspection</b>	
<b>Contact Phone Number</b>	
<b>Contact Email Address</b>	
<b>Deputy Fire Marshal</b>	Danny Robinson
<b>Additional Deputy Fire Marshal</b>	
<b>Phone</b>	(480) 601-3355
<b>Permit Inspection</b>	<input type="checkbox"/>
<b>Permit Number</b>	
<b>Permit Type</b>	
<b>Type of Inspection</b>	Scheduled
<b>Inspection</b>	Periodic Fire Safety Inspection

### Inspection Results

<b>Status</b>	Not Approved
<b>Approval Description</b>	
<b>Fire Drill Procedures Completed?</b>	Yes
<b>Lock Down Procedures Completed?</b>	Yes

**Name** VL-0023807

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	807.5.2.3 Artwork in classrooms. Artwork and teaching materials shall be limited on walls of classrooms to not more than 50 percent of the specific wall area to which they are attached.

<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Artwork and teaching materials shall be limited on walls of classrooms to not more than 50 percent of the specific wall area to which they are attached
<b>Comments</b>	Decorations in classrooms do not meet IFC standards.
<b>Location Details</b>	Campus wide.
<b>Photo</b>	

**Name** VL-0023809

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	604.4.2 Power supply. Relocatable power taps shall be directly connected to a permanently installed receptacle.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Appliances will be plugged directly into outlets.
<b>Comments</b>	Appliances are plugged into power strips.
<b>Location Details</b>	Room 19.
<b>Photo</b>	

**Name** VL-0023815

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	701.2 Fire-resistance-rated construction. The fire-resistance rating of the following fire-resistance-rated construction shall be maintained:  1. Structural members.

	<p>2. Exterior walls.</p> <p>3. Fire walls, fire barriers, fire partitions.</p> <p>4. Horizontal assemblies.</p> <p>5. Shaft enclosures.</p>
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Missing ceiling tiles will be replaced, and open walls and ceiling will be patch.
<b>Comments</b>	Open wall in the janitor's closet across from room 19. Ceiling tiles are missing throughout the campus in different locations. There are also available sections of the ceiling that drywall is missing from previous leaks in the roof, and building E.
<b>Location Details</b>	Janitors closet across from room 19, music room hallway next to the gym, storage area above the gym, and building E.
<b>Photo</b>	 <p>The first photograph shows a close-up of a ceiling with a large, dark, rectangular area where a ceiling tile is missing, revealing the underlying structure. The surrounding ceiling consists of standard acoustic tiles. The second photograph shows the interior of a janitor's closet, featuring a white sink with a faucet, a white toilet paper dispenser, and a large, cylindrical water heater tank on the right. The walls are off-white, and there is a doorway leading to another room in the background.</p>



**Name** VL-0023819

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	901.6 Inspection, testing and maintenance. Fire detection and alarm systems, emergency alarm systems, gas detection systems, fire-extinguishing systems, mechanical smoke exhaust systems and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Circuit breaker lock will be placed on designated fire alarm circuit.
<b>Comments</b>	There is no lock for the designated circuit breaker for the fire alarm on the electrical panel.
<b>Location Details</b>	Janitors closet across from 19 panel k.

**Photo**



**Name** **VL-0023808**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	607.3.3.3.1 Tags. When a commercial kitchen hood or duct system is inspected, a tag containing the service provider name, address, telephone number and date of service shall be provided in a conspicuous location. Prior tags shall be covered or removed.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Hood tag will be posted on hood system in accordance with IFC standards.
<b>Comments</b>	Hood tags are not posted from last cleaning.
<b>Location Details</b>	Kitchen.
<b>Photo</b>	

**Name** **VL-0023810**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	906.4.1 Portable fire extinguishers for solid fuel cooking appliances. Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m3) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with Section 906.1.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m3) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with Section 906.1.
<b>Comments</b>	There is no Class K extinguisher in the kitchen area.
<b>Location Details</b>	Kitchen.
<b>Photo</b>	

**Name** **VL-0023811**

<b>Violation Type</b>	Violation
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<b>ICC Violation Code</b>	2105.1.5.3 Lint. Lint and refuse shall be removed from traps daily, deposited in approved waste cans, removed from the premises, and disposed of safely. At all other times, traps shall be held securely in place.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Lint and refuse shall be removed from traps daily, deposited in approved waste cans, removed from the premises, and disposed of safely. At all other times, traps shall be held securely in place.
<b>Comments</b>	Lint traps and exhausts need to be cleaned out.
<b>Location Details</b>	Kitchen and storage area.
<b>Photo</b>	

**Name** **VL-0023816**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	603.4 Portable unvented heaters. Portable unvented fuel-fired heating equipment shall be prohibited in occupancies in Groups A, E, I, R-1, R-2, R-3 and R-4 and ambulatory care facilities.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Space heaters are not permitted.
<b>Comments</b>	Space heaters re being used throughout the campus.
<b>Location Details</b>	Campus wide.
<b>Photo</b>	

**Name** **VL-0023817**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	5303.5 Security. Compressed gas containers, cylinders, tanks and systems shall be secured against accidental dislodgement and against access by unauthorized personnel in accordance with Sections 5303.5.1 through 5303.5.3.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Compressed gas containers, cylinders, tanks and systems shall be secured against accidental dislodgement and against access by unauthorized personnel in accordance with Sections 5303.5.1 through 5303.5.3
<b>Comments</b>	Compressed gas cylinder is not secured.

<b>Location Details</b>	Maintenance
<b>Photo</b>	

**Name** **VL-0023812**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	[BE] 1001.2 Minimum requirements. It shall be unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by this code.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Storage will be maintained to allow for egress at all times.
<b>Comments</b>	Storage by the music room eliminates egress to exit way.
<b>Location Details</b>	Music room hallway.
<b>Photo</b>	

**Name** **VL-0023813**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	[BE] 1001.2 Minimum requirements. It shall be unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by this code.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Storage will be minted in accordance with IFC standards.
<b>Comments</b>	Storage in equipment room in gym does not allow for exit pathways.
<b>Location Details</b>	Gym equipment room.
<b>Photo</b>	

**Name** **VL-0023814**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	[BE] 1010.1.10 Panic and fire exit hardware. Swinging doors serving a Group H occupancy and swinging doors serving rooms or spaces with an occupant load of 50 or more in a Group A or E occupancy shall not be provided with a latch or lock other than panic hardware or fire exit hardware.

<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Door hardware will be reinstalled.
<b>Comments</b>	Panic hardware is no longer on the door, impeding the exit.
<b>Location Details</b>	Gym door.
<b>Photo</b>	

<b>Tag</b>	Fail
<b>Stop Work</b>	
<b>Conditions Found</b>	
<b>Conditions to be Satisfied</b>	
<b>Comments</b>	
<b>Re-Inspection</b>	<input type="checkbox"/>
<b>Fee</b>	
<b>Inspection Time</b>	2.00
<b>Travel Time</b>	1.5
<b>Mileage From Office</b>	222.00
<b>FIRE WATCH IS REQUIRED</b>	<input type="checkbox"/>
<b>Code</b>	
<b>Procedure</b>	
<b>Fire Code Compliance Status</b>	The items noted above, unless otherwise stated, are in violation of the Arizona State Fire Code, A.A.C. R4-36-201 adopted pursuant to A.R.S. 37-1307. This is an official notice of violation requiring correction. Failure to comply with these requirements may lead to legal action (A.R.S. 37-1383A). This inspection is for your safety and the safety of the citizens of Arizona. Your cooperation is appreciated.
<b>Property Usage</b>	School
<b>Education Level</b>	Elementary
<b>School Type</b>	Public Schools
<b>Fire Alarm Coverage</b>	Full Coverage
<b>Fire Alarm System Monitored</b>	Yes
<b>Fire Sprinkler Coverage</b>	No Fire Sprinkler Coverage
<b>Final Inspection</b>	
<b>Additional Comments</b>	
<b>Inspection Report Image</b>	



# Department of Forestry and Fire Management



## OFFICE OF THE STATE FIRE MARSHAL

1110 W. Washington, Suite 500  
Phoenix, AZ 85007  
(602) 771-1400

Katie Hobbs  
Governor

Thomas A. Torres  
State Forester

# INSPECTION REPORT

<b>Inspection Date</b>	January 10, 2024
<b>Occupancy Classification</b>	E
<b>Occupancy Risk</b>	High
<b>Ownership</b>	City Property
<b>Facility Name</b>	Joseph City Junior/Senior High School
<b>Facility Address</b>	4629 2nd N
<b>City</b>	Joseph City
<b>County</b>	Navajo
<b>Zip Code</b>	86032
<b>Contact for Inspection</b>	
<b>Contact Phone Number</b>	
<b>Contact Email Address</b>	
<b>Deputy Fire Marshal</b>	Danny Robinson
<b>Additional Deputy Fire Marshal</b>	
<b>Phone</b>	(480) 601-3355
<b>Permit Inspection</b>	<input type="checkbox"/>
<b>Permit Number</b>	
<b>Permit Type</b>	
<b>Type of Inspection</b>	Scheduled
<b>Inspection</b>	Periodic Fire Safety Inspection

<b>Inspection Results</b>	
<b>Status</b>	Not Approved
<b>Approval Description</b>	
<b>Fire Drill Procedures Completed?</b>	Yes
<b>Lock Down Procedures Completed?</b>	Yes

<b>Name</b>	VL-0023980
<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	604.4.2 Power supply. Relocatable power taps shall be directly connected to a permanently installed receptacle.
<b>NFPA Violation Code</b>	

<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Appliances will be plugged directly into outlets.
<b>Comments</b>	Appliances are plugged into power strips.
<b>Location Details</b>	Campus wide.
<b>Photo</b>	

**Name** **VL-0023981**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	701.2 Fire-resistance-rated construction. The fire-resistance rating of the following fire-resistance-rated construction shall be maintained:  1. Structural members.  2. Exterior walls.  3. Fire walls, fire barriers, fire partitions.  4. Horizontal assemblies.  5. Shaft enclosures.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Missing ceiling tile will be replaced and band room will have ceiling repaired.
<b>Comments</b>	Tiles are missing in the wood shop, and band room storage is missing part of the ceiling.
<b>Location Details</b>	Wood shop and band room.
<b>Photo</b>	

**Name** **VL-0023986**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	604.6 Unapproved conditions. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Cover will be placed on open space.
<b>Comments</b>	The electrical panel in room 8 is missing a cover.

<b>Location Details</b>	Room 8.
<b>Photo</b>	

**Name** **VL-0023987**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	901.6 Inspection, testing and maintenance. Fire detection and alarm systems, emergency alarm systems, gas detection systems, fire-extinguishing systems, mechanical smoke exhaust systems and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Circuit breaker lock will be placed on electrical panel.
<b>Comments</b>	The circuit designated for the fire alarm does not have a circuit breaker lock.
<b>Location Details</b>	Electrical panel.
<b>Photo</b>	

**Name** **VL-0023982**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	5303.5.3 Securing compressed gas containers, cylinders and tanks. Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods:
<b>NFPA Violation Code</b>	

<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Compressed gas cylinders will be secured.
<b>Comments</b>	Auto storage for compressed gasses is not secured.
<b>Location Details</b>	Auto shop storage.

**Photo**

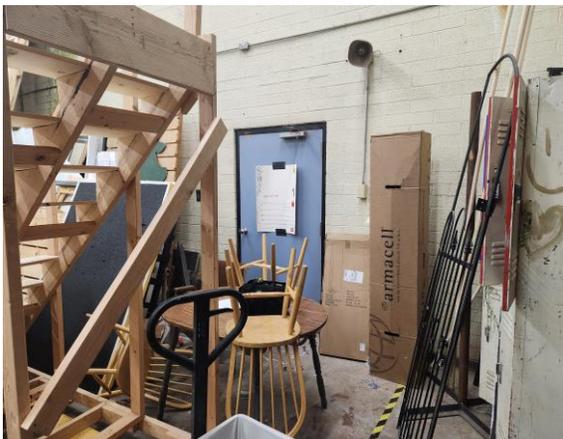


**Name** VL-0023984

<b>Violation Type</b>	Immanent Hazard
<b>ICC Violation Code</b>	5303.5.2 Physical protection. Compressed gas containers, cylinders, tanks and systems that could be exposed to physical damage shall be protected. Guard posts or other approved means shall be provided to protect compressed gas containers, cylinders, tanks and systems indoors and outdoors from vehicular damage and shall comply with Section 312.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Violation Is An Immanent Threat To Life And Health And Must Be Corrected Within 48 Hours.
<b>Instructions</b>	Chlorine cylinders will be removed from the school location.

<b>Comments</b>	Cylinders in the pool area are not protected from physical protection.
<b>Location Details</b>	Pool area.
<b>Photo</b>	 A photograph showing three white gas cylinders standing in a narrow, enclosed space with white brick walls. The cylinders are secured together with a metal chain. A white bucket is on the floor in front of them.

**Name** **VL-0023983**

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	[BE] 1001.2 Minimum requirements. It shall be unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by this code.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Storage in stairwell will be moved to allow for egress.
<b>Comments</b>	Storage in the stairwell for theater prop storage behind stage impedes egress.
<b>Location Details</b>	Stairwell for theater storage and prop storage behind stage.
<b>Photo</b>	 A photograph of a stairwell area. The space is cluttered with various items, including wooden chairs, a black metal chair, a large cardboard box with the 'armacell' logo, and other theater-related equipment. A blue door is visible in the background.

**Name** **VL-0023985**

<b>Violation Type</b>	<b>Violation</b>
<b>ICC Violation Code</b>	[BE] 1004.9 Posting of occupant load. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space, for the intended configurations. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or the owner's authorized agent.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Sign will be posted.
<b>Comments</b>	The theater does not have an occupancy signposted.
<b>Location Details</b>	Theater.
<b>Photo</b>	

**Name** **VL-0023988**

<b>Violation Type</b>	<b>Violation</b>
<b>ICC Violation Code</b>	2105.1.5 Equipment maintenance and housekeeping. Proper maintenance and operating practices shall be observed in order to prevent the leakage of solvent or the accumulation of lint. The handling of waste material generated by dry cleaning operations and the maintenance of facilities shall comply with the provisions of this section.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Dryer vents will be cleaned annually.
<b>Comments</b>	In multiple locations, dryers have built up of lint.
<b>Location Details</b>	Janitors closets.
<b>Photo</b>	

**Name** **VL-0024032**

<b>Violation Type</b>	<b>Violation</b>
<b>ICC Violation Code</b>	5003.5 Hazard identification signs. Unless otherwise exempted by the fire code official, visible hazard identification signs as specified in NFPA 704 for the specific material contained shall be placed on stationary containers and above-ground tanks and at entrances to locations where hazardous materials are stored,

	dispensed, used or handled in quantities requiring a permit and at specific entrances and locations designated by the fire code official.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	Proper signage will be posted.
<b>Comments</b>	Where there is chlorine storage there is not a chemical storage sign in accordance with NFPA 704.
<b>Location Details</b>	Area by pool.
<b>Photo</b>	

**Name** VL-0024033

<b>Violation Type</b>	Violation
<b>ICC Violation Code</b>	604.3 Working space and clearance. A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches (762 mm), the working space shall be not less than the width of the equipment. Storage of materials shall not be located within the designated working space.
<b>NFPA Violation Code</b>	
<b>Violation Correction Time</b>	This Hazard Is A Violation Of The State Fire Code, And Must Be Corrected As Instructed.
<b>Instructions</b>	A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm)
<b>Comments</b>	Electrical panels are blocked by storage.
<b>Location Details</b>	Janitors closet.

**Photo**



<b>Tag</b>	Fail
<b>Stop Work</b>	
<b>Conditions Found</b>	
<b>Conditions to be Satisfied</b>	
<b>Comments</b>	
<b>Re-Inspection</b>	<input type="checkbox"/>
<b>Fee</b>	
<b>Inspection Time</b>	2.00
<b>Travel Time</b>	1.5
<b>Mileage From Office</b>	222.00
<b>FIRE WATCH IS REQUIRED</b>	<input type="checkbox"/>
<b>Code</b>	
<b>Procedure</b>	
<b>Fire Code Compliance Status</b>	The items noted above, unless otherwise stated, are in violation of the Arizona State Fire Code, A.A.C. R4-36-201 adopted pursuant to A.R.S. 37-1307. This is an official notice of violation requiring correction. Failure to comply with these requirements may lead to legal action (A.R.S. 37-1383A). This inspection is for your safety and the safety of the citizens of Arizona. Your cooperation is appreciated.
<b>Property Usage</b>	School
<b>Education Level</b>	High School
<b>School Type</b>	Public Schools
<b>Fire Alarm Coverage</b>	Full Coverage
<b>Fire Alarm System Monitored</b>	Yes
<b>Fire Sprinkler Coverage</b>	Partial Sprinkler Coverage
<b>Final Inspection</b>	
<b>Additional Comments</b>	

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<b>Inspection Report Image</b>	
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Date: 1/16/2024  
 Mohave Quotation #: GP Nano Beast  
 Contract #: 23D-RWC-0905

Quote Valid Until: 2/15/2024  
 Prepared By: Eric Traube



Name: Steve Mills  
 Organization: Joseph City SD  
 Address: 8176 Westover Joseph City, AZ 86032  
 Email: [stevenm@jcusd.org](mailto:stevenm@jcusd.org)  
 Phone: 928-288-3361

<b>Year:</b>	<b>2024</b>
<b>Model / Body Size:</b>	<b>RWC GROUP</b>
<b>Stock / Factory Order:</b>	Factory Order
<b>Capacity / Wheelbase:</b>	20 pass / 170.25" WB
<b>Price Pages:</b>	January-23

BUS PRICING INCLUDING DISCOUNTS		AMOUNT
Base Price:		\$ 310,000.00
<b>AFTERMARKET OPTIONS- BUS PREP PRICING / INCLUDING DISCOUNTS</b>		
<b>*VOLUME DISCOUNT* / *SPECIAL PRICING DISCOUNT*</b>		
RWC GROUP		\$ -
RWC GROUP		\$ -
<b>BUS PREPARATION</b>		
PRE DELIVERY TYPE A SCHOOL / MFSAB		Included
RWC GROUP		\$ -
<b>AFTERMARKET OPTIONS</b>		
RWC GROUP		\$ -
<b>AIR CONDITIONING SYSTEM</b>		
RWC GROUP		\$ -
RWC GROUP		\$ -
RWC GROUP		\$ -
<b>CAMERA SYSTEM</b>		
HD5-1200W DVR,8 CAMS,1TB HDD		Included
RWC GROUP		\$ -
<b>EXTENDED COVERAGE / WARRANTY</b>		
EXT VEHICLE COVERAGE- 36 / 50K MILES 40YGE		Included
RWC GROUP		\$ -
RWC GROUP		\$ -
RWC GROUP		\$ -
Trades Included in This Quote: <input type="text"/>		Unit Price: \$ 310,000.00
		Freight: \$ 5,500.00
		Trade Value: \$ -
Raw Material/Emissions Surcharge/OBD Surcharge:		Included
Sub Total:		\$ 315,500.00
Sales Tax: 8.3%		\$ 26,518.66
Local Delivery Charge: 151-200 MILES		\$ 3,500.00
Tire Fee:		\$ 12.00
<b>TOTAL (Includes Tax &amp; Mohave 1%Fee):</b>		<b>\$ 345,530.66</b>
<b>PAYMENT TERMS:</b>		<b>*NET 30 DAYS*</b>



**EARLY PAY DISCOUNT**  
 \$300 Per Bus If Payment Made Upon Delivery  
 \$150 Per Bus If Payment is Received Within 15 Days of Delivery

1.G.(i) Food Service Program; Breakfast in the Classroom Program

**2. CALL TO THE PUBLIC**

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

**3. 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.

**3.A. Approve Expense Vouchers**

Action to ratify district vouchers for the period 1/1/24 through 1/31/24.

**General and Special Funds:** #15 \$147,478.17; #16 \$174,033.65; #1026 \$190,203.25; #1027 \$99,671.10

**Auxiliary Operations Funds:** #1041 \$5,932.21; #1044 \$2,053.00

**Student Activities Fund:** #1042 \$1,033.59; #1045 \$750.00

**3.B. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of 1/1/24 through 1/31/24.

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2023-2024

From: 1/1/2024

To: 1/31/2024

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	557.11	210.12	.00	767.23	.00	767.23
102.612 Joseph City Jr High School Softball	(11.39)	.00	.00	(11.39)	.00	(11.39)
102.619 Joseph City Jr High School Volleyball	507.27	.00	.00	507.27	.00	507.27
102.629 Joseph City Jr High School Track	260.11	.00	.00	260.11	.00	260.11
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	1,237.79	.00	.00	1,237.79	.00	1,237.79
102.640 Joseph City Jr High School Class of 2027	1,289.88	.00	.00	1,289.88	.00	1,289.88
102.641 Joseph City Jr High School Class of 2028	499.64	.00	.00	499.64	.00	499.64
102.642 Joseph City Jr High School Class of 2029	477.74	.00	.00	477.74	.00	477.74
102.643 Joseph City Jr High School Class of 2030	.00	.00	.00	.00	.00	.00
102.644 Joseph City Jr High School Class of 2031	.00	.00	.00	.00	.00	.00
203.601 Joseph City High School Band	218.26	.00	.00	218.26	.00	218.26
203.602 Joseph City High School Baseball	155.40	1,502.00	.00	1,657.40	.00	1,657.40
203.605 Joseph City High School Chess Club	.00	.00	.00	.00	.00	.00
203.606 Joseph City High School Card and Game Club	146.14	.00	.00	146.14	.00	146.14
203.607 Joseph City High School Drama	725.11	.00	.00	725.11	.00	725.11
203.608 Joseph City High School Future Business Leaders of America	32.50	49.01	.00	81.51	.00	81.51
203.609 Joseph City High School Girls Basketball	2,785.02	.00	(964.34)	1,820.68	985.99	2,806.67
203.610 Joseph City High School Student Council	5,642.17	.00	(69.25)	5,572.92	69.57	5,642.49
203.611 Joseph City High School National Honor Society	462.88	.00	.00	462.88	.00	462.88
203.612 Joseph City High School Softball	2,497.44	.00	.00	2,497.44	.00	2,497.44

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2023-2024

From: 1/1/2024

To: 1/31/2024

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	409.15	.00	.00	409.15	.00	409.15
203.614 Joseph City High School Wrestling	5,507.94	.00	.00	5,507.94	.00	5,507.94
203.615 Joseph City High School Cheerleaders	1,521.53	.00	.00	1,521.53	.00	1,521.53
203.616 Joseph City High School Welding	106.33	30.00	.00	136.33	.00	136.33
203.617 Joseph City High School Woods	104.72	.00	.00	104.72	.00	104.72
203.618 Joseph City High School Boys Basketball	1,037.17	90.00	.00	1,127.17	.00	1,127.17
203.619 Joseph City High School Volleyball	7,536.28	220.00	(750.00)	7,006.28	.00	7,006.28
203.620 Joseph City High School FACS	35.74	.00	.00	35.74	.00	35.74
203.621 Joseph City High School Hotrod Club	24.00	.00	.00	24.00	.00	24.00
203.624 Joseph City High School Basketball Cheerleaders	.00	.00	.00	.00	.00	.00
203.625 Joseph City High School FFA	529.77	115.00	.00	644.77	.00	644.77
203.626 Joseph City High School Happy Club	880.07	.00	.00	880.07	.00	880.07
203.627 Joseph City High School Robotics	359.85	.00	.00	359.85	.00	359.85
203.628 Joseph City High School Cross Country	220.60	.00	.00	220.60	.00	220.60
203.629 Joseph City High School Track	321.04	.00	.00	321.04	.00	321.04
203.630 Joseph City High School Football	515.69	.00	.00	515.69	.00	515.69
203.631 Joseph City High School Technology Club	109.95	.00	.00	109.95	.00	109.95
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	137.03	.00	.00	137.03	.00	137.03
203.636 Joseph City High School Class of 2023	780.48	.00	.00	780.48	.00	780.48

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2023-2024

From: 1/1/2024

To: 1/31/2024

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.637 Joseph City High School Class of 2024	3,111.05	378.00	.00	3,489.05	.00	3,489.05
203.638 Joseph City High School Class of 2025	1,033.66	.00	.00	1,033.66	.00	1,033.66
203.639 Joseph City High School Class of 2026	367.65	.00	.00	367.65	.00	367.65
203.640 Joseph City High School Class of 2027	367.64	.00	.00	367.64	.00	367.64
203.641 Joseph City High School Class of 2028	.00	.00	.00	.00	.00	.00
500.300 Districtwide UNDESIGNATED	.00	.00	.00	.00	.00	.00
500.600 Districtwide UNDESIGNATED	4.19	.00	.00	4.19	.00	4.19
<b>GRAND TOTALS</b>	42,504.60	2,594.13	(1,783.59)	43,315.14	1,055.56	44,370.70

End of Report

**3.C. Student Fundraisers**

<b>Organization</b>	<b>Description</b>	<b>Action</b>
High School Cheerleaders	Wildcat Roadshow (Car Show)	Approve
JH Student Council	Sucker Sales	Ratify
HS Senior Class	Candy Grams	Approve

**3.D. Approve Use of School Facilities for Summer Football Camps**

**3.E. Disposal of Surplus Property**

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

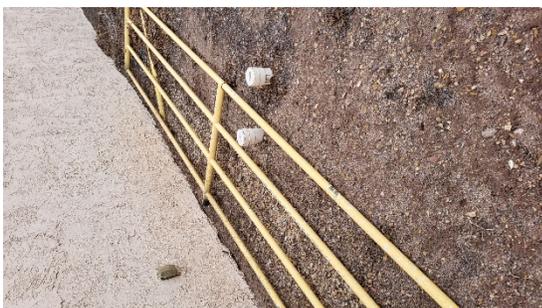
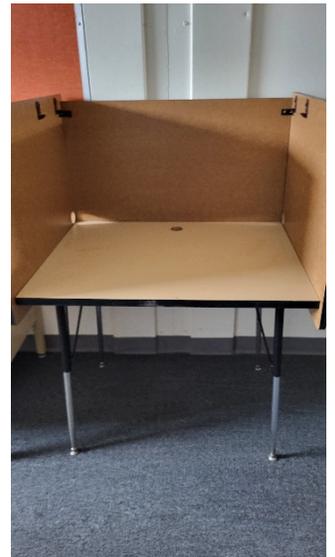
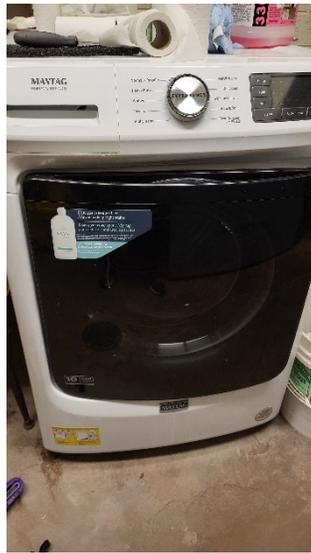
Governing Board Meeting  
February 13, 2024

**SURPLUS ITEMS FOR DISPOSAL (photos attached):**

Washing machines  
Clothes dryer  
Drinking fountains  
Office table  
Office desks  
Office chairs  
Computer tables  
Steel gate  
Vacuum cleaners

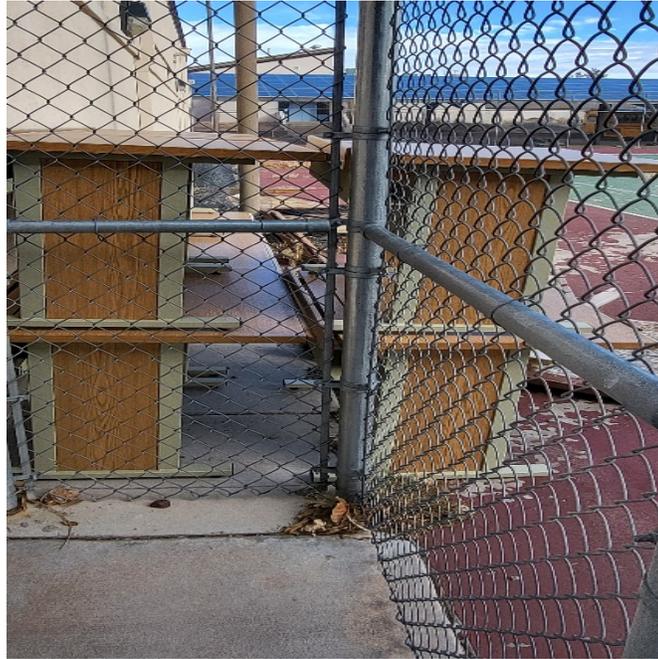
Auction Items for School Board approval  
for Feb 2024  
Public Surplus Auction

Two washing machines (Facs room and HS Laundry) One Dryer from Field house  
Drinking fountains/ District office furniture (oversize desks)  
Work Station/Gate from HS /Vacuum cleaners



AUCTION PICTURES CONTINUED

FEB 2024



**4. 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.

**5. ACTION ITEMS**

**5.A. Personnel Requests (\*)**

<b>Name</b>	<b>Assignment</b>	<b>Action</b>
Brawley, Micah	JH Head Track Coach	Appointment
Diaz, Deo	Transportation Coordinator	Resignation
Frost, Ryah	Concession Stand Student Worker	Appointment
Juarez, Breana	Substitute Teacher	Appointment
Larsen, Robert	Baseball Volunteer	Approve
Layden, Shawn	Teacher	Resignation
Lucero, Atalaya	Instructional Aide	Resignation
Miller, Cody	Wrestling Volunteer	Ratify
Miller, Cambria	Concession Stand Student Worker	Appointment

**6. INFORMATION ITEMS**

**6.A. Review of Possible Policy Changes to be Considered for Adoption at a Future Meeting**

See the attached Policy Advisory for policy changes to be considered. See the Link section of this agenda item to view the current policy manual. No policy changes will be adopted at this meeting. Policies affected:

- BEDB - Agenda
- BGC-R - Policy Revision and Review
- BGE; BGE-R - Policy Communication/Feedback
- CCB-R - Line and Staff Relations
- CFD - School-Based Management
- EB-R - Environmental and Safety Program
- EBAA - Reporting of Hazards/Warning Systems
- EBC - Emergencies
- ECB - Building and Grounds Maintenance
- EEAA - Walkers and Riders
- EEAE-R - Bus Safety Program
- GBEF - Staff Use of Digital Communications and Electronic Devices
- GDC - Support Staff Leaves and Absences
- IHA - Basic Instructional Program
- IKA - Graduation Requirements
- IMA; IMA-R - Teaching Methods
- JFABDA - Admission of Students in Foster Care
- JH - Student Absences and Excuses
- JHD - Exclusions and Exemptions from School Attendance
- JIH - Student Interrogations, Searches, and Arrests
- JJE - Student Fund-Raising Activities
- JK-EA - Student Discipline
- KB-EB - Parental Involvement in Education
- KEC - Public Concerns/Complaints About Instructional Resources

# POLICY SERVICES ADVISORY

Volume 36, Number 1

February 2024

Policy Advisory No. 763 .....	Policy BEDB — Agenda
Policy Advisory No. 764 .....	Regulation BGC-R — Policy Revision and Review
Policy Advisory No. 765 .....	Policy BGE — Policy Communication/Feedback Regulation BGE-R — Policy Communication/Feedback
Policy Advisory No. 766 .....	Regulation CCB-R — Line and Staff Relations
Policy Advisory No. 767 .....	Policy CFD — School-Based Management
Policy Advisory No. 768 .....	Regulation EB-R — Environmental and Safety Program
Policy Advisory No. 769 ..	Policy EBAA — Reporting of Hazards/Warning Systems
Policy Advisory No. 770 .....	Policy EBC — Emergencies
Policy Advisory No. 771 .....	Policy ECB — Building and Grounds Maintenance
Policy Advisory No. 772 .....	Policy EEAA — Walkers and Riders
Policy Advisory No. 773 .....	Regulation EEAE-R — Bus Safety Program
Policy Advisory No. 774 .....	Policy GBEF — Staff Use of Digital Communications and Electronic Devices
Policy Advisory No. 775 .....	Policy GDC — Support Staff Leaves and Absences <i>(Removal/Reference Only)</i>
Policy Advisory No. 776 .....	Policy IHA — Basic Instructional Program
Policy Advisory No. 777 .....	Policy IKA – Graduation Requirements
Policy Advisory No. 778 .....	Policy IMA — Teaching Methods Regulation IMA-R — Teaching Methods
Policy Advisory No. 779 ..	Policy JFABDA – Admission of Students in Foster Care
Policy Advisory No. 780 .....	Policy JH — Student Absences and Excuses
Policy Advisory No. 781 .....	Regulation JHD — Exclusions and Exemptions from School Attendance
Policy Advisory No. 782 .....	Regulation JIH — Student Interrogations, Searches, and Arrests

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

Policy Advisory No. 783 ..... Policy JJE —Student Fund-Raising Activities  
 Policy Advisory No. 784 ..... Exhibit JK-EA —Student Discipline  
 Policy Advisory No. 785 ..... Exhibit KB-EB – Parental Involvement in Education  
 Policy Advisory No. 786 .....Policy KEC — Public Concerns/Complaints About  
 Instructional Resources

**POLICY ADVISORY DISCUSSION**

**Summary**

Most of the following policy advisories are the result of alignment to current practices, legal reference updates, and alignment with statutory language. Subscribers are urged to call policy services with questions and consult with their district legal counsel on implementation of policy.

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.

**Policy Advisory Discussion**

**Policy Advisory No. 763**

**Policy BEDB — Agenda**

Language, specifically the reference regarding a **TDD telephone number**, has been replaced with **email** as an acceptable method of communication.

**Policy Advisory No. 764**

**Regulation BGC-R — Policy Revision and Review**

Language has been updated and revised to align with current practices.

**Policy Advisory No. 765**

**Policy BGE — Policy Communication and Feedback  
 Regulation BGE-R — Policy Communication and Feedback**

Language has been updated and revised to align with current practices.

**Policy Advisory No. 766**

**Regulation CCB-R — Line and Staff Relations**

A.R.S. 15-353 is no longer a statute, and thus its requirement for a parental satisfaction survey for parents is no longer relevant, so that statutory reference has been removed. However, the requirement for a parental satisfaction survey is required by A.R.S. 15-102(A)(1) and is noted in Policy KB.

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

**Policy Advisory No. 767**                      **Policy CFD — School-Based Management**

A.R.S. 15-351 does not specify the number of members on school councils. Thus, the Policy has been revised to mirror the requirements of the statute.

**Policy Advisory No. 768**                      **Regulation EB-R — Environmental and Safety Program**

The reference to A.R.S. 15-2002 has been removed as that statute was repealed; the current relevant statute is A.R.S. 41-5702(A)(9). Language has been updated and revised to comply with statute and A.A.C. R7-6-215.

**Policy Advisory No. 769**                      **Policy EBAA — Reporting of Hazards/Warning Systems**

A.R.S. 32-2301, 32-2311.01, and 32-2307 have been repealed and thus those legal references have been removed. The current relevant statutes are A.R.S. 3-3606 and A.R.S. 15-152. The Policy has been edited to conform to the current statutory requirements.

**Policy Advisory No. 770**                      **Policy EBC — Emergencies**

This Policy was updated to mirror language in A.R.S. 15-341 regarding emergency response plans.

**Policy Advisory No. 771**                      **Policy ECB — Building and Grounds Maintenance**

The following legal references have been repealed: A.R.S. 15-2002, 15-2031, 15-2032, 15-2131, and 15-2132. Information similar to that in A.R.S. 15-2131 is in A.R.S. 41-5832. A.R.S. 41-5832 does not require an IAQ (Indoor Air Quality) Plan or Coordinator nor is there any EPA requirement for such. Thus, that language has been removed. A.A.C. R7-6-215 was also added as a legal reference.

**Policy Advisory No. 772**                      **Policy EEAA — Walkers and Riders**

A.R.S. 15-816.01 states that a Governing Board may provide student transportation limited to thirty (30) miles each way. The mileage language was changed to conform with the statutory language.

**Policy Advisory No. 773**                      **Regulation EEAE-R — Bus Safety Program**

Language has been updated to conform with Arizona Administrative Code (A.A.C.) R13-13-104.

**Policy Advisory No. 774**                      **Policy GBEF — Staff Use of Digital Communications and Electronic Devices**

Language has been updated and revised to align with current practices.

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

**Policy Advisory No. 775**

**Policy GDC — Support Staff Leaves  
and Absences**

ASBA has removed this reference-only Policy.

**Policy Advisory No. 776**

**Policy IHA — Basic Instructional Program**

Arizona Administrative Code (A.A.C.) R7-2-301 provides basic instructional program requirements for common schools (grades K-8). A.R.S. 15-710 requires common schools (grades K-8) and high schools (grades 9-12) to provide a total of one year instruction in state and federal constitutions, American institutions and ideals, and in the history of Arizona, including the history of Native Americans in Arizona. Policy language has been updated to align with current basic instructional program requirements.

**Policy Advisory No. 777**

**Policy IKF — Graduation Requirements**

A.R.S. 15-710 requires high schools (grades 9-12) to provide a total of one year instruction in state and federal constitutions, American institutions and ideals, and in the history of Arizona, including the history of Native Americans in Arizona. Policy language has been updated to conform with statutory language.

**Policy Advisory No. 778**

**Policy IMA — Teaching Methods  
Regulation IMA-R — Teaching Methods**

Language in the Policy and Regulation have been updated and revised to align with current practice.

**Policy Advisory No. 779**

**Policy JFABDA – Admission of  
Students in Foster Care**

A.R.S. 8-530.04(B) states that an educational institution has two days in which to enroll a foster child when a change of placement is needed. “Within two days after it is determined that a change of educational placement is in the best interest of the child, the new educational institution shall enroll the child and the child’s school of origin shall transfer the child’s education records to the child’s new educational institution within two days after notice of the child’s change in educational placement.” The current policy language (“immediately”) has been revised to mirror statutory language. Immediate enrollment cannot be denied if a child does not possess the records normally required for enrollment or owes outstanding fees or fines to their school of origin.

**Policy Advisory No. 780**

**Policy JH — Student Absences and Excuses**

Language addition includes expanded definition of excused student absences per A.R.S. 15-807(D).

**Policy Advisory No. 781**

**Policy JHD — Exclusions and Exemptions from School Attendance**

Language has been updated to provide clarity and to add “mental, or behavioral” to the examples of a health professional.

**Policy Advisory No. 782**

**Policy JIH — Student Interrogations, Searches, and Arrests**

Language has been updated to reflect the language in A.R.S. 8-821(B)(E)(F) and A.R.S. 8-823(A), and to add the term “child welfare investigation” per statute.

**Policy Advisory No. 783**

**Policy JJE — Student Fund-Raising Activities**

Language has been revised for clarity regarding the requirements in A.R.S. 15-1121 and AR.S. 15-1122.

**Policy Advisory No. 784**

**Exhibit JK-EA — Student Discipline**

The length of time student disciplinary records must be retained changed from two (2) years to four (4) years based on information received from the State Records Office Administrator based on the Arizona State Library, Archives and Public Records (ASLAPR).

**Policy Advisory No. 785**

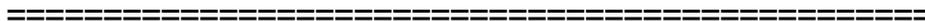
**Exhibit KB-EB — Parental Involvement in Education**

Exhibit contains minor changes in “J” to mirror language in A.R.S. 1-602(A)(10).

**Policy Advisory No. 786**

**Policy KEC — Public Concerns/Complaints About Instructional Resources**

Language has been revised to clarify requirements of A.R.S. 15-721 and A.R.S. 15-341. IJJ-R has also been added as a reference.



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

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

**BEDB ©  
AGENDA**

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. Except for a meeting through technological devices, the agenda and notice shall also include the time that the public will have physical access to the meeting place. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. 38-431.02*)

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

***Regular meetings:***

- A. Call to order
- B. Adoption of the agenda (*Discussion of items is not in order.*)
- C. Pledge of allegiance
- D. Board Meeting minutes not previously approved
- E. Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)
  - 1. Summary of current events
    - a. Superintendent
      - Celebrations and recognitions
    - b. Governing Board members
  - 2. Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report.*)
- F. Public comments (*Members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*)

G. Action items (*Matters on which the Governing Board may take legal action during the meeting.*)

1. Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.*)

2. Specific items of District business (*As listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action.*)

H. Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting.*)

I. Information items (*The Board will not propose, discuss, or take legal action during the meeting.*)

Requests for future agenda items

J. Adjournment

**Special meetings:**

A. Call to order

B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)

C. Announcements

D. Adjournment

**Executive sessions:**

An executive session may be scheduled, as necessary, during either a regular or special meeting. (*See Arizona Attorney General Agency Handbook Section 7.6.7.*)

1. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.

2. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A)(3).

### ***Emergency meetings***

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by 38-431.02. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

### **Accommodations for the Disabled**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name of designated District agency contact person] at [provide telephone number and e-mail TDD telephone number].

Adopted: \_\_\_\_\_

#### **LEGAL REF.:**

A.R.S.

38-431

38-431.01

38-431.02

38-431.03

28 CFR § 35.163

#### **CROSS REF.:**

BDB - Board Officers

BEC - Executive Sessions/Open Meetings

**BGC-R ©**

REGULATION

**POLICY REVISION AND REVIEW**

The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.

The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:

- A. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.
- B. Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.
- C. The designated staff member(s) may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.
- D. If changes or new policies are recommended, the Superintendent ~~will~~ may send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services ~~by phone~~ to discuss the proposed changes.
- E. ~~Following review by ASBA Policy Services,~~ Ithe updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.
- F. Following the first review, if any proposals are made for further changes, such changes ~~will~~ may be sent to ASBA Policy Services for review or discussion ~~discussed with them by phone~~.
- G. If no changes are proposed, or after any such proposed changes have been reviewed by ASBA Policy Services, the updated policy will be placed on the Board agenda a second time for action by the Board.

H. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.

I. ASBA Policy Services will electronically publish ~~produce~~ the final adopted copy of the policy and ~~return the final copy to the District.~~

~~J. The Superintendent will reproduce sufficient copies of the new policy, as received from ASBA Policy Services, and forward a copy to each person who is assigned a policy manual, with instructions as to how it is to be incorporated into the policy manual.~~

**BGE ©**  
**POLICY COMMUNICATION / FEEDBACK**

The Superintendent shall develop procedures to ensure that ~~employees, patrons, constituents, employees~~ and Board members shall have access to a current policy manual that contains the policies and administrative regulations of the District. A link to the online policy manual will be made available to all persons listed above.

The manual is intended both as a tool for District management and as a source of information to ~~patrons~~ constituents, staff members, and others about how the District operates. To that end, the policy manual will be available for online access. ~~each Board member and administrator shall have ready access to a copy of the manual.~~ In addition, a hard copy manual shall be available at such places as the Superintendent may determine for use by ~~staff members, students, and patrons~~ those persons who do not have access to the manual online. Printed copies of the policy manual shall remain the property of the District and shall be subject to recall at any time.

~~Each~~ Any administrative regulation shall be so designated and included in the manual ~~on a separate sheet(s) accompanying~~ immediately following the policy with which it is associated.

~~All policy manuals shall remain the property of the District and shall be subject to recall at any time.~~

The Board's policy manual shall be considered a public record and shall be open for inspection by accessing the online link on the District's website, or if needing a hard copy, during regular business hours at the District administration office and at places designated by the Superintendent.

The online master copy of the manual will be securely maintained ~~in~~ by the Superintendent's office, and archived as required by Records Management Standards adopted by the Arizona State Library, Archives and Public Records (ASLAPR). It is this online copy that will be used to resolve any discrepancies in language existing in other copies.

Adopted: \_\_\_\_\_

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

**BGE-R ©**

REGULATION

**POLICY COMMUNICATION / FEEDBACK**

The District's Policy Manual is available to the public online at <https://policy.azsba.org/asba/browse/asbaall/welcome/root>. The online policy manual shall be maintained by the Superintendent, and supersedes any discrepancies in language that exist in hard copies of the policy manual.

~~Each person to whom a policy manual is issued will be responsible for the maintenance, control, and updating of the manual.~~

~~All changes to the policy manual will be issued communicated by the Superintendent, to staff and Governing Board members, and will be archived as required by the Arizona State Library, Archives and Public Records (ASLAPR) with a change memorandum listing codes, pages to be removed, and pages to be inserted. After making the changes, a copy of the change memorandum shall be filed by the Superintendent. After the updated pages have been placed into a policy manual, the outdated pages that have been superseded must be removed and destroyed. All policy manuals are subject to recall and/or inspection at any time to ensure that they are properly updated.~~

~~The master copy of the policy manual shall be maintained by the Superintendent. It is this copy that shall be used to resolve any discrepancies in language existing in other copies.~~

~~The Superintendent will maintain one (1) copy of all outdated pages for historical and reference purposes.~~

LEGAL REF.:

Uniform System of Financial Records

**CCB-R ©**

**REGULATION**

**LINE AND STAFF RELATIONS**

**(School Administration)**

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:

- A. A principal is responsible for the operation of the educational program of the school.
- B. A principal is responsible for the supervision and evaluation of the building staff members.
- C. A principal will maintain discipline on the part of personnel and students.
- D. A principal will care for and protect the building, the equipment, the grounds, and other school property.
- E. A principal will maintain school records and prepare reports.
- F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.
- ~~I. A principal will distribute a parental satisfaction survey to the parent of every child enrolled at the school, pursuant to A.R.S. 15-353.~~

**CFD ©**  
**SCHOOL - BASED MANAGEMENT**  
**(School Councils)**

The Governing Board may delegate to a school council the responsibility to develop a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

The Board authorizes the establishment of a school council at each school site. The school council shall follow regulations promulgated by the Board. The authority extended to the school council(s) is to design curricular and instructional strategy/design models that promote the District mission/goals statement.

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

A shared "vision" for curricular and instructional strategies/designs and the involvement of a variety of the members of the school and community who will be most affected by the results are essential.

Curricular and instructional strategies/designs that result from such shared decision making are limited only by the requirements that they be consistent with and fulfill the mission/goal statements, beliefs, and adopted Board policies of the District and comply with the laws and regulations of the state of Arizona and the United States.

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

**Membership**

The school council at each school shall take into consideration the ethnic composition of the local community and ~~initially~~ shall be composed of:

- A. ~~Three (3)~~ parents or guardians of students enrolled in the school who are not employed by the District in the school of proposed membership.
- B. ~~Three (3)~~ teachers.

C. ~~One (1)~~ noncertificated employees.

D. ~~One (1) community members if the school is a high school or two (2) community members if the school is not a high school.~~

E. ~~One (1)~~ students if the school is a high school.

F. The principal of the school.

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. 15-351. The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members. Thereafter, representatives shall be selected by their groups in the manner determined. There must be an equal number of teachers and parents of pupils enrolled in the school on the council and they shall constitute a majority of the council members. The principal will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-351

15-352

15-353

43-1089.01

A.G.O.

I99-018

CROSS REF.:

BDD - Board-Superintendent Relationship

CCB - Line and Staff Relations

EB-R ©

REGULATION

**ENVIRONMENTAL AND  
SAFETY PROGRAM**

***Responsibilities of the maintenance supervisor:***

- A. Maintain an overall safety program in maintenance and operation of buildings and grounds.
- B. Provide specialized assistance as requested by school principal.
- C. Comply with HVAC requirements listed in A.R.S. 41-5832 and A.A.C. R7-6-215. ~~Coordinate with the District Indoor Air Quality Coordinator who will monitor indoor air quality.~~
- D. Document District responses to the biennial information on improving and maintaining the indoor air quality (IAQ) in school buildings, which is required by ~~A.R.S. 15-2002(A)(14)~~ 41-5702(A)(9) to be distributed to school districts by the School Facilities Board.

***Responsibilities of the school principals:***

- A. Schedule regular inspections.
- B. Post required state and federal safety regulations and maintain appropriate safety records.
- C. Arrange for the correction of defects reported to them by employees in the building by requesting assistance from the maintenance department.
- D. Cooperate in the correction of defects reported by the maintenance department or other school administrators.
- E. Implement procedures to monitor and maintain safe indoor air quality.

***Responsibilities of the transportation supervisor:***

- A. Maintain standards for certification of school bus drivers.

B. Maintain standards for periodic inspection and maintenance of school buses.

C. Maintain standards for school bus operation and idling procedures for gasoline, diesel, and alternative fuel engines which minimize air pollution by buses.

***Responsibilities of other employees:***

A. Report promptly to the principal of the school or immediate supervisor any events or situations which may cause increased air pollution within the school or on the campus and any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

B. Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

***Responsibilities of students:***

A. Avoid the following behaviors:

1. Setting off a false fire alarm.

2. Misusing the fire alarm system, fire extinguishers, or other fire protection and safety equipment.

3. Setting a fire in the building or on the school grounds.

4. Taking any action or creating any situation which either directly or indirectly affects indoor air quality in an adverse manner.

B. Report promptly to the principal of the school or other appropriate school employee any defects in buildings, grounds, indoor air quality, or equipment that might prove injurious to the safety, health, or comfort of employees, students, or other persons.

***Responsibilities of other individuals utilizing school buildings:***

A. Refrain from abusing safety equipment, such as fire extinguishers, alarm systems, et cetera.

B. Report promptly to the Superintendent or another school employee any defects in buildings, grounds, indoor air quality, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

**EBAA ©  
REPORTING OF HAZARDS /  
WARNING SYSTEMS**

**(Pesticide Application Notice)**

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.

In accord with A.R.S. 15-152, the District shall:

- A. Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.
- B. Provide for oral notification to pupils and employees during the regular school session.
- C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides.

Pest-control applicator(s) employed by the District shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice: ~~the brand name, concentration, rate of application, pesticide label, material safety data sheet, the area or areas where the pesticide is to be applied, and any use restrictions required by the pesticide label.~~ Prior to the application, ~~the applicator shall provide the school contact person with a written preapplication notification containing the following information:~~

- A. ~~The brand name of the pesticide(s) to be applied, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.~~
- B. The location and area or areas where the pesticide is to be applied.
- C. The date and time the application is to occur.
- D. The name, address, phone number and contact person of the certified applicator. ~~The pesticide label and the material safety data sheet.~~
- E. A statement that further information, such as the product label or safety data sheet, is available by contacting the certified applicator.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. 3-3606.

The Superintendent may require the pest-control applicator to fill out and make all required postings in accord with statute and with District policy and regulation. The name and telephone number of the applicator shall be attached to any posting.

Only a certified applicator may apply pesticides at a school.

The Superintendent shall prepare regulations for the implementation of this policy.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

3-3606

15-152

~~32-2301~~

~~32-2311.01~~

CROSS REF.:

IKEA - Make Up Opportunities

**EBC ©  
EMERGENCIES**

The ~~Superintendent~~ Governing Board will develop and ~~maintain~~ District emergency response plans with the Superintendent for each school, department, and other facilities in the District and will coordinate such plans with the local law enforcement, fire, medical and hospital authorities as necessary. Training components for staff and students shall be included in the District's Superintendent's emergency response plans.

Emergency response plans are confidential and exempt from public disclosure. The District shall not release emergency response plans to the public as part of a public records request. [A.R.S. 41-1803(G)]

The plans will be in accordance with minimum standards developed jointly by the Department of Education and the Division of Emergency Management within the Department of Emergency and Military Affairs. The plans will designate specific emergency drills to be conducted. Local responders shall periodically be invited to review the plan(s).

Emergency response plans developed by the Governing Board are required to address how the school and emergency responders will communicate with and provide assistance to students with disabilities.

~~Emergency plans~~ Internal regulations will be developed and maintained by the Superintendent will be presented annually to the Board.

Adopted: \_\_\_\_\_

LEGAL REF.:  
A.R.S.  
15-341  
41-1803

**ECB ©  
BUILDING AND GROUNDS  
MAINTENANCE**

Adequate maintenance of buildings, grounds and property is essential to efficient management of the District.

The Board directs a continuous program of inspection and maintenance of school buildings and equipment. Wherever possible, maintenance shall be preventive and will focus on providing an on-going healthy learning environment for both students and school personnel. ~~Emphasis will be placed on the implementation of a District Indoor Air Quality (IAQ) Management Plan in order to minimize indoor air pollution.~~

The Superintendent shall appoint a maintenance supervisor ~~District IAQ Coordinator~~ who will develop and implement inspection, maintenance, repair, use, and disposal schedules as applicable for buildings, HVAC systems, new construction and renovations, chemicals and other materials.

*Routine preventative maintenance* means services that are performed on a regular schedule at intervals ranging from four (4) times a year to once every three (3) years, or on the schedule of services recommended by the manufacturer of the specific building system or equipment.

The Superintendent shall oversee the development and implementation of routine preventative maintenance guidelines covering the District's:

- A. plumbing systems,
- B. electrical systems,
- C. heating, ventilation and air conditioning systems.
- D. special equipment and other systems, and
- E. roofing systems, including visual inspections performed by District personnel to search for signs of structural stress and weakness.

A roofing inspection is required to be:

- A. Accomplished prior to any repair or replacement of roof elements or roof mounted equipment performed in accordance with the requirements of the local building official requiring a permit.
- B. Conducted by a registered structural engineer or other professional with appropriate skills, training and certification.

District preventive facilities maintenance guidelines shall be submitted to the School Facilities Board for review and approval.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

15-342.01

41-5832

A.A.C.

R7-6-215

~~15-2002~~

~~15-2031~~

~~15-2032~~

~~15-2131~~

~~15-2132~~

CROSS REF.:

EB - Environmental and Safety Program

JLIF - Sex Offender Notification

**EEAA ©  
WALKERS AND RIDERS**

The Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

A. Students with disabilities who require transportation, as indicated in their respective individual education programs.

B. Students living within a one (1) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided.

C. Students who are residents within a school attendance area and:

1. If common school students, live more than one (1) mile from the school.

2. If high school students, live more than a mile and a half (1 1/2) from the school.

D. Transportation for pupils who do not reside within an established school attendance area, limited to no more than ~~twenty (20)~~ thirty (30) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition Acts (42 United States Code sections 1751 through 178593) for free or reduced-price lunches.

E. Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-342

15-764

15-816.01

15-901

15-922

28-797

28-900

28-901

A.G.O.

I80-025

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

CROSS REF.:

JFABD - Admission of Homeless Students

EEAE-R ©

REGULATION

**BUS SAFETY PROGRAM**

A.A.C. R~~17-9-104~~13-13-104 states, with respect to the authority of bus drivers, "Any person boarding or attempting to board a school bus, whether or not a passenger, Passengers shall comply with all instructions given to them by a school bus driver. If A a passenger or a non-passenger boards or attempts to board a school bus who has boarded the school bus and refuses to comply with the school bus driver's instructions, the school bus driver may seek emergency assistance to remove the passenger or non-passenger from the school bus, or prevent the passenger or non-passenger from boarding. be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or nonpassenger."

Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting.

**GBEF ©**  
**STAFF USE OF DIGITAL COMMUNICATIONS**  
**AND ELECTRONIC DEVICES**

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies include but are not limited to, blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, voice over IP (VoIP), Facebook, LinkedIn, ~~My Space~~, ~~Twitter~~, X, You Tube, and any successor protocol to transmit information. Mobile technologies are any devices that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet, or private communication or information networks. Current examples are Smartphones such as ~~BlackBerry~~, Android, iPhone, and other such mobile technologies and subsequent generations of these and related devices.

The Governing Board recognizes how web-based and mobile technologies are fundamentally changing opportunities to communicate with individuals or groups and how their use can empower the user and enhance discourse. The Board equally recognizes that the misuse of such technologies can be potentially damaging to the District, employees, students and the community. Accordingly, the Governing Board requires all employees to adhere to adopted policies and to utilize digital communications and electronic devices in a professional manner at all times.

The Board establishes the following parameters:

*District employees*

- A. shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations;
- B. are responsible for the content of their posting on any form of technology through any form of communication;
- C. shall only use District controlled and approved technologies when communicating with students or parents;
- D. shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;

E. shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;

F. in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;

G. shall not use District logos or District intellectual property without the written approval of the Superintendent;

H. shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;

I. shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent;

J. shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records.

The Superintendent shall communicate the above to all employees of the District at the beginning of each school year and to newly hired employees as part of the hiring process.

The Superintendent shall establish which technologies are approved for use by employees to communicate with parents and students. Approved technologies shall be communicated to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and to newly hired employees as part of the hiring process.

The Superintendent shall determine which records retention and management guidelines as established by the Arizona State Library, Archives and Public Records are applicable to this Board policy and communicate these guidelines to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and newly hired employees as part of the hiring process.

Violations of this policy may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. The Superintendent shall report violations of this policy to the Board and shall make reports to the appropriate law enforcement agency when determined necessary.

Adopted: \_\_\_\_\_

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

LEGAL REF.:

A.R.S.

15-341

15-514

CROSS REF.:

GBEA - Staff Ethics

GBEB - Staff Conduct

GBEBB - Staff Conduct With Students

GCQF - Discipline, Suspension, and Dismissal of Professional Staff  
Members

GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

IJNDB - Use of Technology Resources in Instruction

JIC - Student Conduct

~~GDC ©~~  
~~SUPPORT STAFF~~  
~~LEAVES AND ABSENCES~~

~~Refer to GCC through GCCE and GCCH; the terms and conditions of these policies apply to support staff personnel unless a written policy stating a contrary intent is included.~~

**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, literacy coach or literacy specialist in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

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

~~The instructional program will include planned sequences in:~~

**Minimum Course of Study  
for Students in the  
Common Schools**

Students shall demonstrate competency as defined by the State Board-adopted academic standards, at the grade levels specified, in the following required subject areas:

A. English language arts (ELA) ~~Language arts; reading, spelling, handwriting, English grammar, composition, literature, and study skills.~~

B. ~~Mathematics; experiences.~~

C. ~~Social studies; including: history including Native American history, geography, civics, economics, world cultures, political science, and other social science disciplines.~~

1. Civics; and

2. Instruction on the Holocaust and other genocides at least once in either the seventh grade or the eighth grade.

3. Instruction in the Constitutions of the United States and Arizona, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona for a total of one (1) year during kindergarten (K) through eighth (8th) grades.

D. ~~Science; experiences.~~

E. Two or more of the following:

1. Visual Arts

2. Dance

3. Theatre

4. Music

5. Media Arts

~~Fine and practical arts experience - art education, vocal and instrumental music, and vocational/business education.~~

F. ~~Technology skills.~~

G. ~~Health and safety education.~~

F. H. Health/Physical education, including mental health. Mental health instruction may be included as part of other subject areas and shall comply with A.R.S. § 15-701.02.

I. ~~Foreign or Native American language.~~

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

**Minimum Course of Study  
for Graduation from High  
School**

See Policy IKF.

~~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. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

1-319

1-321

15-203

15-211

15-219

15-341

15-501.01

15-701

15-701.01

15-704

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

IKF – Graduation Requirements

**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

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

\* 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 A.R.S. § 15-710, a total of one (1) year instruction in state and federal constitutions, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona is required during grades nine (9) through twelve (12).

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

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

\*\*\* Through the graduating class of 2025, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a 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.

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

15-710

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

**IMA ©  
TEACHING METHODS  
(Lesson Plans)**

The Board considers written lesson plans a useful tool to ensure continuity of instruction.

The Superintendent shall establish procedures that set forth the requirements for lesson plans and for their preparation and review.

Such procedures shall reflect current standards of the profession and shall have as their primary objective the best possible educational program for the students of the District.

To facilitate more effective instruction, lesson plans should be prepared sufficiently in advance of the class presentation to allow plans books to be inspected and compared to the guidelines established by the Superintendent.

Teachers shall make thorough preparation for all daily lessons and shall prepare their plans to reflect such preparation.

Adopted: \_\_\_\_\_

IMA-R ©

REGULATION

**TEACHING METHODS**

**(Lesson Plans)**

Guidelines for the implementation of this administrative regulation shall include:

A. Lesson plans shall be developed according to District-wide formats and shall reflect the scope and sequence of the courses of instruction. Acceptable alternatives may be approved by the principal.

B. Lesson plans shall demonstrate the correlation of the lesson with State Board standards when applicable.

C. Lesson plans should include information pertinent to the effective implementation of a lesson. When commercially prepared plans are in use, lesson plans may simply refer to the appropriate aspects of such plans.

D. While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis (i.e., unit of work), whichever is most appropriate. Supplementary materials to be used in a lesson(s) ~~–such as duplicated material, cassette tapes, films, filmstrips, transparencies~~ –may serve as an integral part of the plan.

E. Lesson plans for individualized programs should be consistent with the general overview and purpose of the instructional program. The progress of individual student(s) must be a consideration in the plan.

F. Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue, if possible, the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area.

G. The provision that copies of lesson plans must be available for substitute teachers.

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

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

**Purpose Statement**

The implementation of this policy shall assure that:

A. Within five (5) days after a child enters foster care or if a child's placement changes, the child, if appropriate, the child's caseworker, the child's parent, guardian, custodian, caregiver, or foster parent and representative from the local education agency or the child's school of origin shall determine if it is in the child's best interest to remain in the child's school of origin;

B. Children in foster care remain enrolled in their school of origin for the duration of their time in care, unless a determination is made that it is not in such child's best interest to remain in their school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement, among other factors listed in law (See list in JFABDA-R);

C. If it is determined that a change of educational placement is in the best interest of the child, the educational institution ~~child~~ shall ~~be immediately enrolled~~ enroll the child in a new school within two (2) days. ~~A child shall be immediately enrolled in the new school,~~ even if the child is unable to produce records normally required for enrollment or owes any outstanding fines or fees to the school of origin; however, the student may be required to provide their Notice to Providers document;

D. The enrolling school shall ~~immediately~~ contact the school of origin ~~last attended by any such child~~ within two (2) days to obtain relevant academic and other records. Upon request for records for any such child from another school, every effort shall be made to provide records within two (2) business days.

E. In collaboration with the state or local Child Welfare Agency, transportation is provided to and from the school of origin or school of placement for the foster child as applicable and found in the law and Policy JFAA. In ensuring a child receives transportation to the educational institution determined to be in the child's best interest, the Department of Child Safety may coordinate with the Department of Education and local education agencies and enter into necessary information sharing, data sharing and financial agreements.

F. The District will work with the Department of Child Safety (or tribal agency) to ensure that the provisions of ESSA relating to foster children are implemented, including assigning a District employee to serve as a Point of Contact (POC) to work in collaboration with the applicable child welfare agency and notify the Arizona Department of Education of the assigned POC.

## Definitions

The term "children in foster care" means children who are under twenty-four (24) hour substitute care while placed away from their parents or guardians and for whom the Child Welfare Agency (Department of Child Safety [DCS] or tribal) has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed, and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made. (45 C.F.R. § 1355.20(a)) In Arizona, if DCS has received placement care and responsibility, then the child is in "foster care" even if the parent or guardian is permitted to live in the home of placement, such as a kinship home.

The term "school of origin" means the school in which a child is enrolled at the time of placement in foster care, including preschool. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

## **Point of Contact (POC) for Children in Foster Care - Responsibilities**

The Superintendent will designate an appropriate staff person of authority as Point of Contact (POC) for children in foster care who will carry out duties as assigned and notify Arizona Department of Education's (ADE's) Statewide Foster Care Education Coordinator of the designated POC. Among those duties will be the responsibility to coordinate activities and programs to work in collaboration with the respective child welfare agency (either DCS or tribal), in the best interest of foster children that will include procedures to:

- A. Continue the student's education in the school of origin or placement;
- B. Collaborate with the Child Welfare Agency to implement the educational stability plan;
- C. Ensure the best interest is determined regarding school enrollment;
- D. Ensure necessary transportation is provided, funded, and arranged in collaboration with the Child Welfare Agency;
- E. Ensure immediate enrollment and transfer of records occurs when the student moves schools; and
- F. Ensure school staff are trained on the provisions and educational needs of children in foster care.

## **Other Relevant Policies and Procedures**

Implementation of the Every Student Succeeds Act (ESSA) Foster Care provisions requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross references and are incorporated in this policy and these procedures by such reference.

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

8-530.04

15-816 through 15-816.07

15-821

15-823 through 15-825

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

CROSS REF.:

EEAA - Walkers and Riders

IKEB - Acceleration

JF - Student Admissions

JFAA - Admission of Resident Students

JFAB - Admission of Nonresident Students

JFABD - Admission of Homeless Students

JFB - Open Enrollment

JG - Assignment of Students to Classes and Grade Levels

JLCB - Immunizations of Students

JLH - Missing Students

JR - Student Records

JRCA - Request for Transfer of Records

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

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

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

**When Absent from School**

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

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

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

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

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

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-346

15-802

15-806

15-807

15-843

15-873

15-902

CROSS REF.:

JE - Student Attendance

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

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

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

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

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-346

15-761

15-843

15-902

32-801 *et seq.*

32-900 *et seq.*

32-1401 *et seq.*

32-1501 *et seq.*

32-1601 *et seq.*

32-1800 *et seq.*

32-2501 *et seq.*

CROSS REF.:

IHBF - Homebound Instruction

JIH ©  
**STUDENT INTERROGATIONS,  
SEARCHES, AND ARRESTS**

**Interviews**

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

*When child abuse or abandonment of a student is alleged.*

If a child ~~protective services~~ safety worker, a child welfare investigator, or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child ~~protective services~~ safety worker, child welfare investigator, or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, the child ~~protective services~~ safety worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The child ~~protective services~~ safety worker, a child welfare investigator, or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

*Abuse or abandonment is **not** alleged.*

*No issue of student population safety is presented.* If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist, the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent

within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

*Safety of the student population is of concern.* When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

The District is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

## **Searches**

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

## Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

Adopted: \_\_\_\_\_

### LEGAL REF.:

A.R.S.

1-215

8-303

8-304

8-802

8-821

8-823

13-3881

13-3883

15-153

15-341

15-342

A.G.O.

I04-003

I77-211

I82-094

I88-062

I91-035

**JJE ©**  
**STUDENT FUND - RAISING ACTIVITIES**

The Governing Board shall approve fund-raising activities by students on school premises or elsewhere as representatives of the school ~~will be permitted only for the types of fund-raising activities approved by the Governing Board and when connected with specific school activities approved by the Superintendent.~~ The Governing Board may create a list of pre-approved fundraising activities the Superintendent may approve upon written request.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- A. The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- B. The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-1121 through 1123

CROSS REF.:

DIC - Financial Reports and Statements

JJF - Student Activities Funds

JK-EA ©

EXHIBIT

**STUDENT DISCIPLINE**

Each principal shall establish and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least four (4) ~~two (2)~~ years after last attendance date.

The accounting for students subject to disciplinary action on discipline record card shall contain an entry of:

- A. The full name of the student.
- B. The racial/ethnic and sex designations of the student.
- C. The time, place, and date of the offense or offenses, or observed behavior.
- D. Descriptions and dates of other offenses or observed behaviors if not previously reported.
- E. The names of witnesses or others involved.
- F. Specific measures taken by person or persons reporting the offense or offenses to affect an adjustment, including the specialized help secured before referral, such as conferences with parents, conferences with the principal, and conferences with other school personnel.
- G. The name and title of the person or persons reporting the offense or offenses.
- H. The alternatives, if any, that were considered prior to the imposition of the disciplinary action taken by the principal.
- I. The final disposition of the case.
- J. The name and title of the person or persons imposing the action or actions.

The kinds of disciplinary actions for which an accounting should be kept shall include, but not be limited to:

- A. Suspensions and/or expulsion.
- B. Corporal punishment.
- C. Detention (for disciplinary reasons).
- D. Transfer to another class (for disciplinary reasons).
- E. Transfer to another school (for disciplinary reasons).
- F. Confinement with implementation of mandatory provisions.
- G. Referrals of cases to police and juvenile authorities.
- H. Others as required.

The school principal shall have the responsibility of maintaining the necessary discipline records to include:

- A. Discipline record card (each reported incident). Student discipline list (cumulative).
- B. Log of corporal punishments (each incident).
- C. Summary of corporal punishments: monthly report, retained by the principal; yearly summary, copy to the District office.
- D. Log of suspensions (cumulative).
- E. Summary of suspensions: monthly report, retained by the principal; yearly summary, copy to the District office.
- F. Log of confinement with implementation of mandatory provisions.
- G. Summary of confinement with implementation of mandatory provisions: monthly report, retained by the principal; yearly summary, copy to the District office.
- H. Log of expulsions and referrals to courts (cumulative).
- I. Log of Governing Board expulsions (each incident).

J. Summary of expulsions: monthly report, retained by the principal; yearly summary, copy to the District office.

K. Log of student withdrawals (cumulative).

L. Summary of withdrawals: monthly report, retained by the principal; yearly summary, copy to the District office.

M. Log of dropouts (cumulative): use only W5's as dropouts; use of this form is optional.

All monthly summary forms shall be completed at the close of each attendance month.

**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 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 interview in a criminal or child safety 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 the parent would impede a law enforcement or child protective safety 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~~ is routinely addressed as student disciplinary matters by the school.

K. The right to obtain information about a child 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 by law.

M. Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be 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.).*

**KEC ©**  
**PUBLIC CONCERNS / COMPLAINTS**  
**ABOUT INSTRUCTIONAL RESOURCES**

Occasional objections to the selection of instructional materials may be made by the public despite the care taken to select materials most valuable for the student and the teacher. The complainant will be asked to complete the form "Citizen's Request for Reconsideration of Instructional Material." Upon receipt of a request for reconsideration, the Superintendent will review the work in question and prepare a report. After review by the Superintendent, copies of the request form and the report will be sent to the principal and the citizen.

If not satisfied with the decision contained in the report, the citizen may appeal the decision to the Board.

Should a complaint reach the Board, the Board may refer the matter back to the Superintendent for further review, or the Board may review the materials in question in the light of its policy establishing criteria for the selection of materials. utilizing the criteria for selection established in Regulation IJJ-R as a guide.

Adopted: \_\_\_\_\_

**LEGAL REF.:**

A.R.S.

15-341

15-721

**CROSS REF.:**

IJJ-R

**6.B. 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.C. Upcoming Meetings and Events Calendar**

- Next Regular Board Meeting - Tuesday, March 12, 2024; 6:00 p.m.

**7. ADJOURNMENT**