



Regular Board Meeting Agenda

Tuesday, October 14, 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. APPROVE AGENDA

3. APPROVE MINUTES

September 9, 2025 Regular Board Meeting

4. SUPERINTENDENT'S REPORT

October 14th, 2025

Joseph City USD Governing Board Report for the October 14th Meeting

Prepared by B. Fields

Updates and Current Events

- I am hiring a Special Education Director to work with us on an as-needed basis for the remainder of the school year. Her name is Mary Kline, and she comes with an impressive amount of experience including consulting, special services, down syndrome, instructional coaching, and administration. We will contract with her company (Kline Educational Services) on an hourly basis.
- If you will look at the bulletin board in the back of the meeting room you will see our mission statement posted. We are making a concerted effort to promote our vision and mission statements recently.
- Intramural Soccer and Flag FB programs are going at the elementary and have good participation numbers from our Elementary school. I would like to recognize Mr. Mosier on his efforts with organizing these activities for the children.
- Staff training and professional development is ongoing throughout the year and several things have been scheduled and completed. They include: CPR and First Aid, and Handle with Care (restraint training).
- I wanted to let you know that to complete the purchase of larger electric bus it will cost us approximately \$130,000. This is for the portion that the EPA grant won't pay for. To cover this expense, I would like to use the funds received from APS about 2 years ago. They paid the District \$500,000.
- The JH/HS campus had an on-site compliance audit about two weeks ago. The school did well on this audit and the only items found that need to be corrected are adding some handicapped parking spaces, and updating some links on our website. I would like to credit Eric and Dan for all their efforts with this. During their visit they randomly interview some teachers and students. On the final review interview that they had with me they made it known that everyone they interviewed was very happy with the schools and said that the "morale" seemed to be very good at our schools.
- We also had our annual fire inspections this past month and our maintenance, technology, and administration have all been working to fix items that the fire marshal reports mention. I appreciate the initiative that everyone has shown in working on this.
- I would like to see if the Governing Board is interested in providing input on next year's calendar. Specifically, when you would like it as an agenda item. It would be good to get it set before the second semester so that we can coordinate our professional development schedule with what the county is planning to offer. They are planning some training for teachers at the end of July, 2026.
- SFB Facilities inspectors have been on site for 1-week going through everything. They are doing this as part of a grant that they received. We were one of several Districts selected and by being part of this program it may help us in applying for funds in the future. Brad has been working with them extensively to go through equipment, roofs, and many other things all week.

- Parent-Teacher Conferences are coming up next Thursday. I am putting together some data for the board on how our 6th graders have performed over this 1st quarter. I should have it ready by the meeting.
- Fall interscholastic sports will be ending soon and the Winter season will be getting started.
- On the agenda there is an item for setting a potential Governing Board Outreach Meeting with staff. My suggestion is the enrichment day on October 24 starting at 9:30. I've been working on some information and parameters of the meeting that I would like the board to review. During the board meeting discussion, I would like to hear if the board (collectively) would like to have me arrange the set up or parameters of the meeting. My comments about the meeting below.

For Board Members Only (I will create a different flyer to provide to employees)

Joseph City Board Information for the Outreach Meeting

October 24, 2025

District Governing Board Meeting Room

9:30 am – 10:30 am

- Have one moderator (Board President?) and make introductions and statement for the purpose of the meeting.
- No GB actions or promises should be made at this meeting. State the GB's main role and responsibility is managing policy, and the hiring and firing in the District.
- Statement that I can send out to invite staff to the meeting: "The Governing Board would like to invite staff to attend this Governing Board Outreach Meeting. This will be an open public meeting where staff will have an opportunity to ask questions directly to the Governing Board and to share their opinions on educational programs and situations as they wish."

Some things to consider

- Public comments made at this meeting should be directed to all 5 board members.
- Maintaining open lines of communication within the boundaries of the chain of command are the appropriate method to address concerns. Trying to talk to one board member at a time to have them take up your complaint anonymously puts the governing board member in a conundrum and the situation most likely will not be resolved without collateral damage. There is a time to be anonymous (i.e. voting in elections), and a time to speak openly and publically about concerns and situations. When hearing about problems and issues in regards to the schools should be done to all 5 board members, not one or a selective few.
- It is a violation of policy and unprofessional for employees to be critical of programs and people, including board members, and they could be held accountable for things that they say in a meeting like this.

- If someone is truly concerned about retaliation against themselves for bringing attention to a problem, for making a complaint, or trying to correct an injustice, the best and most appropriate method to follow would be to make these things known at a public meeting. This would ensure their protection against retaliation and provide them professional and legal safeguards.
- Board members should avoid trying to give individuals extra influence or attention by having awareness when someone might be trying to leverage friendships or other relations for influence with a board member or administrator. This can be avoided by expressing neutrality, concern, and maintaining broad perspective when someone tries to do this. Encouraging people to follow the chain of command to attempt to address the concerns at the most logical level, and without bringing other people into a situation is an effective strategy for board members to use. Another strategy could be to encourage them to talk to all Board members at a public meeting.



**Summary of Financial Operations (Unaudited)
September 30, 2025**

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,066,566	\$1,338,523	\$3,377,569	\$ 350,475
010	Classroom Site Fund	\$1,302,051	\$ 110,110	\$ 542,071	\$ 649,871
020	Instructional Improvement	\$ 200,000	\$ -	\$ -	\$ 200,000
100-130	Title I	\$ 163,571	\$ 21,282	\$ 86,671	\$ 55,618
140-150	Title II - Profesional Development	\$ 17,377	\$ -	\$ -	\$ 17,377
200-209	Title VII - Indian Education	\$ 20,000	\$ -	\$ 9,600	\$ 10,400
220-229	IDEA/Special Education Grants	\$ 110,585	\$ 20,968	\$ 86,098	\$ 3,519
230	Johnson-O'Malley (JOM) - Indian Ed.	\$ 4,000	\$ -	\$ -	\$ 4,000
260-270	Career & Technical Ed (CTE) - Federal	\$ 9,754	\$ 4,340	\$ 2,513	\$ 2,901
290-291	Medicare Reimbursement (Spec Ed services)	\$ 165,000	\$ 72	\$ 1,428	\$ 163,500
374	E-Rate	\$ 75,000	\$ -	\$ -	\$ 75,000
390	REAP (Federal rural assistance grant)	\$ 65,000	\$ 35,000	\$ -	\$ 30,000
400	Career & Technical Ed (CTE) - State	\$ 4,500	\$ 1,756	\$ 2,571	\$ 174
500	School Plant (Proceeds from surplus equip sales)	\$ 15,000	\$ 195	\$ -	\$ 14,805
510	Food Service	\$ 340,000	\$ 63,662	\$ 261,657	\$ 14,681
515	Civic Center (Swimming pool community use)	\$ 80,000	\$ 1,456	\$ 186	\$ 78,358
520	Preschool Tuition	\$ 35,000	\$ -	\$ 1,000	\$ 34,000
525	Auxiliary Operations (Bookstore, athletics, fees)	\$ 100,000	\$ 12,537	\$ 7,093	\$ 80,370
526	Extracurricular Activities Tax Credit	\$ 65,000	\$ 141	\$ 676	\$ 64,183
530	Gifts & Donations	\$ 550,000	\$ 17,940	\$ 34,560	\$ 497,500
535-539	CTE & Vocational Education Projects	\$ 15,000	\$ 4,336	\$ 371	\$ 10,293
550	Insurance Proceeds (from claims)	\$ 75,000	\$ -	\$ -	\$ 75,000
565	Litigation Recovery	\$ 30,000	\$ -	\$ -	\$ 30,000
570	Indirect Costs (Grant administration costs)	\$ 39,476	\$ 2,970	\$ 10,497	\$ 26,009
585	Insurance Refunds (premium discounts)	\$ 10,000	\$ -	\$ -	\$ 10,000
596	NAVIT	\$ 150,000	\$ 9,818	\$ 41,387	\$ 98,795
610	Capital Outlay	\$ 369,369	\$ 304,664	\$ 31,768	\$ 32,937
620	Adjacent Ways	\$ 175,000	\$ 1,130	\$ 3,131	\$ 170,740
665	Energy and Water Savings	\$ 50,000	\$ -	\$ -	\$ 50,000
686	SFB Emergency Deficiency Correction	\$ 60,000	\$ -	\$ -	\$ 60,000
691	SFB Building Renewal Grant	\$1,000,000	\$ 29,800	\$ 95,070	\$ 875,130
850	Student Activities (clubs and classes)	\$ 60,000	\$ 2,821	\$ 5,666	\$ 51,514
TOTAL		\$ 10,422,249	\$ 1,983,518	\$ 4,601,584	\$ 3,837,147

2025 6th Grade Academic Data

The class GPA is 2.67

3.00-4.0: 17 students

2.0-2.99: 16 students

1.001-2.0: 8 student

< 1.0: 1 student

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 9/1/2025 through 9/30/2025.

General and Special Funds: #6 \$156,447.58; #7162,662.75; #1007 \$35,843.44; #1008 \$188,230.76; #1009 \$39,672.66

Auxiliary Operations Funds: #1009 \$1,028.47; #1011 \$4,884.92

Student Activities Fund: #1012 \$2,626.45

6.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 9/1/2025 through 9/30/2025.

Excludes beginning balances. Prior year general ledger not yet rolled to current year.

JOSEPH CITY USD EXTERNAL FUNDS

Student Activities Summary Report

Fiscal Year: 2025 - 2026

From Date: 9/1/2025

To Date: 9/30/2025

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102612 Joseph City Jr High School Softball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102619 Joseph City Jr High School Volleyball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102629 Joseph City Jr High School Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102640 Joseph City Jr High School Class of 2027	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102641 Joseph City Jr High School Class of 2028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102642 Joseph City Jr High School Class of 2029	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102643 Joseph City Jr High School Class of 2030	\$0.00	\$44.00	\$0.00	\$44.00	\$0.00	\$44.00
102644 Joseph City Jr High School Class of 2031	\$0.00	\$198.00	\$0.00	\$198.00	\$0.00	\$198.00
102645 Joseph City Jr High School Class of 2032	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102646 Joseph City Jr High School Class of 2033	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203601 Joseph City High School Band	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203602 Joseph City High School Baseball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203604 Joseph City High School Disc Golf Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203607 Joseph City High School Drama	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203608 Joseph City High School Future Business Leaders of America	\$10.90	\$25.08	\$0.00	\$35.98	\$0.00	\$35.98
203609 Joseph City High School Girls Basketball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203610 Joseph City High School Student Council	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,240.70)	(\$1,240.70)
203611 Joseph City High School National Honor Society	\$0.00	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
203612 Joseph City High School Softball	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
203613 Joseph City High School Momentum Club/Audition Choir	\$0.00	\$603.00	\$0.00	\$603.00	\$0.00	\$603.00
203614 Joseph City High School Wrestling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203615 Joseph City High School Cheerleaders	\$3,740.00	\$0.00	(\$2,257.45)	\$1,482.55	\$1,176.79	\$2,659.34
203616 Joseph City High School Welding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203617 Joseph City High School Woods	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203618 Joseph City High School Boys Basketball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203619 Joseph City High School Volleyball	(\$483.20)	\$0.00	(\$119.00)	(\$602.20)	(\$793.00)	(\$1,395.20)
203620 Joseph City High School FACS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203621 Joseph City High School Hotrod Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203626 Joseph City High School Happy Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203627 Joseph City High School Robotics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203628 Joseph City High School Cross Country	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203629 Joseph City High School Track	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203630 Joseph City High School Football	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203631 Joseph City High School Technology Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

JOSEPH CITY USD EXTERNAL FUNDS

Student Activities Summary Report

Fiscal Year: 2025 - 2026

From Date: 9/1/2025

To Date: 9/30/2025

Print Detail

Page Break by Activity

Subtotal By Journal

Exclude Encumbrances

Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
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
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203636 Joseph City High School Class of 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203637 Joseph City High School Class of 2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203638 Joseph City High School Class of 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203639 Joseph City High School Class of 2026	\$0.00	\$136.00	\$0.00	\$136.00	\$0.00	\$136.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:	\$3,767.70	\$1,011.08	(\$2,376.45)	\$2,402.33	(\$856.91)	\$1,545.42

End of Report

6.C. Student Fundraisers

Organization	Description	Action
Class of 2026	Hawaiian Ice at Homecoming	Ratify
Hot Rod Club	Train at Halloween Carnival	Ratify

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. Personnel Requests (*)

Name	Assignment	Action
Beatty, Owen	JH Assistant Wrestling Coach	Ratification
Begay, Kayla	Volunteer (HS Wrestling)	Acceptance
Bushman, Adriane	Yearbook Coordinator (Elementary)	Assignment
Delgado, Christian	Event Worker	Appointment
Edwards, Jeri	JH Head Volleyball Coach (8th Grade)	Resignation
Edwards, Jeri	Volunteer (JH Volleyball)	Acceptance
Fields, Julie	Project Coordinator (Grant Writer/Manager)	Ratification
Gardner, Kathleen	Student Worker	Appointment
Hardy, Elizebeth	Substitute Teacher	Appointment
Kelley, Dayna	Assistant HS Volleyball Coach	Ratification
Leonard, Savannah	JH Head Volleyball Coach (7th Grade)	Ratification
Mosier, Jori	Special Education Secretary	Appointment
Mosier, Jori	Substitute Teacher	Appointment
Murphy, Jaci	JH Head Volleyball Coach (8th Grade)	Ratification
Petersen, Wiley	Student Worker	Renewal
Rice, Lisa	Payroll and Accounting	Appointment
Sander, JJ	Event Worker	Appointment
VanHemert, Theresa	Substitute Custodian	Appointment

8.B. Discussion and Possible Approval of New Student Clubs

Request to approve adding a Drama Club and Art Club at Joseph City Jr/Sr High School

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. I recommend going into executive session to discuss this.

8.D. Discussion and Possible Approval of Changes to Governing Board Policies

These policies and possible changes were presented for public and board review at the previous regular board meeting and on the District website. 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. Policies affected:

Policy Advisories 915-916

GDFA - Support Staff Qualifications and Requirements
IKF - Graduation Requirements

POLICY SERVICES ADVISORY

Volume 37, Number 8

August 2025

Policy Advisory No. 915 Policy GDFA — Support Staff Qualifications
and Requirements

Policy Advisory No. 916 Policy IKF — Graduation Requirements
(Additional language for Accommodation Schools Only)

Summary

Policy GDFA was revised to specify individuals required to obtain Identity Verified Prints (IVP) Fingerprint Clearance Cards, along with applicable exceptions. Policy IKF was updated to incorporate requirements for accommodation schools providing high school equivalency preparation instruction, as outlined in SB 1744.

Policy Advisory Discussion

Policy Advisory No. 915 Policy GDFA — Support Staff Qualifications and Requirements

Revisions to Policy GDFA incorporate clarifying language regarding individuals required to obtain an Identity Verified Prints (IVP) Fingerprint Clearance Card. Headings were added to improve clarity and organization, and provisions related to school bus drivers were removed, as such requirements are addressed in Policy EEAEA – *Bus Driver Requirements, Training, and Responsibilities*.

Policy Advisory No. 916 Policy IKF — Graduation Requirements *(Additional language for Accommodation Schools Only)*

Policy Advisory 911 updated Policy IKF in response to HB 2540, which amended A.R.S. 15-741 to include requirements regarding high school assessments administered by an external source and to allow for the use of a written assessment. **Policy Advisory 916** introduces new information outlining requirements for accommodation schools that offer high school equivalency preparation instruction. This update aligns with SB 1744, which amended A.R.S. Title 15, Chapter 3, Article 1 by adding A.R.S. 15-305.

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



If 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 Services Technician/Editor/Publisher. 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.

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ADVISORY 915

G DFA ©
SUPPORT STAFF QUALIFICATIONS
AND REQUIREMENTS

(Fingerprinting Requirements)

All newly hired noncertificated District personnel - and personnel who are not paid employees of the District and who are not either the parents or the guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:

- A. Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.
- B. Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.

The School District may require noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment.

For the purposes of this policy, *supervision* means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

If the School District does not require a fingerprint clearance card as a condition of employment, noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee may apply for a fingerprint clearance card. A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.

The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.

The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. 15-512 is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.

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

The District will assume the cost of fingerprint checks or fingerprint clearance card applications but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.

Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.
- G. Sexual exploitation of a minor.
- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.

- K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- M. Burglary in the first degree.
- N. Burglary in the second or third degree.
- O. Aggravated or armed robbery.
- P. Robbery.
- Q. A dangerous crime against children as defined in A.R.S. 13-705.
- R. Child abuse.
- S. Sexual conduct with a minor.
- T. Molestation of a child.
- U. Manslaughter.
- V. Aggravated assault.
- W. Assault.
- X. Exploitation of minors involving drug offenses.
- Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.
- Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.
- AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.
- AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a Class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

Identity Verified Prints (IVP) Fingerprint Clearance Card Requirements

Persons who are required to have an IVP Fingerprint Clearance Card include:

- A. An applicant who applies for a new teaching certificate in order to teach in a school district.
- B. A participant in field experience or student teaching in this state.
- C. An applicant who applies for a renewal of an existing teaching certificate in order to continue teaching in a school district.
- D. An applicant who is required for the first time to be fingerprinted in order to teach in a charter school and an applicant who is required to renew fingerprints in order to continue teaching in a charter school pursuant to A.R.S. 15-183.
- E. An applicant who is required to be fingerprinted pursuant to A.R.S. 15-512 and
- F. Any person who is contracted by this state, by a school district or by a charter school to provide tutoring services.

Exceptions:

- A. A person who participates in a teacher preparation program that is approved by the state board of education and who does not participate in field experience or student teaching in this state shall not be required to obtain a fingerprint clearance card pursuant to A.R.S. 15-106.
- B. A person who has a set of identity verified fingerprints on file with the department of public safety pursuant to A.R.S. 15-106 shall not be required to submit a new set of fingerprints to the department of public safety to renew the person's fingerprint clearance card.

Required Employment Process

The Superintendent shall develop and implement procedures that include the following in the employment process:

- A. Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.
- B. Provide for fingerprint checks pursuant to A.R.S. 41-1750.
- C. Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.

Adopted: _____

LEGAL REF.:

- A.R.S.
- 13-705
- 15-106
- 15-509
- 15-512
- 15-534
- 23-1361
- 41-1750

CROSS REF.:

- EEAEA - Bus Driver Requirements, Training, and Responsibilities
- GDF - Support Staff Hiring
- GDG - Part-Time and Substitute Support Staff Employment
- JLIA - Supervision of Students

ADVISORY 916

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

**IKF ©
GRADUATION REQUIREMENTS**

Regular Education

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

Graduation requirements may be met as follows:

- A. By successful completion of subject area course requirements.
- B. By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accord with A.A.C. R7-2-302 and rules established by the Superintendent.
- C. By earning credits through correspondence courses (limited to one [1] in each of the four [4] major subject areas) and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. 15-701.01.
- D. By the transfer of credits as described in Policy JFABC.
- E. An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the State Board Adopted Academic Standards.

Graduation requirements as determined by the Arizona State Board of Education (A.A.C. R7-2-302) and the District Governing Board are as follows:

English	4.0 units
Math	4.0 units*
Science	3.0 units**
Social Studies	3.0 units***
American Government and Arizona Government	0.5 unit
American History - including Arizona History	1.0 unit
World History and Geography – including instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).	1.0 unit
Economics	0.5 unit****
Fine Arts or Career, Technical and Vocational Education	1.0 unit
Electives	<u>7.0 units</u>
Total	22.0 units

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

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

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

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

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

*** Through the graduating class of 2025, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least sixty (60) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship And Immigration Services.

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

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

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

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

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

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

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

1. The median score.
2. The percentage of students who passed by correctly answering the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of A.R.S. 15-701.01.
3. The percentage of students who failed by correctly answering fewer than the minimum number of questions required to pass the test pursuant to subsection A, paragraph 3 of A.R.S. 15-701.01.
4. Any other data required by the department relating to the test.

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

Assessments

If a high school student who is enrolled in a school district or charter school participates in a nationally recognized assessment that is both adopted by the state board of education and administered by a person other than the school district or charter school, the student or student's parent or guardian may submit the student's official score report for the assessment to the school district or charter school. On receiving an official score report, the school district or charter school shall do all of the following:

1. record the score in the student's file.

2. report the score to the state board of education and the department of education.

3. If the student or student's parent or guardian submits an official score report to the school district or charter school before the date on which the school administers the tests, allow the student to opt out of participation in the assessment that is administered by the school district or charter school. If a student opts out of an assessment, the school district or charter school shall use the data from the student's official score report for the student's achievement test data. "Nationally recognized" has the same meaning as provided in A.R.S. 15-741.02.

A school district or charter school is not required to allow a student to opt out of the collection of non-test indicator data or other information that is collected about students who participate in the assessment that is administered by the school district or charter school.

Written Assessment

A school district or charter school may administer the statewide assessment in the form of a written test if any of the following applies:

1. a written test is required pursuant to an individualized education program or a section 504 plan.
2. to accommodate special circumstances.
3. for religious purposes.
4. on request by a student's parent or guardian.

Special Education

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

Students who receive special education shall not be required to achieve passing scores on the test that is identical to the civics portion of the naturalization test under A.R.S. 15-701.01 in order to graduate from high school unless the student is learning at a level appropriate for the student's grade level in a specific academic area and unless a passing score on the

test that is identical to the civics portion of the naturalization test under section 15-701.01 is specifically required in a specific academic area by the student's individualized education program as mutually agreed on by the student's parents and the student's individualized education program team or the student, if the student is at least eighteen (18) years of age.

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

Accommodation Schools — High School
Equivalency Preparation:

A. A county school superintendent may offer high school equivalency preparation instruction through an accommodation school to students who are enrolled in the accommodation school in grade twelve (12), subject to the following requirements, pursuant to A.R.S. 15-305:

1. Before providing high school equivalency preparation instruction, the county school superintendent shall obtain written consent from the student's parent or, if emancipated, the student.

2. Each student who participates in high school equivalency preparation instruction must also be enrolled in a career and technical education course or program that leads to a certification, license or credential.

B. For the purposes of A.R.S. 15-305, "High school equivalency preparation instruction" means instruction that prepares students to pass the equivalency test adopted by the State Board of Education pursuant to A.R.S. 15-702.

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-203

15-341

15-701.01

15-710

15-741

15-763

A.A.C.

R7-2-302

R7-2-302.03

CROSS REF.:

IGD - Curriculum Adoption

IGE - Curriculum Guides and Course Outlines

IHAMC - Instruction and Training in Cardiopulmonary Resuscitation

IHAMD - Instruction and Training in Suicide Prevention

IIE - Student Schedules and Course Loads

IKA - Grading/Assessment Systems

JFABC - Admission of Transfer Students

8.E. Approve the Joseph City Schools Annual Financial Report for 2024-25



Annual Financial Report

Instructions

We, the Governing Board of the District, hereby certify the Annual Financial Report and School Level Reporting Form per A.R.S. §15-904 for the Fiscal Year **2025**

Signature/Date	Signature/Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

District website link of posted AFR <https://www.jcusd.org/page/annual-financial-report>

The annual financial report file(s) for FY 2025 uploaded to the Arizona Department of Education's website on 10/15/25 contain(s) the data for the annual financial report described above.
Date

_____ Superintendent signature	_____ Business Manager signature
_____ Bryan Fields Superintendent (typed name)	_____ Steven Mills Business Manager (typed name)
_____ Steven Mills District contact employee	_____ 928-288-3307 Telephone number
	_____ StevenM@jcusd.org Email

Total expenditures by fund	
1. Maintenance & Operation (from page 2, line 32)	\$ 5,349,186
2. Classroom Site Funds (from page 3, line 13)	\$ 586,306
3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)	\$ 294,697

Instructions

Funds available

Beginning fund balance (1)

Revenues

1000 Local

- 1110 Property taxes
1140 Penalties and interest on taxes
1280 Revenue in lieu of taxes
1311 Tuition from individuals excluding summer school
1312 Tuition from individuals for summer school
1320 Tuition from other Arizona districts
1330 Tuition from out-of-state districts
1340 Tuition from other private sources (other than individuals)
1350 Tuition from other government sources within Arizona
1360 Tuition from other government sources outside Arizona
1410 Transportation fees from individuals
1420 Transportation fees from other Arizona districts
1430 Transportation fees from out-of-state districts
1440 Transportation fees from other private sources (other than individuals)
1450 Transportation fees from other government sources within Arizona
1460 Transportation fees from other government sources outside Arizona
1500 Investment income
1750 Revenue from enterprise and student activities
1790 Extracurricular activities fees tax credit
1800 Revenue from community services activities
1910 Rentals
1920 Contributions and donations from private sources
1950 Miscellaneous revenues from other districts
1960 Miscellaneous revenues from other local governmental units
Other (specify) (2) 1980, 1990

Total Local Revenues (lines 2-26)

2000 County

- 2110 County School Fund
2210 Special County School Reserve Fund
Other (specify)

Total County Revenues (lines 28-30)

3000 State

- 3100 Unrestricted
3110 State Equalization Assistance
3120 Additional State Aid
3200 Restricted
Other (specify) n/a

Total State Revenues (lines 32-36)

4000 Federal

- 4100 Unrestricted revenue received directly from the federal government
4200 Unrestricted revenue received from the federal government through the state
4300 Restricted revenue received directly from the federal government
4500 Restricted revenue received from the federal government through the state
4700 Revenue received from the federal government through other intermediate agencies
4800 Revenue in lieu of taxes
4900 Revenue for/on behalf of the district
Other (specify)

Total Federal Revenues (lines 38-45)

Total fund revenue (lines 27, 31, 37, and 46)

- 5100 Issuance of bonds
5200 Fund transfers-in
Other (specify)

Total funds available (lines 1 and 47 through 50)

Total expenditures

- 6900 Other financing uses and other items including transfers-out

Total expenditures and other uses (lines 52 plus 53)

Ending fund balance (line 51 minus line 54) (3)

Table with 6 columns: Maintenance and Operation Fund 001, Unrestricted Capital Outlay Fund 610, Adjacent Ways Fund 620, Bond Building Fund 630, Debt Service Fund 700 (4), All other funds. Rows 1-55.

- (1) The Maintenance and Operation fund beginning fund balance includes the revolving account cash balance of 500 at 7/1/24.
(2) The Government Property Lease Excise Tax revenue included on line 26 is 0.
(3) The Maintenance and Operation fund ending fund balance includes the revolving account cash balance of 500 at 6/30/25.
(4) Debt Service fund, interest expenditures amount: 0

District name Joseph City Unified School District

County Navajo

CTDS Number

090202000

Maintenance and Operation Fund (001)—Expenditures

Expenditures		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ decrease in actual
							Budget	Actual	Prior year actual	
100 Regular education										
1000 Instruction	1.	966,251	309,213	3,849	40,610	4,398	1,767,462	1,324,321	1,526,434	-13.2%
2000 Support services										
2100 Students	2.	134,879	50,940	15,332	3,005	1,221	293,750	205,377	231,278	-11.2%
2200 Instructional staff	3.	143,496	53,656	40,604	2,908	3,287	230,754	243,951	229,159	6.5%
2300 General administration	4.	91,623	63,819	32,457	43	7,478	98,548	195,420	192,830	1.3%
2400 School administration	5.	182,949	51,144	0	8,237	863	199,834	243,193	270,630	-10.1%
2500 Central services	6.	197,410	70,520	83,678	9,269	26,167	421,435	387,044	472,016	-18.0%
2600 Operation & maintenance of plant	7.	348,504	99,014	496,944	345,630	10,181	1,141,254	1,300,273	1,283,746	1.3%
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of noninstructional services	9.	7,927	1,570	0	0	0	10,500	9,497	11,004	-13.7%
610 School-sponsored cocurricular activities	10.	29,371	4,838	0	189	11,286	29,910	45,684	47,995	-4.8%
620 School-sponsored athletics	11.	135,862	17,874	17,877	18,460	37,381	145,962	227,454	205,796	10.5%
630 Other instructional programs	12.	0	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other programs	13.	38,619	1,178	0	23	0	21,151	39,820	42,841	-7.1%
Subtotal (lines 1-13)	14.	2,276,891	723,766	690,741	428,374	102,262	4,360,560	4,222,034	4,513,729	-6.5%
200 and 300 Special education										
1000 Instruction	15.	333,572	115,010	0	3,312	99	360,424	451,993	472,134	-4.3%
2000 Support services										
2100 Students	16.	88,982	25,121	95,121	2,205	763	276,617	212,192	256,371	-17.2%
2200 Instructional staff	17.	21,988	3,992	3,044	962	953	27,502	30,939	23,345	32.5%
2300 General administration	18.	0	0	0	0	0	0	0	30	-100.0%
2400 School administration	19.	0	0	0	0	0	0	0	0	0.0%
2500 Central services	20.	0	0	1,132	0	0	1,058	1,132	1,634	-30.7%
2600 Operation & maintenance of plant	21.	0	0	0	0	0	0	0	0	0.0%
2900 Other	22.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of noninstructional services	23.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	444,542	144,123	99,297	6,479	1,815	665,601	696,256	753,514	-7.6%
400 Pupil transportation	25.	208,834	45,311	100,646	58,698	0	321,486	413,489	399,357	3.5%
510 Desegregation										
(from districtwide desegregation expenditures, page 2, line 44)	26.	0	0	0	0	0	0	0	0	0.0%
530 Dropout prevention programs										
1000 Instruction	27.	0	0	0	0	0	0	0	0	0.0%
2000-3000 Support serv. & oper. of noninstructional serv.	28.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 27 and 28)	29.	0	0	0	0	0	0	0	0	0.0%
540 Joint career and technical education and vocational education center	30.	0	0	0	0	0	0	0	0	0.0%
550 K-3 Reading program	31.	14,629	2,778	0	0	0	18,387	17,407	17,868	-2.6%
Total expenditures (lines 14, 24-26, 29-31)	32.	2,944,896	915,978	890,684	493,551	104,077	5,366,034	5,349,186	5,684,468	-5.9%

Instructions

Classroom Site Fund—Revenues, expenditures, and fund balances

	Beginning fund balance	Actual revenues	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt service and miscellaneous 6800	Total expenditures			% Increase/ decrease in actual	Ending fund balance
									Budget	Actual	Prior year actual		
Classroom Site Fund 010													
Revenues													
CSF revenue	1.	461,030											
Interest income and other revenues	2.	0											
Total revenues (lines 1 and 2)	3.	461,030											
Expenditures													
1000 Instruction	4.		383,573	69,548	0	0	0	0	1,149,324	453,121	313,261	44.6%	
2100 Support services - students	5.		67,300	13,363	45,000	0	0	0	228,730	125,663	49,798	152.3%	
2200 Support services - instructional staff	6.		0	0	7,522	0	0	0	0	7,522	4,700	60.0%	
2300 Support services - general administration	7.				0				0	0	0	0.0%	
2500 Central services	8.							0	0	0	0	0.0%	
3300 Community services operations	9.		0	0	0			0	0	0	0	0.0%	
4000 Facilities acquisition and construction	10.						0	0	0	0	0	0.0%	
5000 Debt service	11.							0	0	0	0	0.0%	
Total expenditures (lines 4-11)	12.		450,873	82,911	52,522	0	0	0	1,378,054	586,306	367,759	59.4%	
Total Classroom Site Fund	13.	914,939	461,030	450,873	82,911	52,522	0	0	1,378,054	586,306	367,759	59.4%	789,663
Total actual Fund 010 expenditures from accounting records (should agree to cell M21)										586,306			

Unrestricted Capital Outlay (610) Fund—Expenditures

Instructions Expenditures	Rentals 6440	Library books, textbooks, & instructional aids 6641-6643	Short-term noninstructional software subscription 6655	Property 6700	Redemption of principal 6831, 6832, 6833	Interest 6841, 6842, 6843, 6850	All other object codes (excluding 6900)	Totals			% Increase/ decrease in actual
								Budget	Actual	Prior year actual	
Unrestricted Capital Outlay Override (1)	0	0	0	0	0	0	0	0	0	0	0.0%
Unrestricted Capital Outlay Fund 610 (2)											
1000 Instruction		99,370		30,011			0	112,138	129,381	114,745	12.8%
2000 Support services											
2100, 2200 Students and instructional staff	0	12,434	38,390	7,314			0	45,280	58,138	37,930	53.3%
2300, 2400, 2500, 2900 Administration	0		63,114	23,386		0	0	74,335	86,500	90,441	-4.4%
2600 Operation & maintenance of plant	0		0	3,822			0	1,253	3,822	9,554	-60.0%
2700 Student transportation	0		0	137			0	3,718	137	0	--
3000 Operation of noninstructional services	0		0	0			0	0	0	224	-100.0%
4000 Facilities acquisition and construction	0		0	0			0	0	0	11,360	-100.0%
5000 Debt service					16,654	65		80,830	16,719	138,570	-87.9%
Total Unrestricted Capital Outlay Fund (lines 2-9)	0	111,804	101,504	64,670	16,654	65	0	317,554	294,697	402,824	-26.8%

Total actual Fund 610 expenditures from accounting records (should agree to cell L19) 294,697

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

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

Budget 0 Actual 0

Other funds—Required capital expenditure detail [A.R.S. §15-904(B)]

Selected expenditures by object code	Unrestricted Capital Outlay Fund 610		Bond Building Fund 630		New School Facilities Fund 695		Adjacent Ways Fund 620	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total fund expenditures	317,554	294,697	0	0	0	0	196,084	7,746
6150 Classified salaries	0	0	0	0	0	0	0	3,428
6200 Employee benefits	0	0	0	0	0	0	0	1,110
6450 Construction services	0	0	0	0	0	0	196,084	0
6655 Short-term noninstructional software subscription		101,504		0		0		0
6710 Land and improvements	0	0	0	0	0	0	0	0
6720 Buildings and improvements	0	0	0	0	0	0	0	0
673X Furniture and equipment	70,000	39,233	0	0	0	0	0	3,209
673X Vehicles	50,000	0	0	0	0	0	0	0
673X Technology-related hardware and software	(60,903)	25,437	0	0	0	0	0	0
6831, 6832, 6833 Redemption of principal	0	16,654	0	0	0	0	0	0
6841, 6842, 6843, 6850, 6860 Interest	0	65	0	0	0	0	0	0
Total (lines 2-12)	59,097	182,893	0	0	0	0	196,084	7,747
Total amounts reported on lines 2 through 12 above for:								
Renovation	0	0	0	0			0	0
New construction	0	0	0	0			0	0
Other	59,097	182,893	0	0			196,084	7,747
Total (lines 14-16)	59,097	182,893	0	0			196,084	7,747

Funds 610, 630, 695, and 620

1. New construction cost per square foot 0
 2. Land acquisition costs 0

Capital assets as of June 30, 2025	
Land and improvements	2,112,522
Buildings and improvements	22,666,707
Furniture, equipment, vehicles, and technology	4,617,913
Construction in progress	0
Total	29,397,142

District name Joseph City Unified School District

County Navajo

CTDS number 090202000

Federal and State Projects

Instructions

Federal projects

- 100-130 ESEA Title I - Helping Disadvantaged Children
- 140-150 ESEA Title II - Prof. Development and Technology
- 160 ESEA Title IV - 21st Century Schools
- 170-180 ESEA Title V - Promote Informed Parent Choice
- 190 ESEA Title III - Limited English & Immigrant Students
- 200 ESEA Title VII - Indian Education
- 210 ESEA Title VI - Flexibility and Accountability
- 220 IDEA Part B
- 230 Johnson-O'Malley
- 240 Workforce Investment Act
- 250 AEA - Adult Education
- 260-270 Vocational Education - Basic Grants
- 280 ESEA Title X - Homeless Education
- 290 Medicaid Reimbursement
- 349 National Forest Fees
- 353 Taylor Grazing Fees
- 374 E-Rate
- 378 Impact Aid
- 300-399 Other Federal Projects
- 699 Federal Impact Aid (Construction)
- Total federal project funds (lines 1-20)**

Total COVID-19 federal relief funds included in lines above

State projects

- 400 Vocational Education
- 410 Early Childhood Block Grant
- 420 Ext. School Yr. - Pupils with Disabilities
- 425 Adult Basic Education
- 430 Chemical Abuse Prevention Programs
- 435 Academic Contests
- 450 Gifted Education
- 456 College Credit Exam Incentives
- 460 Environmental Special Plate
- 465-499 Other State Projects
- Total State project funds (lines 23-32)**

Total federal and State projects (lines 21 and 33)

	Beginning fund balance	Revenues	Net other financing sources and uses including transfers (1)	Expenditures		Ending fund balance	Fund types
	Actual			Budget	Actual		
1.	(118,560)	282,967	0	207,000	168,060	(3,653)	Special revenue
2.	(4,348)	11,586	0	80,000	7,238	0	Special revenue
3.	0	0	0	0	0	0	Special revenue
4.	0	0	0	0	0	0	Special revenue
5.	0	0	0	0	0	0	Special revenue
6.	17,941	13,815	(1,627)	25,000	11,122	19,007	Special revenue
7.	0	0	0	0	0	0	Special revenue
8.	(64,770)	187,887	(10,150)	208,000	126,869	(13,902)	Special revenue
9.	0	0	0	4,500	0	0	Special revenue
10.	0	0	0	0	0	0	Special revenue
11.	0	0	0	0	0	0	Special revenue
12.	(1,073)	13,094	0	18,000	12,020	1	Special revenue
13.	0	0	0	0	0	0	Special revenue
14.	133,980	29,971	0	165,000	131,042	32,909	Special revenue
15.	0	0	0	0	0	0	General
16.	0	0	0	0	0	0	Special revenue
17.	0	4,075	0	75,000	4,075	0	Special revenue
18.	0	0	0	0	0	0	General
19.	(539,516)	889,846	0	375,000	350,330	0	Special revenue
20.	0	0	0	0	0	0	Capital projects
21.	(576,346)	1,433,241	(11,777)	1,157,500	810,756	34,362	
22.	(541,159)	832,814	0		291,656	(1)	
23.	0	4,717	0	5,000	4,717	0	Special revenue
24.	0	0	0	0	0	0	Special revenue
25.	0	0	0	0	0	0	Special revenue
26.	0	0	0	0	0	0	Special revenue
27.	0	0	0	0	0	0	Special revenue
28.	0	0	0	0	0	0	Special revenue
29.	0	0	0	0	0	0	Special revenue
30.	300	0	0	0	0	300	Special revenue
31.	0	0	0	0	0	0	Special revenue
32.	64,842	0	0	70,000	4,894	59,948	Special revenue
33.	65,142	4,717	0	75,000	9,611	60,248	
34.	(511,204)	1,437,958	(11,777)	1,232,500	820,367	94,610	

	Other financing sources including transfers-in 5000 (1)	Other financing uses including transfers-out 6900 (1)
1.	0	0
2.	0	0
3.	0	0
4.	0	0
5.	0	0
6.	0	1,627
7.	0	0
8.	0	10,150
9.	0	0
10.	0	0
11.	0	0
12.	0	0
13.	0	0
14.	0	0
15.	0	0
16.	0	0
17.	0	0
18.	0	0
19.	0	0
20.	0	0
22.	0	0

	Other financing sources (2)	Other financing uses (2)
23.	0	0
24.	0	0
25.	0	0
26.	0	0
27.	0	0
28.	0	0
29.	0	0
30.	0	0
31.	0	0
32.	0	0

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

(2) In accordance with the USFR Chart of Accounts, transfers of monies between funds should be made only when specifically authorized by statute or allowed by a federal grant. Generally, there are no allowable transfers to or from any state projects. However, the Arizona Ninth Grade Success Grant allows indirect costs transfers from the grant.

Instructions

Other funds

	Beginning fund balance	Revenues		Net other financing sources and uses including transfers		Expenditures		Ending fund balance
		Actual	Actual	Actual	Budget	Actual	Actual	
020 Instructional Improvement	141,659	31,745		200,000	79,672	93,732		
050 County, City, and Town Grants	0	0	0	0	0	0	0	
071 English Language Learner (1)	0	0	0	0	0	0	0	
072 Compensatory Instruction (1)	0	0	0	0	0	0	0	
500 School Plant	1,610	453	5,734	20,000	7,797	0	0	
515 Civic Center	60,864	14,165	0	80,000	75,029	0	0	
520 Community School	16,240	6,480	0	35,000	17,611	5,109	0	
525 Auxiliary Operations	79,346	147,436	0	100,000	128,949	97,833	0	
526 Extracurricular Activities Fees Tax Credit	52,412	14,095	0	65,000	13,043	55,464	0	
530 Gifts and Donations	500,816	48,961	0	550,000	178,191	371,586	0	
535 Career & Technical Education Projects	932	0	0	30,000	0	932	0	
540 Fingerprint	0	0	0	0	0	0	0	
545 School Opening	0	0	0	0	0	0	0	
550 Insurance Proceeds	41,891	26,022	0	75,000	7,295	60,618	0	
555 Textbooks	1,318	0	0	3,000	0	1,318	0	
565 Litigation Recovery	26,311	11,193	0	30,000	0	37,504	0	
570 Indirect Costs	145,648	0	11,777	155,000	157,268	157	0	
575 Unemployment Insurance	0	0	0	0	0	0	0	
580 Teacherage	0	0	0	0	0	0	0	
585 Insurance Refund	8,624	0	0	10,000	0	8,624	0	
590 Grants and Gifts to Teachers	0	0	0	0	0	0	0	
595 Advertisement	0	0	0	0	0	0	0	
596 Career Technical Education	179,738	67,992	0	250,000	238,285	9,445	0	
597 Arizona Industry Credentials Incentive	0	0	0	0	0	0	0	
639 Impact Aid Revenue Bond Building	0	0	0	0	0	0	0	
650 Gifts and Donations—Capital	0	0	0	0	0	0	0	
660 Condemnation	0	0	0	0	0	0	0	
665 Energy and Water Savings	0	104,591	0	80,000	104,592	(1)	0	
686 Emergency Deficiencies Correction	(41,740)	0	0	60,000	0	(41,740)	0	
691 Building Renewal Grant	(1,149,598)	599,764	0	0	0	(549,834)	0	
695 New School Facilities	0	0	0	0	0	0	0	
720 Impact Aid Revenue Bond Debt service	0	0	0	0	0	0	0	
750 Permanent Funds	0	0	0	0	0	0	0	
800-849 Trust and Custodial Funds	0	0	0	0	0	0	0	
850 Student Activities	39,934	44,076	0	60,000	42,664	41,346	0	
855 Employee Insurance Program Withholdings	0	0	0	0	0	0	0	
865 State Income Tax Withholdings	0	0	0	0	0	0	0	
900-949 Enterprise Funds	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	
Internal Service Funds 950-989								
9 Self Insurance	0	0	0	0	0	0	0	
955 Intergovernmental Agreements	0	0	0	0	0	0	0	
9 OPEB	0	0	0	0	0	0	0	
9	0	0	0	0	0	0	0	

(1) Actual revenues and actual expenditures should agree with supplement, fund 071—line 13 and fund 072—line 26.

Instructional Improvement Fund 020	Budget	Actual
Expenditures		
Teacher compensation increases	200,000	0
Class size reduction	0	79,672
Dropout prevention programs	0	0
Instructional improvement programs	0	0
Total expenditures (lines 1-4)	200,000	79,672
Total expenditures from accounting data		79,672

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

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

Other financing sources including transfers-in 5000	Other financing uses including transfers-out 6900
1. 0	0
2. 0	0
3. 0	0
4. 0	0
5. 5,734	0
6. 0	0
7. 0	0
8. 0	0
9. 0	0
10. 0	0
11. 0	0
12. 0	0
13. 0	0
14. 0	0
15. 0	0
16. 0	0
17. 11,777	0
18. 0	0
19. 0	0
20. 0	0
21. 0	0
22. 0	0
23. 0	0
24. 0	0
25. 0	0
26. 0	0
27. 0	0
28. 0	0
29. 0	0
30. 0	0
31. 0	0
32. 0	0
33. 0	0
34. 0	0
35. 0	0
36. 0	0
37. 0	0
38. 0	0
39. 0	0
1. 0	0
2. 0	0
3. 0	0
4. 0	0

District name Joseph City Unified School District

County Navajo

CTDS number 090202000

Instructions

A. Bonds and short-term debt

1. Bonds outstanding, July 1, 2024	0	1.
2. Bonds issued during FY 2025	0	2.
3. Bonds retired during FY 2025	0	3.
4. Bonds outstanding, June 30, 2025	0	4.
5. Short-term debt outstanding, July 1, 2024	0	5.
6. Short-term debt outstanding, June 30, 2025	0	6.

B. District assessed valuation and other district information

1. FY 2025 Assessed valuations and tax rates			
a. Primary	93,219,264	Tax rate	4.2979
b. Secondary	93,219,264	Tax rate	0.7392
2. Number of schools			3
3. Actual days in session			146
4. Area of school district (square miles)			480

(Report this WHETHER OR NOT district changed boundaries in FY 2025)

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

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

D. Current expenditures by category

1. Classroom instruction excl. supplies (function 1000, except line 2 amount)	2,957,209
2. Classroom supplies (function 1000, object code 6600)	215,065
3. Administration (functions 2300, 2400, 2500, & 2900)	1,056,665
4. Support services—students (function 2100)	808,722
5. All other support services & operations (functions 2200, 2600, 2700, 3100, & 3400)	2,525,613
6. Total current expenditures	7,563,274
7. Total current expenditures from federal funds, excluding those funds intended to replace local tax revenues (e.g., impact aid funds)	497,343
8. Total current expenditures from state and local funds, including those funds intended to replace local tax revenues (e.g., impact aid funds)	7,065,931

E. Other long-term debt

1. Other principal (object 6832)	115,028
2. Other interest (object 6842)	24,581
3. Instructional software subscriptions (more than 12 months) principal (object 6833)	15,643
4. Instructional software subscriptions (more than 12 months) interest (object 6843)	0
5. Did the district enter into any new financed purchase agreements or more than 12-month lease agreements or software subscriptions during the fiscal year? (yes or no)	Yes

F. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act

0

G. Rewards, discounts, incentives, and other financial consideration received from credit card companies (A.R.S. §35-391)

0

H. Cash and investments held at June 30, 2025

1. Sinking funds	0
2. Bond funds	0
3. Other funds, except for any employee retirement funds	1,096,549

I. Average teacher salary (A.R.S. §15-903.E)

1. Average salary of all teachers employed in FY 2025	52,351
2. Average salary of all teachers employed in FY 2024	54,661
3. Increase in average teacher salary from prior year	(2,310)
4. Percentage increase	-4.2%

Comments on average salary calculation (optional):

Check this box if your dis

J. Certified staff salaries and FTE (funds 001-799 excluding 575)

	Salaries	FTE
1. Substitute teachers (functions 1000, 2213 & 3300, object codes 6105-6109)	56,808	
2. Classroom teacher base salaries (functions 1000 & 3300, object codes 6110-6114)	1,476,778	29.56
a. Classroom teachers in their first 3 years as defined by A.R.S. §15-941(E)	361,990	7.57
b. Classroom teachers in their 4th year or later as defined by A.R.S. §15-941(E)	1,114,788	21.99
3. Classroom teacher performance pay (functions 1000 & 3300, object codes 6115-6119)	70,715	
4. Classroom teacher payments not related to additional duties (function 1000 & 3300, object codes 6120-6129)	800	
5. Classroom teacher payments related to additional duties (all functions, object codes 6130-6139)	94,292	
6. Other certified staff (all functions, object codes 6140-6149)	434,183	

7. In FY 2025, did the district pay any of its classroom teachers for prior classroom experience outside of the school district using either of the following two methods:

a. Increasing base salary by granting years of experience on its salary schedule? (yes or no)	No
b. Making payments in addition to their base salary? (yes or no)	No

8. Total certified salary payments from accounting data

2,133,576

District name Joseph City Unified School District

County Navajo

CTDS number 090202000

Instructions

A. Enrollment of gifted pupils by grade (A.R.S. §15-779.02)

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

1. Quantitative reasoning
2. Verbal reasoning
3. Nonverbal reasoning
4. Total duplicated enrollment (lines 1-3)

	Grade												Total		
	K	1	2	3	4	5	6	7	8	9	10	11		12	
1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

B. M&O special education programs by type

(A.R.S. § 15-761)

1. Total all disability classifications

2. Gifted education
3. Remedial education
4. ELL incremental costs
5. ELL compensatory instruction
6. Vocational and technological education (non-CTED)
7. Career education
8. Career technical education (CTED programs in 300 range)
9. Total (lines 1-8)

	Program 200 & 300 budget	Program 200 & 300 actual
1.	570,752	647,577
2.	0	0
3.	0	0
4.	0	0
5.	0	0
6.	0	5,182
7.	0	0
8.	94,849	43,495
9.	665,601	696,254

10. IEP required pupil transportation costs coded within program 400

0	0
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C. Maintenance and Operation expenditures for gifted pupils (elementary, secondary, and total)

Actual expenditures for all gifted programs:

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

D. Expenditures for audit services

1. Nonfederal audit expenditures - M&O fund
2. Federal audit expenditures - all funds

	Budget	Actual
6350	23,200	29,000
6330	0	0

E. Maintenance and Operation fund expenditures for performance pay (A.R.S. §15-920)

Actual expenditures made in FY 2025

\$ 0

F. Tuition

1. Tuition to other Arizona districts (object 6561)
2. Tuition to out-of-state districts (object 6562)
3. Tuition to private schools (object 6563)
4. Tuition to ed services\coops\IGAs (object 6564)
5. Tuition other (object 6569) (1)
6. Total (lines 1-5)

Tuition expenditures
0
0
0
0
0
0

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

Instructions

Additional information for National Public Education Financial Survey (NPEFS) reporting

	Programs 100-630										Programs 700-900	Total
	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and fees 6810	Judgments against a district 6820	Redemption of principal 6831, 6832, 6833	Interest 6841, 6842, 6843, 6850	Miscellaneous and charges for district services 6885, 6890	All object codes (excluding 6900)	
1000 Instruction	2,206,765	609,513	71,317	215,065	97,912	44,890				24,724	0	3,270,186
2000 Support services												
2100 Students	345,094	99,244	304,634	50,483	42,055	2,482				6,785	0	850,777
2200 Instructional staff	203,542	61,427	58,618	22,543	28,232	4,440				0	0	378,802
2300 General administration	91,623	63,819	32,457	3,596	0	7,478	0			0	0	198,973
2400 School administration	182,949	51,144	0	8,237	0	863				0	0	243,193
2500, 2900 Central services, other	305,161	90,457	120,798	70,798	72,693	27,283		0		0	0	687,190
2600 Operation and maintenance of plant	354,559	101,483	549,048	345,694	40,318	10,181				0	0	1,401,283
2700 Student transportation	208,834	45,311	100,646	79,134	223,390	0				0	0	657,315
3000 Operation of noninstructional services												
3100 Food service operations	7,756	1,536	349,398	19,046	0	188				0	0	377,924
3200 Enterprise operations	0	0	0	0	0	0				0	0	0
3300 Community services operations											42,589	42,589
3400 Bookstore operations	1,871	358	0	0	0	0				0	0	2,229
Total (lines 1-12)	3,908,154	1,124,292	1,586,916	814,596	504,600	97,805	0	0	31,509	42,589	0	8,110,461
From federal funds	196,184	52,587	384,825	55,173	313,414	1,645	0	0	0	0	0	1,003,828
From state and local sources	3,711,970	1,071,705	1,202,091	759,423	191,186	96,160	0	0	31,509	42,589	0	7,106,633
4000 Facilities acquisition and construction	0	0	50,327	0	0	0				0	0	50,327
5000 Debt service								130,671	24,581		0	155,252

Impact Aid revenues received that were intended to replace local tax

0

Teacher salaries (funds 001-799 excluding 575, function 1000)

	Certified teachers (objects 6110-6139)	Certified substitutes (objects 6105-6109)	Contract teachers (in object 6300)	Contract substitutes (in object 6300)
1. Regular education (programs 100, 280, 511, and 550)	1,370,501	50,896	0	0
2. Special education (programs 200-230, 250, 512, 514, and 515)	131,819	820	0	0
3. Vocational ed. and CTED (programs 270, 300-399, and 540)	102,157	0	0	0
4. Other (programs 240, 260, 265, 513, and 530)	0	0	0	0
5. Cocurricular activities, athletics, and other (program 600-630)	34,593	5,091	0	0

Other items (funds 001-799, excluding 575)

6. Textbooks used for instruction (function 1000, object 6640)	13,857
7. Number of FTE-certified teachers	30
8. Number of FTE-contract teachers	0

Utilities and energy detail (funds 001-799 excluding 575, only function 2600)

1. 6410-6411 Utility services	43,162
2. 6620-6629 Energy	263,331

CTED districts only (funds 001-799 excluding 575, all functions)

1. 6591 Services purchased from other Arizona districts	0
2. 6870 Pass-through payments	0
3. 6880 Sub-awards	0

Revenue from selected federal sources

1. ESEA Title IV - Student Support and Academic Enrichment Grants	0
2. ESEA Title IV - 21st Century Community Learning Centers	0
3. ESEA Title V - Rural Education - Rural and Low-Income School Program	0
4. ESEA Title V - Rural Education - Small, Rural School Achievement Program	0

Programs 700-900 expenditure detail (funds 001-799, excluding 575)

	Property 6700	All other (excluding 6900)	Total
1. Program 700	0	0	0
2. Program 800	0	0	0
3. Program 900	0	42,589	42,589
4. Function 3300-Community Service Operations (program 900)	0		

Property detail for function 4000 (funds 001-799, excluding 575)

1. 6710 Land and Improvements	0
2. 6720 Buildings and Improvements	0
3. 6731-39 Equipment	0
4. Total (lines 1-3)	0
5. 6450 Construction	50,327

Technology (funds 001-799 excluding 575, all functions)

1. 6340 Technical services	63,857
2. 6432 Technology-related repairs and maintenance	15,786
3. 6443 Rental of computers and related equipment	0
4. 6531 Telecommunications	37,151
5. 6641-43 Software reported in library books, textbooks, or instructional aids	25,161
6. 6650 and 6655 Supplies—technology-related and short-term noninstructional software subscriptions	103,169
7. 6737-38 Technology-related hardware & software (less than \$5,000)	75,091
8. Subtotal (lines 1-7)	320,215
9. 6739 Technology-related hardware & software (\$5,000 or more)	0
10. 6832 and 6842 Noninstructional software subscriptions (more than 12 months) principal and interest	0
11. 6833 and 6843 Instructional software subscriptions (more than 12 months) principal and interest	15,643

Support services—instruction detail (funds 001-799 excluding 575, programs 100-630, excluding 400, objects 6300-6490, 6530-6550, 6580, 6600-6620, 6640-6650, 6730-6740, 6750, 6810 and 6890)

1. Function 2210 Improvement of instruction	20,095
2. Function 2220 Library/media services	6,180

Books, Periodicals, and Instructional Aids (funds 001-799, excluding 575, programs 100-630, excluding 400)

1. Object 664X, functions 1000 and 2220	100,565
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Instructions

Additional information for National Public Education Financial Survey (NPEFS) reporting of COVID-19 federal relief funds

	Programs 100-630										Programs 700-900	Total
	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and fees 6810	Judgments against a district 6820	Interest on short term debt 6850	Miscellaneous 6890	Other 6800	All object codes (excluding 6900)	
Current expenditures from COVID-19 federal relief funds												
1000 Instruction	60	12	0	524	55,446	0		0	0	0	0	56,042
2100, 2200 Student support services	0	0	20,000	0	53,691	0		0	0	0	0	73,691
2300, 2500, 2900 Other support services	0	0	0	0	0	0	0	0	0	0	0	0
2400 School administration	0	0	0	0	0	0		0	0	0	0	0
2600 Operation and maintenance of plant	0	0	21,284	0	5,536	0		0	0	0	0	26,820
2700 Student transportation	0	0	0	0	135,104	0		0	0	0	0	135,104
3100 Food service operations	0	0	0	0	0	0		0	0	0	0	0
3200 Enterprise operations	0	0	0	0	0	0		0	0	0	0	0
3300 Community services operations	0	0	0	0	0	0		0	0	0	0	0
3400 Bookstore operations	0	0	0	0	0	0		0	0	0	0	0
Other	0	0	0	0	0	0		0	0	0	0	0
Total (lines 1-12)	60	12	41,284	524	249,777	0	0	0	0	0	0	291,657

Technology related expenditures from COVID-19 federal relief funds	Total spending detail	Classroom spending detail
1. 6340 Technical services	0	0
2. 6432 Technology-related repairs and maintenance	0	0
3. 6443 Rental of computers and related equipment	0	0
4. 6531 Telecommunications	0	0
5. 6650 Supplies-technology-related	0	0
6. 6737-38 Technology-related hardware & software (less than \$5,000)	4,754	0
7. 6739 Technology-related hardware & software (\$5,000 or more)	0	0
8. 6641-43 Software reported in library books, textbooks, or instructional aids	0	0
9. 6832 and 6842 Noninstructional software subscriptions (more than 12 months) principal and interest	0	0
10. 6833 and 6843 Instructional software subscriptions (more than 12 months) principal and interest	0	0

Other financing uses for federal relief funds	
1. 6910 Indirect costs transfers-out	0

Capital outlay expenditures detail for COVID-19 federal relief funds	
1. Programs 100-630, function 4000, objects 6100-6700 and 6890	0
2. Programs 100-630, all functions, object 67XX	249,777

	Total award (all fiscal years)	FY 2020 through FY 2024 expenditures and other financing uses	FY 2025 expenditures and other financing uses	Amount remaining to spend
COVID-19 federal relief funds				
1. Elementary and secondary school emergency relief funds (ESSER I)	142,995	142,995		
2. Elementary and secondary school emergency relief funds (ESSER II)	579,996	579,996	0	0
3. Elementary and secondary school emergency relief funds (ESSER III)	1,297,790	1,006,133	291,657	0
4. Governor's emergency education relief funds (GEER) - includes acceleration academies program	0	0	0	0
5. Coronavirus relief fund (CRF)—enrollment stability grant (ESG) program	167,681	167,681		
6. Other COVID-19 federal relief funds	0	0	0	0
7. Total	2,188,462	1,896,805	291,657	0

Total FY 2025 expenditures + other financing uses **291,657**

Food Service

Instructions

		Fund 510	
		Actual	
Beginning fund balance (1)	1.	6,049	1.
Revenues			
1500 Investment income	2.	0	2.
1600 Food service	3.	49,224	3.
Other local 3200	4.	1,660	4.
4500 Restricted revenue rec. from fed. gov.	5.	174,030	5.
4900 Revenue for/on behalf of the district	6.	19,042	6.
Total revenue (lines 2-6)	7.	243,956	7.
5000 Other financing sources and fund transfers-in	8.	0	8.
Total available (lines 1, 7, and 8)	9.	250,005	9.

A. Number of operating months 12

B. Number of meals served

	Breakfasts	Lunches/ Suppers	A la carte*	Snacks
1. Served at district locations				
a. Reimbursable meals only	28,303	32,959		
b. Program adults/adult workers	79	103	184	
c. Other				
2. Served at other locations				
a. Reimbursable meals only				
b. Program adults/adult workers				
c. Other				

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

C. Meal prices

	P-6	7-8	9-12	Adult
1. Reduced breakfast				
2. Reduced lunch				
3. Reduced snack				
4. Paid breakfast		1.75	1.75	1.75
5. Paid lunch	3.25	3.25	3.25	4.20
6. Paid snack				

D. Special milk program

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

For comparison only - prior year number of meals served

	Breakfasts	Lunches/ Suppers	A la carte	Snacks
1. Served at district locations				
a. Reimbursable meals only	410.00	30,715.00	0.00	0.00
b. Program adults/adult workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00
2. Served at other locations				
a. Reimbursable meals only	0.00	0.00	0.00	0.00
b. Program adults/adult workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00

Expenditures

6150 Classified salaries	
6200 Employee benefits	
6400 Purchased property services	
6570 Food service management	
6591 Services purchased from other AZ districts	
6610 General supplies (nonfood items)	
6620 Energy	
6631 USDA Commodities (excluding freight)	
6632 USDA Commodities (freight only)	
6633 Other food	
6634 Storage costs for USDA Commodities	
6700 Property (excluding 6731-39)	
6731-32, 6734-35, 6737-38 Furniture & equipment, vehicles, & tech. costing under \$5,000	
6733, 6736, 6739 Furniture & equipment, vehicles, & tech. costing \$5,000 or more	
6832 and 6842 Other principal and interest	
Other expenditures	
Total expenditures (lines 10-25)	
6910 Indirect costs transfers-out	
6900 Other financing uses and fund transfers-out (excluding indirect costs transfers-out)	
Total expenditures & other uses (lines 26-28)	
Ending fund balance (line 9 minus line 29) (1)	

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

6400 Purchased property services	1,302
----------------------------------	-------

(1) Includes food service fund revolving account cash balance of

	Food Service Fund 510		M&O expenditures Fund 001	Capital expenditures Fund 610
	Budget	Actual	Actual	Actual
10.		2,200	7,756	0
11.		438	1,536	0
12.		0	0	0
13.		228,137	0	0
14.		0	0	0
15.		0	0	0
16.		0	0	0
17.		19,042	0	0
18.		0	0	0
19.		0	0	0
20.		0	0	0
21.		0	0	0
22.		0	0	0
23.		0	0	0
24.		0	0	0
25.		188	0	0
26.	300,000	250,005	9,292	0
27.		0	0	0
28.		0	0	0
29.		250,005	0	0
30.		0	0	0

E. Detail of food service management company expenditures

Classified salaries	48,593
Employee benefits	14,578
Supplies and materials (nonfood)	8,759
Food	117,723
Management fee	8,112
Other	30,372
Total (must equal total of amounts on line 13 above)	228,137

\$0 at 7/1/24 or \$0 at 6/30/25, as applicable.

I certify that the Annual Financial Report of Joseph City Unified District, Navajo County, for fiscal year 2025 was approved by the Governing Board on October 14, 2025, and that the complete Annual Financial Report may be reviewed by contacting Steven Mills at the District Office, telephone 928-288-3307, during normal business hours.

	CTDS number	090202000
Avg. Daily Membership	2024	2025
Attending	405.3003	399.3700
2025 Tax Rates:	Primary	Secondary
	4.2979	0.7392

Instructions

Rev. 8/25 Arizona Department of Education and Auditor General

President of the Governing Board

Fund/program	Beginning fund balance	Revenues	Net other financing sources and uses including transfers	Budgeted expenditures	Actual expenditures	Ending fund balance	Fund types
Regular Education				4,360,560	4,222,034		
Special Education				665,601	696,256		
Pupil Transportation				321,486	413,489		
Desegregation				0	0		
Dropout Prevention Programs				0	0		
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0		
K-3 Reading Program				18,387	17,407		
Budget-controlled funds (A.R.S. §§15-304 and 15-977)							
Maintenance and Operation total	97,863	5,063,806	0	5,366,034	5,349,186	(187,517)	General
Classroom Site Funds	914,939	461,030		1,378,054	586,306	789,663	Special revenue
Unrestricted Capital Outlay	7,046	310,509	0	317,554	294,697	22,858	General
Adjacent Ways	146,084	48,499	0	196,084	7,746	186,837	Capital projects
Federal projects	(576,346)	1,433,241	(11,777)	1,157,500	810,756	34,362	
State projects	65,142	4,717	0	75,000	9,611	60,248	
Cash-controlled funds (A.R.S. §15-304)							
Instructional Improvement	141,659	31,745		200,000	79,672	93,732	Special revenue
Bond Building	0	0	0	0	0	0	Capital projects
Condemnation	0	0	0	0	0	0	Capital projects
Energy and Water Savings	0	104,591	0	80,000	104,592	(1)	Capital projects
New School Facilities	0	0		0	0	0	Capital projects
County, City, and Town Grants	0	0	0	0	0	0	Special revenue
English Language Learner	0	0	0	0	0	0	Special revenue
Compensatory Instruction	0	0	0	0	0	0	Special revenue
School Plant Fund	1,610	453	5,734	20,000	7,797	0	General
Food Service	6,049	243,956	0	300,000	250,005	0	Special revenue
Civic Center	60,864	14,165	0	80,000	75,029	0	Special revenue
Community School	16,240	6,480	0	35,000	17,611	5,109	Special revenue
Auxiliary Operations	79,346	147,436	0	100,000	128,949	97,833	General
Extracurricular Activities Fees	52,412	14,095	0	65,000	13,043	53,464	Special revenue
Gifts and Donations	500,816	48,961	0	550,000	178,191	371,586	General
Gifts and Donations—Capital	0	0	0	0	0	0	Capital projects
Career & Technical Education Projects	932	0	0	30,000	0	932	Special revenue
Fingerprint	0	0	0	0	0	0	Special revenue
School Opening	0	0	0	0	0	0	General
Insurance Proceeds	41,891	26,022	0	75,000	7,295	60,618	General
Textbooks	1,318	0	0	3,000	0	1,318	Special revenue
Litigation Recovery	26,311	11,193	0	30,000	0	37,504	General
Indirect Costs	145,648	0	11,777	155,000	157,268	157	General
Unemployment Insurance	0	0	0	0	0	0	General
Teacherage	0	0	0	0	0	0	General
Insurance Refund	8,624	0	0	10,000	0	8,624	Special revenue
Grants and Gifts to Teachers	0	0	0	0	0	0	Special revenue
Advertisement	0	0	0	0	0	0	General
Career Technical Education	179,738	67,992	0	250,000	238,285	9,445	Special revenue
Arizona Industry Credentials Incentive	0	0	0	0	0	0	Special revenue
Impact Aid Revenue Bond Building	0	0	0	0	0	0	Capital projects
Debt Service	15	1	0	1,000	0	16	Debt service
Emergency Deficiencies Correction	(41,740)	0	0	60,000	0	(41,740)	Capital projects
Building Renewal Grant	(1,149,598)	599,764	0	0	0	(549,834)	Capital projects
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0	Debt service
Student Activities	39,934	44,076	0	60,000	42,664	41,346	Special revenue
Employee Insurance Program Withholdings	0	0	0	0	0	0	
State Income Tax Withholdings	0	0	0	0	0	0	
Other Funds	0	0	0	0	0	0	General
Permanent Fund	0	0	0	0	0	0	Permanent
Trust and Custodial Funds	0	0	0	0	0	0	
Enterprise Funds	0	0	0	0	0	0	Enterprise
Self-Insurance	0	0	0	0	0	0	Internal services
Intergovernmental Agreements	0	0	0	0	0	0	Internal services
OPEB	0	0	0	0	0	0	Internal services
Other Internal Service Fund	0	0	0	0	0	0	Internal services

Additional fund balance reserve information
(See fund balance reserve tab for more detail)

- (1) The District does not have a process or policy to establish a targeted fund balance reserve for FY 2025.
- (2) The District's actual fund balance reserve for FY 2025 was: 0

9. INFORMATION ITEMS

9.A. Report and Public Comment on the Use of Maintenance and Operations Override Monies for 2024-25

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

Report on the use of Maintenance and Operations override monies during the 2024-25 school year

Joseph City Unified School District | Public Meeting | October 14, 2025

What is an override?

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

How much is it?

The override provided additional funds of approximately \$687,380 in 2024-25. It can cost the average homeowner between \$19 and \$144 per year, depending on the assessed value of their property. Since override funds are a percentage of the Maintenance and Operations budget, which is determined each year by Arizona and legislative funding formulas, the annual override amount can vary over its life cycle. Override amounts in past years have been:

- \$362,006 in 2013-14
- \$344,401 in 2014-15
- \$348,952 in 2015-16
- \$354,343 in 2016-17
- \$369,434 in 2017-18
- \$387,259 in 2018-19
- \$272,562 in 2019-20
- \$643,963 in 2020-21
- \$628,488 in 2021-22
- \$684,037 in 2022-23
- \$693,702 in 2023-24

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

What is the timeline?

The current override was approved by voters in November 2024 and became effective with the 2025-26 school year. The 2025-26 school year is the first year of a 7-year override cycle. The override is authorized to be funded at the full amount for five years. In the sixth year (2030-31) funding will be reduced by one-third. In the seventh year (2031-32), funding will be reduced by two-thirds and eliminated completely in 2032-33, unless voters approve a renewal of the override in the November 2029 election.

How is the money used?

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

Questions? Comments?

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

Superintendent
 Bryan Fields
bryanf@jcusd.org

Business Manager
 Steve Mills
stevenm@jcusd.org

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

9.B. 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:

Policy Advisories 917-958

EA - Support Services Goals / Priority Objectives
EB-R - Environmental and Safety Program
EBAA; EBAA-R - Reporting Hazards / Warning Systems
EBAB; EBAB-R - Hazardous Materials
EBBB; EBBB-R - Accident Reports
EBC; EBC-R - Emergencies: Response Plans and School Closings
EBCD; EBCD-R - Weather-Related and Emergency Closings
ECA; ECA-R - Security
ECAC; ECAC-R - Vandalism
ECB - Building and Grounds Maintenance
ED - Materials and Equipment Management
EDB; EDB -R - Maintenance and Control of Materials and Equipment
EDBA - Maintenance and Control of Instructional Materials
EDC - Authorized Use of School-Owned Materials and Equipment
EE - Transportation Services
EEA; EEA-R - Student Transportation
EEAA - Walkers and Riders
EEAE; EEAE-R; EEAE-EA; EEAE-EB - Bus Safety Program
EEAEA; EEAEA-R - Bus Driver Requirements, Training and Responsibilities
EEAEAA; EEAEAA-R; EEARAA-E - Drug and Alcohol Testing of Transportation Employees
EEAEB - Bus Purchasing and Maintenance
EEAEC - Student Conduct on School Buses
EEAF - Special Use of Buses
EEAG; EEAG-R - Student Transportation in Private Vehicles
EEB - Business and Personnel Transportation Services
EEBD - Business Transportation Records and Reports
EF; EF-RA; EF-RB - Food Services
EFC; EFC-R - Free and Reduced-Price Food Services
EFD - Pricing of and Payment for Food Services
EFDA - Collection of Money / Food Tickets
EFE - Competitive Food Sales / Vending Machines
EG - Office Services
EGAD - Copyright Compliance
EGAE - Mail and Delivery Services
EGAEA; EGAEA-R - Electronic Mail
EGD - Use of Technology in Office Services
EHB; EGH-R - Data / Records Retention
FA - Facilities Development Goals / Priority Objectives
FCB - Retirement of Facilities
FEA - Educational Specifications for Construction
FF - Naming Facilities
GBEB - Staff Conduct

Policy Advisory 959

DJE - Bidding / Purchasing Procedures

POLICY SERVICES ADVISORY

Volume 37, Number 9

September 2025

Policy Advisory No. 917	Policy EA — Support Services Goals / Priority Objectives
Policy Advisory No. 918	Regulation EB-R — Environmental and Safety Program
Policy Advisory No. 919	DELETED Policy EBAA — Reporting Hazards / Warning Systems DELETED Regulation EBAA-R — Reporting Hazards / Warning Systems
Policy Advisory No. 920	NEW Policy EBAB — Hazardous Materials NEW Regulation EBAB-R — Hazardous Materials
Policy Advisory No. 921	Policy EBBB — Accident Reports Regulation EBBB-R — Accident Reports
Policy Advisory No. 922	Policy EBC — Emergencies NEW Regulation EBC-R — Emergencies: Response Plans and School Closings
Policy Advisory No. 923	DELETED Policy EBCD — Weather – Related and Emergency Closings DELETED Regulation EBCD-R — Weather – Related and Emergency Closings
Policy Advisory No. 924	Policy ECA — Security Regulation ECA-R — Security
Policy Advisory No. 925	Policy ECAC — Vandalism Regulation ECAC-R — Vandalism
Policy Advisory No. 926	Policy ECB — Building and Grounds Maintenance
Policy Advisory No. 927	DELETED Policy ED — Materials and Equipment Management

- Policy Advisory No. 928 Policy EDB — Maintenance and Control of
Materials and Equipment
Regulation EDB-R — Maintenance and Control of
Materials and Equipment
- Policy Advisory No. 929 **DELETED** Policy EDDBA — Maintenance and Control of
Instructional Materials
- Policy Advisory No. 930 Policy EDC — Authorized Use of School - Owned
Materials and Equipment
- Policy Advisory No. 931 Policy EE — Transportation Services
- Policy Advisory No. 932 **NEW** Policy EEA — Student Transportation
NEW Regulation EEA-R — Student Transportation
- Policy Advisory No. 933 **DELETED** Policy EEAA — Walkers and Riders
- Policy Advisory No. 934 Policy EEAE — Bus Safety Program
Regulation EEAE-R — Bus Safety Program
Exhibit EEAE-EA — Bus Safety Program
Exhibit EEAE-EB — Bus Safety Program
- Policy Advisory No. 935 Policy EEAEA — Bus Driver Requirements,
Training and Responsibilities
NEW Regulation EEAEA-R – Bus Driver Requirements,
Training and Responsibilities
- Policy Advisory No. 936 **DELETED** Policy EEAEAA — Drug and Alcohol
Testing of Transportation Employees
DELETED Regulation EEAEAA-R — Drug and Alcohol
Testing of Transportation Employees
DELETED Exhibit EEAEAA-E — Drug and Alcohol
Testing of Transportation Employees
- Policy Advisory No. 937 Policy EEAEAB — Bus Purchasing and Maintenance
- Policy Advisory No. 938 **DELETED** Policy EEAEAC — Student Conduct on
School Buses
- Policy Advisory No. 939 **DELETED** Policy EEAEAF — Special Use of Buses
- Policy Advisory No. 940 ... **DELETED** Policy EEAG — Student Transportation in
Private Vehicles
DELETED Regulation EEAG-R — Student Transportation
in Private Vehicles
- Policy Advisory No. 941 Policy EEB — Business and Personnel
Transportation Services

- Policy Advisory No. 942**DELETED** Policy EEBD — Business Transportation
Records and Reports
- Policy Advisory No. 943 Policy EF — Food Services
Regulation EF-RA — Food Services
NEW Regulation EF-RB — Food Services
- Policy Advisory No. 944 **DELETED** Policy EFC — Free and Reduced - Price
Food Services
DELETED Regulation EFC-R — Free and Reduced - Price
Food Services
- Policy Advisory No. 945 **NEW** Policy EFD — Pricing of and Payment
for Food Services
- Policy Advisory No. 946 **DELETED** Policy EFDA — Collection of Money /
Food Tickets
- Policy Advisory No. 947**DELETED** Policy EFE — Competitive Food Sales /
Vending Machines
- Policy Advisory No. 948 **DELETED** Policy EG — Office Services
- Policy Advisory No. 949 Policy EGAD — Copyright Compliance
- Policy Advisory No. 950 Policy EGAE — Mail and Delivery Services
- Policy Advisory No. 951Policy EGAEA — Electronic Mail
NEW Regulation EGAEA-R – Electronic Mail
- Policy Advisory No. 952Policy EGD — Use of Technology in
Office Services
- Policy Advisory No. 953Policy EHB — Data / Records Retention
Regulation EHB-R — Data / Records Retention
- Policy Advisory No. 954Policy FA — Facilities Development Goals /
Priority Objectives
- Policy Advisory No. 955Policy FCB — Retirement of Facilities
- Policy Advisory No. 956 Policy FEA — Educational Specifications
for Construction
- Policy Advisory No. 957 Policy FF — Naming Facilities
- Policy Advisory No. 958 Policy GBEB — Staff Conduct

POLICY ADVISORY DISCUSSION

Summary

Sections E and F Revisions

Section E:

Section E revisions are due to a reorganization that aligns similar policy content and maintains comprehensive information for effective Board governance and District operations. The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (see Discussions below for specific information regarding each document). Documents not listed in this comparison document from Section E did not change. The clean copy document linked on the Policy Advisory communication provides the revised Section E in its entirety.

Section F:

Section F includes minor revisions; see Discussions below for specific information regarding each document.

Policy Advisory No. 917

Policy EA — Support Services Goals / Priority Objectives

In **Policy EA**, original language in “A.” and “C.” was updated, and original language in “B.” regarding transportation was removed as student services, which includes transportation, is noted in the revised “B.”

Policy Advisory No. 918

Regulation EB-R — Environmental and Safety Program

The title of **Regulation EB-R** was revised to align with the related policy, *Safety Program*. Headings within the regulation were updated, and the following language was added under the subheading *Students: A. Avoid behaviors **that jeopardize the safety of self or others including but not limited to.***

Policy Advisory No. 919 ~~DELETED~~ Policy EBAA — Reporting Hazards / Warning Systems

~~DELETED~~ Regulation EBAA-R — Reporting Hazards / Warning Systems

Language in **Policy EBAA** and **Regulation EBAA-R — Reporting Hazards/Warning Systems** was moved to newly created **Policy EBAB** and **Regulation EBAB-R — Hazardous Materials** to better align with content; therefore, **Policy EBAA** and **Regulation EBAA-R** were removed from the model manual.

Policy Advisory No. 920 **NEW Policy EBAB — Hazardous Materials**
NEW Regulation EBAB-R — Hazardous Materials

Policy EBAA and **Regulation EBAA-R** were recodified as **Policy EBAB** and **Regulation EBAB-R** (the subtitle remained the same). Headings were added, content was reorganized, and language was updated to enhance clarity. The *Posting of Notice* portion in the regulation was removed as this information pertained specifically to emergency pesticide applications and the requirements for the certified applicator, not the District. Information regarding where to locate certified applicator requirements and exemptions for non-residual pesticide and emergency applications was added to the end of the regulation.

Policy Advisory No. 921 **Policy EBBB — Accident Reports**
Regulation EBBB-R — Accident Reports

In **Policy EBBB**, headings were added, content was reorganized, and language was updated to enhance clarity. For example, information regarding employee reporting in paragraph three was moved to the regulation under the heading *Employees*, and District reporting requirements per A.R.S. 23-908 and the Industrial Commission of Arizona were updated under the heading *District Responsibilities*. In **Regulation EBBB-R**, the subtitle *Student Accidents* was removed as the revised content pertains to employees and students, headings were added, and the following phrase, “report the matter to their supervisor immediately” was added regarding employee reporting to enhance clarity.

Policy Advisory No. 922 **Policy EBC — Emergencies**
NEW Regulation EBC-R – Emergencies:
Response Plans and School Closings

Policy EBC was revised to include “Response Plans and School Closings” in the title as language in **Policy EBCD — Weather-related and Emergency Closings** was moved to this policy under the heading *Emergency School Closings*. Therefore, **Policy EBCD** was removed from the model manual. Headings and subheadings were also added, and content was reorganized to enhance clarity. Newly created **Regulation EBC-R** contains information formerly in **Regulation EBCD-R**; therefore, **Regulation EBCD-R** was removed from the model manual. Content regarding *Delayed Opening* and *School Closing* was combined into one paragraph in the revised regulation, and language relating to information dissemination was updated to enhance clarity.

Policy Advisory No. 923 **DELETED Policy EBCD — Weather – Related**
and Emergency Closings
DELETED Regulation EBCD-R — Weather – Related
and Emergency Closings

Language in **Policy EBCD** was moved to **Policy EBC** under the heading *Emergency School Closings*; therefore, **Policy EBCD** was removed from the model manual. Language in **Regulation EBCD-R** was moved to newly created **Regulation EBC-R**; therefore, **Regulation EBCD-R** was removed from the model manual.

Policy Advisory No. 924

**Policy ECA — Security
Regulation ECA-R — Security**

Language in **Policy ECA** was expanded to include additional security-related content (e.g., preventing unauthorized visitors, fingerprinting volunteers, complying with workplace occupational safety and health standards, and complying with sex offender notification requirements). In **Regulation ECA-R**, the subtitle *Access and Keys* was added, as well as headings to enhance clarity.

Policy Advisory No. 925

**Policy ECAC - Vandalism
Regulation ECAC-R — Vandalism**

Information on *Reporting Suspected Crimes or Incidents* previously found in **Policy GBEB – Staff Conduct** has been relocated to Policy ECAC. The policy and regulation titles were updated to *Vandalism and Reporting Suspected Crimes* to better reflect the revised scope and content. Additionally, the heading *Reporting* was added to Regulation ECAC-R for clarity; the regulation’s content remains unchanged.

Policy Advisory No. 926

**Policy ECB — Building and Grounds
Maintenance**

Minor edits were made to **Policy ECB**, including the additions of “Oversight” to School Facilities Board and Legal Reference A.R.S. 41-5731.

Policy Advisory No. 927

**~~Policy ED — Materials and
Equipment Management~~**

Policy ED was removed from the model manual as a District warehouse is not statutorily required. Districts may retain this policy if the information is applicable.

Policy Advisory No. 928

**Policy EDB — Maintenance and Control of
Materials and Equipment
Regulation EDB-R — Maintenance and Control of
Materials and Equipment**

Policy EDB was revised to include “and Instructional Materials” in the title as language in **Policy EDDBA — Maintenance and Control of Instructional Materials** was moved to this policy under the heading *Instructional Materials*. Therefore, **Policy EDDBA** was removed from the model manual. Additional updates include headings, and the replacement of “furniture” with “materials” in paragraph two and “second” with “replacement” in paragraph six. **Regulation EDB-R** was also updated to align the title with the revised **Policy EDB**. Information regarding *Donation of Surplus* was added to **Regulation EDB-R** to enhance clarity, and the following terminology changes were made: “unit” was replaced with “district site” in paragraph one and “business manager” was replaced with “Superintendent” in paragraphs one and three.

Policy Advisory No. 929 ***DELETED* Policy EDDB — Maintenance and Control of Instructional Materials**

Language in **Policy EDDB** was moved to **Policy EDB**; therefore, **Policy EDDB** was removed from the model manual.

Policy Advisory No. 930 **Policy EDC — Authorized Use of School - Owned Materials and Equipment**

Minor edits to **Policy EDC** include the addition of “materials” in the opening sentence and the removal of information regarding competition with local business firms; however, Districts may retain this portion if preferred.

Policy Advisory No. 931 **Policy EE — Transportation Services**

The final paragraphs regarding student transportation in **Policy EE** were moved to newly created **Policy EEA — Student Transportation** under the subheading *Students with Disabilities* (information regarding statutory requirement) and heading *Responsibility* (information pertaining to operation and safety). Legal References were also updated.

Policy Advisory No. 932 ***NEW* Policy EEA — Student Transportation
NEW Regulation EEA-R — Student Transportation**

Newly created **Policy EEA — Student Transportation** incorporates language from **EEAA — Walkers and Riders**, **EE – Transportation Services**, **EEAF — Special Use of Buses**, and **EEAG — Student Transportation in Private Vehicles** as these policies relate specifically to student transportation (therefore, **Policies EEAA, EEAF, EEAG** were removed from the model manual). The list of eligible student categories who qualify for transportation services was also updated, and information regarding transportation and student detention was added under the heading *Extenuating Circumstances*. Newly created **Regulation EEA-R** contains language from the former Regulation **EEAG-R**.

Policy Advisory No. 933 ***DELETED* Policy EEAA — Walkers and Riders**

Language in **Policy EEAA** was moved to newly created **Policy EEA** under the heading *School Bus Transportation*; therefore, **Policy EEAA** was removed from the model manual.

Policy Advisory No. 934 **Policy EEAE — Bus Safety Program
Regulation EEAE-R — Bus Safety Program
Exhibit EEAE-EA — Bus Safety Program
Exhibit EEAE-EB — Bus Safety Program**

Policy EEAE was revised to include “and Student Conduct” in the title as language in **Policy EEAE — Student Conduct on School Buses** was moved to this policy under the heading *Student Conduct*. Therefore, **Policy EEAE** was removed from the model manual. Arizona Administrative Code was also updated,

headings were added, and content was reorganized to enhance clarity. The title for **Regulation EEAE-R** was revised to align with the policy (Bus Safety and Student Conduct), and a reference to **Exhibit EEAE-EA** was added to the end of the regulation. The titles for **Exhibits EEAE-EA** and **EEAE-EB** were revised to align with the policy (Bus Safety and Student Conduct), and Exhibit EEAE-EA updated “C.” under the heading *Prohibited items* to include the service animal exception.

Policy Advisory No. 935 **Policy EEAEA — Bus Driver Requirements, Training and Responsibilities**
NEW Regulation EEAEA-R - Bus Driver Requirements, Training and Responsibilities

Statutory language regarding *Certification and Training* was added to **Policy EEAEA**, and language in **Policy EEAEA** was moved to **Policy EEAEA**. Therefore, **Policy EEAEA** was removed from the model manual. Headings and subheadings were also added, and information was reorganized to enhance clarity. Newly created **Regulation EEAEA-R** contains language from **Regulation EEAEA-R**; therefore, **Regulation EEAEA-R** was removed from the model manual.

Policy Advisory No. 936 **DELETED Policy EEAEA — Drug and Alcohol Testing of Transportation Employees**
DELETED Regulation EEAEA-R — Drug and Alcohol Testing of Transportation Employees
DELETED Exhibit EEAEA-E — Drug and Alcohol Testing of Transportation Employees

Language in **Policy EEAEA** was moved to **Policy EEAEA** under the heading *Transportation Employees: Prohibitions and Alcohol and Controlled Substances Testing*; therefore, **Policy EEAEA** was removed from the model manual. **Regulation EEAEA-R** was recodified as **Regulation EEAEA-R**; therefore, **Regulation EEAEA-R** was removed from the model manual. **Exhibit EEAEA-E** regarding records retention was removed from the model manual and general language pertaining to *Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing* was added to **Regulation EHB-R — Data/Records Retention**.

Policy Advisory No. 937 **Policy EEAEB — Bus Purchasing and Maintenance**

Language in **Policy EEAEB** was expanded to include *Bus Inspection and Maintenance* information contained in statute and Arizona Administrative Code; the policy title was revised to align with the updated content: “Bus Inspection and Maintenance.”

Policy Advisory No. 938 **DELETED Policy EEAE — Student Conduct on School Buses**

Language in **Policy EEAE** was moved to **Policy EEAE** under the heading *Student Conduct*; therefore, **Policy EEAE** was removed from the model manual.

Policy Advisory No. 939 *DELETED* **Policy EAAF — Special Use of Buses**

Language in **Policy EAAF** was moved to newly created **Policy EEA** under the heading *Special Use*; therefore, **Policy EAAF** was removed from the model manual.

Policy Advisory No. 940 *DELETED* **Policy EEAG — Student Transportation in Private Vehicles**
DELETED **Regulation EEAG-R — Student Transportation in Private Vehicles**

Language in **Policy EEAG** regarding student transportation (paragraphs 1, 2, and 4) was moved to newly created **Policy EEA** under the heading *Private Vehicle Transportation* (language in **Policy EEAG** regarding District employees and Governing Board members (paragraph 3) was already included in **Policy EEB** under the heading *Use of Private Vehicle*). Therefore, **Policy EEAG** was removed from the model manual. **Regulation EEAG-R** was recodified as newly created **Regulation EEA-R**; therefore, **Regulation EEAG-R** was removed from the model manual.

Policy Advisory No. 941 **Policy EEB — Business and Personnel Transportation Services**

Language in **Policy EEBD** was moved to **Policy EEB**; therefore, **Policy EEBD** was removed from the model manual. To reflect the expanded scope, the phrase “and Records and Reports” was added to the policy’s title.

Policy Advisory No. 942 *DELETED* **Policy EEBD — Business Transportation Records and Reports**

Language in **Policy EEBD** was moved to **Policy EEB** under the heading *Transportation Records and Reports*; therefore, **Policy EEBD** was removed from the model manual.

Policy Advisory No. 943 **Policy EF — Food Services**
Regulation EF-RA — Food Services
NEW **Regulation EF-RB – Food Services**

Language in **Policy EFC — Free and Reduced-Price Food Services** and **Policy EFE — Competitive Food Sales/Vending Machines** was moved to **Policy EF**; therefore, **Policies EFC** and **EFE** were removed from the model manual. The following subtitle was added to **Policy EF** to align with the updated policy content: *Free and Reduced Price, Competitive Food Sales, Vending Machines*. In addition, minor language updates were made under the heading *Competitive Food Sales* to align with the Arizona Healthy Schools Act, and headings were added to enhance clarity. **Regulation EF-R** was updated to **EF-RA** due to newly created **Regulation EF-RB**. Language from **Regulation EFC-R** was moved to newly created **Regulation EF-RB**; therefore, **Regulation EFC-R** was removed from the model manual.

Policy Advisory No. 944

***DELETED* Policy EFC — Free and
Reduced – Price Food Services
DELETED Regulation EFC-R — Free and
Reduced – Price Food Services**

Language in **Policy EFC** was moved to **Policy EF** under the heading *Free and Reduced Price*; therefore, **Policy EFC** was removed from the model manual. **Regulation EFC-R** was recodified as **Regulation EF-RB**; therefore, **Regulation EFC-R** was removed from the model manual.

Policy Advisory No. 945

***NEW* Policy EFD — Pricing of and
Payment for Food Services**

Newly created **Policy EFD** contains language from **Policy EFDA** which was recodified, reorganized, and updated for compliance and enhanced clarity in **Policy EFD**. Therefore, **Policy EFDA** was removed from the model manual.

Policy Advisory No. 946

***DELETED* Policy EFDA — Collection of
Money / Food Tickets**

Information from **Policy EFDA** was moved to newly created **Policy EFD**; therefore, **Policy EFDA** was removed from the model manual.

Policy Advisory No. 947

***DELETED* Policy EFE — Competitive Food
Sales / Vending Machines**

Language from **Policy EFE** was moved to **Policy EF** under the headings *Competitive Food Sales* and *Vending Machines*; therefore, **Policy EFE** was removed from the model manual.

Policy Advisory No. 948

***DELETED* Policy EG — Office Services**

Policy EG was removed from the model manual as office hours may differ throughout the District. The legal reference pertains to hours of labor, not hours of operation.

Policy Advisory No. 949

Policy EGAD — Copyright Compliance

Policy EGAD revisions include simplified language while retaining the *Fair Use Guidelines*.

Policy Advisory No. 950

**Policy EGAE — Mail and
Delivery Services**

Policy EGAE contains minor updates (e.g., replaced “shall” with “may”) as a mail and delivery service is not required by statute.

Policy Advisory No. 951

**Policy EGAEA — Electronic Mail
NEW Regulation EGAEA-R - Electronic Mail**

Headings were added to **Policy EGAEA** to enhance clarity, and guidelines were moved to newly created **Regulation EGAEA-R**.

Policy Advisory No. 952

**Policy EGD — Use of Technology in
Office Services**

In **Policy EGD**, headings were added and language regarding *Records Retention* was moved to **Policy EHB — Data/Records Retention**. Additional revisions include minor updates to language, and the inclusion of additional Open Meeting Law information (e.g., Governing Board OML review requirement per A.R.S. 38-431.01, reiterated in **Policy BBA — Board Powers and Responsibilities**, as well as recommended email notification provided by the Arizona Attorney General).

Policy Advisory No. 953

**Policy EHB — Data / Records Retention
Regulation EHB-R — Data / Records Retention**

Language under the heading *Records Retention* in **Policy EGD** was moved to **Policy EHB** under the heading *Governing Board and Staff*; in addition, headings were added, and content was reorganized to enhance clarity. **Regulation EHB-R** added general information regarding *Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing*, originally addressed in deleted **Exhibit EEAEAA-E**.

Policy Advisory No. 954

**Policy FA — Facilities Development Goals /
Priority Objectives**

Legal references have been revised to reflect current law: repealed statutes A.R.S. 15-2002 and 15-2031 were removed, while A.R.S. 41-5711 (Minimum School Facility Adequacy Requirements) and 15 U.S.C. 2643 (Asbestos Hazard Emergency Response) were added. No changes were made to the policy content.

Policy Advisory No. 955

Policy FCB — Retirement of Facilities

Policy FCB was reorganized to enhance clarity, with updated legal references and added headings. The section outlining the process for closing a school facility now includes more specific, statutorily required information to better guide districts. Additionally, the policy title was revised to more accurately reflect its content, and a new section addressing boundary changes resulting from a school closure was added.

Policy Advisory No. 956

**Policy FEA — Educational Specifications for
Construction**

Headings were added to Policy FEA and legal references were updated to enhance clarity; the original language in B., D., and E. was removed to better align with statutory requirements.

Policy Advisory No. 957

Policy FF — Naming Facilities

The following sentence was added to Policy FF: “The District may consider community feedback in this process.”

Policy Advisory No. 958

Policy GBEB — Staff Conduct

Information pertaining to *Reporting Suspected Crimes or Incidents* was moved to **Policy ECAC – Vandalism and Reporting Suspected Crimes**, and legal references were updated to reflect this change.



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 917

**EA ©
SUPPORT SERVICES GOALS /
PRIORITY OBJECTIVES**

In order to provide services that are supportive of the educational program, the Board establishes these broad goals:

A. To provide a ~~physical~~ safe and enriching environment ~~for~~ conducive to teaching and learning ~~that is safe and pleasant~~ for students, staff members, and the public.

B. ~~To provide safe transportation for students who ride the school bus to and from school.~~

C. To provide student services, resources, and assistance responsive to the needs of the educational programs.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

ADVISORY 918

EB-R ©

REGULATION

**~~ENVIRONMENTAL AND~~
SAFETY PROGRAM**

Responsibilities

~~Responsibilities of the m~~Maintenance ~~s~~Supervisor:

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

~~Responsibilities of the school p~~Principals:

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

~~Responsibilities of the t~~Transportation ~~s~~Supervisor:

- A. Maintain standards for certification of school bus drivers.
- B. Maintain standards for periodic inspection and maintenance of school buses.
- C. Maintain standards for school bus operation and idling procedures for gasoline, diesel, and alternative fuel engines which minimize air pollution by buses.

~~Responsibilities of o~~Other ~~e~~Employees:

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

~~Responsibilities of s~~Students:

- A. Avoid ~~the following~~ behaviors that jeopardize the safety of self or others including but not limited to:
 - 1. Setting off a false fire alarm.
 - 2. Misusing the fire alarm system, fire extinguishers, or other fire protection and safety equipment.
 - 3. Setting a fire in the building or on the school grounds.
 - 4. Taking any action or creating any situation which either directly or indirectly affects indoor air quality in an adverse manner.
- B. Report promptly to the principal of the school or other appropriate school employee any defects in buildings, grounds, indoor air quality, or equipment that might prove injurious to the safety, health, or comfort of employees, students, or other persons.

***~~Responsibilities of o~~Other ~~i~~Individuals
~~u~~Utilizing ~~s~~School ~~b~~Buildings:***

- A. Refrain from abusing safety equipment, such as fire extinguishers, alarm systems, et cetera.
- B. Report promptly to the ~~Superintendent~~ principal or another school employee any defects in buildings, grounds, indoor air quality, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

ADVISORY 919

~~EBAAC
REPORTING OF HAZARDS/
WARNING SYSTEMS~~

~~(Pesticide Application Notice)~~

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

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

~~A. Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.~~

~~B. Provide for oral notification to pupils and employees during the regular school session.~~

~~C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides.~~

~~Pest control applicator(s) employed by the District shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice:~~

~~A. The brand name of the pesticide(s) to be applied.~~

~~B. The location and area or areas where the pesticide is to be applied.~~

~~C. The date and time the application is to occur.~~

~~D. The name, address, phone number and contact person of the certified applicator.~~

~~E. A statement that further information, such as the product label or safety data sheet, is available by contacting the certified applicator.~~

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

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

~~Only a certified applicator may apply pesticides at a school.~~

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~3-3606~~

~~15-152~~

~~CROSS REF.:~~

~~IKEA - Make Up Opportunities~~

~~EBAA-R ©~~

REGULATION

**~~REPORTING OF HAZARDS /
WARNING SYSTEMS~~**

~~(Pesticide Application Notice)~~

~~The school administrator shall be the contact person for providing information regarding pesticide application activities at the school, including but not limited to giving oral and written notification, supervising the posting of notifications as required, and maintaining records of pesticide application notifications.~~

~~Oral and Written Notice~~

~~All oral and written notification shall contain, at a minimum, the date, time, general areas to be treated, and brand name of the pesticide to be applied. During the regular school session, and not less than forty eight (48) hours prior to pesticide application, notification shall be provided in the manner indicated below.~~

~~A. Oral notification to all students and school employees shall be provided by means of:~~

- ~~1. School public address systems; or~~
- ~~2. Assembly communications; or~~
- ~~3. Staff meeting announcements; or~~
- ~~4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.~~

~~B. Written notification to the parents or guardians of enrolled students shall be provided by means of:~~

- ~~1. Weekly school lunch menus; or~~
- ~~2. Special communications; or~~
- ~~3. Newsletters; or~~
- ~~4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.~~

~~Posting of Notice~~

~~No less than forty-eight (48) hours prior to pesticide application, signs measuring at least eight and one half inches by eleven inches (8 1/2" x 11") shall be posted to identify pesticide application areas. The signs shall display:~~

- ~~A. The words "warning pesticides."~~
- ~~B. The registration number issued by the United States Environmental Protection Agency.~~
- ~~C. The date and time of the application.~~
- ~~D. A phone number for the school contact person and one (1) for the licensed pesticide applicator.~~

~~The signs shall be placed at:~~

- ~~A. The main entrance to all buildings where pesticide is to be applied.~~
- ~~B. Playing fields where pesticide is to be applied.~~

~~The signs may be removed no less than forty-eight (48) hours after the pesticide is applied.~~

~~CROSS REF.:~~

~~IKEA - Make Up Opportunities~~

ADVISORY 920

EBAB ©
HAZARDOUS MATERIALS
(Pesticide Application Notice)

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

Notice Requirements

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

A. Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.

B. Provide for oral notification to pupils and employees during the regular school session.

C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides during a regular school session.

Pesticide Application Requirements

Only a certified applicator may apply pesticides at a school.

Pest-control applicator(s) employed by the District shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice:

A. The brand name of the pesticide(s) to be applied.

B. The location and area or areas where the pesticide is to be applied.

C. The date and time the application is to occur.

D. The name, address, phone number and contact person of the certified applicator.

E. A statement that further information, such as the product label or safety data sheet, is available by contacting the certified applicator.

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

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

Regulations

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

Adopted: _____

LEGAL REF.:

A.R.S.

3-3606

15-152

CROSS REF.:

IKEA - Make Up Opportunities

EBAB-R ©

REGULATION

HAZARDOUS MATERIALS

(Pesticide Application Notice)

The principal shall be the contact person for providing information regarding pesticide application activities at the school, including but not limited to giving oral and written, electronic or telephonic notification, supervising the posting of notifications as required, and maintaining records of pesticide-application notifications.

Notice

The certified applicator shall provide the school contact person with at least a seventy-two (72)-hour notification prior to application, the following information pursuant to A.R.S. 3-3606: date, time, general areas to be treated; brand name of the pesticide(s) to be applied; name, address, phone number and contact person of the certified applicator providing the service; and a statement that further information, the product label or the safety data sheet is available by contacting the certified applicator.

During the regular school session, and not less than forty-eight (48) hours prior to pesticide application, notification shall be provided in the manner indicated below.

A. Oral notification to all students and school employees shall be provided by means of:

1. School public address systems; or
2. Assembly communications; or
3. Staff meeting announcements, to be then shared with students; or
4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

B. Written, electronic or telephonic notification to the parents or guardians of enrolled students shall be provided by means of:

1. Weekly school lunch menus; or
2. Special communications; or
3. Newsletters; or
4. Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

For further information regarding certified applicator requirements and exemptions for non-residual pesticide and emergency applications, see A.R.S. 3-3606(C).

CROSS REF.:

IKEA - Make Up Opportunities

ADVISORY 921

**EBBB ©
ACCIDENT REPORTS**

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries ~~or property damage~~, prompt reports are also vital in assuring the District of insurance coverage.

Procedures

The Superintendent shall establish procedures for filing employee and student accident reports and shall make sure reports include details that 1) might be helpful in preventing similar accidents in the future, 2) are needed for filing insurance claims, and 3) might be important in case of litigation.

**District Reporting
Responsibilities**

The District shall report to the Arizona Division of Occupational Safety and Health (ADOSH) all workplace accidents as follows: all work-related fatalities within eight (8) hours following the incident; all work-related inpatient hospitalizations, all amputations, and all losses of an eye within twenty-four (24) hours.

The District shall report other injuries or accidents as required by state or federal regulation. Within ten (10) days after receiving notice of an accident, the District shall inform the insurance carrier and the Industrial Commission of Arizona.

Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries ~~or damage to property~~.

~~Any employee of the District who suffers a job-related injury/accident must file a report with the District business office within five (5) days after the date of occurrence. Should circumstances render the individual unable to submit such a report within five (5) days, the time limit may be extended.~~

~~Injury accidents should be promptly reported to the District's liability carrier determined by the conditions established with the carrier.~~

~~The administration shall establish procedures for filing accident reports, and shall make sure reports include details that 1) might be helpful in preventing similar accidents in the future, 2) are needed for filing insurance claims, and 3) might be important in case of litigation.~~

Adopted: _____

LEGAL REF.:
A.R.S.

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

23-427

23-904

23-908

CROSS REF.:

GBGC - Employee Assistance

GBGD - Workers' Compensation

EBBB-R ©

REGULATION

ACCIDENT REPORTS

~~(Student Accidents)~~

Employees

Any employee of the District who suffers a job-related injury/accident must report the matter to their supervisor immediately and file a report with the District business office within five (5) business days after the date of occurrence. Should circumstances render the individual unable to submit such a report within five (5) business days, the time limit may be extended.

Students

Employees are to report to the nurse or office any accident involving a student who is at school.

For any student who is injured on school grounds, in a school building, or in connection with a school-related or approved activity, an accident report form is to be completed by an employee who is at the scene of the accident, within twenty-four (24) hours of the accident.

~~A student who is ill should be sent to the nurse or the office, with an appropriate pass. If a student is sent home (only with parent knowledge), the teacher will be notified. Students are discharged to go home only from the office.~~

~~Any special health concern should be reported to the nurse.~~

A written report of an accident shall be made by the school principal to the Superintendent not later than noon of the school day following the incident. The insurance carrier shall be notified as appropriate.

After reviewing each accident report, the Superintendent will forward the report to the school nurse, who will maintain a file of accident reports.

A student who is ill should be sent to the nurse's office or the school office, with an appropriate pass. If a student is sent home (only with parent knowledge), the teacher will be notified. Only the office can discharge students to go home.

Any special health concern should be reported to the nurse.

ADVISORY 922

EBC ©
EMERGENCIES: RESPONSE PLANS AND
SCHOOL CLOSINGS

Emergency Response Plans

Development

The Governing Board will develop District emergency response plans with the Superintendent for each school, department, and other facilities in the District and will coordinate such plans with the local law enforcement, fire, medical and hospital authorities ("local emergency responders") as necessary. The Arizona Department of Education may provide technical assistance to the District, upon request. Training components for staff and students shall be included in the District's emergency response plans.

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

Internal regulations will be developed and maintained by the Superintendent.

Requirements

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

Students With Disabilities

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

~~Internal regulations will be developed and maintained by the Superintendent.~~

Confidentiality

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

Emergency School Closings

The decision to delay opening of school or to dismiss school early will be made by the Superintendent.

If possible, the Board President will be informed of such decision and will be notified when all students have departed from school.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

41-1803

Arizona Minimum Requirements for School Emergency Operations Plan

(AZ Dept. of Ed.; AZ Dept. of Emergency and Military Affairs)

Implementation Guidance: Arizona Minimum Requirements for School

Emergency Operations Plans (AZ Dept. of Ed.)

EBC-R ©

REGULATION

**EMERGENCIES: RESPONSE PLANS AND
SCHOOL CLOSINGS**

(Emergency Closings)

**Delayed Opening and
School Closing**

If the Superintendent decides to delay the opening of school or cancel classes for the day, information will be disseminated through official District communication platforms or systems (e.g., automated notification systems, the District website). The District may also notify local law enforcement agencies and the broadcast media to assist in communicating the information.

All staff members will report as directed to their assigned schools to assist in the supervision of students.

Early Dismissal

If the Superintendent decides to dismiss school early, the procedure shown below will be followed for early dismissal of students:

A. Students will be released from school only after the principal has confirmed that appropriate notice has been given to parents or guardians. Staff members may be released by the principal when they are no longer needed to supervise students.

B. The principal will remain at the school until all students have departed.

ADVISORY 923

~~EBCD ©
WEATHER RELATED AND
EMERGENCY CLOSINGS~~

~~The decision to delay opening of school or to dismiss school early will be made by the Superintendent.~~

~~If possible, the Board President will be informed of such decision and will be notified when all students have departed from school.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~EBCD-R ©~~

REGULATION

**~~WEATHER RELATED AND
EMERGENCY CLOSINGS~~**

~~Delayed Opening~~

~~If the Superintendent decides to delay the opening of school, the police and the local broadcast media will be notified, requesting that they assist in disseminating the information.~~

~~All staff members will report to their assigned schools to assist in the supervision of students.~~

~~School Closing~~

~~If the Superintendent decides to cancel classes for the day, the police and local broadcast media will be notified and asked to assist in disseminating the information.~~

~~Early Dismissal~~

~~If the Superintendent decides to dismiss school early, the procedure shown below will be followed for early dismissal of students:~~

~~A. Students will be released from school only after the principal has ascertained that appropriate notice has been given to parents or guardians. Staff members may be released by the principal when they are no longer needed to supervise students.~~

~~B. The principal will remain at the school until all students have departed.~~

ADVISORY 924

**ECA ©
SECURITY**

The Superintendent will develop security plans and procedures that to provide for the safety for anyone on District property or at a District event. The security plan(s) will:

- A. Enhance the security of District property.
- B. Minimize fire hazards.
- C. Provide for the keeping of records and funds in a safe place.
- D. Prevent unauthorized visitors to District facilities.
- E. Protect against vandalism and burglary and ~~P~~provide for the prosecution of vandals.
- F. Provide for and encourage employee responsibility for furniture, textbooks, reference material, and other District materials, equipment, and supplies assigned to the employee's care.
- G. Require volunteers to be fingerprinted, per A.R.S. 15-512.
- H. Require contractors, subcontractors or vendor or any employee of a contractor, subcontractor or vendor to obtain valid fingerprint card, per A.R.S. 15-512.
- I. Comply with workplace occupational safety and health standards.
- J. Comply with required notification requirements as they apply to adjudicated-as-dangerous sex offenders and juveniles. If a registered sex offender has legal custody of an enrolled student, they shall comply with the requirements for registration and notification per A.R.S. 13-3821 and A.R.S. 13-3822.

Adopted: _____

LEGAL REF.:

A.R.S.

13-3715

13-3716

13-3821

13-3822

15-512

CROSS REF.:

JLIF - Sex Offender Notification

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

ECA-R ©

REGULATION

SECURITY

(Access and Keys)

Access

Access to school buildings and grounds will be established by the Superintendent in accordance with the following:

- A. *Unlimited access* - the Superintendent, assistant superintendent, business manager, and maintenance supervisor.
- B. *Limited access* - school principals, assistant principals, teachers, custodians to their assigned buildings, and extracurricular sponsors, counselors, and supervisors for their respective areas or activities.

Keys

Possession of keys shall be in accordance with the following principles:

- A. A log of key assignments shall be maintained by the office of the Superintendent or other designated office.
- B. Unassigned duplicate keys shall be maintained in a safe or a secured box.
- C. Individuals assigned keys may not duplicate or loan them.
- D. All keys must be surrendered when no longer needed or upon request by the Superintendent.
- E. The loss of a key must be reported to the Superintendent upon discovery of the loss, and the employee may be required to pay for rekeying or replacing all affected locks.
- F. Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.
- G. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent.
- H. The employee will sign a receipt for keys assigned. The receipt will list the applicable rules.

ADVISORY 925

ECAC ©
VANDALISM AND REPORTING
SUSPECTED CRIMES

Vandalism

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion. A conference with the student's parents will be required.

Parents and students shall be made aware that the law provides that parents are liable for the willful destruction of property by a minor in their custody or control.

The District may file suit to recover the cost of vandalism from the student and/or parent(s).

Reporting Suspected Crimes or Incidents

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. "Serious offense" is defined in A.R.S. 13-706; "deadly weapon," "dangerous instrument," and "serious physical injury" are defined in A.R.S. 13-105. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

Subject to the conditions provided under A.R.S. 8-303, the school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

The District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents," as developed by the Department of Education, on the District's website to verify that the District has adopted the required policies and procedures.

If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.

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 person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

Adopted: _____

LEGAL REF.:

A.R.S.

8-303

12-661

13-105

13-706

15-341

15-842

ECAC-R ©

REGULATION

VANDALISM AND REPORTING
SUSPECTED CRIMES

Reporting

The principal will establish a system through which students and members of the school community can report any instance of vandalism or suspected vandalism. Each employee of the District shall report to the principal or other administrator every perceived incident of vandalism and, if known, the names of those responsible.

ADVISORY 926

**ECB ©
BUILDING AND GROUNDS
MAINTENANCE**

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

The Board directs a continuous program of inspection and maintenance of school buildings and equipment. Wherever possible, maintenance shall be preventive and will focus on providing an on-going healthy learning environment for both students and school personnel.

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

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

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

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

A roofing inspection is required to be:

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342.01

41-5702

41-5731

41-5832

A.A.C.

R7-6-215

CROSS REF.:

EB - ~~Environmental and Safety Program~~

JLIF - ~~Sex Offender Notification~~

ADVISORY 927

~~ED~~ ©
~~MATERIALS AND EQUIPMENT~~
~~MANAGEMENT~~

~~The District shall provide for the central purchasing, receiving, warehousing, and distribution of supplies, equipment, and materials common to the requirements of all schools.~~

~~A District warehouse shall be operated as an adjunct of the business office to store and distribute supplies as requisitioned by staff members.~~

~~All materials needed for instruction, business, and custodial operations of the individual schools shall be ordered from the warehouse when available from that source.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-213~~

ADVISORY 928

EDB ©
MAINTENANCE AND CONTROL OF
MATERIALS AND EQUIPMENT,
AND INSTRUCTIONAL MATERIALS

Employees are responsible for the proper care of all District facilities, equipment, and property in their custody or control.

Materials and Equipment

Control of District property shall be through, but not limited to, an accurate inventory of all District ~~furniture~~ materials and equipment that exceeds one thousand dollars (\$1,000) in value.

The Superintendent may establish procedures for transferring surplus or other materials and equipment.

Preventive Maintenance

The Superintendent shall establish a preventive-maintenance program that will extend the useful life for District equipment.

The Superintendent is authorized to use the services of specialists for such maintenance, and provision(s) shall be made in the annual budget for such services.

Instructional Materials

Students using District-provided textbooks, subject-matter materials, supplementary books, and/or instructional computer software are responsible for loss of or any damage to these items. A student who needs a replacement copy of a textbook shall be required to pay for it.

Monies collected for these items shall be used in addition to budgeted monies for purchase of new textbooks, subject-matter materials, supplementary books, or instructional computer software.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342

15-721 *et seq.*

15-727

15-729

A.A.C.

R7-2-1131

Uniform System of Financial Records: ~~III-G-2~~ VI-E

2 CFR 200.313

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

CROSS REF.:

DID - Inventories

DN - School Properties Disposition

JQ - Student Fees, Fines, and Charges

EDB-R ©

REGULATION

**MAINTENANCE AND CONTROL OF
MATERIALS AND EQUIPMENT,
AND INSTRUCTIONAL MATERIALS**

Surplus Equipment

Property that is surplus at any ~~unit~~ District site shall be transferred to the ~~business manager~~ Superintendent for reassignment to other District locations where a need may exist for the equipment.

Donation

See Policy DN – School Properties Disposition for information on the donation of surplus.

Transfer of Equipment

All transfer of property within a school or other District location must first have the approval of the principal or department head. Transfers of equipment from one school to another must be approved by the ~~business manager~~ Superintendent, whether the transfer is temporary or permanent.

ADVISORY 929

~~EDBA ©
MAINTENANCE AND CONTROL
OF INSTRUCTIONAL MATERIALS~~

~~Students using District provided textbooks, subject matter materials, supplementary books, or instructional computer software are responsible for loss of or any damage to these items. A student who needs a second copy of a textbook shall be required to pay for it.~~

~~Monies collected for these items shall be used in addition to budgeted monies for purchase of new textbooks, subject matter materials, supplementary books, or instructional computer software.~~

Adopted: _____

LEGAL REF.:

A.R.S.

~~15-727~~

~~15-729~~

CROSS REF.:

~~JQ Student Fees, Fines, and Charges~~

ADVISORY 930

EDC ©
AUTHORIZED USE OF SCHOOL - OWNED
MATERIALS AND EQUIPMENT

District materials or equipment may be used by school or non-school agencies and individuals for purposes that are not in conflict with any Arizona Revised Statute(s), federal or state rules or regulations, or Board policies, subject to the following:

A. The District shall not incur any expense due to the use of materials or equipment.

B. The Superintendent shall establish procedures for approval of the use of materials or equipment, or shall submit requests to the Governing Board for review and action.

~~C. The District shall not be in competition with any local business firm that could provide like equipment.~~

~~D. Rental or lease fees will be charged or waived, as appropriate, by the District. Income from charges will be deposited to the civic center fund or the school plant fund, as appropriate.~~

~~E. D.~~ Any person or agency using such materials or equipment that is lost or damaged during such period of use shall be required to reimburse the District for repair or replacement.

Adopted: _____

LEGAL REF.:

A.R.S.

15-1102

15-1105

CROSS REF.:

KF - Community Use of School Facilities

ADVISORY 931

**EE ©
TRANSPORTATION SERVICES**

Allowable Vehicles

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

~~Allowable Vehicles~~

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

~~15-342~~

~~15-764~~

~~15-921~~

~~15-922~~

15-923

15-925

~~15-945~~

~~15-946~~

~~28-900~~

~~28-901~~

~~28-3053~~

ADVISORY 932

EEA ©
STUDENT TRANSPORTATION

School Bus Transportation

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

A. K-8 Students:

1. who reside within the District boundaries and live more than one (1) mile from their school of attendance, or
2. who are admitted under A.R.S. 15-816.01, reside outside the District boundaries, qualify for free or reduced-price lunch under the National School Lunch and Child Nutrition Acts (42 U.S.C. 1751-1793), and live more than one mile from the school of attendance.

B. High School Students:

1. who reside within the District boundaries and live more than one and one-half (1.5) miles from their school of attendance, or
2. who are admitted under A.R.S. 15-816.01, reside outside the District boundaries, qualify for free or reduced-price lunch under the National School Lunch and Child Nutrition Acts (42 U.S.C. 1751-1793), and live more than one and one-half (1.5) miles from the school of attendance.

C. Open Enrollment Students:

Students admitted via open enrollment policies who may be eligible for transportation under state or federal law.

D. Students with Disabilities:

Students with disabilities, as defined by A.R.S. 15-761, whose Individual Education Plans include transportation as a related service provided under the Individuals with Disabilities in Education Act.

E. Homeless Students:

Homeless students who are entitled to transportation under the McKinney-Vento Act.

F. Foster Students:

Foster students as required pursuant to A.R.S. 8-530.04(C).

G. Eligible Nonresident Students:

Transportation for pupils who do not reside within an established school attendance area, limited to no more than thirty (30) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition Acts (42 U.S.C. 1751 through 1793) for free or reduced-price lunches.

Responsibility

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

Special Use

School buses may be used for the transportation of students participating in school-sponsored activities.

Private Vehicle Transportation

The Superintendent may develop regulations to govern the use of private vehicles for transporting students.

Guidelines

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

Extenuating Circumstances:

- A. If a student is detained after school because of reasonable detention, appropriate consideration must be given to student transportation needs.
- B. Transportation privileges may be lost due to student discipline or unacceptable behavior.

Adopted: _____

LEGALREF.:

A.R.S.

8-530.04

15-342

15-764

15-816.01

15-901

15-921

15-922

15-923

15-925

15-945

15-946

28-900

28-901

28-3053

A.G.O.

I80-025

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

CROSS REF.:

EEB - Business and Personnel Transportation Services and
Records and Reports

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

JFABD - Admission of Homeless Students

EEA-R ©

STUDENT TRANSPORTATION

Private Vehicles

The use of a private vehicle for transporting students requires written permission from the Superintendent.

- A. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- B. For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- C. Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.
- D. No student will be sent on school errands with the student's own vehicle, an employee's vehicle, a Governing Board member's vehicle, or a District-owned vehicle.

ADVISORY 933

~~EEAA ©
WALKERS AND RIDERS~~

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

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

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

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

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

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

~~D. Transportation for pupils who do not reside within an established school attendance area, limited to no more than thirty (30) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition Acts (42 United States Code sections 1751 through 1793) for free or reduced price lunches.~~

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~15-764~~

~~15-816.01~~

~~15-901~~

~~15-922~~

~~28-797~~

~~28-900~~

~~28-901~~

~~A.G.O.~~

~~180-025~~

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

~~CROSS REF.:~~

~~JFABD— Admission of Homeless Students~~

ADVISORY 934

EEAE ©
BUS SAFETY PROGRAM AND
STUDENT CONDUCT

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation. Toward that end, all District transportation department personnel, bus operators, and bus passengers shall comply with the rules adopted pursuant to A.R.S. 28-900 and the Minimum Standards for School Buses and Certification of School Bus Drivers promulgated by the Arizona Department of Administration and adopted as Chapter ~~Nine~~ Thirteen of A.A.C. Title ~~17~~3, and shall immediately report to the Superintendent any violation of rules or state statutes that threatens the health, safety, or welfare of a passenger.

~~Bus evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill. Each bus driver shall participate in at least two (2) evacuation drills during each school year. The bus evacuation drill shall be conducted in compliance with the requirements set out by the Arizona Department of Public Safety for such a drill.~~

Bus Driver Requirements

Each driver of a District-owned or District-contracted school bus, as defined by and covered by the Federal Motor Carrier Safety Administration (FMCSA) and the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title 13, Chapter 13, will conform to all requirements of the Act and such state statutes, rules and regulations governing the operation of the vehicle.

Maintenance and Operation

All vehicles used to transport students shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure. Buses shall be replaced at such intervals as will provide good equipment at all times.

~~Students shall not be put off the bus until reaching their destination.~~

In addition to the regular state inspections, each school bus shall be inspected by the driver daily, before each use, to ascertain that it is in safe condition and equipped as required by all provisions of law, and that all equipment is in good working order.

School Buses

Each school bus owned by, or contracted to, the District will conform to all applicable federal and state requirements as provided by the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title ~~17~~13, Chapter ~~9~~ 13.

~~Each driver of a District-owned or District-contracted school bus, as defined by and covered by the Commercial Motor Vehicle Safety Act of 1986 and A.A.C. Title 17, Chapter 9, will conform to all requirements of the Act and such state statutes, rules and regulations governing the operation of the vehicle.~~

Student Transport

Students shall not be put off the bus until they reach their destination.

Student Conduct

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Evacuation Drills

Bus evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill.

Each bus driver shall participate in at least two (2) evacuation drills during each school year. The bus evacuation drill shall be conducted in compliance with the requirements set out by the Arizona Department of Public Safety for such a drill.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-843

15-922

28-101

28-900

28-984

28-3228

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.A.C.

~~R17-9-102~~

~~R17-9-104~~

~~R17-9-106~~

~~R17-9-108~~

Title 13, Chapter 13

Commercial Motor Vehicle Safety Act of 1986

49 U.S.C. 30101 (Standards and Compliance - School Buses and
School Bus Equipment)

CROSS REF.:

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

EEAE-R ©

REGULATION

**BUS SAFETY PROGRAM AND
STUDENT CONDUCT**

A.A.C. 13-13-104(D)(4) states, with respect to the authority of bus drivers:

"Any person boarding or attempting to board a school bus, whether or not a passenger, shall comply with all instructions given by a school bus driver. If a passenger or non-passenger boards or attempts to board a school bus and refuses to comply with the school bus driver's instructions, the school bus driver may seek emergency assistance to remove the passenger or non-passenger from the school bus, or prevent the passenger or non-passenger from boarding."

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

See EEAE-EA for Bus Safety and Student Conduct Checklist.

EEAE-EA ©

EXHIBIT

**BUS SAFETY PROGRAM AND
STUDENT CONDUCT**

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

Arriving at pickup point:

- A. Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- B. If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- C. Walk on the shoulder of the road where possible, and not on the traveled portion.
- D. If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- A. Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- B. Wait until the bus comes to a complete stop before attempting to get on board.
- C. Board the bus quickly but without crowding or pushing.
- D. Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- E. Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- F. Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- A. The bus will not move until all passengers are seated.
- B. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.

- C. Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- D. Keep the aisle clear.
- E. Do not talk to the driver except in case of emergency.
- F. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- G. Never stick hands, arms, head, or feet out of the windows of the bus.
- H. Do not open windows without the driver's permission.
- I. Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- J. Do not touch the emergency door or exit controls or any of the bus safety equipment.
- K. Do not discard refuse in the bus.
- L. Eat at home or school, but not on the bus.
- M. Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- A. Tobacco is not allowed in a school bus.
- B. Alcoholic beverages shall not be carried in a school bus.
- C. Insects, reptiles, or other animals shall not be transported in a school bus, with the exception of service animals as defined by A.R.S. 11-1024 to assist passengers with disabilities. [A.A.C. R17 ~~13-9~~ 13-104]
- D. No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- A. Remain seated until the bus has reached its destination and comes to a complete stop.
- B. Do not push or crowd when leaving the bus.

Crossing the highway:

- A. If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.

- B. As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- C. Cross at right angles. Never cross the highway diagonally.
- D. Walk briskly across the road, but do not run.
- E. Never cross the road behind the bus.

Accident or other emergency:

- A. In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- B. Stay in the bus unless otherwise directed by the driver.
- C. If you have to leave the bus, stay in a group and obey the driver's instructions.
- D. Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

- A. When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- B. If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- C. Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- D. If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- E. When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- F. A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

(This section on student misbehavior shall be made available to parents and students in copy form.)

EEAE-EB ©

EXHIBIT

BUS SAFETY PROGRAM AND
STUDENT CONDUCT

SCHOOL BUS INCIDENT REPORT

Bus No. Driver's Name Date

Type of Incident

Student's Name

Incident:

- | | |
|--|---|
| <input type="checkbox"/> Failure to remain seated | <input type="checkbox"/> Throwing objects on bus |
| <input type="checkbox"/> Refusing to obey driver | <input type="checkbox"/> Hanging out of window |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Profanity | <input type="checkbox"/> Disobeying bus monitor |
| <input type="checkbox"/> Lighting matches | <input type="checkbox"/> Bothering others (see comment) |
| <input type="checkbox"/> Smoking on bus | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Throwing objects out of bus | <input type="checkbox"/> Other (see comment) |

Comments:

Signature: _____

Action taken by school: _____

Signature of School Official

ADVISORY 935

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

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

Requirements:

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

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

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

Licenses for ~~§15-925~~ Vehicles Described in A.R.S. 15-925

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

Certification and Training

For vehicles designed for sixteen or more passengers:

A. Meet and maintain the minimum standards prescribed by A.R.S. 28-3228 and rules adopted by the Department of Public Safety in consultation with the Student Transportation Advisory Council established by A.R.S. 28-3053.

B. Complete an initial instructional course on school bus driver safety and training, including behind-the-wheel training and complete any trainings as required by federal law.

C. Complete school transportation safety and training courses as required by the Department of Public Safety.

Drivers of Other Vehicles as Described in A.R.S. 15-925:

A. Meet and maintain the minimum standards prescribed by A.R.S. 28-3228 and rules adopted by the Department of Public Safety in consultation with the Student Transportation Advisory Council established by A.R.S. 28-3053.

B. Complete school Transportation safety and training courses as required by the Department of Public Safety.

Costs

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

Transportation Employees: Prohibitions and Alcohol and Controlled Substances Testing

The District is committed to the establishment of an alcohol and controlled substances misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act). All statements in this document will be interpreted so as to conform to the Department of Transportation (DOT) rules.

Prohibitions:

Each employee of the District who is required to have a commercial driver's license (CDL) for performance of job functions shall be prohibited from:

1. Reporting for duty or remaining on duty to perform safety-sensitive functions as defined in 49 CFR 382.107 while having an alcohol concentration of 0.04 or greater. [49 CFR 382.201]
2. Being on duty or operating a commercial motor vehicle (school bus) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken. [49 CFR 382.204]
3. Using alcohol while performing safety-sensitive functions. [49 CFR 382.205]
4. Performing safety-sensitive functions within eight (8) hours after using alcohol. [49 CFR 382.207 and R13-13-104]

5. Using alcohol within eight (8) hours following an accident or prior to undergoing a post-accident alcohol test, whichever comes first. [49 CFR 382.299]

6. Refusing to submit to an alcohol or controlled substance test as required under post-accident, random, reasonable suspicion or follow-up testing requirements in DOT rules. [49 CFR 382.211]

7. Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]

8. Reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances. [49 CFR 382.215]

Results of Engagement in Prohibited Conduct

Each driver who engages in the conduct prohibited herein shall:

A. Be advised of resources available to the driver in evaluating and resolving problems associated with alcohol or controlled substances use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

B. Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve alcohol or controlled substance problems.

C. Before returning to duty in a safety-sensitive position, undergo a return-to-duty alcohol test with a result indicating less than 0.02 or a substance test with a verified negative result.

D. If identified as needing assistance by a substance abuse professional, be evaluated by a substance abuse professional to determine if that driver has properly followed any rehabilitation program prescribed and be subject to unannounced follow-up tests following return to duty in accord with federal regulations. [49 CFR 382.605]

Costs

The District shall assume the cost for the initial evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

Evaluation and rehabilitation of the employee, if the employee is allowed to return to work in any position, shall be in accordance with 49 CFR 382.605 and by a substance abuse professional paid by the employee.

The School District shall assume the costs of the alcohol and controlled substances testing of a transportation employee. If the results of the test are positive, the School District may charge the costs of the test to the tested employee. The cost charged to the employee is limited to the actual costs incurred as a result of testing. If the results of a test are negative, the School District shall not charge the costs of testing to the tested employee. [A.R.S. 15-513]

Alcohol and Controlled Substances Testing

A driver will inform the supervising administrator of any therapeutic controlled substances use. [49 CFR 382.213]

Controlled Substances as used in this policy refers to controlled substances as covered by the Omnibus Act and to drugs circumscribed by the Arizona Revised Statutes, Title 13, Chapter 34.

All drivers shall be subject to preemployment/pre-duty alcohol and controlled substances testing, including reasonable suspicion, random, and post-accident testing in accord with the regulations of the Omnibus Act. If applicable, return to duty and follow up testing shall be required in accord with regulations of the Omnibus Act. [49 CFR 382.301 et seq.]

All offers of employment with the District for drivers will be made contingent upon preemployment test results. An applicant testing positive for alcohol or controlled substances will not be employed. [49 CFR 382.505]

A transportation employee who refuses to submit to alcohol and controlled substance testing or whose test results are positive may be disciplined in accordance with District policy up to and including being terminated from employment. [A.R.S. 15-513]

Responsibility

The Superintendent is responsible for supervision of the District alcohol and controlled substances misuse prevention program. The Superintendent will develop procedures for the implementation of the program in compliance with the applicable provisions and regulations of the Omnibus Transportation Employee Testing Act of 1991 and Arizona Revised Statutes.

Adopted: _____

LEGAL REF.:

A.R.S.

13-3401

15-106

15-513

15-925

28-3228

A.A.C.

R17-4-508 et seq.

Title 13, Chapter 13

49 U.S.C. 31306, (Omnibus Transportation Employee Testing Act of 1991)

49 CFR Part 40

CROSS REF.:

EAAEB - Bus ~~Purchasing~~ Inspection and Maintenance

GBEC - Drug-Free Workplace

GBECA - Nonmedical Use or Abuse of Drugs or Alcohol

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

GDFA - Support Staff Qualifications and Requirements
(fingerprinting requirements)

EEAEA-R ©

REGULATION

BUS DRIVER REQUIREMENTS, TRAINING,
AND RESPONSIBILITIES

Circumstances Under Which Alcohol
and Controlled Substance Tests
for Drivers Are to Be Given

All information subject to 49 CFR 382.401 and 382.405 obtained in the course of testing of drivers shall be protected as confidential medical information and shall not be released except expressly authorized or required in 49 CFR 382.401 and 382.405, or as otherwise required and authorized by law.

Random:

A. A minimum of fifty percent (50%) of drivers shall be tested annually for controlled substances and twenty-five percent (25%) of drivers shall be tested annually for alcohol, subject to the Federal Highway Administration's administrator raising or lowering the annual percentage rate in accordance with regulations. [49 CFR 382.305] Random testing selection shall be as follows:

1. Employees are to be placed in and remain in a pool for random selection.
2. A scientifically valid random selection method will be used.
3. Tests will be given at least once each quarter.
4. Dates of testing will not be announced.

B. Random controlled substances and alcohol testing may be combined, however the District must ensure that all drivers have an equal chance of being tested for controlled substances and alcohol.

Postaccident

The District shall require each driver to review this Regulation prior to such driver operating any District commercial motor vehicle(s).

A. Drivers are required to submit to controlled substances and alcohol testing as soon as possible following a "Department of Transportation (DOT) accident" as defined in Subsection B below. [49 CFR 382.303]

B. A DOT accident is defined as an occurrence involving a commercial motor vehicle operating on a public road that results in:

1. A fatality; or
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
3. One (1) or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. [49 CFR 390.5]

C. If a driver is seriously injured and cannot submit to testing at the time of the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that may indicate whether there were any controlled substances or alcohol used by the driver prior to the accident. [49 CFR 382.303]

D. A driver who is subject to postaccident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care. [49 CFR 382.303]

E. No driver required to take a postaccident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a postaccident alcohol test, whichever occurs first. [49 CFR 382.303]

F. The following actions are to be taken in a postaccident testing situation:

1. Treat injuries.
2. Work with law enforcement officials.
3. Explain the need for testing.
4. Obtain the driver's permission for testing, if possible.
5. Work with the medical facility to obtain the necessary documents and test information.
6. Collect specimens promptly.
7. Document events.

The results of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances conducted by federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for postaccident testing if the results are obtained by the District. [49 CFR 382.305]

Reasonable suspicion:

A. Reasonable suspicion is defined to mean that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or District official trained in the detection of probable alcohol and drug use by observing indicators in a person's appearance, behavior, speech, and performance, in accordance with 49 CFR 382.603. If it is at all possible, the witness should not conduct the alcohol test, in order to prevent the introduction of bias to the testing procedure.

B. Alcohol testing is authorized only if the observations are made during, just before performing, or just after performing a safety-sensitive function. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.

C. If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered. [49 CFR 382.307]

D. Reasonable suspicion testing should include the following considerations:

1. Focus on safety.
2. Verify reasonable suspicion if possible.
3. Observe the employee's appearance, behavior, speech, and performance.
4. Inform the employee in private of any suspicion.
5. Inquire in private about any observations or suspicions.
6. Review the findings.
7. Upon concluding that reasonable suspicion exists, transport the employee to a testing site.
8. Document events.

Return-to-duty testing:

Return-to-Duty testing must be performed in accordance with 49 CFR Part 40, Subpart O (comprising 49 CFR 40.281 - 40.313). 49 CFR 382.309. Likewise, any Follow-Up testing must also be performed in accordance with 49 CFR Part 40, Subpart O. 49 CFR 382.311.

Referral:

Each driver who engages in conduct prohibited by 49 CFR 382.201 et seq., shall be evaluated by a Substance Abuse Professional ("SAP") as required by 49 CFR 40.285. The SAP shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. [49 CFR 382.605 and 40.281 - 40.313]

Driver Training

A copy of materials explaining the requirements of the Omnibus Act and the District's policies and procedures with respect to meeting such requirements will be distributed to each driver prior to the start of alcohol and controlled substance testing and to each driver hired or subsequently transferred into a driving position. The District shall provide written notice to representatives of employee organizations of the availability of this information. [49 CFR 382.601]

These materials shall include detailed discussions of at least the following:

- A. The identity of the person designated to answer employee questions about the materials.
- B. The categories of employees subject to this part of the regulation.
- C. Sufficient information about safety-sensitive functions performed by such drivers to make clear what part of the workday a driver must be in compliance with the Omnibus Act regulations.
- D. Specific information concerning driver conduct that is prohibited by the Omnibus Act regulations.
- E. The circumstances under which a driver will be tested for alcohol and/or controlled substances by the Omnibus Act regulations.
- F. The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the driver and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that the results are attributed to the correct driver; including post-accident information, procedures and instructions required by 49 CFR 382.303.

G. The requirement that the employee submit to alcohol and controlled substance tests administered in accord with the Omnibus Act regulations.

H. An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test and the attendant consequences.

I. The consequences for drivers found to have violated the Omnibus Act regulations, including requirements for removal from safety-sensitive functions and the procedures under 49 CFR 40.281 et seq.

J. Consequences for a driver having an alcohol concentration of 0.02 but less than 0.04.

K. Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver or a co-worker); and available methods of intervention, including confrontation and referral. [49 CFR 382.601]

Policies, regulations, and consequences based on the District's independent authority outside of the Omnibus Act shall be presented and clearly and obviously described as being based on independent authority [49 CFR 382.601]. All such references shall be placed in bold within the document and shall contain applicable statutory citations.

Each driver must provide a signed receipt for the materials. [49 CFR 382.401(c)(5)(ii)]. Written notice of the availability of this information shall be provided to representatives of employee organizations. [49 CFR 382.601(a)(2)]

Supervisor Training

Persons designated to determine whether reasonable suspicion exists to require a driver to undergo reasonable-suspicion testing shall receive at least sixty (60) minutes of training on alcohol misuse and at least an additional sixty (60) minutes of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. [49 CFR 382.603]

ADVISORY 936

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

~~EEAEAA ©~~
**DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES**

~~The District is committed to the establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act). All statements in this document will be interpreted so as to conform to the Department of Transportation (DOT) rules.~~

~~Each employee of the District who is required to have a commercial driver's license (CDL) for performance of job functions shall be prohibited from:~~

~~A. Reporting for duty or remaining on duty to perform safety sensitive functions as defined in 49 CFR 382.107 while having an alcohol concentration of 0.04 or greater. [49 CFR 382.201]~~

~~B. Being on duty or operating a commercial motor vehicle (school bus) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the packaging seal is unbroken. [49 CFR 382.204]~~

~~C. Using alcohol while performing safety sensitive functions. [49 CFR 382.205]~~

~~D. Performing safety sensitive functions within eight (8) hours after using alcohol. [49 CFR 382.207 and R17-9-102]~~

~~E. Using alcohol within eight (8) hours following an accident or prior to undergoing a postaccident alcohol test, whichever comes first. [49 CFR 382.299]~~

~~F. Refusing to submit to an alcohol or controlled substance test as required under postaccident, random, reasonable suspicion or follow up testing requirements in DOT rules. [49 CFR 382.211]~~

~~G. Reporting for duty or remaining on duty, requiring the performance of safety sensitive functions, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]~~

~~H. Reporting for duty, remaining on duty, or performing a safety sensitive function if the driver tests positive for controlled substances. [49 CFR 382.215]~~

~~A driver will inform the supervising administrator of any therapeutic drug use. [49 CFR 382.213]~~

~~**Drugs as used in this policy refers to controlled substances as covered by the Omnibus Act and to drugs circumscribed by the Arizona Revised Statutes, Title 13, Chapter 34.**~~

~~All drivers shall be subject to preemployment/preduty drug and alcohol testing, including reasonable suspicion, random, and postaccident testing in accord with the regulations of the Omnibus Act. If applicable, return to duty and follow up testing shall be required in accord with regulations of the Omnibus Act. [49 CFR 382.301 et seq.]~~

~~All offers of employment with the District for drivers will be made contingent upon preemployment test results. An applicant testing positive for alcohol or controlled substances will not be employed. [49 CFR 382.505]~~

~~**A transportation employee who refuses to submit to drug and alcohol testing or whose test results are positive may be disciplined in accordance with District policy up to and including being terminated from employment. [A.R.S. 15-513]**~~

~~Each driver who engages in the conduct prohibited herein shall:~~

~~A. Be advised of resources available to the driver in evaluating and resolving problems associated with drug or alcohol use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.~~

~~B. Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve drug or alcohol problems.~~

~~C. Before return to duty in a safety sensitive position, undergo a return to duty alcohol test with a result indicating less than 0.02 or a substance test with a verified negative result.~~

~~D. If identified as needing assistance by a substance abuse professional, be evaluated by a substance abuse professional to determine if that driver has properly followed any rehabilitation program prescribed, and be subject to unannounced follow-up tests following return to duty in accord with federal regulations. [49 CFR 382.605]~~

~~The District shall assume the cost for the initial evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances~~

~~use. Evaluation and rehabilitation of the employee, if the employee is allowed to return to work in any position, shall be in accordance with 49 CFR 382.605 and by a substance abuse professional paid by the employee.~~

~~**The School District shall assume the costs of the drug and alcohol testing of a transportation employee. If the results of the test are positive, the School District may charge the costs of the test to the tested employee. The cost charged to the employee is limited to the actual costs incurred as a result of testing. If the results of a test are negative, the School District shall not charge the costs of testing to the tested employee. [A.R.S. 15-513]**~~

~~The Superintendent is responsible for supervision of the District drug and alcohol misuse prevention program. The Superintendent will develop procedures for the implementation of the program in compliance with the applicable provisions and regulations of the Omnibus Transportation Employee Testing Act of 1991 and Arizona Revised Statutes.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-513~~

~~13-3402~~

~~49 U.S.C. 31306, (Omnibus Transportation Employee Testing Act of 1991)~~

~~49 C.F.R. Part 40~~

~~49 C.F.R. Part 382~~

~~49 C.F.R. Part 395~~

~~CROSS REF.:~~

~~GBEC Drug Free Workplace~~

~~GBECA Nonmedical Use or Abuse of Drugs or Alcohol~~

~~EEAEAA-R ©~~

REGULATION

~~DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES~~

~~Circumstances Under Which Tests
for Drivers Are to Be Given~~

All information obtained in the course of testing of drivers shall be protected as confidential medical information. Except as required by law or expressly authorized or required in 49 CFR 382.405, no information that is to be maintained pursuant to 49 CFR 382.401 shall be released.

Random:

~~A. A minimum of fifty percent (50%) of drivers shall be tested annually for drugs and twenty five percent (25%) of drivers shall be tested annually for alcohol, subject to the Federal Highway Administration's administrator raising or lowering the annual percentage rate in accordance with regulations. [49 CFR 382.305] Random testing selection shall be as follows:~~

- ~~1. Employees are to be placed in and remain in a pool for random selection.~~
- ~~2. A valid random selection procedure will be used.~~
- ~~3. Tests will be given at least once each quarter.~~
- ~~4. Dates of testing will not be announced.~~

~~B. Random drug and alcohol testing may be combined. For example, when testing at fifty percent (50%) drug random rate and twenty five percent (25%) alcohol random rate, half of the randomly selected drivers chosen for testing could be tested for both drugs and alcohol, while the rest could be tested only for drugs.~~

Postaccident:

~~A. Drivers are required to submit to drug and alcohol testing as soon as possible following a "Department of Transportation (DOT) accident" that involves the loss of human life or for which the driver receives a citation under state or local law for a moving traffic violation arising from the accident. [49 CFR 382.303]~~

~~B. A DOT accident is defined as an occurrence involving a commercial motor vehicle operating on a public road that results in:~~

- ~~1. A fatality; or~~
- ~~2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or~~
- ~~3. One (1) or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. [49 CFR 390.5]~~

~~C. If a driver is seriously injured and cannot submit to testing at the time of the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that may indicate whether there were any drugs or alcohol used by the driver prior to the accident. [49 CFR 382.303]~~

~~D. A driver who is subject to postaccident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care. [49 CFR 382.303]~~

~~E. No driver required to take a postaccident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a postaccident alcohol test, whichever occurs first. [49 CFR 382.303]~~

~~F. The following actions are to be taken in a postaccident testing situation:~~

- ~~1. Treat injuries.~~
- ~~2. Work with law enforcement officials.~~
- ~~3. Explain the need for testing.~~
- ~~4. Obtain the driver's permission for testing, if possible.~~
- ~~5. Work with the medical facility to obtain the necessary documents and test information.~~
- ~~6. Collect specimens promptly.~~
- ~~7. Document events.~~

~~The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for postaccident testing if the results are obtained by the School District. [49 CFR 382.305]~~

Reasonable suspicion:

~~A. Reasonable suspicion is defined to mean that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or District official trained in the detection of probable alcohol and drug use by observing indicators in a person's appearance, behavior, speech, and performance, in accordance with 49 CFR 382.603. If it is at all possible, the witness should not conduct the alcohol test, in order to prevent the introduction of bias to the testing procedure.~~

~~B. Alcohol testing is authorized only if the observations are made during, just before performing, or just after performing a safety sensitive function. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.~~

~~C. If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered. [49 CFR 382.307]~~

~~D. Reasonable suspicion testing should include the following considerations:~~

- ~~1. Focus on safety.~~
- ~~2. Verify reasonable suspicion if possible.~~
- ~~3. Observe the employee's appearance, behavior, speech, and performance.~~
- ~~4. Inform the employee in private of any suspicion.~~
- ~~5. Inquire in private about any observations or suspicions.~~
- ~~6. Review the findings.~~
- ~~7. Upon concluding that reasonable suspicion exists, transport the employee to a testing site.~~
- ~~8. Document events.~~

Return-to-duty testing:

~~A. A driver who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding alcohol misuse or controlled substance use prohibited by U.S. Department of Transportation regulations, and before returning to duty, shall undergo a return-to-duty test, which must indicate a concentration of less than 0.02 for breath alcohol and/or a negative result for controlled substances. [49 CFR 382.309 and 382.605(C)]~~

~~B. When a driver has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the driver will be subject to unannounced follow-up alcohol and/or controlled substance testing. The driver will be subject to a minimum of six (6) follow-up tests in the first twelve (12) months. The follow-up testing period shall not exceed sixty (60) months. Follow-up testing for alcohol shall be administered only when the driver is performing, just before performing, or just after performing a safety-sensitive function. [49 CFR 382.311 and 382.605(C)]~~

Referral:

~~Each driver who engages in conduct prohibited by 49 CFR 382.201 et seq., shall be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. [49 CFR 382.605]~~

Driver Training

~~A copy of materials explaining the requirements of the Omnibus Act and the District's policies and procedures with respect to meeting such requirements will be distributed to each driver prior to the start of alcohol and controlled substance testing and to each driver hired or subsequently transferred into a driving position. The District shall provide written notice to representatives of employee organizations of the availability of this information. [49 CFR 382.601]~~

~~These materials shall include detailed discussions of at least the following:~~

- ~~A. The identity of the person designated to answer employee questions about the materials.~~
- ~~B. The categories of employees subject to this part of the regulation.~~
- ~~C. Sufficient information about safety-sensitive functions performed by such drivers to make clear what part of the work day a driver must be in compliance with the rule.~~

~~D. Specific information concerning driver conduct that is prohibited by the rule.~~

~~E. The circumstances under which a driver will be tested for alcohol and/or controlled substances by rule.~~

~~F. The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the driver and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that the results are attributed to the correct driver.~~

~~G. The requirement that the employee submit to alcohol and controlled substance tests administered in accord with Omnibus Act regulations.~~

~~H. An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test and the attendant consequences.~~

~~I. The consequences for drivers found to have violated the rule, including requirements for removal from duty.~~

~~J. Consequences for a driver having a concentration of 0.02 but less than 0.04 in a breath alcohol test.~~

~~K. Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver or a co-worker); and available methods of intervention, including confrontation and referral. [49 CFR 382.601]~~

~~Policies, regulations, and consequences based on the District's independent authority outside of the Omnibus Act shall be presented and clearly and obviously described as being based on independent authority [49 CFR 382.601]. All such references shall be placed in bold within the document and shall contain applicable statutory citations.~~

~~Each driver must provide a signed receipt for the materials. [49 CFR 382.401(e)(5)(iii)]. Written notice of the availability of this information shall be provided to representatives of employee organizations. [49 CFR 382.601(a)(2)]~~

~~Supervisor Training~~

~~Persons designated to determine whether reasonable suspicion exists to require a driver to undergo reasonable suspicion testing shall receive at least sixty (60) minutes of training on alcohol misuse and at least an additional sixty (60) minutes of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. [49 CFR 382.603]~~

~~EEAEA E ©~~

~~EXHIBIT~~

~~DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES
RECORDS RETENTION~~

~~The District shall maintain records of its alcohol misuse and prevention program in a secure location with controlled access. The records are to be kept as indicated below.~~

~~***How long is the employer required to keep records? [49 CFR 382.401(c)(1)]***~~

~~A. *Five years:*~~

- ~~1. Records of alcohol test results showing concentrations of 0.02 or more.~~
- ~~2. Records of driver-verified positive controlled substance tests.~~
- ~~3. Documentation of refusals to take required tests.~~
- ~~4. Calibration documentation.~~
- ~~5. Driver evaluation and referrals.~~
- ~~6. A copy of each annual calendar year summary.~~

~~B. *Two years:*~~

~~Records related to the alcohol and controlled substance collection process and training.~~

~~C. *One year:*~~

~~Records of negative and canceled drug test results and alcohol test results with concentrations of less than 0.02.~~

~~What types of records must be kept?~~

~~A. *Records relating to the collection process, as follows [49 CFR 302.401(c)(1)]:*~~

- ~~1. Collection logbook, if used.~~
- ~~2. Documents relating to the random selection process.~~

- ~~3. Calibration documents for evidential breath testing devices.~~
- ~~4. Documentation of breath alcohol technician training.~~
- ~~5. Documents regarding decisions to administer reasonable suspicion tests.~~
- ~~6. Documents regarding decisions of postaccident tests.~~
- ~~7. Documents verifying existence of a medical explanation of the inability of a driver to provide an adequate breath or urine specimen for testing.~~
- ~~8. Consolidated annual calendar year summaries as required by 49 CFR 382.403.~~

~~B. Records relating to driver's test results [49 CFR 382.401(e)(2)]:~~

- ~~1. Employer's copy of alcohol test forms, including the results of the test.~~
- ~~2. Employer's copy of drug test chain of custody and control form.~~
- ~~3. Documents sent by the medical review officer (MRO) to the employer, including those required by 49 CFR 382.407(a).~~
- ~~4. Documents related to refusal by any driver to submit to a drug or alcohol test required by the rules.~~
- ~~5. Documents presented by a driver to dispute the results of an alcohol or substance abuse test required by the rules.~~

~~C. Records related to other violations.~~

~~D. Records related to evaluations:~~

- ~~1. Records pertaining to a determination by a substance abuse professional (SAP) concerning a driver's need for assistance.~~
- ~~2. Records concerning a driver's compliance with recommendations of the SAP.~~

~~E. Records relating to education and training:~~

- ~~1. Materials on alcohol misuse and drug use awareness, including a copy of the employer's policy on both.~~
- ~~2. Documentation of compliance with the requirements of 49 CFR 382.601, including the driver's signed receipt for materials.~~

~~3. Documentation of training provided to supervisors for determining the need for reasonable suspicion testing for alcohol misuse or use of controlled substances.~~

~~4. Certification that any training that has been conducted complies with the requirements for such training.~~

~~F. *Records relating to drug testing:*~~

~~1. Agreements with the collection site facilities, laboratories, medical review officers, and consortia.~~

~~2. Names and positions of officials and their roles in the employer's alcohol and controlled substance testing program.~~

~~3. Monthly laboratory statistical summaries of urinalysis required by 49 CFR 40.29(g)(6).~~

~~4. The employer's drug and alcohol testing policy and procedures.~~

How must these records be reported?

~~All records must be kept in prescribed form and be supplied to Department of Transportation (DOT) when requested. The District will be notified whether to submit the records. [49 CFR 382.403(b)]~~

~~What happens if records are not kept properly?~~

~~Penalties can be severe; for example, just an error in paperwork can mean a fine of up to five hundred dollars (\$500) for each violation. Other violations can be penalized as high as ten thousand dollars (\$10,000) per occurrence and loss of federal funding. [49 U.S.C. 521(b)]~~

Where are records to be located?

~~All records required shall be maintained as required by 49 CFR 390.31 and shall be made available for inspection at the employer's principal place of business within two (2) business days after a request by an authorized representative of the Federal Highway Administration. [49 CFR 382.401(d)]~~

What summary records are required?

~~A. The District must prepare by March 15th of each year, and maintain, an annual calendar year summary of the results of all controlled substance and alcohol testing performed during the previous calendar year.~~

~~B. Each summary that contains verified positive controlled substance test results and alcohol screening tests with concentrations of .02 or greater or any other violations or alcohol misuse must include the following elements:~~

~~1. The number of drivers subject to 49 CFR 382.~~

- ~~2. The number of drivers subject to testing under the alcohol misuse or drug use rules of more than one (1) DOT Agency—identified by each Agency.~~
- ~~3. The number of urine specimens collected, by type of test (e.g., random, reasonable suspicion, et cetera).~~
- ~~4. The number of positives verified by an MRO for type of test and type of drug.~~
- ~~5. The number of negative drug tests verified by an MRO, by type of test.~~
- ~~6. The number of persons denied a position as drivers following preemployment verified positive drug testing and/or alcohol testing with concentrations of 0.04 or greater.~~
- ~~7. The number of drivers with MRO verified positive tests for multiple controlled substances.~~
- ~~8. The number of drivers who refused to submit to alcohol or drug tests required by 49 CFR 382.~~
- ~~9. The number of supervisors who have received required alcohol training during the reporting period.~~
- ~~10. The number of supervisors who have received required controlled substances training during the reporting period.~~
- ~~11. The number of screening alcohol tests, by type of test.~~
- ~~12. The number of confirmation alcohol tests, by type of test.~~
- ~~13. The number of confirmation alcohol tests with concentrations of 0.02 or greater but less than 0.04, by type of test.~~
- ~~14. The number of confirmation alcohol tests with concentrations of 0.04 or greater, by type of test.~~
- ~~15. The number of drivers returned to duty, after complying with a SAP's recommendation in this reporting period, who had previously had verified positive drug test results or engaged in prohibited alcohol misuse.~~
- ~~16. The number of drivers who were administered drug and alcohol tests at the same time with both verified positive drug test results and alcohol test results with concentrations greater than 0.04.~~

~~17. The number of drivers who were found to have violated any nontesting prohibition of 49 CFR 382.403(b) and any action taken in response to the violation.~~

~~C. Each employer with an annual calendar year summary that contains only negative drug test results, alcohol screening test results of less than 0.02, and no other violations may prepare and submit either a standard summary form with information as listed above or an "EZ" report form. The abbreviated "EZ" form requires selected information from the list above. [49 CFR 382.403]~~

~~Who may have access to the records?~~

- ~~A. The covered employee, to the employee's records, upon written request.~~
- ~~B. The employer.~~
- ~~C. The Secretary of Transportation, upon request.~~
- ~~D. Any DOT agency, upon request.~~
- ~~E. Any state or local official with regulatory authority over the employee, upon request.~~
- ~~F. Any person or employer, upon the employee's written request.~~
- ~~G. National Transportation Safety Board may review postaccident test information upon request and as a part of an accident investigation. [49 CFR 382.405]~~

~~Are the records relating to the drug and alcohol testing program confidential?~~

~~Yes; therefore, they are not subject to disclosure under the Inspection of Public Records, A.R.S. 39-121 *et seq.*, with the possible exception of the Annual Calendar Year Summary once released to the DOT. [49 CFR 382.405]~~

ADVISORY 937

**EEAEB ©
BUS PURCHASING INSPECTION AND MAINTENANCE**

The District and all contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona that pertain to vehicle standards, periodic inspection, and maintenance of school buses.

Inspection

A. At least annually:

1. Each school bus registered in this state shall be inspected according to rules adopted pursuant to A.R.S. 28-900.
2. An official certificate of inspection and approval shall be obtained from the Department of Public Safety for each school bus registered in this state.

B. The inspections shall be made and the certificates shall be obtained as prescribed by law and by rules adopted pursuant to A.R.S. 28-900.

C. Inspection of a school bus shall be made when the bus is initially registered in this state. The Superintendent of the School District shall have all school buses that are registered by the District inspected pursuant to A.R.S. 28-984. If a school bus is privately owned, the owner of the school bus shall have the bus inspected pursuant to A.R.S. 28-984.

Maintenance

A school bus owner shall systematically inspect, repair, and maintain, or cause to be systematically inspected, repaired, and maintained, all parts of a school bus chassis and body and any other parts and accessories that may affect safe operation of the school bus, pursuant to Sections R13-13-106, R13-13-107, and R13-13-108 of the Arizona Administrative Code. The school bus owner shall ensure that the maintenance of a school bus and repair of major defects is done by:

- A. An Automotive Service Excellence (ASE)-certified technician;
- B. An individual working under the supervision of an ASE-certified master school bus technician;
- C. An individual with at least one (1) year of participation in a school bus manufacturer-sponsored or commercial vehicle maintenance training program; or
- D. An individual with at least one (1) year of experience as a school bus mechanic.

Adopted: _____

LEGAL REF.:

A.R.S.

28-900

28-984

A.A.C.

~~R17-9-105 et seq.~~

Title 13, Chapter 13

ADVISORY 938

~~EEAEC ©~~
~~STUDENT CONDUCT ON~~
~~SCHOOL BUSES~~

~~Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.~~

~~When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.~~

~~Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.~~

~~Students riding on special activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special activity buses.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~CROSS REF.:~~

~~EEAE – Bus Safety Program~~

~~JIC – Student Conduct~~

~~JK – Student Discipline~~

ADVISORY 939

~~EEAF ©~~
~~SPECIAL USE OF BUSES~~

~~School buses may be used for the transportation of students participating in school-sponsored activities under the following conditions:~~

~~A. Bus usage for educational field trips or educationally related activities by student organizations may be considered an extension of classroom activities.~~

~~B. The Board delegates to the administration authority concerning requests for noncurricular usage. In such cases, the student organization or group making the trip will be required to reimburse the District for all or a portion of the cost of the transportation.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-1105~~

ADVISORY 940

~~EEAG ©~~
~~STUDENT TRANSPORTATION~~
~~IN PRIVATE VEHICLES~~

~~During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained.~~

~~The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.~~

~~Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.~~

~~The Superintendent may develop regulations to govern the use of private vehicles for transporting students.~~

~~Adopted: _____~~

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

~~CROSS REF.:~~
~~EEB – Business and Personnel Transportation Services~~
~~GBEFA – Staff Use of Digital Wireless Communications or~~
~~Electronic Devices While Operating a Motor Vehicle~~

~~EEAG-R ©~~

REGULATION

~~STUDENT TRANSPORTATION
IN PRIVATE VEHICLES~~

~~The use of a private vehicle for transporting students requires written permission from the Superintendent.~~

~~A. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.~~

~~B. For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.~~

~~C. Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.~~

~~D. No student will be sent on school errands with the student's own vehicle, an employee's vehicle, a Governing Board member's vehicle, or a District-owned vehicle.~~

ADVISORY 941

EEB ©
BUSINESS AND PERSONNEL TRANSPORTATION
SERVICES AND RECORDS AND REPORTS

(District Travel Policy -
Employees and Governing Board Members)

Transportation Services

Administrative Requirements

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside or outside the District, and it is the responsibility of such administrative personnel to assure that all travel has final approval from the District administration office. Use of private vehicles for school purposes must be approved by the Superintendent.

Use of School Vehicles

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's or Governing Board member's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only Governing Board members or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's or Governing Board member's home at night unless the employee or Governing Board member has permission from the Superintendent.

Use of Private Vehicle

Only when authorized by the Superintendent, a private vehicle may be used at the mileage rate set by the District, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage outside the District will be given for school business only. An employee or Governing Board member using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during said trip.

Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.

Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.

Accident Report

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the District transportation office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the District's insurance company.

Transportation Records and Reports

Records and reports will be maintained as mandated by law or rules and as may be necessary to carry out transportation goals and objectives. The records shall be available for inspection by the Superintendent and other authorized officials.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

15-901

15-903

38-538

A.A.C.

R13-13-108

USFR: VI-I.

CROSS REF.:

DKC - Expense Authorization/Reimbursement

EEAG - Student Transportation in ~~Private Vehicles~~

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

ADVISORY 942

~~EEBD ©~~
~~BUSINESS TRANSPORTATION~~
~~RECORDS AND REPORTS~~

~~Records and reports will be maintained as mandated by law or rules and as may be necessary to carry out transportation goals and objectives. The records shall be available for inspection by the Superintendent and other authorized officials.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-901~~

~~15-903~~

~~A.A.C.~~

~~R17-4-612~~

ADVISORY 943

**EF ©
FOOD SERVICES**

**(Free and Reduced Price, Competitive
Food Sales, Vending Machines)**

Food Services

~~The District food service program shall strive to provide well-balanced meals that are nourishing, available at moderate prices, and served in a pleasant surrounding.~~

The Board shall establish prices to be paid by students for school meals and the price charged to adults who purchase meals.

The Superintendent shall develop procedures to implement this policy and shall formulate a plan to provide free or reduced-price meals for all eligible students.

Free and Reduced Price

Upon Board approval, the District shall enter into an agreement with the Arizona Department of Education to participate in the National School Lunch Program and School Breakfast Program and to receive commodities donated by the United States Department of Agriculture.

The Superintendent shall develop procedures with respect to determining eligibility of children for free and reduced-price meals which follow federal regulations and state guidelines.

Competitive Food Sales

Competitive food sales and marketing shall align with nutrition education and health promotion, in accordance with 7 CFR 210.11(2) and the Arizona Healthy Schools Act. Pursuant to A.R.S. 15-242.01, beginning in the 2026-2027 school year, any school that participates in a federally funded or assisted meal program shall not serve, sell or allow a third party to sell ultra-processed food on the school campus during the normal school day. This does not prevent a student's parent or guardian from providing ultra-processed food to the student during the normal school day. Accordingly, schools will limit food and beverage marketing to items that meet established nutrition standards for meals or for individual sale. The marketing of ultra-processed foods on school grounds is prohibited. Schools are encouraged to promote healthy, minimally processed food options, including fruits, vegetables, whole grains, and low-fat dairy products.

Allowable marketing activities that promote healthful behaviors include vending machine covers promoting water; pricing structures that promote healthy options in á la carte lines or vending machines; sales of fruit for fund-raisers; and coupons for discount health and fitness memberships.

Vending Machines

Vending machines may be located on school campuses.

Vending machines will only dispense foods that meet nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Programs and the U.S. Department of Agriculture requirements for foods and beverages that are sold individually. Vending machines shall not compete with the District food service program.

Adopted: _____

LEGAL REF.:

A.R.S.

15-239

15-242

15-242.01 Arizona Healthy Schools Act (HB 2164)

15-341

15-342

15-1151

15-1152

15-1153

15-1154

15-1155

15-1157

15-1158

15-1251

A.A.C.

R9-8-701 et seq.

42 U.S.C. 17751 et seq.

42 U.S.C. 1771 et seq.

7 CFR Part 210

7 CFR Part 215

7 CFR Part 220

7 CFR Part 245

Public Law 111-296, Healthy, Hunger-Free Kids Act of 2010 Sec. 205 -
Equity in School Lunch Pricing

USFR, Section X, Appendix F Food Service Fund

Richard B Russell National School Lunch Act 42 U. S. C. 1751 et seq.

Child Nutrition Act of 1966 42 U.S.C. 1771 et seq.

CROSS REF.:

GDN - Supervision of Support Staff Members

JL - Student Wellness

EF-RA ©

REGULATION

FOOD SERVICES

District and school administrators will work together to provide a safe, accessible and compliant food service program and shall observe the following directives in operating the food services programs.

Meals in Schools-

Each school shall:

- A. Provide meals at a reasonable price and accordingly shall use state allocated food services funds to supplement federal funds as a means of keeping prices within reach of paying students.
- B. Encourage students to participate in each school's meal program while still allowing meals to be brought from home.
- C. Provide modified meals, upon a ~~physician's written~~ request, for students with food allergies or other special food dietary needs. ~~(The allergies would be of a life threatening or severe reaction nature.)~~
- D. Provide any student with a 504 Plan accommodations for food allergies or other special dietary needs based on Section 504 of the Rehabilitation Act.

Menu-

Each school that includes grades kindergarten (K) through eight (8) shall:

Ensure that nutritious foods are available as an affordable option whenever food is sold or served and that Foods of Minimal Nutritional Value (FMNV) as defined by United States Department of Agriculture (USDA) and the Arizona Department of Education (ADE) are prohibited. This includes all food and beverages sold and/or served to students at school during the normal school day exclusive of school parties.

Each school that includes grades nine (9) through twelve (12) are:

Prohibited from the sale of FMNV in the dining, serving, and kitchens areas during breakfast and lunch periods.

Each school, (kindergarten [K] through twelve [12]) shall inform families, upon request, about the ingredients and nutritional value of the foods served.

Competitive ~~F~~foods-

Competitive foods mean any foods sold in competition with the National School Breakfast and Lunch Program to students during the meal periods. The principal may approve the sale of competitive foods if:

- A. All income from the sale of such foods accrue to the benefit of:
 - 1. The nonprofit school food service; or
 - 2. The school or student organizations approved by the District.
- B. They are sold in locations other than the dining, serving, and kitchen areas.
- C. The school promotes an overall school environment that encourages students to make healthy food choices.
- D. The competitive foods meet the state nutrition standards.

Pricing, ~~P~~osting, and ~~E~~xpenses-

The school meal program must be nonprofit. Pricing for student meals shall be established considering market share, creation and loss of revenue and shall be reviewed and adjusted periodically as necessary. The District in compliance with Section 205 of the Healthy, Hunger-Free Kids Act of 2010, shall provide the same level of support for lunches served to students who are not eligible for free or reduced-price lunches as they are for lunches served to students eligible for free lunches. Revenue generation should not take precedence over the nutritional needs of students. Prices for adult meals and catering shall be reviewed periodically and shall reflect direct cost of operations. Revenues received are to be used only for the operation or improvement of the program.

Schools shall ensure that:

- A. The sale price of any food items sold including a reimbursable meal shall be posted in the dining area.
- B. School meal program facilities used by outside organizations or individuals must have approval from the school principal or food service supervisor.
- C. If outside organizations or individuals use the food service facilities, a qualified staff member must be on duty.
- D. All food items and/or consumable supplies purchased through the food service program and all labor used for a special meal function must be reported. The sponsoring agency must be billed for the food, labor and other costs of the special function. All special meal functions must operate on a self-sustaining basis.

E. Each person who eats a school meal must pay the regular price for the meal with two (2) exceptions:

1. Students who have an approved free or reduced-price income application on file for the current school year.
2. Food service employees who are paid from school lunch funds.

F. No person is permitted to take food or garbage from the food service program for personal use.

Training.

The school meal program director/supervisor will develop ongoing in-service and staff development training opportunities for staff in the area of food safety, nutrition, and customer service.

Eligibility.

Principals will ensure that families are aware of need-based programs for free or reduced-price meals and encourage eligible families to apply. The confidentiality of students and families applying for or receiving free or reduced-priced meals shall be maintained.

Dining Environment.

Principals shall ensure that students and staff have adequate space to eat meals in pleasant surroundings and shall have adequate time to eat, relax, and socialize. Safe drinking water and convenient access to facilities for hand washing and oral hygiene shall be available.

Student Workers.

Students shall be allowed to assist with meal preparation and service if mutually agreeable between the parent, teacher, and food service staff. Student workers must receive documented food safety and sanitation training.

Denial of Meals as Disciplinary Action.

School personnel shall not withhold food from students as punishment. Disciplinary action, which indirectly results in the loss of meals, is allowable (such as suspension from school). Any student attending school, who is not allowed to eat in the cafeteria for disciplinary reasons, shall have a reimbursable meal made available to them.

Feeding Senior Citizens-

The District may enter into an agreement to provide meals for persons sixty (60) years of age or older and their spouses, or any group of such persons.

Student, Parent, Teacher and Community Involvement-

The District shall promote activities to involve student and parents in the food/nutrition program. Activities may include menu planning, enhancement of the eating environment, program promotion and related student-community support activities. Schools are encouraged to use the school meal program to teach students about good nutrition practices. School faculties and the general community should be involved in activities to improve the overall acceptability of the food service program. Each school should welcome and encourage parents to eat with students.

Recordkeeping-

The District must keep complete and accurate records of the school meal program to serve as a basis for claims for reimbursement and for audit and review purposes. All records and tickets must be kept in accordance with the National School Lunch Program and School Breakfast Program State Guidance Manual.

Safety Inspections-

The District is required to obtain a minimum of two (2) food safety inspections each school year.

Other Food Sales-

Food sales by student or adult entities or organizations shall be permitted provided these sales ensure optimum student participation in the school meals program and are in compliance with state and federal regulations.

When meals or snacks are offered to students in organized after-school education or enrichment programs, they should be provided by the food services program.

EF-RB ©

REGULATION

FOOD SERVICES

Free and reduced-price meals will be provided to all eligible students. The District shall have an approved free and reduced-price policy statement on file at the Arizona Department of Education.

The supervisor of the school meal program is designated to determine which individual children are eligible for free or reduced-price meals and to ensure compliance with all policies, rules and regulations of the United States Department of Agriculture and the Arizona Department of Education.

In providing free and reduced-price meals, the District shall:

Provide for public announcements. Near the beginning of the school year, an announcement must be made to notify the public of the availability of the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the School Milk Program (SMP), and the Food Commodity Program (FCP). The notice must include the eligibility criteria for reduced-price meals and/or milk. The public news release will be provided to the local news media. The District shall submit a public/press release to local employment offices and major employers contemplating layoffs in the attendance area of the school. Copies of the public release shall be made available upon request to any interested party.

Send notices to households (Parent Letter). A letter or notice informing households about the availability of the school meal program is to be distributed at the beginning of each school year.

The letter must state the option of free and reduced-price benefits. An application form must be distributed to all households of children in attendance at the school who were not determined eligible through Direct Certification match results or from the migrant/homeless/runaway list. The application should not be distributed earlier than July 1, or no more than thirty (30) calendar days prior to the beginning of the school year, whichever is later. New students enrolling in school after the school year begins must be provided a letter/notice and application form when they enroll.

Applications for free or reduced-price meals programs shall be available to students at all times during the regular school day.

Provide for Foreign Language Translations. In schools where a significant number or proportion of the population eligible to be served needs information in a language other than English, the District must make reasonable efforts, considering the size and concentration of such population, to send appropriate non-English language household letters/notices and application forms to such households. Schools will provide households with assistance in completing applications through the use of foreign language personnel.

Enforce Confidentiality/Disclosure of Eligibility. All procedures shall ensure that names of children eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner. Information such as family size, income and social security numbers shall remain confidential and shall not be disclosed for any unauthorized purpose. No individual indicators of participation shall be maintained in the permanent record of any student not otherwise allowed by law.

Disclosure may be made of aggregate information, such as the number of children eligible for free or reduced-price meals, to any program or individual. Aggregate information shall not identify children.

Ensure Nondiscrimination Practice. There shall be no overt identification of any eligible children by use of special tickets, special tokens, serving lines, separate entrances, separate dining areas, or by any other means. When more than one (1) lunch, breakfast or type of milk is offered, the children shall have the same choice of meals that is available to those children who pay the full price. Children shall not work for their meal unless other children are required to do so as part of their educational training.

No child shall be discriminated against because of race, color, national origin, religion, age, sex or disability.

Parents/guardians who appeal the challenge of decisions on applications and school officials' challenges to the correctness of information contained in an application or of continued eligibility of any students for free or reduced-price meals shall have a fair hearing. During an appeal and hearing, the student will continue to receive free or reduced-price meals.

ADVISORY 944

~~EFC ©
FREE AND REDUCED PRICE
FOOD SERVICES~~

~~Upon Board approval, the District shall enter into an agreement with the Arizona Department of Education to participate in the National School Lunch Program and School Breakfast Program and to receive commodities donated by the United States Department of Agriculture.~~

~~The Superintendent shall develop procedures with respect to determining eligibility of children for free and reduced price meals which follow federal regulations and state guidelines.~~

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-242~~

~~15-1151~~

~~15-1152~~

~~15-1153~~

~~15-1154~~

~~15-1155~~

~~15-1157~~

~~15-1158~~

~~15-1251~~

~~Arizona Department of Education: The Arizona Nutrition Standards
Administrative Regulations, USFR, Section VI, Food Services~~

~~Richard B Russell National School Lunch Act 42 U. S. C. 1751 *et seq.*~~

~~Child Nutrition Act of 1966 42 U.S.C. 1771 *et seq.*~~

~~CROSS REF.:~~

~~GDN—Supervision of Support Staff Members~~

~~JL—Student Wellness~~

~~EFC-R ©~~

REGULATION

~~FREE AND REDUCED PRICE
FOOD SERVICES~~

~~Free and reduced price meals will be provided to all students who are eligible. The District shall have an approved free and reduced price policy statement on file at the Arizona Department of Education.~~

~~The supervisor of the school meal program is designated to determine which individual children are eligible for free or reduced price meals and to ensure compliance with all policies, rules and regulations of the United States Department of Agriculture and the Arizona Department of Education.~~

~~In providing free and reduced price meals, the District shall:~~

~~**Provide for public announcements.** Near the beginning of the school year, an announcement must be made to notify the public of the availability of the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the School Milk Program (SMP), and the Food Commodity Program (FCP). The notice must include the eligibility criteria for reduced price meals and/or milk. The public news release will be provided to the local news media. The District shall submit a public/press release to local employment offices and major employers contemplating layoffs in the attendance area of the school. Copies of the public release shall be made available upon request to any interested party.~~

~~**Send notices to households (Parent Letter).** A letter or notice informing households about the availability of the school meal program is to be distributed at the beginning of each school year.~~

~~The letter must state the option of free and reduced price benefits. An application form must be distributed to all households of children in attendance at the school who were not determined eligible through Direct Certification match results or from the migrant/homeless/runaway list. The application should not be distributed earlier than July 1, or no more than thirty (30) days prior to the beginning of the school year, whichever is later. New students enrolling in school after the school year begins must be provided a letter/notice and application form when they enroll.~~

~~Applications for free or reduced price meals programs shall be available to students at all times during the regular school day.~~

~~**Provide for Foreign Language Translations.** In schools where a significant number or proportion of the population eligible to be served needs information in a language other than English, the District must make reasonable efforts, considering the size and concentration of such population, to send appropriate non-English language household letters/notices and application forms to such households. Schools will provide households with assistance in completing applications through the use of foreign language personnel.~~

~~**Enforce Confidentiality/Disclosure of Eligibility.** All procedures shall insure that names of children eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner. Information such as family size, income and social security numbers shall remain confidential and shall not be shared for any purpose. No individual indicators of participation shall be maintained in the permanent record of any pupil not otherwise allowed by law.~~

~~Disclosure may be made of aggregate information, such as the number of children eligible for free or reduced price meals, to any program or individual. Aggregate information shall not identify children.~~

~~**Ensure Nondiscrimination Practice.** There shall be no overt identification of any eligible children by use of special tickets, special tokens, serving lines, separate entrances, separate dining areas, or by any other means. When more than one (1) lunch, breakfast or type of milk is offered, the children shall have the same choice of meals that is available to those children who pay the full price. Children shall not work for their meal unless other children are required to do so as part of their educational training.~~

~~No child shall be discriminated against because of race, color, national origin, religion, age, sex or handicap.~~

~~Parents/guardians who appeal the challenge of decisions on applications and school officials' challenges to the correctness of information contained in an application or of continued eligibility of any students for free or reduced price meals shall have a fair hearing. During an appeal and hearing, the student will continue to receive free or reduced price meals.~~

ADVISORY 945

EFD ©
PRICING OF AND PAYMENT
FOR FOOD SERVICES

Meal Charges

The District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintains the financial integrity of the District food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents and guardians of all children who attend the school in the District information regarding the availability of reimbursable school meals and must be provided, in writing, information about applying for free or reduced-price meals.

Unpaid Meal Charges

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the students' funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in the National School Lunch Program.

Notification

The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

Adopted: _____

LEGAL REF.:

A.R.S.

15-116

15-1153

15-1154

The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)

CROSS REF.:

JL - Student Wellness

ADVISORY 946

~~EFDA ©
COLLECTION OF MONEY /
FOOD TICKETS~~

~~Meal Charges~~

~~To ensure students receive the nutrition they need to stay focused during the school day the District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintain the financial integrity of the District food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents and guardians of all children who attend the school in the District information regarding the availability of reimbursable school meals and must be provided, in writing, information about applying for free or reduced price meals. The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.~~

~~*(NOTE (To be removed with adoption of Policy): ASBA offers the following language. However the guidance presented by the USDA provides for local districts to establish direction related to meal charges within the parameters of language found in USDA Memo Code SP 46-2016, SP 47-2016, and SP23-2017 Districts may approve and implement the following language or establish local language the meets conditions presented by USDA)*~~

~~The District provides the following regarding meal charges:~~

- ~~A. For all types of reimbursable meals, students in grades up to and including eighth (8th) grade are allowed to charge up to three (3) meals.~~
- ~~B. A student in grades up to and including eighth (8th) grade who has reached the limit of three (3) charged meals will be provided an alternative meal.~~
- ~~C. Students in grades nine (9) through twelve (12) may not charge meals.~~
- ~~D. No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.~~

~~At least one (1) advance written warning communication shall be given to the student and parent/guardian prior to providing additional meals beyond the conditions established by the District. The written communication shall explain the procedure should the student not have sufficient funds to pay for a meal.~~

~~The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200.426. Bad debt must be written off as operating loss. However, "bad debt" must be restored using non-federal funds. Delinquent meal charges that are converted to "bad debt" must be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).~~

Adopted: _____

~~LEGAL REF.:~~

~~The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)~~

~~CROSS REF.:~~

~~JL - Student Wellness~~

ADVISORY 947

~~EFF ©~~
~~COMPETITIVE FOOD SALES /~~
~~VENDING MACHINES~~

~~Vending Machines~~

~~Vending machines may be located on school campuses.~~

~~Vending machines will only dispense foods that meet nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Programs and the U.S. Department of Agriculture requirements for foods and beverages that are sold individually. Vending machines shall not compete with the District food service program.~~

~~Competitive Food Sales~~

~~Competitive food sales and marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet nutrition standards for meals or for foods and beverages sold individually. School based marketing of Foods of Minimal Nutritional Value (FMNV) is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.~~

~~Allowable marketing activities that promote healthful behaviors include vending machine covers promoting water; pricing structures that promote healthy options in à la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount health and fitness memberships.~~

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-242 Nutrition Standards~~

~~The National School Lunch Act (42 U. S. C. 1751 *et seq.*)~~

~~— and the Child Nutrition Act (42 U.S.C. 1771 *et seq.*), as amended.~~

~~CROSS REF.:~~

~~JL Student Wellness~~

~~LC Relations with Education Research Agencies~~

ADVISORY 948

~~EG ©~~
~~OFFICE SERVICES~~

~~All offices in the District shall be open during the school year from 8:00 a.m. until 5:00 p.m., Monday through Friday, except during holidays and as otherwise stipulated by the Superintendent. Hours of the working day shall be assigned by supervisors.~~

Adopted: _____

~~LEGAL REF.:~~

~~Arizona Constitution, Article 18, Section 1~~

ADVISORY 949

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

**EGAD ©
COPYRIGHT COMPLIANCE**

~~School equipment and personnel cannot be used for any printing work for Parent-Teacher Association (P.T.A.) or for professional, charitable, or character building organizations. The only exception to this policy is when an individual school duplicates notices of the parent group meetings directly connected with a specific activity in the school.~~

~~The District does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.~~

~~An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:~~

Copyrighted materials shall be used solely for educational purposes and in accordance with applicable laws and recognized fair use guidelines.

To determine whether the use of a work constitutes fair use, the following factors shall be considered:

- A. ~~t~~The purpose and character of the use, including whether ~~the~~ such use is of a commercial nature or for nonprofit educational purposes.;
- B. ~~t~~The nature of the copyrighted work.;
- C. ~~t~~The amount and ~~importance~~ substantiality of the portion used in relation to the copyrighted work as a whole.;
- D. ~~t~~The effect of the use upon the potential market for or value of the copyrighted work.

~~A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.~~

Adopted: _____

LEGAL REF.:
17 U.S.C. 101 *et seq.*

ADVISORY 950

**EGAE ©
MAIL AND DELIVERY SERVICES**

A mail service system ~~shall~~ may be maintained within the District so that in-District communications and communications from outside sources may be delivered to the intended recipients in the most practicable way.

The use of District mail facilities and personnel for the distribution of materials and communications ~~shall~~ may be restricted to materials and communications that further the official school business and the educational purposes of the District.

The District ~~shall~~ is not ~~be~~ liable for items lost or opened, nor for any damage or injury incurred by any individual as a result of the use of this mail service.

The Superintendent may establish procedures for implementation of this policy.

Adopted: _____

ADVISORY 951

**EGAEA ©
ELECTRONIC MAIL**

Appropriate Use

Electronic communications (including records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications.

Board members, officers and employees may create electronic records subject to public disclosure through the use of e-mail on their private computers or borrowed computers when communicating about school business-related issues. All business-related electronic communications by Board members, officers and employees are to be turned over to the school records office to be sorted and have their value as a record determined.

Record Keeping System

For ~~these~~ the reasons stated above, a record keeping system for electronic communications shall be established in which those types of electronic communications:

- A. shall be categorized in the same manner as is required for paper records;
- B. shall be stored in a way permitting ease of record retrieval; and
- C. ~~and~~ shall contain explicit sender and receiver identification.

~~The following guidelines shall be adhered to in order to establish a record keeping procedure for such communications.~~

- ~~A. A repository for electronic communications shall be established at the direction of the Superintendent.~~
- ~~B. All school business related communications, including communications from private computers used by School Board members, officers and employees shall be segregated to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless the materials are otherwise made confidential by law.~~
- ~~C. The determination of record status shall be on the same basis as is used for paper records.~~

~~D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.~~

~~E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records with a minimum of effort, identifying the recipient and the sender.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-141

15-142

15-186

15-241

15-350

15-537

15-551

15-828

15-843

15-1041 et seq.

~~38-431-01 et seq.~~

39-101

39-121 et seq.

41-151 et seq.

~~41-1343~~

A.G.O.

I05-004

~~General Retention Schedule for All State Agencies and Political Subdivisions
— for Records Received via E-mail~~

ASLAPR General Retention Schedule for School Districts and
Charter Schools

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF - Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications

~~BHD - Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGD - Use of Technology in Office Services

EHB - Data/Records Retention (Records Management)

EGAEA-R ©

REGULATION

ELECTRONIC MAIL

Guidelines

The following guidelines shall be adhered to in order to establish a record-keeping procedure for such communications.

A. A repository for electronic communications shall be established at the direction of the Superintendent.

B. All school business-related communications, including communications from private devices and accounts used by School Board members, officers and employees, shall be segregated to a file folder and then to a location designated by the District, for public record administration.

C. The determination of record status shall be on the same basis as is used for paper records.

D. Once the communication is transferred to the records maintenance location and into the recordkeeping system the original electronic version may be deleted. However, the District should ensure the preservation of the record's original metadata insofar as possible. The version maintained in the proper recordkeeping system is the official copy and must be retained for the same period as required for other forms of the same record series.

E. A retrieval system for electronic mail and data transmitted with mail shall be established that will permit reasonable access to the records identifying the recipient and the sender.

ADVISORY 952

**EGD ©
USE OF TECHNOLOGY IN
OFFICE SERVICES**

**Electronic Information Systems
(EIS)**

Electronic information systems ~~communications~~ (including communications and records made with other software and sent in e-mail) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence ~~in support of a claim~~.

Open Meeting Law

~~All~~ A Governing Board member shall review the Open Meeting Law materials at least one (1) day before the day he/she takes office. It is recommended that Board members and selected staff are encouraged to participate in Open Meeting Law (OML) and Public Records Law training within the first thirty (30) days after becoming a member of the Board or the date of employment, as is applicable.

~~In order to encourage the Board, individual Board members, staff communicating with or on behalf of the Board and members of councils/committees of the Board~~ To comply with the requirements of the OML and Public Records Law, the following guidelines shall be followed:

Guidelines:

- A. E-mail or any other electronic messaging service shall not be used as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- B. E-mail or any other electronic messaging service may be used to disseminate factual information, such as agenda packet, suggestions for public agenda items and reminders regarding committee meeting times, dates and places.
- C. Confidential information about employees, students or other Board members shall not be included in e-mail communications due to the risk of improper disclosure.
- D. Should electronic devices be utilized for participation or attendance at public meetings, the public in attendance including media representatives shall have the same access to the electronic input as the Governing Board members.
- E. The Arizona Attorney General recommends including the following statements shall notice be used on all Board member and staff electronic communications advising Board members of potential OML consequences:

Superintendent and Staff: "To ensure compliance with the Open Meeting Law, [Board member] recipients of this message should not forward it to other ~~Board members~~ of the public body. ~~nor should Board members~~ Members of the public body may reply to this message, but they should not send a copy of the reply to other members."

Board Members: "To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other board members and board members should not reply to this message."

Although the OML does not require this notice, such notification may serve as a helpful reminder to board members that they should not discuss or deliberate through e-mail.

F. Board members shall ~~communicate~~ use electronic communications with staff members and the public by following procedures established in policy.

~~Records Retention:~~

~~Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be maintained and inspected by any person upon request, unless otherwise made confidential by law.~~

Compliance

In the event a Board member(s) fails to comply with the guidance of Board policy, the matter shall be referred to the Board President, who will meet with and/or discuss the matter and the Board policy with the Board member(s). The Board President may request that the Board's legal counsel participate in the meeting and/or discussion.

In the event an employee fails to comply with the guidance of Board policy, that employee may be subject to disciplinary action, up to and including possible termination.

The Superintendent may develop procedures to assist in compliance with the Open Meeting Law and the Public Records Law.

Adopted: _____

LEGAL REF.:

A.R.S.

38-431.01 *et seq.*

39-101

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

39-121 *et seq.*

41-151.11

~~41-1343~~

A.G.O.

I05-004

ASLAPR General Retention Schedule for School Districts and
Charter Schools

~~General Retention Schedule for School Districts and Charter Schools—
Electronic Communications and Social Networking Records~~

20 U.S.C. 1232g Family Educational Rights and Privacy Act

CROSS REF.:

~~BDF—Advisory Committees~~

BEDH - Public Participation and News Media Services at Board Meetings

BHC - Board Communications ~~with Staff Members~~

~~BHD—Board Communications with the Public~~

CFD - School-Based Management (School Councils)

EGAEA - Electronic Mail

EHB - Data/Records Retention (Records Management)

EHB-R - Data/Records Retention (Records Management Program)

ADVISORY 953

**EHB ©
DATA / RECORDS RETENTION**

(Records Management)

Management

The Arizona State Library, Archives and Public Records (ASLAPR) has adopted records management standards for the maintenance and storage of school District's public records, which standards provide for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.

All required records and any other records that are deemed necessary or helpful will be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records (USFR). An administrative records management program approved by the Governing Board shall be established and maintained, and copies of retention schedules shall be submitted to the ASLAPR. ~~Records management standards adopted by the ASLAPR for the maintenance and storage of the District's public records provides for the maintenance and storage of records either on paper or in an electronic format, or a combination of paper and electronic format.~~

Governing Board and Staff

The Governing Board is the custodian of the official copies of all records, required or optional, and the Superintendent shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Superintendent may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their ~~jurisdiction~~ supervision.

Each Board member or staff member computer user shall segregate or store electronic communications pertaining to the business of the District to or from members of the Board or staff to a file folder and then to a location designated by the District so that these records may be administered as public records.

Adopted: _____

LEGAL REF.:

A.R.S.

15-271

15-272

15-341

23-721

23-926

23-962

38-421

38-423

38-424

39-101

39-103

39-121

~~41-1346 et seq.~~

44-1373

A.A.C.

R7-2-803

USFR

ASLAPR General Retention Schedule for School Districts
and Charter Schools

EHB-R ©

REGULATION

DATA / RECORDS RETENTION

(Records Management Program)

Records shall be prepared and managed as outlined below.

Business and Financial Records

Management of the following records is the responsibility of the ~~business manager~~ Superintendent:

- A. Annual District budget.
- B. Audit reports.
- C. Financial statements.
- D. Capital levy plan.
- E. Bids.
- F. Contracts (except employment).
- G. Deeds.
- H. Leases/lease purchases.
- I. Inventory (history records of general fixed assets).
- J. Records identified in the Uniform System of Financial Records.

Other District Records

The current year's records will be kept in the District administration office. When it is practical to do so, but no later than during the second immediate past year, all paper records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Records created and/or maintained in an electronic format will be preserved in a manner approved by the Records Management Division of the Arizona State Library, Archives and Public Records (ASLAPR). Retention periods noted will refer to the number of years after the end of the fiscal year in which the records were made or superseded, as specified in the General Retention Schedules for School Districts and Charter Schools.

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

Retention Requirements

All records shall be managed in compliance with the requirements of the Records Management Division of the Arizona State Library, Archives, and Public Records (ASLAPR). Due to the ongoing process by the ASLAPR to revise existing and add new retention schedules for school districts and charter schools, the current point-in-time status of records retention requirements must be confirmed prior to determining disposition of the subject records by accessing the General Retention Schedule for School Districts and the Standards and Guidelines for Electronic Records available on the ASLAPR website at: [Retention Schedules, Forms, Standards, Guidance and FAQs | Arizona State Library \(azlibrary.gov\)](#) and [frequently asked questions schools 10-19-2015.pdf \(azlibrary.gov\)](#)

Transportation Employees Retention Requirements for Alcohol and Controlled Substances Testing

The District shall maintain Transportation employee records of alcohol and controlled substances misuse and prevention programs in a secure location with controlled access. Specific requirements regarding these records should be implemented according to all applicable state and federal law.

ADVISORY 954

FA ©
FACILITIES DEVELOPMENT GOALS /
PRIORITY OBJECTIVES

Priority in the development of facilities shall be based on identified educational needs and on programs developed to meet those needs.

The Board establishes these broad goals for development:

- A. To integrate facilities planning with other aspects of planning in a comprehensive educational program.
- B. To base educational specifications for school buildings on identifiable learner needs.
- C. To design for sufficient flexibility to permit program modification or the installation of new programs.
- D. To design school buildings as economically as feasible, providing that learner needs are effectively and adequately met by the design.
- E. To involve the community, school staff members, available experts, and the latest in related current development and research in building plans and specifications.
- F. To analyze life-cycle costs as they compare with capital expenditures versus a maintenance and operations expense projection.
- G. To analyze the core facility as it relates to future expansion.
- H. To design school buildings for community use when feasible.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342

~~15-2002 et seq.~~

~~15-2031~~

41-5711

15 U.S.C. 2643

ADVISORY 955

FCB ©
~~RETIREMENT OF FACILITIES~~
CLOSING A SCHOOL FACILITY:
PROCESS, SALE, LEASE

~~(Closing a School Facility)~~

~~If it is determined the Board needs to consider closing a school facility the Board may consult with the Arizona School Facilities Board (SFB) for technical assistance and for information on the impact of closing a school. The information provided from the SFB shall not require the Board to take or not take any action.~~

~~The Board recognizes the impact closing a school has on the community, the students who attend the school being considered, the projected impact on other schools in the District, and the District. In response the Board shall discuss and consider a proposed school closing at a scheduled Board meeting. The Superintendent shall present at a Board meeting demographic data related to present and future school facility needs along with information related to a school closing.~~

Process:

A. Provide written notice to the parents or guardians of all students enrolled in the School District at least ten (10) days before a public meeting to discuss closing a school within the School District. The notice shall include the reasons for the proposed closure and the time and place of the meeting.

B. The Governing Board shall fix a time for a public meeting on the proposed closure not less than ten (10) days before voting in a public meeting to close the school. The School District Governing Board shall give notice of the time and place of the meeting.

C. At the time and place designated in the notice, the School District Governing Board shall hear reasons for or against closing the school.

The above process is required unless the Governing Board determines that a school shall be closed because it poses a danger to the health or safety of the students or employees of the school.

If it is determined the Board needs to consider closing a school facility, the Board may consult with the Department of Administration – Division of School Facilities for technical assistance and for information on the impact of closing a school. The information provided by the Division of School Facilities within the Department of Administration shall not require the Board to take or not take any action.

Decision to Sell or Lease

Following a decision to sell or lease a vacant ~~and unused~~ building or a ~~vacant and unused portion of a~~ partially used building, the District may not prohibit a charter school or private school from negotiating to buy or lease the property in the same manner as other potential buyers or lessees. The District shall attempt to obtain the highest possible value under current market conditions for the sale or lease of the vacant ~~and unused~~ building or ~~the vacant and unused portion of a~~ partially used building and may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school. This does not require the owner of a building to sell or lease the building or a portion of the building to a charter school, to any other school or to any other prospective buyer or tenant, except that the owner of a building may not withdraw the property from sale or lease solely because a charter school or private school is the highest bidder.

~~Community members shall be provided an opportunity to address the consideration at the Board meeting.~~

Definitions

Except as otherwise provided under A.R.S. 15-119(D), "partially used building" means a building with at least four thousand five hundred square feet (4,500 sq. ft.) of contiguous, unused space.

"Vacant building" means a building that has been vacant and unused for at least two (2) years.

Boundary Changes

The District shall follow policy and statutory requirements regarding possible boundary changes as a result of a school closure.

Adopted: _____

LEGAL REF.:

A.R.S.

15-119

~~15-189~~

15-341

38-431.01

CROSS REF.:

DN - School Properties Disposition

JC - School Attendance Areas

ADVISORY 956

**FEA ©
EDUCATIONAL SPECIFICATIONS
FOR CONSTRUCTION**

New School Facilities

The Governing Board may delegate authority in writing to the Superintendent to submit plans for new school facilities to the School Facilities Oversight Board for the purpose of certifying that the plans meet the minimum school facility adequacy guidelines prescribed in A.R.S. ~~15-2011~~ 41-5711.

**New or Remodeled
School Facilities**

In the construction of new or remodeled educational facilities, the Board may requires the Superintendent to develop a set of comprehensive educational specifications. In conferences with the architect, the following specifications ~~and statutory references shall~~ may be discussed for design inclusion:

- A. Information concerning the plan of school organization and estimated enrollment in the proposed building.
- ~~B. A description of the proposed curriculum and the teaching methods and techniques to be employed.~~
- ~~C.~~ A schedule of space requirements, including an indication of relative locations of various spaces.
- ~~D. A desired layout of special areas and the equipment needed for such areas.~~
- ~~E. An outline of mechanical features and special finishes desired.~~
- ~~C. F.~~ Standards established by the School Facilities Oversight Board.

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-341

~~15-2001 et seq.~~

~~15-2011~~

34-461

41-1492 et seq.

41-5711

41-5741

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

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

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

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

ADVISORY 957

**FF ©
NAMING FACILITIES**

In naming facilities, the District will consider names derived from significant geographic locations, historical events, or events of community significance, as well as worthy deceased individuals who:

- A. Have made unique contributions to the District; and
- B. Have been deceased for at least ten (10) years.

The District may consider community feedback in this process.

In this policy, the word *facility* refers to any school building, administration building, gymnasium, stadium, athletic field, or playground.

Adopted: _____

ADVISORY 958

**GBEB ©
STAFF CONDUCT**

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- A. Removal from school grounds.
- B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- C. Warning.
- D. Reprimand.
- E. Suspension.
- F. Dismissal.
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

**~~Reporting Suspected
Crimes or Incidents~~**

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

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

~~On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the Department of Education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.~~

~~If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.~~

~~A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.~~

~~A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.~~

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: _____

LEGAL REF.:

A.R.S.

~~13-2911~~

13-3102

13-3111

13-3411

~~15-153~~

~~15-341~~

~~15-342~~

15-507

15-509

15-511

15-512

15-514

15-539

15-550

38-531

38-532

~~41-770~~

41-1758.03

A.A.C.

R7-2-205

CROSS REF.:

GCF - Professional Staff Hiring

GCMF - Professional Staff Duties and Responsibilities

GCO - Evaluation of Professional Staff Members

JIC - Student Conduct

JK - Student Discipline

KFA - Public Conduct on School Property

POLICY SERVICES

ADVISORY

Volume 34, Number 10

October 2025

Policy Advisory No. 959..... DJE — Bidding / Purchasing Procedures

POLICY ADVISORY DISCUSSION

Policy Advisory No. 959

DJE – Bidding / Purchasing Procedures

Policy language previously duplicated in both the *Bidding* and *Purchases Not Requiring Bidding* sections has been consolidated. The statutory exceptions to competitive bidding have been retained in the *Bidding* section and removed from *Purchases Not Requiring Bidding*. This change streamlines the policy without altering its intent or requirements.



If you have any questions, please 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].

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.

DJE ©
BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq.* A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-verify requirements. District purchases shall also be in accordance with 2 C.F.R. 200 (Code of Federal Regulations Title 2).

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations, including A.R.S. 38-503(C). The Superintendent shall establish administrative regulations to ensure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. (2 C.F.R. 200.321).

Bidding

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213.

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.

The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.

Online Bidding

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

Except as otherwise provided below, only purchases of ten thousand dollars (\$10,000) or more are subject to competitive bidding requirements.

Purchasing

Purchases from District Employees

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. 38-503(C) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

Purchases from District Board Members

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. 38-503(C) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars (\$100,000). Purchases below the one hundred thousand dollar (\$100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars (\$300) per transaction and one thousand dollars (\$1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

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

Purchases Requiring Bidding

For transactions of at least ten thousand (\$10,000) dollars and less than one hundred thousand (\$100,000) dollars, written price quotations will be requested from at least three (3) vendors. If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand (\$100,000) dollars, sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

Purchases Not Requiring Bidding

Except as otherwise provided above, purchases of less than ten thousand (\$10,000) dollars may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

~~The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.~~

~~The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.~~

~~Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213 (A.A.C. R7-2-1002(C)(2)).~~

~~The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.~~

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

Contract Requirements

Contract Duration

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

Public Inspection and Rationale for Awarding a Contract

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. The documentation provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, and other factors, or whose proposal for qualifications are to be used to select and award the bid. Included in this information will be the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders list or through a school purchasing cooperative. The invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

Requirement: Registered Sex Offender Prohibition

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to A.R.S. 13-3821, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

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

Adopted: _____

LEGAL REF.:

A.R.S.

11-952

15-213

15-213.01

15-213.02

15-239

15-323

15-342

15-382

15-765

15-910.02

23-214

34-101 *et seq.*

35-391 *et seq.*

35-393 *et seq.*

38-503

38-511

39-121

41-2632

41-2636

41-4401

A.A.C.

R7-2-1001 *et seq.*

R7-2-1023

R7-2-1029

A.G.O.

I83-136

I87-035

I06-002

Uniform System of Financial Records: VI-G-8 *et seq.*

2 C.F.R. 200

2 C.F.R. 200.321

CROSS REF.:

BCB - Board Member Conflict of Interest

DJ - Purchasing Ethics

DJG - Vendor/Contractor Relations and Sales Calls Requirements

GBEAA - Staff Conflict of Interest

JLIF - Sex Offender Notification

9.C. Minimum Wage Increase

The Arizona minimum wage will increase by 2.6 percent to \$15.15 per hour effective January 1, 2026

9.D. 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.E. Set Date for Possible Special Governing Board Meeting

Outreach and information meeting for staff

9.F. Upcoming Meetings and Events Calendar

- **Next Regular Board Meeting** - November 11, 2025; 6:00 p.m. *This is Veteran's Day (legal holiday for Arizona schools). The board may want to consider scheduling this meeting for another day.*
- **ASBA Navajo/Apache County Meeting** - October 20, 2025; hosted by Winslow USD
- **ASBA-ASA Annual Conference** - December 17-19, 2025; Phoenix, AZ *(Please notify the Superintendent if you would like to register for this conference)*

10. ADJOURNMENT