



## **Regular Board Meeting Agenda**

**Tuesday, March 18, 2025 | 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**

### **2. APPROVAL OF AGENDA**

### **3. APPROVE MEETING MINUTES**

February 11, 2025 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, February 11, 2025**

**Members present**

Eldon Larsen, President; Dayton Flake, Clerk; Karsten Flake, Cat Hansen, Lexi Nelson

**Administrators present**

Bryan Fields, Superintendent; Steven Mills, Business Manager; Eric Miller, JH/HS Principal; Darrel Mosier, Elementary Principal

**Others present**

7 Community members

**1. OPENING ITEMS**

**1.A. Call to Order**

Motion by Eldon Larsen to call the meeting to order  
Time: 6:00 p.m.

**1.B. Roll Call**

**1.C. Pledge of Allegiance**

**1.D. Invocation**

**2. APPROVAL OF AGENDA**

Motion by Eldon Larsen to adopt the agenda as presented; second by Karsten Flake  
Final Resolution: Motion passed.  
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

**3. SUPERINTENDENT'S REPORT**

**3.A. Food Service Program; Breakfast in the Classroom Program**

**3.B. Other Report Items**

**4. REQUESTS TO SPEAK TO THE GOVERNING BOARD**

Erik Rice expressed concerns regarding the school athletics programs.

**5. CONSENT AGENDA**

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

**5.A. Approve Minutes of the January 14, 2025 Regular Board Meeting**

**5.B. Approve Expense Vouchers**

Action to ratify district vouchers for the period 1/1/2025 through 1/31/2025.

**General and Special Funds:** #15 \$138,117.65; #16 \$176,022.85; #1024 \$88,274.25; #1025 \$19,520.59; #1026 \$66,545.86; #1027 \$140,105.58

**Auxiliary Operations Funds:** #1051 \$600.00; #1052 \$4,506.75; #1054 \$5,822.62

**Student Activities Fund:** #1053 \$2,495.28; #1055 \$1,964.11

**5.C. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of 1/1/2025 through 1/31/2025.

**5.D. Disposal of Surplus Property**

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

**5.E. Student Fundraisers**

Organization	Description	Action
HS Volleyball	Daddy Daughter Dance	Approve
Junior Class	HS Prom	Approve
Student Council	Sadie Hawkins Dance	Approve

**5.F. Gifts & Donations**

Donor	Item	School/Program	Purpose	Amount
APS	Cash	HS Science	Purchase seismometer to measure ground motion	\$899.00

**5.G. Approve Use of School Facilities for Summer Football Camps**

**6. POSSIBLE EXECUTIVE SESSION**

**6.A. Executive Session to Discuss Contract Renewal and Terms for Superintendent Bryan Fields per A.R.S. 38-431.03(A)(1) (Personnel)**

Motion to convene an executive session by Eldon Larsen; second by Dayton Flake.  
 Motion passed unanimously.  
 Time: 6:14 p.m.

Motion to reconvene the regular meeting by Eldon Larsen; second by Dayton Flake.  
 Motion passed unanimously.  
 Regular meeting resumed at 6:53 p.m.

**7. ACTION ITEMS**

**7.A. Discussion and Possible Action Regarding Renewal of the Superintendent's Contract**

Motion to renew Superintendent's contract for one year by Eldon Larsen; second by Dayton Flake  
 Final Resolution: Motion passed.  
 Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

**7.B. Discussion and Possible Approval of New Extra Duty Assignment for Testing Coordinator**

Motion to approve new extra duty assignment for Testing Coordinator by Eldon Larsen; second by Karsten Flake  
 Final Resolution: Motion passed.  
 Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

**7.C. Personnel Requests**

Name	Assignment	Action
Beatty, Kristen	Testing Coordinator (Elementary)	Appointment
Bowler, Felicia	After School Tutor	Ratify
Brawley, Lyndzi	HS Assistant Track Coach	Appointment
Bushman, Peter	Science Fair Coordinator	Assignment
Davis, Kylie	JH Assistant Track Coach	Appointment

Name	Assignment	Action
Deiparine, Sheryl Ann	Elementary Teacher	Resignation
Hansen, Kylie	Student Worker	Appointment
Hutchens, Daniel III	JH Boys Basketball Coach	Resignation
Juarez, Briana	Substitute Teacher	Resignation
Miller, Peter	Auditorium Tech	Appointment
Pendergrass, Alysa	Substitute Teacher	Resignation
Penrod, Tyler	JH Boys Basketball 7th Grade Coach	Ratify
Rodrigues, Christina	JH/HS Teacher	Resignation

Motion by Eldon Larsen to approve the personnel requests as presented; second by Cat Hansen  
Final Resolution: Motion passed.

Yes: Eldon Larsen, Karsten Flake, Dayton Flake, Cat Hansen, Lexi Nelson

**7.D. Possible Action to Change the March 11, 2025 Regular Board Meeting Date**

No action was taken.

**8. DISCUSSION ITEMS**

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

**8.B. Board Member Report on ASBA B.O.L.T. Training**

**9. INFORMATION ITEMS**

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

None

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

- Next Regular Board Meeting - March 11, 2025; 6:00 p.m.

**10. ADJOURNMENT**

Motion by Eldon Larsen to adjourn the meeting; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Eldon Larsen, Karsten Flake, Dayton Flake, Cat Hansen, Lexi Nelson

Meeting adjourned at 7:12 p.m.

APPROVED:

---

Board Clerk or President

**4. SUPERINTENDENT'S REPORT**

Current Events and Updates.

## March Governing Board Report and Updates

To: JCUSD Governing Board Members

By: B. Fields

Date: March 7, 2025

- Our District Science Fair was completed this past month. Several projects were impressive and I will attach the results as part of my report. Special thanks to Peter Bushman and the work that he puts into this program, as well as the other staff that makes this a special event.
- The T-Mobile company has made their site visit and preliminary calculations for construction of the tower and housing of their equipment. They are looking at the west side of the Football bleachers. I will keep you updated as progress is made towards an agreement between them and the District. AT&T is working with local law enforcement to place a temporary, mobile tower on our facilities as well. This will probably be located by the HS Bus Barn. This tower will be for emergency services.
- Our elementary school, led by Mr. Mosier, are reviewing three potential mathematics curriculums. (i-Ready, Eureka, and Houghton Mifflin Harcourt) which includes digital and physical samples. Much of their discussions have been about the expectations they have in the curriculum. They are anticipating making a final decision in April when a recommendation will be made to the Governing Board.
- Our 4th and 5th grades participated in the White Mountain Symphony Orchestra music Art contest. The winners were announced at the program in Holbrook today. Out of 7 schools from the White Mountain area our students won all three places. First place was Gwen Pringle, Allison Faulkner, 2nd, and Carter Dixon won 3<sup>rd</sup>. My congratulations goes to all of them.
- The third graders went to Meteor Crater on March 6th. They have just finished an Astronomy unit.
- I also had the opportunity to watch a short performance by some 2<sup>nd</sup> grade students on the story of 'Three Billy Goats'. These students produced this by themselves and Mr. Mosier had them perform it for other students in the gymnasium.
- The new standardized test for us that will be administered to students in April is called the AASA, and our staff have been participating in training to proctor the assessment.
- Our elementary special education teacher, Kory Castellano, has completed her degree for certification. We are proud of her work as she is a good example of an employee who has continued her professional training to attain this specialized training.
- Our Special Education Department just completed a compliance review (5-year cycle) with Arizona Department of Education. We received an exemplary report. We were invited to participate in a self-review as part of this process. This included a review of our files, suggestions for improvement and the opportunity to work with their specialists in creating our own Corrective Action Plan. Our special education files were in compliance, and our IEP Transition Plans and IEP Goals were also commended. My compliments go out to Julie Strong and the special education staff who work hard behind the scenes at keeping us in compliance.
- The Joseph City Girls' Basketball team won the state championship. They are an awesome group of student athletes, complimented by a great coaching staff. I was impressed with their chemistry and achievements. Our Boys' Team also had a very good year before being beat out

of the state tournament in the semi-finals. They will return the majority of players next year and will be a formidable team to be reckoned with for their opponents.

- Current teaching openings that we are taking applications for: Secondary Math, Music, Elementary Teacher, Secondary Agricultural Teacher.
- Our technology department found a camera on school property and removed it. I contacted law enforcement and provided them with the information that we had and they have contacted the owner and are dealing with this person directly.
- The District's financial audit for last year (2023-2024) is on track to be completed on time this year. So far the audit looks to be fairly good and I will review it with the Board at an upcoming meeting.
- For the past several years the District has had a 10-year cap for teachers who return to work after officially retiring. I would like to remove this 'cap' and negotiate this with individuals on a case by case basis. This would allow the District to be competitive in retaining teachers that could have the option of making more by leaving and teaching for other Districts. This will be done without any added expense to the District. It will just keep the teachers who we would like to retain, that plan on retiring and returning to work from taking a potential significant cut in pay. If a position is not particularly hard to fill, or there is a teacher who we are not interested in retaining for some reason, the option to maintain their current pay level may not be offered to them.
- We were notified by our auditors that we should increase our travel allowance policy to the state guidelines which I plan on doing. The new amounts will be attached to my report. They include an increase to breakfast, lunch, and dinner amounts, as well as per mile allowance for traveling to .67 cents per mile for employees who take their own vehicles to training and/or conferences.

# Travel Expense Guide



## Meals

Employee Travel		
Meal	Maximum Rate	Time
Breakfast	\$12.00	Depart before 6 am
Lunch	\$14.00	Depart before 11 am
Dinner	\$20.00	Arrive home after 7 pm
Daily Max.	\$46.00	

First meal out is NOT reimbursed; NO reimbursement for travel less than 50 miles from home

NO reimbursement for meals provided by conference, host, hotel, event, etc. including continental breakfasts

Employees may request meal reimbursement upon return for actual cost or the Maximum Rate, whichever is less

No receipts are required for EMPLOYEE meal reimbursements

Student Travel (Students & Adults)		
Meal	Maximum Rate	Time
Breakfast	\$12.00	Depart before 6 am
Lunch	\$14.00	Depart before 11 am
Dinner	\$17.00	Arrive home after 7 pm
Daily Max.	\$43.00	

First meal out is NOT reimbursed; STUDENT and ADULT travelers must sign Receipt Log upon receipt of funds/meals

NO reimbursement for meals provided by conference, host, hotel, event, etc. including continental breakfasts

Maximum Rate will be paid in advance for students and accompanying chaperones/coaches/drivers

Receipt Logs and unused funds MUST be returned to District for STUDENT travel, including chaperones/coaches/drivers

## Lodging

Employee Travel
Lodging may not exceed maximum rate per night. See <i>State of Arizona Travel Policy</i> for maximum allowable lodging rates
Base lodging rate is \$110.00 plus tax; higher allowable rates may apply depending on the location and time of year
Maximum lodging rate may be exceeded if the stay is at a conference/event hotel
Employees must pay for any hotel incidental costs when checking out

Student Travel (Students & Adults)
Lodging may not exceed maximum rate per night. See <i>State of Arizona Travel Policy</i> for maximum allowable lodging rates
Lodging provided for state tournaments if needed, or upon Superintendent approval
Any lodging for STUDENT travel must be approved by Superintendent in advance
Students/Adults must pay for any hotel incidental costs when checking out

## Transportation

Employee Travel
Employee should use a District vehicle for travel if available
District approval required for use of personal vehicle or other common carrier
Driver must show driver's license and proof of vehicle insurance upon vehicle checkout
Personal vehicle mileage reimbursement rate <b>67 cents per mile</b> (for employees, board members and contract carriers)
Mileage reimbursement calculated to/from home or place of work, whichever is less
Parking fees, public transportation fares, tolls and other incidental costs will be reimbursed with receipt
Governing Board approval required for travel over 400 miles one-way

Student Travel (Students & Adults)
Students MUST travel in District vehicles (unless approved in advance in writing)
Driver must show valid driver license upon checkout of car/van/truck
The District encourages car/van/truck drivers to pass the District van driver certification prior to driving students
Governing Board approval required for travel over 400 miles one-way
<b>REFERENCES</b>
For Lodging rates see:
<a href="#">State of Arizona Accounting Manual - TRAVEL [Topic 50; Section 95]</a>
<i>Governing Board Policy Manual and Administrative Regulations: DKC; DKC-R; EEB; EEB-R</i>

<b>Name</b>	<b>Project #</b>	<b>Grade</b>
Archer, Tegan, Ryden, Liam, Koen, Ian, Jc	301	3, K
Hannah, Mia, Wyatt, Aubree, Hannah, Cla	302	3, K
Anastasia, JArom, Evelyn, Tyson, Alivia, C	303	3, K
Liam, Shaine, Swayzee, Callie, Kara, Boh	304	3, K
Camilla, Eli, Aubri, Case, Emalyn, Kallum,	305	3, K
Syren Smith	401	4
Hailey Humes	402	4
Cisylia Scott, Carlee Fish	501	5
Levi Humes	601	6
Paislee Richey	602	6
Kyson Prongle, Jack Nelson	603	6
Tatum King	604	6
Cadence Bushman, Mallory Sander	605	6
Andrew Schafer	606	6
Preslee Warner, Auna Dobbs	607	6
Jayde Webb	608	6
Roxy Torres, Indie Baker	609	6
Milah Brawley	610	6
Jaleah Allmond	611	6
Yolanda Lu, Graica James	612	6
Grace B, Judy M.	613	6
Ariana Mitchell	614	6
Kairyn Tabo, Kooper Kinlicheenie	615	6
Alice Deets	616	6
Daryan Hardy	617	6
Chris Iverson	618	6
Axton	701	7
Chelsea Gardner	702	7
Matthew Redfearn	703	7
Reese Fish, Alana Begay	704	7
Olivia Grant, Mary Miller	705	7
Bree Edwards, Dylan Edwards	706	6, 7
Paige Warner, Caslyn Bushman	707	7
Constance Fraley, Erica Rodriquez	708	7
Paxton Bushman	709	7
Kaden Humes	710	7
Gabe Caballero	711	7
Christian, Camden	712	7
April Gurule	713	7
Elizabeth Packer, Adeline Spiros	714	7
Samuel Birk	715	7
Coleman, Koen	716	7
Drevin Price, Demetrois	801	8

Catrell Thomas	802	8
Bryce Cimafranca, Ayden Righi	803	8
Melody Miller	804	8
Kylie	805	8
Kayden Gardner	806	8
Serenity	807	8
Matthew Dixon	808	8
Trak Flsh, Isaiah Horn	809	8
Rocklynne Hansen, Janiya Allmond	810	8
Kimberly Iverson, Lileah Kinlicheenie	811	8
Elan Clarle	812	8
ZAiden Schoby	813	8

## Science Fair 2024-2025

Title	Judge	Judge	Judge	Total Score
Planets	20	8	18	19
Phases of the Moon	26	28	16	21
Seasons	10	18	4	10.66666667
Sun"rise" Sun"set"	32	50	38	40
Can You Survive?	36	10	38	28
Freeze or Food?	48	44	34	42
Potato Power	24	32	16	24
Stains!	32	40	28	33.33333333
Friction Fighter	30	52	40	40.66666667
Testing Sounds	34	18	30	27.33333333
Aiplane Flight Distance	22	28	36	28.66666667
Melting Canvs Amez	28	38	34	33.33333333
Liquid Alchemy: Crafting Eggstraordinary Colors	38	40	54	44
What Type of Corn Will Sprout First?	32	32	44	36
Rising Cakes	24	34	44	34
Apple Surprise	30	24	38	30.66666667
Hot Stuff	32	22	40	31.33333333
What Are the Effects of Hair Dye on Hair Strength?	28	20	48	32
Growing Salt Crystals	26	30	42	32.66666667
Coloring Milks	36	50	36	40.66666667
Messed up Cookies	36	46	30	37.33333333
Cool It	30	40	34	34.66666667
Penny Pool Party	44	36	36	38.66666667
	52	30	38	40
Color Changing Flowers	32	50	36	39.33333333
Human Difestion Process	46	42	36	41.33333333
What Material is Best for annater Filter	18	20	18	18.66666667
Orbeez	24	26	30	26.66666667
Solar Oven	20	16	24	20
Melting Ice Cubes	34	28	32	31.33333333
Which Paper Towel Will Break First?	20	18	20	19.33333333
Bloating Balloons	40	38	36	38
Fire Pies	42	36	40	39.33333333
Which Chemical is Most Effective at Removing Grease	34	34	34	34
Hot Fashion	32	36	40	36
Invisible Invaders	26	22	34	27.33333333
Ice, Ice Baby	34	32	38	34.66666667
Mystical, Magical Dy Ice	24	20	50	31.33333333
Is it Real or is it A.I.?	26	34	36	32
Sweet Tooth	28	26	40	31.33333333
Bachelor or Bachelorette?	34	36	44	38
Shaped Parachute Drop	20	20	30	23.33333333
Hand Motion Tracking	14	16	20	16.66666667

Battery Blitz	28	30	36	31.33333333
What Soap Cleans the Best?	34	32	22	29.33333333
What Does Sugar Dissolve Fastest With?	28	22	32	27.33333333
Soda vs. Nail	20	22	36	26
Precise Dry Ice	40	26	56	40.66666667
The Effects of the Acid	26	22	40	29.33333333
Ice Melting	40	26	52	39.33333333
How Does Music Affect Pulse?	34	40	22	32
Sprouting Beans	32	32	24	29.33333333
Fire Water	26	32	20	26
Fans	16	18	26	20
Coordination Speed Wayracer	18	14	28	20

'e

55 Projects

**Science Fair 2024-2025**

<b>Name</b>	<b>Project #</b>	<b>Grade</b>	<b>Title</b>
Archer, Reagan, Ryden, Liam, Koen, Ian, Johnny	301	3, K	Planets
Hannah, Mia, Wyatt, Aubree, Hannah, Claire, Olivia	302	3, K	Phases of the Moon
Anastasia, Jarom, Evelyn, Tyson, Alivia, Quade, Paateen, Jett	303	3, K	Seasons
Liam, Shaine, Swayzee, Caille, Kara, Bondi	304	3, K	Sun "rise" Sun "set"
Camilla, Eli, Aubri, Case, Emalyn, Kallum, Graydee, Caille, Johnny, Syren Smith	305	3, K	Can You Survive?
Hailey Humes	401	4	Freeze or Food?
Cisylla Scott, Carlee Fish	402	4	Potato Power
Levi Humes	501	5	Stains!
Paislee Richey	601	6	Friction Fighter
Kyson Pringle, Jack Nelson	602	6	Testing Sounds
Tatum King	603	6	Plane Flight Distance
Cadence Bushman, Mallory Sander	604	6	Melting Canvas Amez
Andrew Schafer	605	6	Liquid Alchemy: Crafting Eggstraordinary Colors
Preslee Warner, Auna Dobbs	606	6	What Type of Corn Will Sprout First?
Jayde Webb	607	6	Rising Cakes
Roxy Torres, Indie Baker	608	6	Apple Surprise
Milah Brawley	609	6	Hot Stuff
Jaleah Allmond	610	6	What Are the Effects of Hair Dye on Hair Strength?
Yolanda Lu, Graica James	611	6	Growing Salt Crystals
Grace B, Judy M.	612	6	Coloring Milks
Ariana Mitchell	613	6	Messed up Cookies
Kairyn Tapo, Kooper Kinlicheenie	614	6	Cool It
Alice Deets	615	6	Penny Pool Party
Daryan Hardy	616	6	
Chris Iverson	617	6	Color Changing Flowers
Axton Black	618	6	Human Digestion Process
Chelsea Gardner	701	7	What Material is Best for anater Filter
Matthew Redearn	702	7	Urbeez
Reese Fish, Alana Begay	703	7	Solar Oven
Olivia Grant, Mary Miller	704	7	Melting Ice Cubes
Bree Edwards, Dylan Edwards	705	7	Which Paper Tower Will Break First?
Paige Warner, Caslyn Bushman	706	6, 7	Bloating Balloons
Constance Frailey, Erica Rodriguez	707	7	Fire Pies
Paxton Bushman	708	7	Which Chemical is Most Effective at Removing Grease from a Pan?
Kaden Humes	709	7	Hot Fashion
Gabe Caballero	710	7	Invisible Invaders
Christian, Camden	711	7	Ice, Ice Baby
April Gurule	712	7	Mystical, Magical Dy Ice
Elizabeth Packer, Adeline Spiros	713	7	Is it Real or is it A.I.?
Samuel Birk	714	7	Sweet Tooth
Coleman, Koen	715	7	Bachelor or Bachelorette?
Drevin Price, Demetrois	716	7	Shaped Parachute Drop
Catrell Thomas	801	8	Hand Motion Tracking
Bryce Cimafranca, Ayden Righi	802	8	Battery Blitz
Melody Miller	803	8	What Soap Cleans the Best?
Kylie	804	8	What Does Sugar Dissolve Fastest With?
Kayden Gardner	805	8	Soda vs. Nail
Serenity	806	8	Precise Dry Ice
Matthew Dixon	807	8	The Effects of the Acid
Trak Fish, Isaiah Horn	808	8	Ice Melting
	809	8	How Does Music Affect Pulse?

Rocklynne Hansen, Janiya Allmond	810	8	Sprouting Beans						
Kimberly Iverson, Lileah Kinlicheenie	811	8	Fire Water						
Elan Clarle	812	8	Fans						
Zaiden Schoby	813	8	Coordination Speed Wayracer						

Science Fair 2024-2025									
Name	Project #	Grade	Title	Judge	Judge	Judge	Total Score		
Cadence Bushman, Mallory Sander	605	6	Liquid Alchemy: Crafting Eggstraordinary Colors	38	40	54	44	Best in Show	
Syren Smith	401	4	Freeze or Food?	48	44	34	42	First Place	
Chris Iverson	618	6	Human Difestion Process	46	42	36	41.33333333	First Place	
Levi Humes	601	6	Friction Fighter	30	52	40	40.66666667	First Place	
Yolanda Lu, Graica James	612	6	Coloring Milks	36	50	36	40.66666667	First Place	
Kayden Gardner	806	8	Precise Dry Ice	40	26	56	40.66666667	First Place	
Liam, Shaine, Swayzee, Callie, Kara, Bohdi	304	3, K	Sun"rise" Sun"set"	32	50	38	40	First Place	
Alice Deets	616	6		52	30	38	40	First Place	
Daryan Hardy	617	6	Color Changing Flowers	32	50	36	39.33333333	First Place	
Paige Warner, Caslyn Bushman	707	7	Fire Pies	42	36	40	39.33333333	First Place	
Matthew Dixon	808	8	Ice Melting	40	26	52	39.33333333	First Place	
Kairyn Tabo, Kooper Kinlicheenie	615	6	Penny Pool Party	44	36	36	38.66666667	First Place	
Bree Edwars, Dylan Edwards	706	6, 7	Bloating Balloons	40	38	36	38	First Place	
Samuel Birk	715	7	Bachelor or Bachelorette?	34	36	44	38	First Place	
Grace B, Judy M.	613	6	Messed up Cookies	36	46	30	37.33333333	First Place	
Andrew Schafer	606	6	What Type of Corn Will Sprout First?	32	32	44	36	First Place	
Paxton Bushman	709	7	Hot Fashion	32	36	40	36	First Place	
Ariana Mitchell	614	6	Cool It	30	40	34	34.66666667	Second Place	
Gabe Caballero	711	7	Ice, Ice Baby	34	32	38	34.66666667	Second Place	
Preslee Warner, Auna Dobbs	607	6	Rising Cakes	24	34	44	34	Second Place	
Constance Fraley, Erica Rodriquez	708	7	Which Chemical is Most Effective at Removing Grease from	34	34	34	34	Second Place	
Cisylia Scott, Carlee Fish	501	5	Stains!	32	40	28	33.33333333	Second Place	
Tatum King	604	6	Melting Canvs Amez	28	38	34	33.33333333	Second Place	
Jaleah Allmond	611	6	Growing Salt Crystals	26	30	42	32.66666667	Second Place	
Milah Brawley	610	6	What Are the Effects of Hair Dye on Hair Strength?	28	20	48	32	Second Place	
April Gurule	713	7	Is it Real or is it A.I.?	26	34	36	32	Second Place	
Trak Fish, Isaiah Horn	809	8	How Does Music Affect Pulse?	34	40	22	32	Second Place	
Roxy Torres, Indie Baker	609	6	Hot Stuff	32	22	40	31.33333333	Second Place	
Reese Fish, Alana Begay	704	7	Melting Ice Cubes	34	28	32	31.33333333	Second Place	
Christian, Camden	712	7	Mystical, Magical Dy Ice	24	20	50	31.33333333	Second Place	
Elizabeth Packer, Adeline Spiros	714	7	Sweet Tooth	28	26	40	31.33333333	Second Place	
Catrell Thomas	802	8	Battery Blitz	28	30	36	31.33333333	Second Place	
Jayde Webb	608	6	Apple Surprise	30	24	38	30.66666667	Second Place	
Bryce Cimafranca, Ayden Righi	803	8	What Soap Cleans the Best?	34	32	22	29.33333333	Third Place	
Serenity	807	8	The Effects of the Acid	26	22	40	29.33333333	Third Place	
Rocklynnne Hansen, Janiya Allmond	810	8	Sprouting Beans	32	32	24	29.33333333	Third Place	
Kyson Prongle, Jack Nelson	603	6	Aiplane Flight Distance	22	28	36	28.66666667	Third Place	
Camilla, Eli, Aubri, Case, Emalyn, Kallum, Graydee, Callie, Johnny, Kara	305	3, K	Can You Survive?	36	10	38	28	Third Place	
Paislee Richey	602	6	Testing Sounds	34	18	30	27.33333333	Third Place	
Kaden Humes	710	7	Invisible Invaders	26	22	34	27.33333333	Third Place	
Melody Miller	804	8	What Does Sugar Dissolve Fastest With?	28	22	32	27.33333333	Third Place	
Chelsea Gardner	702	7	Orbeez	24	26	30	26.66666667	Third Place	
Kylie	805	8	Soda vs. Nail	20	22	36	26	Third Place	
Kimberly Iverson, Lileah Kinlicheenie	811	8	Fire Water	26	32	20	26	Third Place	
Hailey Humes	402	4	Potato Power	24	32	16	24	Third Place	
Coleman, Koen	716	7	Shaped Parachute Drop	20	20	30	23.33333333	Third Place	
Hannah, Mia, Wyatt, Aubree, Hannah, Claire, Olivia	302	3, K	Phases of the Moon	26	28	16	21	Fourth Place	
Matthew Redfearn	703	7	Solar Oven	20	16	24	20	Fourth Place	
Elan Clarie	812	8	Fans	16	18	26	20	Fourth Place	
ZAiden Schoby	813	8	Coordination Speed Wayracer	18	14	28	20	Fourth Place	
Olivia Grant, Mary Miller	705	7	Which Paper Towel Will Break First?	20	18	20	19.33333333	Fourth Place	
Archer, Tegan, Ryden, Liam, Koen, Ian, Johnny	301	3, K	Planets	20	8	18	19	Fourth Place	
Axton	701	7	What Material is Best for annater Filter	18	20	18	18.66666667	Fourth Place	

Drevin Price, Demetrois	801	8 Hand Motion Tracking	14	16	20	16.66666667	Fourth Place
Anastasia, JArom, Evelyn, Tyson, Alivia, Quade, Pauleen, Jett	303	3, K Seasons	10	18	4	10.66666667	Fourth Place

## 5. REQUESTS TO SPEAK TO THE GOVERNING BOARD

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

## 6. 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.

### 6.A. Approve Expense Vouchers

Action to ratify district vouchers for the period 2/1/2025 through 2/28/2025.

**General and Special Funds:** #17 \$174,484.22; #18 \$173,410.25; #1028 \$29,039.33 ; #1029 \$63,922.70; #1030 \$102,767.28; #1031 \$28,677.36

**Auxiliary Operations Funds:** #1059 \$15,053.21; #1060 \$1,037.50; #1061 \$2,037.91; #1064 \$290.00

**Student Activities Fund:** none

### 6.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 2/1/2025 through 2/28/2025.

# JOSEPH CITY USD EXTERNAL FUNDS

## Student Activities Summary Report

Fiscal Year: 2024 - 2025

From Date: 2/1/2025

To Date: 2/28/2025

Print Detail

Page Break by Activity

Subtotal By Journal

Exclude Encumbrances

Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
000000 Undesignated DO NOT USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102610 Joseph City Jr High School Student Council	\$425.73	\$0.00	\$0.00	\$425.73	\$0.00	\$425.73
102612 Joseph City Jr High School Softball	(\$11.39)	\$0.00	\$0.00	(\$11.39)	\$0.00	(\$11.39)
102619 Joseph City Jr High School Volleyball	\$507.27	\$0.00	\$0.00	\$507.27	\$0.00	\$507.27
102629 Joseph City Jr High School Track	\$260.11	\$0.00	\$0.00	\$260.11	\$0.00	\$260.11
102637 Joseph City Jr High School Class of 2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102638 Joseph City Jr High School Class of 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102639 Joseph City Jr High School Class of 2026	\$2,533.94	\$0.00	\$0.00	\$2,533.94	\$0.00	\$2,533.94
102640 Joseph City Jr High School Class of 2027	\$1,657.52	\$0.00	\$0.00	\$1,657.52	\$0.00	\$1,657.52
102641 Joseph City Jr High School Class of 2028	\$499.64	\$0.00	\$0.00	\$499.64	\$0.00	\$499.64
102642 Joseph City Jr High School Class of 2029	\$2,138.74	\$0.00	\$0.00	\$2,138.74	\$0.00	\$2,138.74
102643 Joseph City Jr High School Class of 2030	\$476.51	\$0.00	\$0.00	\$476.51	\$0.00	\$476.51
102644 Joseph City Jr High School Class of 2031	\$825.00	\$0.00	\$0.00	\$825.00	\$0.00	\$825.00
203601 Joseph City High School Band	\$218.26	\$0.00	\$0.00	\$218.26	\$0.00	\$218.26
203602 Joseph City High School Baseball	\$896.94	\$0.00	\$0.00	\$896.94	\$0.00	\$896.94
203604 Joseph City High School Disc Golf Club	\$473.52	\$0.00	\$0.00	\$473.52	\$0.00	\$473.52
203605 Joseph City High School Chess Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203606 Joseph City High School Card and Game Club	\$146.14	\$0.00	\$0.00	\$146.14	\$0.00	\$146.14
203607 Joseph City High School Drama	\$725.11	\$0.00	\$0.00	\$725.11	\$0.00	\$725.11
203608 Joseph City High School Future Business Leaders of America	\$131.85	\$1.25	\$0.00	\$133.10	\$0.00	\$133.10
203609 Joseph City High School Girls Basketball	\$3,034.34	\$0.00	\$0.00	\$3,034.34	(\$1,596.67)	\$1,437.67
203610 Joseph City High School Student Council	\$6,938.79	\$0.00	\$0.00	\$6,938.79	(\$250.76)	\$6,688.03
203611 Joseph City High School National Honor Society	\$477.97	\$0.00	\$0.00	\$477.97	\$0.00	\$477.97
203612 Joseph City High School Softball	\$1,951.50	\$0.00	\$0.00	\$1,951.50	\$0.00	\$1,951.50
203613 Joseph City High School Momentum Club/Audition Choir	\$1,129.15	\$0.00	\$0.00	\$1,129.15	\$0.00	\$1,129.15
203614 Joseph City High School Wrestling	\$5,424.28	\$0.00	\$0.00	\$5,424.28	(\$264.00)	\$5,160.28
203615 Joseph City High School Cheerleaders	\$915.91	\$0.00	\$0.00	\$915.91	\$0.00	\$915.91
203616 Joseph City High School Welding	\$136.33	\$0.00	\$0.00	\$136.33	\$0.00	\$136.33
203617 Joseph City High School Woods	\$104.72	\$0.00	\$0.00	\$104.72	\$0.00	\$104.72
203618 Joseph City High School Boys Basketball	\$2,139.77	\$0.00	\$0.00	\$2,139.77	\$0.00	\$2,139.77
203619 Joseph City High School Volleyball	\$6,717.42	\$1,355.00	\$0.00	\$8,072.42	\$0.00	\$8,072.42
203620 Joseph City High School FACS	\$35.74	\$0.00	\$0.00	\$35.74	\$0.00	\$35.74
203621 Joseph City High School Hotrod Club	(\$85.71)	\$0.00	\$0.00	(\$85.71)	\$0.00	(\$85.71)
203624 Joseph City High School Basketball Cheerleaders	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203625 Joseph City High School FFA	\$939.07	\$0.00	\$0.00	\$939.07	\$0.00	\$939.07
203626 Joseph City High School Happy Club	\$880.07	\$0.00	\$0.00	\$880.07	\$0.00	\$880.07
203627 Joseph City High School Robotics	\$359.85	\$0.00	\$0.00	\$359.85	\$0.00	\$359.85
203628 Joseph City High School Cross Country	\$220.60	\$0.00	\$0.00	\$220.60	\$0.00	\$220.60
203629 Joseph City High School Track	\$321.04	\$0.00	\$0.00	\$321.04	\$0.00	\$321.04
203630 Joseph City High School Football	(\$65.42)	\$0.00	\$0.00	(\$65.42)	\$0.00	(\$65.42)
203631 Joseph City High School Technology Club	\$109.95	\$0.00	\$0.00	\$109.95	\$0.00	\$109.95
203632 Joseph City High School Class of 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203633 Joseph City High School Class of 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**JOSEPH CITY USD EXTERNAL FUNDS**

**Student Activities Summary Report**

Fiscal Year: 2024 - 2025

From Date: 2/1/2025

To Date: 2/28/2025

Print Detail

Page Break by Activity

Subtotal By Journal

Exclude Encumbrances

Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
203634 Joseph City High School Class of 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203635 Joseph City High School Class of 2022	\$137.03	\$0.00	\$0.00	\$137.03	\$0.00	\$137.03
203636 Joseph City High School Class of 2023	\$780.48	\$0.00	\$0.00	\$780.48	\$0.00	\$780.48
203637 Joseph City High School Class of 2024	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
203638 Joseph City High School Class of 2025	\$3,952.42	\$485.00	\$0.00	\$4,437.42	\$0.00	\$4,437.42
203639 Joseph City High School Class of 2026	\$0.00	\$0.00	\$0.00	\$0.00	(\$247.05)	(\$247.05)
203640 Joseph City High School Class of 2027	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203641 Joseph City High School Class of 2028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500300 Districtwide UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500600 Districtwide UNDESIGNATED	(\$7.11)	\$0.00	\$0.00	(\$7.11)	\$0.00	(\$7.11)
<b>Grand Total:</b>	\$48,653.08	\$1,841.25	\$0.00	\$50,494.33	(\$2,358.48)	\$48,135.85

End of Report

**6.C. Approve Swimming Pool Fee Schedule for 2025 Season**

The fee schedule is attached. No increases are proposed for the coming season.



## Swimming Pool Fee Schedule

Open swim	\$2.00 per entry
Lap swim	\$2.00 per entry
Swim lessons	\$40.00 2-week session

*Open/Lap swim discount punch cards:*

12 entries	\$20.00
20 entries	\$30.00
35 entries	\$50.00
65 entries	\$75.00
100 entries	\$100.00

*Effective 3/19/2025*

**6.D. Approve Memorandum of Understanding with United Way of Northern Arizona**  
Grant for KinderCamp program \$9,532

**6.E. Approve Sole Source Vendors for FY 2024-25**

**Sole Source Vendors  
FY 2024-25**

<b>Sole Source Vendor</b>	<b>Basis for Sole Source</b>
AIA (Az Interscholastic Association)	Only provider of high school conference officials, including Ref-Pay
Amplify	Adopted curriculum materials
Arizona School Boards Association	Maintains and holds copyrights to district policies
ASU Prep Global Academy	District provider for programs and training to support adopted curriculum,
Follett School Solutions	District provider for library and inventory systems
Illuminate Education	Sole provider for software used to support adopted curriculum
In-Touch Receipting	District provider for receivables accounting system
Infinite Campus, Inc.	District provider for student information systems
IXL Learning	Sole provider for software used to support adopted curriculum
GoTo Communications, Inc.	Sole provider for software supporting District phone system
McCook Boiler and Pump	Sole regional authorized maintenance, parts and repairs provider for PK boilers and connected parts
McGraw-Hill Companies	Adopted curriculum materials
National Bank of Arizona	Lease payments for previously financed purchase of solar power plant
Perfect Printz	Sole regional authorized maintenance and support provider for Kyocera copier/printers
PowerSchool	District provider for human resources software - continuation of hosting and support services
Renaissance Learning, Inc.	Sole provider for software used to support adopted curriculum
Robert Martineau	Sole local maintenance and support for Allen-Bradley HVAC control systems
Tyler Technologies	District provider for accounting and related systems - continuation of hosting and support services

**6.F. Approval Renewal of Navajo County Special Services Consortium Intergovernmental Agreement for 2025-26**

**6.G. Approve Contract Amendment With Educational Services LLC (ESI) for 2025-26**

### **Third Amendment to Employee Staffing Agreement**

This Third Amendment to the Employee Staffing Agreement (“Third Amendment”) is entered into in the State of Arizona by and between **Joseph City Unified School District** (“Client”), and Educational Services, LLC, an Arizona limited liability company (“ESI”) (each individually a “Party” and collectively, the “Parties”), effective as of July 1, 2025 (“Effective Date”).

#### **RECITALS**

WHEREAS, the Parties entered into an Employee Staffing Agreement dated July 1, 2022 as amended and extended by the First Amendment to Employee Staffing Agreement dated July 1, 2023 and further extended by the Second Amendment to Employee Staffing Agreement dated July 1, 2024 (collectively, the “Agreement”);

WHEREAS, all capitalized terms not otherwise defined in this Third Amendment have the definitions set forth in the Agreement;

WHEREAS, the Term of the Agreement ends on June 30, 2025, but may be renewed annually upon mutual agreement of the Parties (with each one-year renewal being a successive “Term”); and

WHEREAS, as of the Effective Date, the Parties wish to renew the Term for one additional year and make further modifications to the Agreement as further outlined below.

#### **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree that the foregoing recitals are incorporated as if fully set forth herein, and further agree as follows:

1. Term of the Agreement: The Term of the Agreement is renewed for one year, as of the Effective Date.
2. Exhibit B – Client RetireRehire Terms: Exhibit B of the Agreement shall be replaced in its entirety with the following:

#### **EXHIBIT B**

##### **Client RetireRehire Terms**

##### **Certified Employees**

Contractual Salary (% of Exiting Salary)	Varies%
Supplemental Pay (% of Pay Rate)	Varies%
Performance Pay	YES
Insurance Support	NO
Leave	YES
Holiday Pay	YES
Program Application Period	No
Time Limit with ESI	One year

Other Special Provisions: See district regarding terms per position.

**Classified Employees**

Same as Certified Employees

Contractual Salary (% of Exiting Salary)  
Supplemental Pay (% of Pay Rate)  
Performance Pay  
Insurance Support  
Leave  
Holiday Pay  
Program Application Period  
Time Limit with ESI

Other Special Provisions:

**Administrators**

Same as Certified Employees

Contractual Salary (% of Exiting Salary)  
Supplemental Pay (% of Pay Rate)  
Performance Pay  
Insurance Support  
Leave  
Holiday Pay  
Program Application Period  
Time Limit with ESI

Other Special Provisions:

3. Survival. All other provisions of the Agreement remain in full force and effect.

(Signature page to follow)

IN WITNESS THEREOF, the Parties have executed this Third Amendment acknowledging and agreeing to its terms and conditions as of the Effective Date.

“Client”

EDUCATIONAL SERVICES, LLC

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

## 7. 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.

## 8. ACTION ITEMS

### 8.A. Discussion and Possible Approval of Staff Positions and Placements

Preschool Aide, Swim Instructor, Swimming Pool Assistant Manager, Drama Coaches

### 8.B. Personnel Requests (\*)

Name	Assignment	Action
See attached list	Teachers and Certified Specialists	Renewal
See attached list	Support Staff	Renewal
See attached list	Management Team and Classified Specialists	Renewal
Bushman, Ashlee	Student Worker	Appointment
Bushman, Jessi	Volunteer (Track)	Acceptance
Bushman, Peter	Science Fair Coordinator	Ratification
Case, Sam	Volunteer	Acceptance
Castellano, Kory	Teacher (new contract for change in status from Classified to Certified)	Assignment
Colligon, Drew	Instructional Aide (KinderCamp)	Assignment
DeWitt, Darolyn	Certified Tutor (KinderCamp Coordinator)	Assignment
Fish, Kevin	Volunteer (Baseball)	Acceptance
Hansen, Marijoe	Instructional Aide	Appointment
Miller, Cody	Asst. Coach - JH Wrestling	Appointment
Miller, Landon	Student Worker	Appointment
Murphy, Tyler	Assistant Coach - HS Baseball	Ratification
Price, Andrea	Instructional Aide II	Resignation
Roes, Martin	Head Coach - HS Football	Renewal
Salley, Holli	Choir Director	Resignation
Smith, Deidra	Certified Tutor (KinderCamp Teacher)	Assignment
Strong, Juile	Special Education Director	Resignation
Whetten, Anthony	Asst. Coach - Children's Theater	Ratification
Whetten, Jason	Coach - Children's Theater	Ratification

## Employment Renewals 2025-26

Teachers and Certified Specialists		
Last Name	First Name	Assignment
Beatty	Kristen	Teacher
Bowler	Laurie	Teacher
Brawley	Micah	Teacher
Bushman	Dan	Counselor
Bushman	Jessica	Teacher
Bushman	Peter	Teacher
Case	Gregory	Teacher
Castellano	Koritza	Teacher
DeWitt	Darolyn	Teacher
Edwards	Jeri	Teacher
Fischer	Brad	Teacher
Gayer	Michael	Teacher
Hancock	Natalie	Speech Language Pathologist
Hancock	Roland	Teacher
Hansen	Ruth	Title I Lead Teacher
Hunt	Ericka	Teacher
Johnston	Anna	Substitute Nurse
Johnstun	Aaron	Teacher
Metzger	Kelly	Teacher
Miller	Amy	Teacher
Miller	Kylie	Teacher
Mills	Shelley	Nurse
Murray	Paige	Teacher
Neal	Lillian	Teacher Special Education
Peterson	Amy	Teacher
Rush	Kay	Teacher
Sander	Amanda	Teacher
Smith	Deidra	Teacher
Smith	Tyson	Teacher
Whetten	Anthony	Teacher

## Employment Renewals 2025-26

Support Staff Positions		
Last Name	First Name	Assignment
Balda	Baea	Lifeguard
Balda	Jody	Pool Maintenance
Birk	Kate	Instructional Aide
Bowler	Felicia	Instructional Aide
Brawley	Lyndzi	Pool Swim Team
Buckley	Shealyn	Secretary II - Jr/Sr High School
Bushman	Adriane	Secretary I - Elementary
Case	Emily	Instructional Aide
Case	Greg	Instructional Aide
Case	Melanie	Instructional Aide
Castillo	Christina	Bus Driver
Colligon	Brian	Bus Driver
Colligon	Brian	Skilled Seasonal Worker
Colligon	Drew	Instructional Aide
Combs	Darcy	Instructional Aide
Deets	Trenton	Auditorium Tech
Davis	Aaron	Bus Driver
Davis	Aaron	Skilled Seasonal Worker
Farnes	Mitchell	Technology Specialist
Farr	Stephanie	Skilled Seasonal Worker
Frost	Brooke	Instructional Aide
Frost	Katherine	Instructional Aide
Gayer	Lisa	Library Aide I
Grant	Ashley	Instructional Aide
Hancock	Sarah	Finance Specialist III
Hardy	Desiree	Instructional Aide
Hayes	Sarah	Instructional Aide
Henrie	Bevan	Bus Driver
Jensen	Loucinda	Substitute Custodian
Jensen	Mary	Custodian
Johnstun	Dana	Receiving Clerk
Johnstun	Samuel Allen	Bus Driver
Keams	Margaret	Van Driver
Keams	Margaret	Substitute Custodian
Kinlichineenie	Tawnya	Instructional Assistant
Lampsa	Kamryn	Lifeguard
Miller	Cort	Lifeguard
Miller	Heston	Lifeguard
Miller	Landon	Lifeguard
Morris	Charmayne	Substitute Custodian
Morris	Kylee	Instructional Aide
Morris	Patrick	Bus Driver

Neal	Conner	Maintenance Tech III
Nells	Selena	Finance Specialist III
Pedersen	Jordan	Auditorium Tech
Penrod	Tyler	Bus Driver
Penrod	Tyler	Seasonal Skilled Worker
Pugh	Robert	Bus Driver
Randall	Julie	Instructional Aide II/NAVIT Tech
Randall	Julie	Instructional Specialist
Randall	Julie	NAVIT Coordinator
Randles	Chalene	Event Worker
Redfearn	Traci	Instructional Aide
Rice	Lisa	Secretary II - Special Education
Rice	Tyler	Auditorium Manager
Richards	Jacquelynn	Lifeguard
Rindlisbacher	John	Bus Driver/Bus Aide
Rindlisbacher	John	Skilled Seasonal Worker
Rogers	Kelly	Custodian
Rush	Hailey	Campus Aide
Solomon	Rhona	Secretary I - Elementary
Strong	Julie	Administrative Assistant-Superintendent / Governing Board
Travesi	Kika	Instructional Aide
Theil	Maureen	Instructional Aide
Westover	Jennifer	Secretary II - Jr/Sr High School
Wilson	Rebekah	Speech-Language Pathologist Assistant
Young	Irene	Custodian
Young	Judy	Substitute Custodian

<b>Extra Duty Positions*</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>
Nells	Selena	Indian Education Program Coordinator
Nells	Selena	Wellness and Nutrition Coordinator
Randall	Julie	Yearbook Advisor

*\*Other Extra-Duty position renewals will be recommended for approval at a future meeting*

## Employment Renewals 2025-26

<b>Management Team and Classified Specialists</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>
Gardner	Jason	Technology Coordinator
Johnstun	Spencer	Transportation Coordinator
Johnstun	Terry	Custodial Coordinator
Miller	Eric	Jr/Sr High School Principal (renewal through 6/30/26)
Mills	Julie	Student Data & Technology Specialist
Mills	Steven	Business Manager
Mosier	Darrel	Elementary Principal (renewal through 6/30/26)
Neal	Brad	Maintenance Coordinator

**8.C. Discussion and Possible Action Regarding the Superintendent's Performance Pay**

This is 2.5% of the amount of the Superintendent's contract withheld until the Governing Board approves payment as required in Arizona statute.

**9. INFORMATION ITEMS**

**9.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:

- A - District Mission and Belief Statement
- AA - School District Legal Status
- ABA - Community Involvement in Education
- ABAA - Parental Involvement
- AC; AC-R; AC-E - Nondiscrimination / Equal Opportunity
- ACA; ACA-R; ACA-E - Sexual Harassment
- ACAA; ACAA-R - Title IX Sex Discrimination
- AD - Education Philosophy / School District Mission
- GBK - Staff Grievances
- JII - Student Concerns, Complaints, and Grievances

# POLICY SERVICES

## *ADVISORY*

Volume 37, Number 1

February 2025

Policy Advisory No. 809 ..... Policy A — District Mission and Belief Statement

Policy Advisory No. 810 ..... Policy AA — School District Legal Status  
*DELETED* Exhibit AA-E — School District Legal Status

Policy Advisory No. 811 ..... Policy ABA — Community Involvement in Education

Policy Advisory No. 812 ..... Policy ABAA — Parental Involvement

Policy Advisory No. 813 ..... Policy AC — Nondiscrimination / Equal Opportunity  
Regulation AC-R — Nondiscrimination / Equal Opportunity  
Exhibit AC-E — Nondiscrimination / Equal Opportunity

Policy Advisory No. 814 ..... Policy ACA — Sexual Harassment  
Regulation ACA-R — Sexual Harassment  
Exhibit ACA-E — Sexual Harassment

Policy Advisory No. 815 ..... Policy ACAA — Title IX Sex Discrimination  
Regulation ACAA-R — Title IX Sex Discrimination

Policy Advisory No. 816 *DELETED* ..... Policy AD — Education Philosophy /  
School District Mission

Policy Advisory No. 817 ..... Policy GBK — Staff Grievances

Policy Advisory No. 818 ..... Policy JII — Student Concerns, Complaints,  
and Grievances

*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 DISCUSSION

### Summary

#### *Updated Section A and Title IX Revised Documents*

ASBA Policy Services’ commitment of service to our subscribers includes listening to your feedback and improving our services to best support you. Thus, as we have shared at county meetings, via our *Pulse on Policy* newsletter, and at our annual conference, we are in the process of conducting a full review of our model manual and are rolling it out in sections for manageability. This manual update is a team effort of policy and legal experts, as well as district and educational leaders, who are vetting each document prior to sending each section to you.

Section A documents, along with the revisions to Policies GBK and JII, are provided below. Policy documents ACA, ACAA, ACAA-R, GBK, and JII include the Title IX updates from 20 U.S.C. 1681, Education Amendments of 1972, Title IX. The updated documents are available in PolicyBridge for adoption/approval as with any other Policy Advisory.

### Policy Advisory Discussion

#### Policy Advisory No. 809

#### Policy A — District Mission and Belief Statement

Policy language was updated and merged with Policy AD-Educational Philosophy.

#### Policy Advisory No. 810

#### Policy AA — School District Legal Status *DELETED* Exhibit AA-E — School District Legal Status

Policy language was updated to include information regarding how to access the District’s legal boundaries; therefore, the accompanying exhibit (AA-E) was removed.

#### Policy Advisory No. 811

#### Policy ABA — Community Involvement in Education

Policy language was updated.

#### Policy Advisory No. 812

#### Policy ABAA — Parental Involvement

Policy language was updated.

#### Policy Advisory No. 813

#### Policy AC — Nondiscrimination / Equal Opportunity Regulation AC-R — Nondiscrimination / Equal Opportunity Exhibit AC-E — Nondiscrimination / Equal Opportunity

Policy language was expanded to include “or any other basis prohibited by law”; the Regulation includes minimal edits and new subheadings for clarity; the Exhibit remains unchanged.

*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. 814**

**Policy ACA — Sexual Harassment  
Regulation ACA-R — Sexual Harassment  
Exhibit ACA-E — Sexual Harassment**

Policy language removed the Title IX references; the Regulation includes minimal edits and new subheadings for clarity; the Exhibit remains unchanged.

**Policy Advisory No. 815**

**Policy ACAA — Title IX Sex Discrimination  
Regulation ACAA-R — Title IX Sex Discrimination**

Language in the Policy and Regulation was updated to include Title IX revisions based on the rescinded 2024 Title IX Final Rule.

**Policy Advisory No. 816**

**Policy AD — Education Philosophy /  
School District Mission**

Policy AD was removed and relevant portions were placed in Policy A-District Mission and Belief Statement.

**Policy Advisory No. 817**

**Policy GBK — Staff Grievances**

Title IX information was removed.

**Policy Advisory No. 818**

**Policy JII — Student Concerns, Complaints,  
and Grievances**

Title IX information was revised to refer to 20 U.S.C. 1681, Education Amendments of 1972, Title IX.



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, Policy 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.**

# ADVISORY 809

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

A ©  
DISTRICT MISSION AND  
BELIEF STATEMENT

*(Provided as a placeholder.  
Actual statements should reflect District's mission and beliefs.)*

~~\_\_\_\_\_ "SCHOOLS ARE FOR CHILDREN"~~

~~\_\_\_\_\_ "SCHOOLS BELONG TO THE COMMUNITY"~~

~~\_\_\_\_\_ "SCHOOLS ARE PEOPLE DEVELOPERS"~~

~~\_\_\_\_\_ "SELF EFFORT EDUCATES"~~

The mission of the District is to provide comprehensive, success-oriented learning activities for ~~young people~~ students in our schools.

~~These opportunities must be designed to develop the person's potential in the areas of academic ability and vocational awareness, cultural appreciation, physical well-being, social development, and community contribution.~~

~~The beliefs~~ The goals of the District to accomplish this mission are outlined below:

**Students**

We believe:

- A. Every student will be educated academically and socially so as to be a productive citizen and achieve college and/or career success.
- ~~B. All students will have equal educational opportunities to achieve their individual potential.~~
- ~~C. We have something to offer every student.~~
- ~~D. Each student is unique.~~
- ~~E. Successful education depends on parental commitment to education.~~

**Teachers**

We believe:

- ~~A. Teachers are~~ Because a highly qualified staff is the foundation of a strong educational system.

~~B. Teachers, the District will maintain staff who have high expectations for themselves and their students -~~

~~C. Teachers should serve as and who are positive role models for students.~~

~~D. Teachers will actively seek parent support and involvement.~~

### **Principals**

We believe:

~~A. A principal is the instructional leader of the school.~~

~~B. A principal is the facilitator for a positive learning environment.~~

~~C. A principal actively seeks parent support and involvement.~~

~~D. A principal serves as a liaison between school and community.~~

~~E. A principal maintains high expectations for students and staff members.~~

### **Governing Board**

We believe:

~~A. Students are the number one priority.~~

~~B. The Board conveys the educational needs and desires of the community to the District and establishes policies accordingly.~~

~~C. The Board maintains high expectations for the District and themselves in working toward excellence.~~

### **Superintendent**

We believe:

~~A. The Superintendent is the leader, implementer, and facilitator of a successful School District.~~

~~B. The Superintendent promotes and upholds the positive educational climate of the School District.~~

## **Management Principles**

We believe:

- ~~A. In human beings as the single most important element in all transactions.~~
- ~~B. In behaving with uncompromising honesty and integrity.~~
- ~~C. In challenging people to experience their full potential so each individual contributes to educational excellence.~~
- ~~D. In reaching quality decisions through the involvement of people.~~
- ~~E. In establishing priorities that respond to the needs of our students, staff members, and community, and serve as the driving force behind all of our actions.~~
- ~~F. In focusing on excellence in everything we do~~

C. The District recognizes the importance of all educational community stakeholders, including staff, parents, students, and community members, in achieving its primary function of providing a high-quality education to its students.

D. The District will promote and uphold a positive educational climate and will provide a safe and secure environment for all stakeholders.

E. The District will provide necessary resources for student success.

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

# ADVISORY 810

*Note:* This material is written for informational purposes<sup>42</sup> only, and not as legal advice. You may wish to consult an attorney for further explanation.

AA ©  
SCHOOL DISTRICT LEGAL STATUS

The legally designated name of the District is School District No. \_\_\_\_ of \_\_\_\_\_ County. The official name shall be \_\_\_\_\_ School District No. \_\_\_\_.

The District's legal boundaries can be found in the transcript that the County School Superintendent annually files with the Board of Supervisors and County Assessor.

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

LEGAL REF.:

A.R.S.

15-101

15-441

15-442

~~Arizona Constitution, Art. XI, Sections 1-4~~

~~Arizona Constitution, Art. XX, Paragraph 7~~

~~AA-E~~ ©

~~EXHIBIT~~

~~SCHOOL DISTRICT LEGAL STATUS~~

~~(Legal Description)~~

~~\_\_\_\_\_ SCHOOL DISTRICT NO. \_\_\_\_\_~~

~~\_\_\_\_\_, \_\_\_\_\_ COUNTY, ARIZONA~~

# ADVISORY 811

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

ABA ©  
COMMUNITY INVOLVEMENT  
IN EDUCATION

The Board recognizes that the public has substantial resources of, training, and experiences that could be useful to schools. ~~The strength of the local District is in large measure determined by the manner and degree to which these resources are utilized in an advisory capacity and to the degree that these resources are involved in supporting the improvement of the local educational program, and it encourages active involvement in District activities.~~ The advice of the public will be given careful consideration. ~~In the evaluation of such contributions, the first concern will be for the educational program as it affects the students. The final decision may depart from this advice when in the judgment of the staff and the Board such advice is not consistent with goals adopted by the Board, consistent with current educational practice, or within the reach of the financial resources available~~ is appropriate.

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

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-327~~

CROSS REF.:

~~IJ - Instructional Resources and Materials~~

KB - Parental Involvement in Education

# ADVISORY 812

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

**ABAA ©  
PARENTAL INVOLVEMENT**

The District supports the active involvement of parents and guardians as partners in their students' educational activities.

~~Based on the philosophy of the District, it is the intent of the Board that parental involvement in the District, at both the District and site levels, be defined in the broadest possible terms.~~

~~Further, it is the intent of the Board, under such a definition, that the Superintendent will, within the capabilities of the District staff and the financial limitations of the District, at both the District and school levels, incorporate to the maximum extent possible, a variety of activities, strategies, and mechanisms into the District and school structures that provide for the:~~

~~active involvement of,~~

~~active support to,~~

~~effective interaction with, and~~

~~development of~~

~~parents as active partners in a student support team effort that will enhance the capacity of all students to reach their optimum potential.~~

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

LEGAL REF.:

A.R.S.

15-102

~~15-341~~

~~15-342~~

CROSS REF.:

IHBD - Compensatory Education

KB - Parental Involvement in Education

# ADVISORY 813

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

**AC ©  
NONDISCRIMINATION / EQUAL OPPORTUNITY**

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, ~~and disability, or any other basis prohibited by law.~~ This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

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

**LEGAL REF.:**

A.R.S.

23-341

41-1463

Arizona Constitution, Ordinance Art. XX, Par. Seventh

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

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

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

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

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

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

**CROSS REF.:**

ACA - Sexual Harassment

ACAA - Title IX Sexual Harassment

GBA - Equal Employment Opportunity

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

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

IHBA - Special Instructional Programs and Accommodations for  
Disabled Students

JB - Equal Educational Opportunities

JII - Student Concerns, Complaints and Grievances

JK - Student Discipline

JKD - Student Suspension

KED - Public Concerns/Complaints about Facilities or Services

AC-R ©

REGULATION

NONDISCRIMINATION / EQUAL OPPORTUNITY

**Compliance Officer**

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

**Complaint ~~Procedure~~ Process**

**Investigation**

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

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

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

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

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

### **Dismissal of Complaint**

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

### **Timelines**

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

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

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

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

AC-E ©

EXHIBIT

NONDISCRIMINATION / EQUAL OPPORTUNITY

COMPLAINT FORM

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

**Please print:**

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

Address \_\_\_\_\_

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

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

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

**I wish to complain against:**

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

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

Address \_\_\_\_\_

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

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

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

Name	Address	Telephone Number
------	---------	------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The projected solution**

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

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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

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

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

# ADVISORY 814

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

**ACA ©  
SEXUAL HARASSMENT**

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 ~~and Title IX of the Education Amendments of 1972.~~

The Equal Employment Opportunity Commission defines “sexual harassment” as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.
- E. Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent practicable and allowable by law.

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

LEGAL REF.:

A.R.S.

41-1461 *et seq.*

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

~~as amended in 2024, Title IX~~

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

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

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

GBA - Equal Employment Opportunity

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

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

KED - Public Concerns/Complaints about Facilities or Services

KFA - Public Conduct on School Property

ACA-R ©

REGULATION

SEXUAL HARASSMENT

**Compliance Officer**

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

**Complaint ~~Procedure~~ Process**

**Investigation**

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

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

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

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

**Dismissal of Complaint**

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

**Timelines**

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

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

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

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

ACA-E ©

EXHIBIT

SEXUAL HARASSMENT

COMPLAINT FORM

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

**Please print:**

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

Address \_\_\_\_\_

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

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

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

**I wish to complain against:**

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

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Name	Address	Telephone Number
------	---------	------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The projected solution**

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

_____
_____
_____
_____
_____
_____
_____
_____

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

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

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

# ADVISORY 815

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

ACAA ©  
TITLE IX SEX DISCRIMINATION

**Purpose**

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate based on the basis of sex and is ~~required by Title IX not to discriminate in such a manner.~~ The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sex discrimination, ~~to include~~ including unlawful sexual harassment.

**Definitions**

**Sexual Harassment**

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. *Sexual harassment* means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe ~~or~~ pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; ~~or~~
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- ~~D. Hostile Environment Harassment.~~

**Complainant**

~~The District also accepts and shall employ the definition of a complainant as~~ A complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, ~~and a respondent as.~~

**Respondent**

A respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

### **Title IX Coordinator**

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

### **Reporting**

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

### **District Response Process**

The District will respond promptly when any school employee has notice of sex discrimination, including of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

### **Confidentiality**

The District will make reasonable efforts to keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

### **Mandatory Reporting**

Title IX sex discrimination complaints, including sexual harassment complaints, may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

### **Retaliation Prohibited**

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

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

#### LEGAL REF.:

A.R.S.

13-3620

20 U.S.C. 1092

20 U.S.C. 1681, Education Amendments of 1972, Title IX,  
~~as amended in 2024, Title IX~~

34 U.S.C. 12291

#### CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

JB - Equal Educational Opportunities

ACAA-R ©

REGULATION

TITLE IX SEX DISCRIMINATION

Title IX Coordinator

The Superintendent shall appoint an employee as the "Title IX Coordinator." If the Title IX Coordinator is the respondent, the complaint shall be filed with the Superintendent.

*Title IX Coordinator:*

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

Telephone: \_\_\_\_\_

**Response to Sex Discrimination Complaint Process**

~~A recipient with knowledge of conduct that reasonably may constitute sex discrimination in its~~ When the District has actual knowledge of sexual harassment in an education program or activity must respond promptly and effectively of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or to any employee.

B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the ~~sex discrimination~~ sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.

C. A District is "deliberately indifferent" only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

## Supportive Measures

The District's initial response to any report of sex discrimination must treat complainants and respondents equally by offering supportive measures to both and must follow the established grievance process before disciplining a respondent.

~~The Title IX Coordinator shall promptly:~~

- ~~A. Contact the complainant to discuss the availability of supportive measures;~~
- ~~B. Consider the complainant's wishes with respect to supportive measures;~~
- ~~C. Inform the complainant of the availability of supportive measures; and~~
- ~~D. Explain to the complainant the process for filing a complaint.~~

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter ~~sex discrimination~~ sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, and other similar measures. ~~The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would~~ Supportive measures provided shall remain confidential, if possible. This confidentiality must not impair the District's ability of the District to provide the supportive measures support, limit its ability to carry out the complaint process, including as otherwise may be permitted by law.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

- A. Contact the complainant to discuss the availability of supportive measures;
- B. Consider the complainant's wishes with respect to supportive measures;
- C. Inform the complainant of the availability of supportive measures; with or without the filing of a formal complaint; and
- D. Explain to the complainant the process for filing a complaint.

## **Removal of Respondent**

The District may remove a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of ~~sex discrimination~~ sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

## **~~Response to a Notification of Conduct~~**

~~The Title IX Coordinator must take the following actions upon being notified of conduct that reasonably may constitute sex discrimination:~~

- ~~A. Treat the complainant and respondent equitably. (§ 106.44(f)(1)(i)).~~
- ~~B. Offer and coordinate supportive measures, as appropriate, for the complainant. If the recipient has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures as appropriate, for the respondent. (§ 106.44(f)(1)(ii)).~~
- ~~C. Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(A)).~~
- ~~D. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(B)).~~
- ~~E. In response to a complaint, initiate the recipient's grievance procedures or informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iv)).~~
- ~~F. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact specific determination by considering, at a minimum, eight (8) listed factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the recipient from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint. (§ 106.44(f)(1)(v)).~~

~~G. If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others. (§ 106.44(f)(1)(vi)).~~

~~H. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the recipient's education program or activity, in addition to providing remedies to an individual complainant. (§ 106.44(f)(1)(vii)).~~

~~If the conduct alleged does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.~~

~~The District may dismiss a complaint or any allegations therein, if at any time:~~

~~A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the complaint or any allegations therein;~~

~~B. The respondent is no longer enrolled or employed by the District; or~~

~~C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or allegations therein.~~

~~Upon dismissal of a complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.~~

~~When investigating a complaint and throughout the grievance process, the District shall:~~

### **Response to a Formal Complaint**

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed above, and by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint.

The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process in response to a formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

For the purpose of addressing formal complaints of sexual harassment, this grievance process shall comply with the following basic elements:

A. Provide written notice to all parties upon receipt of complaint, which must include:

1. Notice of the District's formal grievance process, including any informal resolution process;

2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and

5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.

B. Treat complainants and respondents equitably;

C. Require an objective evaluation of all relevant evidence;

D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;

E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;

F. Include reasonably prompt timeframes for the conclusion of the grievance process;

G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;

H. State that the District uses a preponderance of the evidence standard or the clear and convincing evidence standard to determine responsibility;

I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;

J. Describe the range of supportive measures available to complainants and respondents; and

K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

### **Investigation**

When investigating a formal complaint and throughout the complaint process, the District shall:

A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;

B. Provide an equal opportunity for the parties to present witnesses and evidence;

C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;

D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;

E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;

F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and

G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

### **Informal Resolution Process**

At any time prior to reaching a determination regarding responsibility during a formal complaint process, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

A. Provides to the parties a written notice disclosing:

1. The allegations;

2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;

B. Obtains the parties' voluntary, written consent to the informal resolution process; and

C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### **Dismissal of Complaint**

If the conduct alleged in a formal complaint does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.

The District may dismiss a formal complaint or any allegations therein, if at any time:

A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein.

B. The respondent is no longer enrolled or employed by the District; or

C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.

### **Decision-Maker**

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence are offered to prove consent.

~~Decision~~ The decision-maker(s) must not have bias or conflict of interest. A decision-maker may be the, who cannot be the same person(s) as the Title IX Coordinator or investigator as long as there is no bias or conflict or interest. ~~The decision-maker~~ the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:

- A. Identification of the allegations potentially constituting ~~sex discrimination~~ sexual harassment;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District's code of conduct to the facts;
- E. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity shall be provided by the District to the complainant; and
- F. The District's procedures and permissible bases for the complainant and respondent to appeal.

### **Determination and Appeal Process**

The District shall provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

The District shall offer both parties the right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

As to all appeals, the District shall:

- A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- C. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- E. Issue a written decision describing the result of the appeal and the rationale for the result; and
- F. Provide the written decision simultaneously to both parties.

The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of ~~sex discrimination—sexual harassment~~. ~~However, at any time prior to reaching a determination regarding responsibility during a complaint process, Similarly, the District may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:~~

- ~~A. Provides to the parties a written notice disclosing:~~
- ~~1. The allegations;~~
  - ~~2. The requirements of the informal resolution process, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process; and~~
  - ~~3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;~~
- ~~B. Obtains the parties' voluntary, written consent to the informal resolution process; and~~
- ~~C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.~~

### **Records**

The District shall maintain for a period of seven (7) years records of:

- A. Each sex discrimination investigation including:
1. Any determination regarding responsibility;
  2. Any disciplinary sanctions imposed on the respondent; and
  3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

The District shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures taken or not taken in response to a report or formal complaint of sex discrimination. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If a District recipient does not provide a complainant with supportive measures, then the District shall recipient must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

# ADVISORY 816

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

~~AD ©  
EDUCATIONAL PHILOSOPHY/  
SCHOOL DISTRICT MISSION~~

~~The District was established by the state legislature, under the authority contained in the Arizona State Constitution, for the sole purpose of providing an education to the students of the District. While the establishment of the District also provides other services, such as caring for students during the school day, providing employment to the school staff, and providing facilities for the use of the community, all of these services are necessarily subordinate to the District's prime function of providing an education to students. The Governing Board of the District is selected by the citizens of the community to ensure that this responsibility is accomplished. However, the Board recognizes that it cannot accomplish this objective unless all of the sectors of the school community also accept and perform their responsibilities. The Board considers the responsibilities of these elements of the school community to be as follows:~~

**Staff**

~~The Board fulfills its responsibility for the education of students by employing first a competent Superintendent, on whose recommendation it also employs a competent staff. As a condition of this employment, the Board expects each staff member's best efforts to be exerted toward the accomplishment of the educational objectives of the District. Because education is imparted primarily by teachers, the Board specifically places responsibility for maintaining and expanding educational ability on each teacher, to the end that each student may reach maximum potential and develop a sense of dignity and self-worth.~~

**Parents**

~~The Board recognizes that the ultimate responsibility for the well-being of all children rests with their parents. All parents are expected to cooperate in the District's educational effort by ensuring maximum attendance of their children, by requiring that their children cooperate in the educational endeavor of the District, and by fostering an attitude in their children that recognizes the importance of education.~~

**Community**

~~The resources necessary to provide education for students are provided by members of the community through their taxes and other supporting services. The Board's goal is that all members of the community, both individually and through their governmental, civic, and social organizations, will continue to support the educational activities of the District.~~

## Students

~~Education is an opportunity provided to the children of the District by their community. The Board expects that all students will learn to recognize the value of this opportunity, and will therefore work diligently to help ensure that their maximum potentials are realized. The Board further expects that all students will recognize that their fellow students have the right to be educated, and will avoid any action that may interfere with their ability to exercise that right.~~

~~The Board believes that education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in our society. Students should be taught to understand the duties and privileges of responsible citizenship as such duties and privileges relate to themselves as individuals and to the whole community. The vast changes brought about by increasing technology, population, and urbanization must also be taught. The input and support of the citizens of the community, and especially the professional staff, are solicited as the school community endeavors to develop the attitudes and abilities demanded in this age of rapid change.~~

~~In consideration of the accomplishment of these responsibilities by each sector of the school community listed above, the Governing Board, with the concurrence of each individual Board member, pledges its best efforts to ensure that the District is governed effectively and efficiently so that the goal of an appropriate and outstanding educational experience is available for all students of the District.~~

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

### LEGAL REF.:

~~Arizona State Constitution, Article XI, Section 1~~

# ADVISORY 817

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

**GBK ©  
STAFF GRIEVANCES**

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level. ~~In cases of alleged sex discrimination, this grievance procedure should provide supportive measures to complainants and respondents affected by the alleged sex discrimination conduct, must require adequate notice, must provide an equal opportunity to present and access evidence, and provide a reasonable opportunity for response by each party.~~

Such procedure shall provide for ~~an appeal to the~~ Board ~~for~~ review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

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

LEGAL REF.:

A.R.S.

38-532

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

~~— as amended in 2024, Title IX~~

# ADVISORY 818

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

**JII ©  
STUDENT CONCERNS, COMPLAINTS,  
AND GRIEVANCES**

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint or grievance may be raised regarding any one (1) or more of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies, not related to the student's individual capabilities.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability, or any other basis considered by law.

~~In cases of alleged sex discrimination, this grievance procedure should provide supportive measures to complainants and respondents affected by the alleged sex discrimination conduct, must require adequate notice, must provide an equal opportunity to present and access evidence, and provide a reasonable opportunity for response by each party.~~

- D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The complaint or grievance accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

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

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-341

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

~~—as amended in 2024, Title IX~~

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

ACA - Sexual Harassment

GBEB - Staff Conduct

JB - Equal Educational Opportunities

JIC - Student Conduct

JICFA - Hazing

JICK - Student Bullying/Harassment/Intimidation

JK - Student Discipline

JKD - Student Suspension

JKE - Expulsion of Students

KE - Public Concerns and Complaints

**A ©  
DISTRICT MISSION AND  
BELIEF STATEMENT**

***(Provided as a placeholder.  
Actual statements should reflect District's mission and beliefs.)***

The mission of the District is to provide comprehensive, success-oriented learning activities for students in our schools.

The goals of the District to accomplish this mission are outlined below.

- A. Every student will be educated academically and socially so as to be a productive citizen and achieve college and/or career success.
- B. Because a highly qualified staff is the foundation of a strong educational system, the District will maintain staff who have high expectations for themselves and their students and who are positive role models.
- C. The District recognizes the importance of all educational community stakeholders, including staff, parents, students, and community members, in achieving its primary function of providing a high-quality education to its students.
- D. The District will promote and uphold a positive educational climate and will provide a safe and secure environment for all stakeholders.
- E. The District will provide necessary resources for student success.

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**AA ©**

**SCHOOL DISTRICT LEGAL STATUS**

The legally designated name of the District is School District No. \_\_\_\_ of \_\_\_\_\_ County. The official name shall be \_\_\_\_\_ School District No. \_\_\_\_.

The District’s legal boundaries can be found in the transcript that the County School Superintendent annually files with the Board of Supervisors and County Assessor.

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

**LEGAL REF.:**

A.R.S.

[15-101](#)

[15-441](#)

[15-442](#)

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**ABA ©  
COMMUNITY INVOLVEMENT  
IN EDUCATION**

The Board recognizes that the public has substantial resources, training, and experiences that could be useful to schools, and it encourages active involvement in District activities. The advice of the public will be given careful consideration as is appropriate.

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

CROSS REF.:

[KB](#) - Parental Involvement in Education

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**ABAA ©  
PARENTAL INVOLVEMENT**

The District supports the active involvement of parents and guardians as partners in their students' educational activities.

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

LEGAL REF.:

A.R.S.

[15-102](#)

CROSS REF.:

[IHBD](#) - Compensatory Education

[KB](#) - Parental Involvement in Education

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**AC ©  
NONDISCRIMINATION / EQUAL OPPORTUNITY**

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, disability or any other basis prohibited by law. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

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

LEGAL REF.:

A.R.S.

[23-341](#)

[41-1463](#)

Arizona Constitution, Ordinance Art. XX, Par. Seventh

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

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

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

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

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

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

CROSS REF.:

[ACA](#) - Sexual Harassment

[ACAA](#) - Title IX Sexual Harassment

[GBA](#) - Equal Employment Opportunity

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

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

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

[JB](#) - Equal Educational Opportunities

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

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**AC-R ©**

REGULATION

**NONDISCRIMINATION / EQUAL OPPORTUNITY**

**Compliance Officer**

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

**Complaint Process**

***Investigation***

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

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

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

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

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

### ***Dismissal of Complaint***

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

### **Timelines**

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

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

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

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**AC-E ©**

EXHIBIT

**NONDISCRIMINATION / EQUAL OPPORTUNITY**

**COMPLAINT FORM**

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

**Please print:**

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

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

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

**I wish to complain against:**

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

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

Address \_\_\_\_\_

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

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

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

Name	Address	Telephone Number
------	---------	------------------

---

---

---

---

**The projected solution**

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

---

---

---

---

---

---

---

---

---

---

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

---

Signature of Complainant

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**ACA ©  
SEXUAL HARASSMENT**

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

The Equal Employment Opportunity Commission defines “sexual harassment” as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

- E. Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent practicable and allowable by law.

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

LEGAL REF.:

A.R.S.

[41-1461](#) *et seq.*

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

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

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

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[GBA](#) - Equal Employment Opportunity

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

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

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

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**ACA-R ©**

REGULATION

**SEXUAL HARASSMENT**

**Compliance Officer**

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

**Complaint Process**

***Investigation***

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

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

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

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

***Dismissal of Complaint***

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

*Note:* These are "clean" copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

## **Timelines**

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

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

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

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**ACA-E ©**

EXHIBIT

**SEXUAL HARASSMENT**

**COMPLAINT FORM**

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

**Please print:**

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

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

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

**I wish to complain against:**

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

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

Address \_\_\_\_\_

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

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

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

Name	Address	Telephone Number
------	---------	------------------

---

---

---

---

**The projected solution**

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

---

---

---

---

---

---

---

---

---

---

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

---

Signature of Complainant

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**ACAA ©  
TITLE IX SEX DISCRIMINATION**

**Purpose**

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate based on sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sex discrimination, including unlawful sexual harassment.

**Definitions**

***Sexual Harassment***

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. *Sexual harassment* means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- C. "Sexual assault" as defined in [20 U.S.C. 1092\(f\)\(6\)\(A\)\(v\)](#), "dating violence" as defined in [34 U.S.C. 12291\(a\)\(10\)](#), "domestic violence" as defined in [34 U.S.C. 12291\(a\)\(8\)](#), or "stalking" as defined in [34 U.S.C. 12291\(a\)\(30\)](#).

***Complainant***

A *complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

***Respondent***

A *respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

*Note:* These are "clean" copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

## **Title IX Coordinator**

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

## **Reporting**

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

## **District Response Process**

The District will respond promptly when any school employee has notice of sex discrimination, including of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

## **Confidentiality**

The District will make reasonable efforts to keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

*Note:* These are "clean" copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

## **Mandatory Reporting**

Title IX sex discrimination complaints, including sexual harassment complaints, may include violations covered by Arizona's mandatory reporting statute, A.R.S. §[13-3620](#). Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

## **Retaliation Prohibited**

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

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

### LEGAL REF.:

A.R.S.

[13-3620](#)

20 U.S.C. 1092

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

34 U.S.C. 12291

### CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[JB](#) - Equal Educational Opportunities

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**ACAA-R ©**

REGULATION

**TITLE IX SEX DISCRIMINATION**

**Title IX Coordinator**

The Superintendent shall appoint an employee as the "Title IX Coordinator." If the Title IX Coordinator is the respondent, the complaint shall be filed with the Superintendent.

**Title IX Coordinator:**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

Telephone: \_\_\_\_\_

**Complaint Process**

When the District has actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or to any employee.
- B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.
- C. A District is "deliberately indifferent" only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

*Note:* These are "clean" copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

## Supportive Measures

The District's initial response to any report of sex discrimination must treat complainants and respondents equally by offering supportive measures to both and must follow the established grievance process before disciplining a respondent.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, and other similar measures. Supportive measures provided shall remain confidential, if possible. This confidentiality must not impair the District's ability to provide support, limit its ability to carry out the complaint process, including as otherwise may be permitted by law.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

- A. Contact the complainant to discuss the availability of supportive measures;
- B. Consider the complainant's wishes with respect to supportive measures;
- C. Inform the complainant of the availability of supportive measures; with or without the filing of a formal complaint; and
- D. Explain to the complainant the process for filing a complaint.

## Removal of Respondent

The District may remove a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

## Response to a Formal Complaint

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed above, and by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint.

The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process in response to a formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

For the purpose of addressing formal complaints of sexual harassment, this grievance process shall comply with the following basic elements:

- A. Provide written notice to all parties upon receipt of complaint, which must include:
  - 1. Notice of the District's formal grievance process, including any informal resolution process;
  - 2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);
  - 3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
  - 4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
  - 5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.
- B. Treat complainants and respondents equitably;
- C. Require an objective evaluation of all relevant evidence;

*Note:* These are "clean" copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

- D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;
- E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;
- F. Include reasonably prompt timeframes for the conclusion of the grievance process;
- G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;
- H. State that the District uses a preponderance of the evidence standard or the clear and convincing evidence standard to determine responsibility;
- I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;
- J. Describe the range of supportive measures available to complainants and respondents; and
- K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

### **Investigation**

When investigating a formal complaint and throughout the complaint process, the District shall:

- A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;
- B. Provide an equal opportunity for the parties to present witnesses and evidence;
- C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;
- D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;
- F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and
- G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

### **Informal Resolution Process**

At any time prior to reaching a determination regarding responsibility during a formal complaint process, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

- A. Provides to the parties a written notice disclosing:
  - 1. The allegations;
  - 2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - 3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;
- B. Obtains the parties' voluntary, written consent to the informal resolution process; and
- C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

## Dismissal of Complaint

If the conduct alleged in a formal complaint does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.

The District may dismiss a formal complaint or any allegations therein, if at any time:

- A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein.
- B. The respondent is no longer enrolled or employed by the District; or
- C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.

## Decision-Maker

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-makers(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence are offered to prove consent.

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:

- A. Identification of the allegations potentially constituting sexual harassment;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District's code of conduct to the facts;
- E. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity shall be provided by the District to the complainant; and
- F. The District's procedures and permissible bases for the complainant and respondent to appeal.

### **Determination and Appeal Process**

The District shall provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

The District shall offer both parties the right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-makers(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

As to all appeals, the District shall:

- A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

- C. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- E. Issue a written decision describing the result of the appeal and the rationale for the result; and
- F. Provide the written decision simultaneously to both parties.

The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the District may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

### **Records**

The District shall maintain for a period of seven (7) years records of:

- A. Each sex discrimination investigation including:
  - 1. Any determination regarding responsibility;
  - 2. Any disciplinary sanctions imposed on the respondent; and
  - 3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

The District shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures taken or not taken in response to a report or formal complaint of sex discrimination. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If a recipient does not provide a complainant with supportive measures, then the recipient must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**GBK ©  
STAFF GRIEVANCES**

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

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

LEGAL REF.:

A.R.S.

[38-532](#)

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**JII ©  
STUDENT CONCERNS, COMPLAINTS,  
AND GRIEVANCES**

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint or grievance may be raised regarding any of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies, not related to the student's individual capabilities.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, disability, or any other basis prohibited by law.
- D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The complaint or grievance must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

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

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

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

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

LEGAL REF.:

A.R.S.

[15-341](#)

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

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[ACA](#) - Sexual Harassment

[GBEB](#) - Staff Conduct

[JB](#) - Equal Educational Opportunities

[JIC](#) - Student Conduct

[JICFA](#) - Hazing

[JICK](#) - Student Bullying/Harassment/Intimidation

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[KE](#) - Public Concerns and Complaints

*Note:* These are “clean” copies of PA 809-818. They are formatted as the final copies that will be in your PolicyBridge queue.

**9.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.

**9.C. Upcoming Meetings and Events Calendar**

- Next Regular Board Meeting - April 8, 2025 at 6:00 p.m.

**10. ADJOURNMENT**