

VI.

Administration

6.00 Administration District Office Hours

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that district offices be open during the school year, Monday through Friday, with exceptions noted in this policy.

A. All offices in the District shall be open during the school year Monday through Friday, except during holidays and as otherwise stipulated by the Superintendent.

B. Hours of the working day shall be assigned by supervisors.

LEGAL REF.:

Arizona Constitution, Article 18, Section 1

Last Revision Date: June 25, 2022

6.01 Administration – Electronic Communications

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to meet all Arizona Revised Statutes regarding public records of email communications.

A. 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.

B. All 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.

C. 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:

1. 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.
2. 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.
3. Confidential information about employees, students or other Board members shall not be included in e-mail communications due to the risk of improper disclosure.
4. 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.
5. The following statement shall be used on all Board member and staff electronic communications: "To ensure compliance with the Open Meeting Law, Board member recipients of this message should not forward it to other Board members nor should Board members reply to this message."
6. Board members shall communicate with staff members and the public by following procedures established in policy.

D. 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.

E. 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.

F. 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.

G. The Superintendent may develop procedures to assist in compliance with the Open Meeting Law and the Public Records Law.

LEGAL REF.:

A.R.S.

38-431.01 et seq.

39-101

39-121 et seq.

A.G.O

105-004

20 U.S.C. 1232g Family Educational Rights and Privacy Act

General Retention Schedule for School Districts and Charter Schools - Electronic Communications and Social Networking Record

Last Revision Date: June 25, 2022

6.02 Administration – Public Records of Electronic Communications

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to meet all Arizona Revised Statutes regarding public records of email communications.

A. 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.

B. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications.

C. Board members, officers and employees may create electronic records through the use of e-mail on their private computers or borrowed computers when communicating about school business-related issues.

1. 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.

D. A record keeping system for electronic communications shall be established in which those types of electronic communications:

1. shall be categorized in the same manner as is required for paper records
2. shall be stored in a way permitting ease of record retrieval
3. shall contain explicit sender and receiver identification.

E. The following guidelines shall be adhered to in order to establish a record keeping procedure for such communications.

1. A repository for electronic communications shall be established at the direction of the Superintendent.
2. 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.
3. The determination of record status shall be on the same basis as is used for paper records.
4. 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.

5. 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.

LEGAL REF.:

A.R.S.

38-431.01 et seq.

39-101

39-121 et seq.

A.G.O

105-004

20 U.S.C. 1232g Family Educational Rights and Privacy Act

General Retention Schedule for All State Agencies and Political Subdivisions for Records

Received via E-mail

Last Revision Date: June 25, 2022

6.03 Administration - Records Retention

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that 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.

A. An administrative records management program approved by the Board shall be established and maintained, and copies of retention schedules shall be submitted to the Arizona State Library Archives and Public Records (ASLAPR).

B. 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.

C. The 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.

D. 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.

LEGAL REF.:

A.R.S.

15-271

15-272

23-721

23-926

23-962

38-421

38-423

38-424

39-101

39-103

39-121

44-1373

A.A.C.

R7-2-803

Last Revision Date: June 25, 2022

6.04 Administration - Insurance

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to maintain an adequate property, casualty, and liability insurance program to protect the property of the District against fire, vandalism, and theft; to protect the Board members and employees against general liability resulting from the discharge of their duties; and to offer protection in case of injury for employees while acting on behalf of the school.

A. The Board may also authorize a voluntary insurance program for students and employees.

B. The Superintendent will administer the total insurance program.

1. Specifications for insurance coverage of various types may be placed by competitive bid.
2. Any recommended modification of these specifications will be brought before the Board for review and action.

C. The Superintendent will make every effort to obtain insurance at the most economical cost, consistent with required service.

LEGAL REF.:

A.R.S.

15-341

15-381

15-382

15-383

15-384

15-386

15-387

15-388

15-502

A.G.O.

180-216

Last Revision Date: June 25, 2022

6.05 Administration - Copyright

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that copyright violations will not be condoned.

A. 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.

B. 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:

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

C. 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.

LEGAL REF.:

17 U.S.C. 101 et seq.

Last Revision Date: June 25, 2022

6.06 Administration – Sexual Harassment

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: “Curriculum” means a course of study for content areas or grade levels, including any supplemental materials required or recommended by the curriculum.

“Learning materials” include, but are not limited to, the following: all textbooks and reading materials, videos, digital materials, websites and other online applications.

“Used for student instruction”

- a. Means assigned, distributed, or otherwise presented to students in any course for which students receive academic credit or in any educational capacity in which participation of the student body is required by the school or in which a majority of students in a given grade level participate.
- b. Applies also to any materials from among which students are required to select one or more, if the available selection is restricted to specific titles.

“Activities” include, but are not limited to assemblies, guest lectures, or other educational events facilitated by school staff, including those conducted by outside individuals or organizations, excluding student presentations.

Policy Objectives: It is the intent of the governing board to ensure that all individuals associated with the District, including, but not limited to, the Board, the administration, the staff and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

A. Title IX of the Education Amendments of 1972 and the Title IX administrative regulation prohibits discrimination on the basis of sex, including gender-based and sexual harassment discrimination, in the District's educational programs and activities, including employment.

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

C. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

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

D. Sexual harassment may include, but is not limited to:

1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
3. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied as a result of refusing unwelcome sexual advances or complaining about sexual harassment.
4. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
5. Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
6. Conduct that constitutes sexual assault, dating violence, domestic violence or stalking under the Clery Act, 20 U.S.C. § 1092(F)(6)(A)(v), or the Violence Against Women Act of 1994, 34 U.S.C. § 12291(a).

E. The District shall designate a compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the compliance officer. Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer.

1. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.
2. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

F. All matters involving sexual harassment complaints will remain confidential to the extent possible.

G. The District shall provide procedures for filing a formal complaint of sexual harassment.

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

interfering with any right or privilege secured by Title IX, constitutes retaliation.

LEGAL REF.:

20 U.S.C. 1092

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

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

34 U.S.C. 12291

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

Last Revision Date: June 25, 2022

6.07 Administration – Site Council

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to ensure that individuals who are affected by the outcome of a decision at the school site share in the decision making process.

A. Each school in the District shall establish a school council. The Board may delegate to a school council the responsibility to develop a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

B. The school council shall take into consideration the ethnic composition of the local community and, except as provided in section 15-352, shall consist of the following members:

1. Parents or guardians of pupils enrolled in the school

a. A parent or guardian who is employed by the school district may serve as a member of the school council if the parent or guardian is not employed at the same school where the parent or guardian's child is enrolled.

2. Teachers

3. Non-certified employees

4. Community members

5. Pupils, if the school is a high school

6. The principal of the school

C. The school council shall adopt written guidelines that specify the number of school council members and the methods for the selection of school council members.

D. The principal shall serve as chairman of the school council unless another person is elected by a majority of the school council members.

LEGAL REF.:

A.R.S.

15-351

15-352

Last Revision Date: June 25, 2022

6.08 Administration - Non-Discrimination/Equal Opportunity

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the governing board to commit to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability.

A. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

B. The Board is committed to enforcing protections to prohibit retaliation against any individual who comes forward in good faith with complaints or concerns about conduct under this policy or who otherwise participates in any proceeding or investigation resulting from a complaint filed.

C. The District shall provide procedures for filing a formal complaint.

LEGAL REF.:

A.R.S.

41-Chapter 9

Arizona Constitution, Ordinance Art. XX, Par. Seventh

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

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

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

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

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

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

Last Revision Date: June 25, 2022

6.09 Administration - Bonded Employees

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to require bonding of student activities treasurers and other school employees to cover fidelity and loss of money and be compliant with state statute regarding bonding of employees.

A. The amount of bond will be prescribed by the Board, except that no revolving fund shall be established unless the designated custodian is bonded for an amount equal to twice the amount of the fund.

B. In determining the amount and type of other bonds, the Board will consider the amount of money in accounts during the period of time covered by the bond. The cost of bonding shall be paid by the District.

LEGAL REF.:

A.R.S.

15-1101

15-1122

15-1126

Last Revision Date: June 25, 2022

6.11 Funding Proposals, Grants, and Special Projects

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be kept informed of possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of academic achievement.

A. Except as provided in section 15-1224, the Superintendent shall deposit all monies received as gifts, grants and devises with the county treasurer who shall credit the deposits as designated in the uniform system of financial records.

1. If not inconsistent with the terms of the gifts, grants and devises given, any balance remaining after expenditures for the intended purpose of the monies have been made shall be used for reduction of District taxes for the budget year

B. The Board shall deposit in a separate bank account grants or gifts that are less than one thousand five hundred dollars and designated for use by a teacher for instructional purposes if the Board does not deposit the grant or gift as prescribed in ARS 15-341.

C. Character education curriculum pursuant to section 15-719 is eligible for a state matching grant. The District shall provide matching monies from any lawful source, except that the District shall not use resources obtained from a federal character education grant as matching monies to obtain a second state character education grant.

D. Superintendent is to apprise the Board of its eligibility for proposals, grants, or special project funds as well as the requirements to qualify for and maintain the revenue stream of the proposal, grant, or special project.

LEGAL REF.:

A.R.S.

15-154.01

15-341

15-719

15-1224

15-1251

Last Revision Date: June 25, 2022

6.12 Revenue Sources – Lease and Rent

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to comply with Arizona Revised Statutes regarding lease and rental revenues from District owned property.

A. The Superintendent, with the approval of the Board, may rent or lease school property, including school buildings, grounds, buses and equipment, to any person, group or organization for any lawful purpose, including recreational, educational, political, economic, artistic, moral, scientific, social, religious or other civic or governmental purpose in the interest of the community, including extended day resource programs.

B. The Superintendent, with the annual approval of the Board shall charge a reasonable use fee.

C. Except as provided in section 15-1102, monies received for and derived from the use or lease or rent of District property shall be promptly credited to the civic center fund.

LEGAL REF.:

A.R.S.

15-342

15-1102

15-1105

15-1106

Last Revision Date: June 25, 2022

6.13 Revenue Sources - Outside

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that monies or assets received from outside sources are thoroughly vetted, including, but not limited to, requirements to receive the funding as well as maintain and renew the funding.

A. The District may submit proposals to private foundations and other sources of revenue to subsidize the District.

B. The Superintendent shall establish administrative guidelines for the consideration of proposal ideas.

C. The Board will approve all funding from outside sources, in compliance with Arizona Revised Statutes, before the proposal is submitted.

1. The Superintendent will disclose all outside source requirements to receive, maintain and renew the funding before the Board approves.
2. The Superintendent will hold and dispose of the funding in compliance with Arizona Revised Statutes.

LEGAL REF.:

A.R.S.

15-341

Last Revision Date: June 25, 2022

6.14 Revenue Sources - Student Activities and Auxiliary Operations

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: “Student Activities Monies” are monies raised with the approval of the Board by the efforts of students in pursuance of or in connection with all activities of student organizations, clubs, school plays or other student entertainment other than funds specified in sections 15-1125 and 15-1126 are student activities monies.

“Auxiliary Operations Monies” are monies raised with the approval of the school district Board in pursuance of and in connection with all activities of school bookstores and athletic activities.

Policy Objectives: It is the intent of the Board to comply with Arizona Revised Statutes regarding revenues from student activities and auxiliary operations.

A. The Board shall establish a student activities fund and appoint a student activities treasurer.

1. The student activities treasurer shall deposit the student activities monies in a bank account designated the student activities account or in an account with the county treasurer pursuant to section 15-996 that is designated as other monies.
2. Each assistant student activities treasurer shall deposit student activities monies in the school district's student activities bank account, in the account with the county treasurer or in student activities bank accounts established separately for each school.
3. Disbursements from the student activities accounts shall be by check, signed by two persons, one of whom shall be either the student activities treasurer or an assistant student activities treasurer and one of whom shall be any other person authorized to sign by the Board.
4. Any disbursement shall be authorized by or on behalf of the student members of the particular club or organization as provided in the uniform system of financial records.
5. The student activities treasurer and assistant student activities treasurers shall give bonds in an amount determined by the Board, and the cost of bond premiums shall be a charge against the school district.
6. Accounts showing the balances due the respective student organizations as provided in section 15-1121 shall be kept by the student activities treasurer and assistant student activities treasurers and shall be open to inspection by officers of the student bodies concerned.
7. The student activities treasurer or assistant student activities treasurer shall maintain an accurate detailed record of all revenues and expenditures of the student activities fund. The record shall be made in such form as the Board prescribes. Copies of the record shall be presented to the Board of the school district not less than once during each calendar month.
 - a. Student activities fund monies may be invested and reinvested by the Board of a school district. All monies earned by investment shall be credited to the student activities fund of the school district.

B. Auxiliary operations fund monies shall be accounted for in accordance with the requirements of the uniform system of financial records.

1. Auxiliary operations fund monies shall be deposited after authorization by the Board in a bank account designated as the auxiliary operations fund or in an account with the county treasurer pursuant to section 15-996 that is designated as other monies.
2. Disbursements from the fund shall be authorized by the Board.
3. Disbursements shall be made by check signed by two employees of the school district designated by the Board.
4. Persons authorized by the Board to sign checks shall give a bond in an amount determined by the Board, and the cost of bond premiums may be a charge against the fund.
5. Auxiliary operations fund monies may be invested and reinvested by the Board of a school district. All monies earned by investment shall be credited to the auxiliary operations fund of the school district.
6. The Board may establish an imprest petty cash fund at each school within the school district for activities that require immediate cash outlays for postage, freight, express, parcel post, travel or other minor disbursements, but not including salaries or wages, and that are proper as ultimate expenditures from the school district auxiliary operations fund. Imprest petty cash funds established by the Board shall be funded from the school district auxiliary operations fund in an amount to be determined by the Board.
7. The Board may establish a revolving fund bank account for each school within the school district for necessary current expenditures in connection with school bookstore and athletic activities. The revolving funds shall be funded from the auxiliary operations fund in an amount to be determined by the Board. The school shall return the monies in the revolving fund bank account at the end of each fiscal year to the credit of the school district auxiliary operations fund.

LEGAL REF.:

A.R.S.

15-1121

15-1122

15-1123

15-1124

15-1125

15-1126

Last Revision Date: June 25, 2022

6.15 Revenue Sources - Services and Advertising

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to comply with Arizona Revised Statutes regarding revenues from services and advertising.

A. The Board may establish a permanent career and technical education projects fund in an amount of not more than \$100,000. The fund consists of proceeds from the sale of items produced or services provided by career and technical education programs.

1. Monies in the fund may be used for any of the following purposes:
 - a. Purchasing materials for use by career and technical education pupils in an instructional program that produces a product or provides a service that may be sold by the school district.
 - b. Purchasing equipment or services for use by career and technical education pupils in an instructional program that produces a product or provides a service that may be sold by the school district.
 - c. Paying expenses directly related to planning and designing career and technical education program products or services.
 - d. Paying expenses related to an approved department of education career and technical student organization, including costs associated with events, conferences or competitions.
2. Monies in the career and technical education projects fund may not be used to pay salaries, wages or employee fringe benefits.
3. All purchases made from the career and technical education projects fund must comply with chapter 2, article 1 of Title 15, including all provisions relating to procurement practices.
4. The career and technical education projects fund of a school district is a continuing fund, and monies in the career and technical education projects fund are not subject to reversion, except that all monies in the career and technical education projects fund that exceed \$100,000 at the end of the fiscal year revert to the school maintenance and operation fund.

B. A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.

1. Advertisements shall be age appropriate and not promote any substance that is illegal for minors such as alcohol, tobacco and drugs or gambling. Advertisements shall comply with the state sex education policy of abstinence.
2. All revenues collected will be deposited and accounted for in accordance with the Uniform System of Financial Records. Monies in the advertising funds are not subject to reversion.

LEGAL REF.:

A.R.S.

15-342

15-1231

Last Revision Date: June 25, 2022

6.16 Revenue Sources - Community Programs

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: "Community school" means any school engaged in a community school program.

"Community school monies" means monies received as fees, tuitions, grants or donations from any person or agency for a community school program.

"Community school program" means the involvement of people in the development of an educationally oriented community. The community school serves the purposes of academic and skill development for all citizens, furnishes supervised recreational and avocational instruction, supplies remedial and supplemental education, furnishes meeting places for community groups and provides facilities for the dissemination of a variety of community related services, including extended day resource programs as defined in section 15-1105.

Policy Objectives: It is the intent of the Board to comply with Arizona Revised Statutes regarding revenues from community programs.

A. Monies deposited in a community school fund of a school district may be used for community school programs only and are not subject to reversion, except upon termination of a community school program.

B. Upon termination of a community school program any remaining funds shall revert to the operating budget of the school district.

LEGAL REF.:

A.R.S.

15-1141

15-1142

15-1143

Last Revision Date: June 25, 2022

6.21 Budget - Annual Budget

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that the District budget reflects the priorities of the Board and maximizes academic achievement outcomes.

A. No later than March of the fiscal year, the Superintendent shall begin presenting the draft annual budget, for the following school year, with supporting documentation, to the Board.

1. Budget Committees, if utilized, shall be public meetings.

B. The Superintendent shall present to the Board the increase on the primary property tax rate, if any, over the prior year's tax levy.

LEGAL REF.:

A.R.S.

15-481

15-821

15-824

15-904

15-905

15-905.01

15-910

15-952

15-991

Last Revision Date: June 25, 2022

6.22 Budget - Hearings and Adoption

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to follow all statutory requirements in the hearings and adoption of the budget.

A. The Board shall prepare a notice fixing a time not later than July 15 and designating a public place at which a public hearing and board meeting shall be held.

B. The Board shall present the proposed budget for consideration of the residents and the taxpayers of the school district at that hearing and meeting.

C. The publishing of the proposed budget and notice of the hearing and meeting shall be in accordance with A.R.S. 15-905.

1. If a truth-in-taxation notice and hearing is necessary, the notice shall be in accordance with A.R.S. 15-905.01.

2. If the Board determines to combine the budget and truth-in-taxation hearings, publication of a combined notice must satisfy the requirements of both A.R.S. 15-905 and 15-905.01.

D. A Board member who has a substantial interest, as defined in section 38-502, in a specific item in the budget shall refrain from voting on the specific item.

E. A Board member may participate without creating a conflict of interest in adopting a final budget even though the member may have substantial interest in specific items included in the budget.

F. After appropriate deliberations, review, and possible revisions, the Board shall vote to adopt or reject the budget for revisions.

G. Filing of the budget shall be according to state law.

LEGAL REF.:

A.R.S.

15-905

15-905.01

15-911

15-915

Last Revision Date: June 25, 2022

6.23 Budget - Implementation

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that the budget accurately reflects the anticipated operations of the District with variances presented to the Board.

A. Once adopted, the budgeted amounts per line item will not change until official Budget revisions are approved by the Board.

B. A monthly report of expenditures, with variances and balance of year forecasted expenditures, along with the full year budget, shall be presented to the Board.

C. Budget transfers across line items in the maintenance and operation section of the budget require Board approval.

D. An over expenditure in a major subsection of the maintenance and operation budget shall require Board approval.

LEGAL REF.:

A.R.S.

15-342

15-905

Last Revision Date: June 25, 2022

6.24 Budget - Carryforwards

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that the District maximize dollars to the classroom and achieve maximum transparency in carryforward accounts.

A. The Board establishes the following parameters for carryforward account balances:

1. M&O (001)

a. Minimum = 3% of revised budget

b. Maximum = 6% of revised budget

c. Example: M&O budget allocation totals \$100,000,000. Budget carryover could be between \$3,000,000 and \$6,000,000

2. Classroom Site (011, 012, 013 each)

a. Minimum = 10% of revised budget

b. Maximum = 20% of revised budget

c. 012 is paid in the following year, so will exceed 25% of revised budget

d. Example: Classroom Site Base, fund 011 budget allocation totals \$2,000,000. Budget carryover could be between \$100,000 and \$200,000.

e. Classroom Site Performance, fund 012 budget allocation totals \$8,000,000. Budget carryover could be between \$800,000 and \$1,600,000.

f. 012 is paid in the following year, so may exceed 25% of revised budget

g. Classroom Site other, fund 013 budget allocation totals \$5,000,000. Budget carryover could be between \$500,000 and \$1,000,000

3. DAA & Capital (610 and 611, in total)

a. Minimum = 25% of revised budget

b. Maximum = 40% of revised budget

c. Example: DAA and Capital Override allocation totals 10,000,000. Budget carryforward could be between \$2,500,000 and \$4,000,000.

B. Carryforwards outside the parameters of this policy will be presented to the Board in a public meeting.

C. Prior year actual carryforward balances and forecasted current year carryforward balances will be presented to the Board during budget presentations, during final budget approval and during all budget revisions.

D. The Board may revise the carryforward parameters by Board action.

LEGAL REF.:

A.R.S.

15-341

15-342

Last Revision Date: June 25, 2022

6.25 Budget - Transportation

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board, within the constraints of the approved budget, to provide regular school bus transportation to and from school for the categories approved in this policy.

A. The Governing Board may grant appropriations for transportation during the budget process.

1. The Superintendent will provide ridership and utilization rates of bus routes and busses for the semester immediately prior to the budget process.
2. The Superintendent will provide cost per mile and cost per rider for the prior fiscal year.
3. The Superintendent will provide ridership and utilization rates of bus routes and busses for the prior fiscal year.

B. Within the constraints of the approved budget, the Superintendent shall establish procedures to provide regular school bus transportation to and from school for the following categories:

1. Students with disabilities who require transportation, as indicated in their respective individual education programs.
2. Students living within a radius of the school where general education bus service would not be provided, but hazardous or difficult routes exist and where no safe school route exists.
3. Kindergarten (K) through grade eight (8) students attending a grade Kindergarten (K) through grade eight (8) school, or grade Kindergarten (K) through grade four (4) students attending a grade Kindergarten (K) through grade four (4) school who are residents within a school attendance area and who live more than one (1) mile radius from school.
4. Grade five (5) through eight (8) students who are residents within a middle school attendance area and who live more than one and one-quarter (1 1/4) mile radius from school.
5. Grade nine (9) through twelve (12) students who are residents within a school attendance area and who live more than one and one-half (1 1/2) mile radius from school.
6. Open-enrolled students (or their parents or guardians) are responsible for their own transportation to a District, regular education bus stop. If the regular education bus has the capacity to accept open-enrolled students in addition to the students the District is already transporting, then the bus may transport the open-enrolled student.

C. 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.

D. At the discretion of the Superintendent, transportation may be provided for students involved in practice sessions for extracurricular activities.

LEGAL REF.:

A.R.S.

15-342

15-764

15-816.01

15-901

15-921

15-922

15-923

15-945

15-946

28-797

28-900

28-901

A.C.O.

180-025

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

Last Revision Date: June 25, 2022

6.26 Budget - Budget Transparency

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be in accordance with Arizona Revised Statutes in all aspects of the budget: format, content and presentation to statutory agencies and the public.

A. The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the Auditor General.

B. The District shall prominently post on its website home page the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

C. The budget format, should include, but not be limited to:

1. The proposed student-teacher ratios and student-staff ratios relating to the provision of special education services.
2. The proposed student-teacher ratios and student-staff ration relating to regular ed classrooms.
3. The proposed student-teacher ratios and student-staff ratios relating to ELL classrooms.
4. The number of full-time equivalent certificated employees.
5. The average salary of all teachers employed by the District for the current year.
6. The average salary of all teachers employed by the District for the previous year.
7. The dollar increase in the average salary of all teachers employed by the District for the current year.
8. The percentage increase in the average salary of all teachers employed by the District for the current year.

LEGAL REF.:

A.R.S.

15-271

15-302

15-903

15-977

15-991

41-1279.03

Last Revision Date: June 25, 2022

6.27 Budget - Investments

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to comply with Arizona Revised Statutes regarding revenues from investments.

A. The Board will annually consider and vote on a request to the County Treasurer to authorize investments for the following fiscal year. The Superintendent shall ensure that this question is placed on an agenda for a Board meeting in June of each year.

B. The Superintendent will disclose all CDs, savings, investment and brokerage accounts to the Board annually, during budget preparation.

1. The Superintendent will detail for the Board the past 3 (three) years of revenue to each account and draw downs from each account, detailing sources and uses of funds.

LEGAL REF.:

A.R.S.

15-996

15-1024

15-1025

A.G.O.

180-099

182-090

Last Revision Date: June 25, 2022

6.31 Finance & Accounting - Payroll Procedures and Schedules

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that employees are paid in accordance with Arizona Revised Statutes.

A. Payroll checks will be issued biweekly during the term of contract or agreement with the District.

B. No employer may withhold or divert any portion of an employee's wages unless one of the following applies:

1. The employer is required or empowered to do so by state or federal law.
2. The employer has prior written authorization from the employee. An employer shall not withhold wages under a written authorization from the employee past the date specified by the employee in a written revocation of the authorization, unless the withholding is to resolve a debt or obligation to the employer or a court orders otherwise.
3. There is a reasonable good faith dispute as to the amount of wages due, including the amount of any counterclaim or any claim of debt, reimbursement, recoupment or set-off asserted by the employer against the employee.

LEGAL REF.:

A.R.S.

15-502

23-351

23-352

23-353

Last Revision Date: June 25, 2022

6.32 Finance & Accounting - Payroll Deductions

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that the Superintendent establish procedures compliant with Arizona Revised Statutes and federal law.

A. Involuntary Deductions are a matter of public record. Federal and Arizona income taxes, Social Security (OASI/FICA), and employee contributions to the Arizona State Retirement System (ASRS) will be deducted as mandated by state and federal statutes.

B. Voluntary Deductions are not a matter of public record and must be authorized by the Board and the employee unless ordered by a court of competent jurisdiction.

1. The following voluntary deductions have been authorized by the Board:

- a. Insurance premiums for staff members or dependents who are being covered under Board-approved Section 125 cafeteria programs.
- b. Direct deposits of net payroll with financial institutions.
- c. Tax-sheltered annuities for companies approved by the District.
- d. Credit union deposits.
- e. Contributions to qualified charitable organizations.
- f. Contributions to school tuition organizations.
- g. Contributions to a public school for the support of extracurricular activities or character education programs of the public school.

LEGAL REF.:

A.R.S.

15-121

15-135

23-352

42-2001

43-401

Last Revision Date: June 25, 2022

6.33 Finance & Accounting - Inventory

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be in accordance with Uniform System of Financial Records (USFR) and account for assets \$150.00 and greater.

A. The District shall establish a program to implement District inventory procedures, which shall include inventory of land, buildings, and equipment as required in the Uniform System of Financial Records (USFR).

1. The acquisition threshold for capitalizing items and entering them on the general fixed assets list shall be five thousand dollars (\$5,000) or greater.
2. Items having an acquisition cost greater than one thousand dollars (\$1,000) but less than five thousand dollars (\$5,000) shall be placed on the asset list.
3. All musical instruments having an acquisition cost greater than one hundred fifty dollars (\$150) shall also be placed on the asset list.

LEGAL REF.:

Uniform System of Financial Records

Last Revision Date: June 25, 2022

6.34 Finance & Accounting – Travel Expenses

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that approved employee travel expenses be reimbursed by the District, subject to compliance with Arizona Revised Statutes.

- A. The Superintendent must provide prior authorization for travel expenses.
- B. District employees must submit supporting receipts prior to reimbursement.
- C. Reimbursement amounts shall not exceed maximum amounts pursuant to A.R.S. 38-624.

LEGAL REF.:

A.R.S.

15-342

38-621

38-622

38-623

38-624

38-625

38-626

Uniform System of Financial Records

Last Revision Date: June 25, 2022

6.35 Finance & Accounting - Cash Accounts

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that the District maximize dollars to the classroom and achieve maximum transparency in cash accounts.

A. For the purposes of this policy, cash accounts are defined as:

1. Medicaid Reimbursement (290)
2. Civic Center (515)
3. Community Education (520)
4. Indirect Costs (570)
5. Indian Gaming (020)

B. The Board establishes the following parameters for Cash account balances, in total.

1. Cash Accounts

a. Minimum Ending Balance = 25% of annual revenue from cash accounts, in total.

i. Example - Anticipated revenue for cash accounts, in total for the current fiscal year totals \$1,000,000. Ending balance would not be less than \$250,000.

b. Maximum Ending Balance = one times (1x) of annual revenue from cash accounts, in total.

i. Anticipated revenue for cash accounts, in total for the current fiscal year totals \$1,000,000. Ending balance would not be more than \$1,000,000.

C. Cash account balances that will fall below or exceed the parameters in Section B require immediate presentation to the Board in a public meeting.

D. Forecasted cash account balances for the current year will be presented to the Board during budget presentations, during final budget approval and during all budget revisions.

LEGAL REF.:

A.R.S.

15-341

15-342

Last Revision Date: June 25, 2022

6.36 Finance & Accounting - Authorized Banking Signatures

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be transparent with all banking and investment accounts and comply with state statute on signature requirements.

A. Authorized signatures for all banking accounts, included, but not limited to savings, checking, brokerage or investment accounts shall be compliant with Arizona Revised Statutes and approved by the Board annually.

LEGAL REF.:

A.R.S.

15-321

15-1122

15-1126

Last Revision Date: June 25, 2022

6.37 Finance & Accounting - Responsibility

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: "Accounting responsibility" means authority for a school district to operate with full independence from the county school superintendent with respect to revenues and expenditures, including allocating revenues, monitoring vouchers, authorizing and issuing warrants and maintaining and verifying staff records for certification and payroll purposes.

Policy Objectives: It is the intent of the Board for the District to assume accounting responsibility and for the Superintendent to properly account for all revenue and expenses of the District in accordance with Arizona Revised Statutes.

- A. The Superintendent is responsible for accounting for all funds of the District.
 - 1. The Uniform System of Financial Records developed by the State Department of Education and the Auditor General's Office shall be used to provide for the appropriate separation of accounts and funds.
 - 2. On or before October 15 of each year, the Superintendent shall present to the Board the annual report for the previous fiscal year.
 - 3. The Superintendent shall also ensure that a report of expenditures of student activity funds is provided to the Board on a monthly basis.
 - 4. The Superintendent will provide to the Board monthly financial reports showing the financial condition of the District.
- B. The Superintendent shall be responsible for accounting and shall file with the Department of Education a plan which includes, but is not limited to:
 - 1. Administrative and internal accounting controls designed to achieve compliance with the uniform system of financial records and the objectives of this section, including:
 - a. Procedures for approving, preparing and signing vouchers and warrants.
 - b. Procedures to ensure verification of administrators' and teachers' certification records with the department of education for all classroom and administrative personnel required to hold a certificate by the state board of education pursuant to section 15-203 before issuing warrants for their services.
 - c. Procedures to account for all revenues, including allocation of certain revenues to funds.
 - d. Procedures for reconciling the accounting records monthly to the county treasurer.
- C. On a quarterly basis, the Superintendent will present to the Board, in a public meeting, monthly enrollment and ADM reports showing the financial condition of the District.

LEGAL REF.:

A.R.S.

15-239

15-271

15-272

15-901

15-914.01

15-904

15-977

Last Revision Date: June 25, 2022

6.38 Finance & Accounting - Revolving Funds

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board for the District maintain general purpose revolving funds in accordance with Arizona Revised Statutes and to be apprised on a monthly basis of all banking and investment accounts.

A. A general purpose revolving fund may be established, pursuant to A.R.S. 15-1101, at a local bank in the account in the name of the District. Drafts drawn on the account shall be signed by the employee in charge of the fund or other designated person. The fund shall be managed in the manner prescribed by the Uniform System of Financial Records (USFR).

1. No revolving fund may be established unless the designated employee in charge is bonded for an amount equal to twice the amount of the fund.
2. The cost of the bond shall be a proper charge against the District.
3. The Board will receive monthly reporting of all accounts at banks and investment firms.

LEGAL REF.:

A.R.S.

15-1101

15-1154

Last Revision Date: June 25, 2022

6.39 Finance & Accounting - Annual Reporting

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board comply with Arizona Revised Statutes in delivering annual financial reports to third parties.

A. The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent.

B. The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

C. The District shall report to the School Facilities Board annually, not later than October 15, actual energy and cost savings pursuant to a guaranteed energy cost savings contract.

D. The District shall also report guaranteed energy cost savings contracts to the Department of Commerce Energy Office and the School Facilities Board:

- 1.The name of the project
- 2.The qualified provider
- 3.The total cost of the project
- 4.The expected energy and cost savings
- 5.Savings achieved by a guaranteed energy cost saving contract may be used to pay for contract and project implementation.

LEGAL REF.:

A.R.S.

15-213.01

15-215

15-341

15-904

Last Revision Date: June 25, 2022

6.41 Facilities - Priorities

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that facilities development priorities shall be based on the academic needs of students.

A.The Superintendent shall implement systems and procedures to support these broad goals:

- 1)To ensure design specifications support proven student learning environments.
- 2)To ensure design specifications are flexible to allow for program modification or introduction.
- 3)To ensure design specifications are economically as feasible.
- 4)To involve the community, school staff members, and professional services.

B.The Superintendent will maintain ongoing life-cycle analyses comparing and evaluating capital expenditures versus a maintenance and operations expenses.

C.In the construction of new or remodeled facilities, the Superintendent shall develop a set of comprehensive data. Data shall be presented to the Board in a public meeting which includes, but is not limited to:

- 1)Estimated enrollment, and rationale, in the proposed school and surrounding schools.
- 2)A description of the proposed curriculum and the teaching methods and techniques to be employed.
- 3)A schedule of space requirements, by school, including standards established by the School Facilities Board, program requirements, and design specifications.

LEGAL REF.:

A.R.S.

15-213

15-341

15-342

15-2001 et seq.

15-2002 et seq.

15-2041

34-461

41-1492 et seq.

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

Last Revision Date: June 25, 2022

6.42 Facilities - Retirement of Facilities

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be fiscally responsible with taxpayer dollars, maximize the academic achievement of students and be transparent with the community with regard to closing facilities.

A. The Board may consult with the Arizona School Facilities Board (SFB) for technical assistance.

B. The Board shall discuss and consider a proposed school closing at a scheduled Board meeting(s).

1. The Superintendent shall present to the Board information including, but not limited to:
 - a. Enrollment history and forecasts for proposed school closing and surrounding schools
 - b. Open enrollment implications for proposed school closing
 - c. Ongoing financial savings related to school closing
 - d. One-time costs related to school closing
 - e. Program implications related to school closing
 - f. Auxiliary operations implications related to school closing (e.g., preschool)
 - g. Staffing impacts and reassignment processes related to school closing

C. 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.

1. The District shall attempt to obtain the highest possible value for the sale or lease of the vacant and unused building or the vacant and unused portion of a building.
2. The District may not accept an offer from a potential buyer or lessee that is less than an offer from a charter school or private school.
 - a. 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.

D. Community members shall be provided an opportunity to address the consideration at the Board meeting.

LEGAL REF.:

A.R.S.

15-341

38-431.01

Last Revision Date: June 25, 2022

6.43 Facilities - Maintenance

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to direct a continuous program of inspection and maintenance of school buildings and equipment.

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

1. Wherever possible, maintenance shall be preventive and will focus on providing an ongoing healthy learning environment for both students and school personnel.

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

C. 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.

1. 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
 - i. A roofing inspection is required to be:
 1. 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.
 2. Conducted by a registered structural engineer or other professional with appropriate skills, training and certification.
2. The District shall develop preventative maintenance guidelines for facilities, and submit the guidelines to the School Facilities Board for review and approval.

LEGAL REF.:

A.R.S.

15-341

15-342.01

15-2002

LEGAL REF.:

A.R.S.

15-2131

15-2132

Last Revision Date: June 25, 2022

6.44 Facilities - Disposition

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be in compliance with Arizona Revised Statutes regarding disposition of school property.

- A. The Board may sell or lease to the state, a county, a city, another school district or a tribal government agency any school property required for public purpose in compliance with Policy 6.3 - Retirement of Facilities, and A.R.S. 15-189.
- B. The District shall determine the fair market value of excess and surplus property. Except as provided in A.R.S. 15-342, surplus materials, regardless of value, shall be offered through competitive sealed bids, public auction, established markets, trade-in, posted prices, or state surplus property. If unusual circumstances render the above methods impractical, the District may employ other disposition methods, including appraisal or barter, provided the District makes a determination that such procedure is advantageous to the District.
- C. The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials to nonprofit community organizations when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.
- D. The Board may sell used equipment to a charter school before attempting to sell or dispose of the equipment by other means.
- E. Notice for sale bids shall be publicly available from the District at least ten (10) days before the date set for opening bids.
1. Notice for sale bids shall be provided to prospective bidders, including those on lists maintained by the District pursuant to A.A.C. R7-2-1023.
 2. The notice for sale bids shall list the materials offered for sale; their location; availability for inspection; the terms and conditions of sale; and instructions to bidders, including the place, date, and time set for bid opening. Bids shall be opened publicly pursuant to the requirements of A.A.C. R7-2-1029.
 3. The award shall be made, in accordance with the provisions of the notice for sale bids, to the highest responsive and responsible bidder, provided that the price offered by such bidder is acceptable to the District. If the District determines that the bid is not advantageous to the District, the District may reject the bids in whole or in part and may re-solicit bids, or the District may negotiate the sale, provided that the negotiated sale price is higher than the highest responsive and responsible bidder's price.
- F. Auctions shall be advertised in the official newspaper of the county as defined in A.R.S. 11-255 or a newspaper of general circulation in accordance with A.R.S. 41-2533.

1. The publication shall not be less than 14 days before the auction date. All of the terms and conditions of any sale shall be available to the public at least twenty-four (24) hours prior to the auction date.

G. Before surplus materials are disposed of by trade-in to a vendor for credit on an acquisition, the District shall approve such disposal. The District shall base this determination on whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such materials.

H. An employee of the District or Board member shall not directly or indirectly purchase or agree with another person to purchase surplus property if said employee or Board member is, or has been, directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus material.

I. Except as provided in A.R.S. 15-342, the District may enter into an agreement with the State Surplus Property Manager for the disposition of property pursuant to Article 8 of the Arizona Procurement Code [A.R.S. 41-2601 et seq.] and the rules promulgated thereunder.

J. The Board may donate surplus or outdated learning materials, educational equipment and furnishings to nonprofit community organizations where the Board determines the anticipated cost of selling the learning materials, educational equipment or furnishings equals or exceeds the estimated market value of the materials.

K. The Board may offer to sell outdated learning materials, educational equipment or furnishings at a posted price commensurate with the value of the item to pupils who are currently enrolled in the District before those materials are offered for public sale.

LEGAL REF.:

A.R.S.

15-189

15-341

15-342

41-2533

A.A.C.

R7-2-1131

A.G.O.

180-036

180-189

U.S.F.R. Sec. III-J-5(10); App. B(6)

Last Revision Date: June 25, 2022

6.51 Food Service

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to strive to provide student meals available at moderate prices.

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

B. 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.

LEGAL REF.:

A.R.S.

15-242

15-342

15-1151

15-1152

15-1153

15-1154

15-1155

15-1157

15-1158

15-1251

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.

Arizona Department of Education: The Arizona Nutrition Standards

Last Revision Date: June 25, 2022

6.52 Food Service - Free and Reduced

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to participate in the National School Lunch Program and School Breakfast Program.

A. The Superintendent 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.

B. 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.

LEGAL REF.:

A.R.S.

15-242

15-1151

15-1152

15-1153

15-1154

15-1155

15-1157

15-1158

15-1251

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.

Arizona Department of Education: The Arizona Nutrition Standards

Last Revision Date: June 25, 2022

6.53 Food Service – Food Sales

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to permit students to incur reasonable unpaid charges for meals.

- A. The Board shall permit students to incur reasonable unpaid charges for meals.
 - 1. Parents/guardians shall be contacted for payment.
 - 2. A maximum of three (3) unpaid charges shall be allowed each student within the school year. An alternative meal shall be provided to students after three (3) unpaid charges are accumulated.
- B. No unpaid lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.

LEGAL REF.:

The Child Nutrition Act (42 U.S.C. 1771 et seq.)

Last Revision Date: June 25, 2022

6.54 Food Service – Third Party Food Sales

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to permit competitive food sales on campus within certain guidelines.

A. Vending machines are accessible to elementary students (K-8) during the normal school day and 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.

B. For vending machines at all grade levels, Foods of Minimal Nutritional Value (FMNV) are prohibited and shall not compete with the District food service program.

C. Competitive food sales and marketing will be consistent with nutrition education and promotion.

1. 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 during the normal school day.
2. A normal school day is defined as beginning with the start of the first breakfast period and ending with the last bell of the instruction period. Classroom parties are excluded from the nutrition standard restriction. School-based marketing of Foods of Minimal Nutritional Value (FMNV) is prohibited.

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.

Last Revision Date: June 25, 2022

6.61 Safety – Education Programs and Training

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to protect the safety of students, employees and visitors on District property or school-sponsored events.

A. The Superintendent shall establish procedures to protect the safety of all students, employees, visitors, and others present on District property or at school-sponsored events.

B. Safety shall be offered in educational programs including, but not limited to: traffic and pedestrian safety, fire prevention, emergency procedures, appropriate for students at different grade levels.

C. Safety shall be offered in staff training, including, but not limited to: accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; emergency procedures and traffic safety problems relevant to students, employees, and the community.

D.LEGAL REF.:

A.R.S.

13-2911

15-151

15-341

15-507

23-403

23-408

Last Revision Date: June 25, 2022

6.62 Safety – Pesticides

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.

A. The Superintendent shall:

1. 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.
2. Provide continuing instruction for students absenting themselves.
3. Post the areas scheduled to receive pesticide application.
4. Maintain written records of pesticide application.

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

1. The brand name, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
2. The area or areas where the pesticide is to be applied.
3. The date and time the application is to occur.
4. The pesticide label and the material safety data sheet.

C. 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 site office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. 3-3606.

D. 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 guidelines. The name and telephone number of the applicator shall be attached to any posting.

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

LEGAL REF.:

A.R.S.

15-152

Last Revision Date: June 25, 2022

6.63 Safety - Accident Reporting

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to adequately and promptly complete accident reporting to prevent similar accidents and take full advantage of District insurance coverage.

A. 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 trips.

1. Reports are required whether or not there are any immediately evident injuries or damage to property.

B. The Superintendent shall establish procedures for filing accurate, complete and thorough accident reports.

1. Any employee of the District who suffers a job-related injury/accident must file an accident report with the District within five (5) days after the date of occurrence.

2. The five (5) day time limit may be extended with the approval of the Superintendent.

C. Injury accidents should be promptly reported to the District's insurance, as appropriate.

LEGAL REF.:

A.R.S.

23-427

23-904

Last Revision Date: June 25, 2022

6.64 Safety – Emergency Response Plans

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that the District develop and maintain Emergency Response Plans.

A. The Superintendent shall develop and maintain District emergency plans and will coordinate plans with the local police, fire, and other appropriate authorities as necessary.

1. Appropriate authorities shall be invited to review the plan(s).

B. Emergency response plans are not subject to public records request.

LEGAL REF.:

A.R.S.

15-341

41-1803

Last Revision Date: June 25, 2022

6.65 Safety - Emergency School Closure

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be in compliance with Arizona Revised Statutes regarding emergency school closures.

A. Per Arizona Revised Statutes, the Superintendent is authorized to delay opening of school or to dismiss school early.

1. Every effort will be made to notify the Board as soon as possible.

LEGAL REF.:

A.R.S.

15-341

Last Revision Date: June 25, 2022

6.66 NOT USED

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Last Revision Date: June 25, 2022

6.67 Safety - Vandalism

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to bring the full weight of the justice system, when warranted, against perpetrators of vandalism of school property.

A. When warranted, the Superintendent shall sign a criminal complaint and press charges against perpetrators of vandalism against school property.

B. 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.

1. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion.

2. A conference with the student's parents will be required.

C. Any act of malicious or willful misconduct of a minor which results in any injury to the person or property of another, to include theft, shall be imputed to the parents or legal guardian having custody or control of the minor whether or not such parents or guardian could have anticipated the misconduct for all purposes of civil damages.

D. Parents or guardian having custody or control shall be jointly and severally liable with such minor for any actual damages resulting from such malicious or willful misconduct.

LEGAL REF.:

A.R.S.

12-661

15-842

Last Revision Date: June 25, 2022

6.68 Safety - Personal Property

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to assume no responsibility for personal property.

A.The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises.

LEGAL REF.:

A.R.S.

15-341

Last Revision Date: June 25, 2022

6.69 Safety - District Buses

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that the safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation.

A. 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 School Bus Drivers promulgated by the Arizona Department of Administration and adopted A.A.C. Title 17, Chapter 9, and shall immediately report to the Superintendent any violation of rules or state statutes that threatens the health, safety, or welfare of a passenger.

B. 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.

1. Each bus driver shall participate in at least two (2) evacuation drills during each school year.
2. 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.

C. 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.

D. Students shall not be put off the bus until reaching a district designated destination.

E. 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.

F. 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 13, Chapter 13.

G. 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 13, Chapter 13, will conform to all requirements of the Act and such state statutes, rules and regulations governing the operation of the vehicle.

LEGAL REF.:

A.R.S.

15-843

15-922

28-101

28-900

28-984

A.A.C.

R13-13-102

R13-13-104

R13-13-108

Commercial Motor Vehicle Safety Act of 1986

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

6.71 Transportation - Safety

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that the safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation.

A. 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 School Bus Drivers promulgated by the Arizona Department of Administration and adopted A.A.C. Title 17, Chapter 9, and shall immediately report to the Superintendent any violation of rules or state statutes that threatens the health, safety, or welfare of a passenger.

B. 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.

1. Each bus driver shall participate in at least two (2) evacuation drills during each school year.
2. 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.

C. 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.

D. Students shall not be put off the bus until reaching a district designated destination.

E. 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.

F. 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 13, Chapter 13.

G. 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 13, Chapter 13, will conform to all requirements of the Act and such state statutes, rules and regulations governing the operation of the vehicle.

LEGAL REF.:

A.R.S.

15-843

15-922

28-101

28-900

28-984

A.A.C.

R13-13-102

R13-13-104

R13-13-108

Commercial Motor Vehicle Safety Act of 1986

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

Last Revision Date: June 25, 2022

6.72 Transportation - Driver Training and Responsibilities

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that 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.

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.

LEGAL REF.:

A.R.S.

15-106

28-857

28-3228

A.A.C.

R17-4-508 et seq.

Last Revision Date: June 25, 2022

6.73 Transportation – Controlled Substance Testing

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: “Drugs” means controlled substances as covered by the Omnibus Act and to drugs circumscribed by the Arizona Revised Statutes; Title 13; Chapter 34.

Policy Objectives: It is the intent of the Board to be 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 policy will be interpreted so as to conform to the Department of Transportation rules.

A. 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 R17-9-102]
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]

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

C. All drivers shall be subject to pre-employment/pre-duty drug and alcohol 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.]

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

E. 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]

F. Each driver who engages in the conduct prohibited herein shall:

- 1) 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.
- 2) Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve drug or alcohol problems.
- 3) 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.
- 4) 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]

G. 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.

H. The 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]

I. The Superintendent is responsible for supervision of the District drug and alcohol misuse prevention program. The District shall 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.

LEGAL REF.:

A.R.S.

15-513

13-3401

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

49 C.F.R. Part 40

LEGAL REF.:

49 C.F.R. Part 382

49 C.F.R. Part 395

Last Revision Date: June 25, 2022

6.74 Transportation – Purchase and Maintenance

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be in compliance with the Commercial Motor Vehicle Safety Act of 1986 and Arizona Revised Statutes with respect to District Transportation.

A. 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.

LEGAL REF.:

A.R.S.

28-984

A.A.C.

R13-13-108 et seq.

Last Revision Date: June 25, 2022

6.75 Transportation - Special Uses

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that school buses may be used for school-sponsored activities and non-curricular usage with the approval of the Superintendent.

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

1. Bus usage for educational field trips or educationally related activities by student organizations may be considered an extension of classroom activities.
2. The Board delegates to the Superintendent the authority concerning requests for usage. Organizations will be required to reimburse the District for the cost of the transportation.

LEGAL REF.:

A.R.S.

15-1105

Last Revision Date: June 25, 2022

6.76 Transportation - Students in Private Vehicles

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that 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.

A. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent. With Superintendent approval:

1. Each employee authorized to use a vehicle for school business purposes that include transporting students will be required to present proof of insurance (\$100/300,000 liability) to the District. The employee will be informed that the employee insurance will be the primary insurance
2. No student shall be allowed to be transported in a private vehicle without signed parent permission.

B. No student will be sent on school errands with a personal vehicle, an employee's vehicle, or a District-owned vehicle.

LEGAL REF.:

A.R.S.

15-341

Last Revision Date: June 25, 2022

6.77 Transportation - Use of District Vehicles

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: "Promptly" is defined by the District's insurance carrier.

Policy Objectives: It is the intent of the Board that the use of District vehicles is not abused inside or outside the District, and that all travel is approved by the Superintendent.

A. The Superintendent shall implement procedures that ensure that the use of District vehicles is not abused inside or outside the District, and that all travel is approved by District Administration. The Superintendent shall establish procedures for the approval of the use of private vehicles for District purposes.

B. No District 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 family may be included in the vehicle on an out-of-town trip if approval is granted by the Superintendent. Only District employees may drive District vehicles. A District vehicle shall not be taken to an employee's home at night unless the employee has written permission from the Superintendent, and then, only on a temporary basis.

C. Only when authorized and written approval obtained 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 using a private vehicle for a District trip shall not claim mileage for any purely personal use of the vehicle during said trip.

D. Any accident (no matter how minor) in a District vehicle or in any private vehicle while on school business is to be reported promptly 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.

E. Injury accidents should be promptly reported to the District's liability carrier.

LEGAL REF.:

A.R.S.

15-341

38-538

Last Revision Date: June 25, 2022

6.78 Transportation - Records

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to maintain transportation records to be fully compliant with Arizona Revised Statutes and rules.

A. The Superintendent will maintain records and reports 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 authorized officials.

LEGAL REF.:

A.R.S.

15-321

15-901

15-903

Last Revision Date: June 25, 2022

6.81 Materials and Equipment - Maintenance and Control (Non-Instructional)

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to effectively and efficiently manage, maintain and control District materials and equipment in the District.

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

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

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

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

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

F. 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.

LEGAL REF.:

A.R.S.

15-213

15-341

Last Revision Date: June 25, 2022

6.82 Materials and Equipment - Maintenance and Control (Instructional)

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that the District be a fiscally responsible steward of instructional materials.

A. All textbooks, subject matter materials, supplementary books and instructional computer software in the possession of the District and those textbooks, subject matter materials, supplementary books and instructional computer software purchased by the District remain the property of the District.

B. Students using District-provided textbooks, subject-matter materials, supplementary books, or instructional computer software are responsible for loss of or damage to these items.

C. A student who needs a second copy of a textbook, subject matter materials, supplementary books, or instructional computer software shall be required to pay for it unless otherwise required by law.

D. 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.

LEGAL REF.:

A.R.S.

15-727

15-729

Last Revision Date: June 25, 2022

6.83 Materials and Equipment - Authorized Use

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that District 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 conditions outlined in this policy.

A. District 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:

1. The District shall not incur any expense due to the use of materials or equipment.
2. 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.
3. Rental fees will be charged or waived, as appropriate, by the District. Income from charges will be deposited to the civic center fund.
4. The District shall not be in competition with any local business firm that could provide like equipment.
5. 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.

LEGAL REF.:

A.R.S.

15-1105

Last Revision Date: June 25, 2022

6.91 Purchasing - Ethics

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: A “gift or benefit” means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property. A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen.

Policy Objectives: It is the intent of the Board that they, and District employees, shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

A. The Board may provide food and beverages at District events, including official school functions and trainings, as allowed by the Arizona Constitution and policies of the Department of Education.

B. A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

C. Any person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

D. A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public

concern, including a violation of District policy or laws/regulations governing the District.

LEGAL REF.:

A.R.S.

15-213

15-323

38-503

Article IX, section 7, Constitution of Arizona (laws pertaining to travel and subsistence, gifts, grants, including federal grants, or devises)

Policies adopted by the Department of Education

Last Revision Date: June 25, 2022

6.92 Purchasing - Procurement

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be in compliance with all federal and state procurement laws and requirements.

A. The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with:

1. Arizona school district procurement rules, including A.A.C. R7-2-1141 et seq.

a. Subject to the Arizona School District Procurement Rules, the Superintendent has the authority to authorize projects or purchases that do not exceed the amount established by the State Board of Education pursuant to A.R.S. 15-213(I) without further action by the Board.

2. Federal and State Laws, rules and regulations

B. 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.

C. Administrative regulations shall be established to assure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (2 C.F.R. 200.321).

D. A properly executed purchase order shall be issued prior to the acquisition of goods, services or construction.

E. Purchases below the amount specified within the Uniform System of Financial Records (USFR) for written quotes 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.

1) Written price quotations will be requested from at least three (3) vendors for transactions that meet the written quote threshold specified within the USFR but not more than the amount calculated by the State Board of Education. 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.

F. 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.

G.The District may, without competitive bidding, purchase or contract for any products, materials and services directly from 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 pursuant to A.R.S. 41-2636.

H.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.

I.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.

J.The District is not required to obtain bid security for the construction- manager-at-risk method of project delivery.

K.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.

L.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.

M. Sealed bids, proposals, or responses, whichever is applicable, shall be requested for transactions costing more than the amount calculated by the State Board of Education and made applicable for the year in which the transaction will occur. All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.

N.For the purposes of determining any of the threshold amounts set forth above, no project or purchase may be divided or sequenced into projects or purchases in order to avoid this limit.

In determining whether a project or purchase meets this requirement, factors to be considered may include the following:

1. Prior purchases or projects involving the same vendor.
2. Whether any prior purchases or projects involving the same vendor were made in the current fiscal year.

O. The 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. 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.

P. All purchases of goods or services from District employees or of services provided by Board members, regardless of dollar amount, are required to follow School District Procurement Rules through a formal sealed offer. 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. Accordingly, Arizona Attorney General Opinion I06-002 states that 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. Similarly, A.R.S. 38-503(C) prohibits Board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding.

Q. 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 of the vendor or a subcontractor of the vendor, who has been adjudicated to be a registered sex offender, 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.

LEGAL REF.:

A.R.S.
11-952
15-213

LEGAL REF.:

A.R.S.

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.

A.G.O.

I83-136

I87-035

I06-002

USFR: VI-G-8 et seq.

2 C.F.R. 200.321

Last Revision Date: June 25, 2022

6.93 Purchasing - Vendors and Contractors

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that all vendors and contractors meet all statutory requirements.

A. A contractor, subcontractor or vendor, or any employee of a contractor, subcontractor or vendor, who is contracted to provide services on a regular basis to the District or an individual school shall obtain a valid fingerprint clearance card pursuant to A.R.S. 41-1758 et seq.

1. The Superintendent, or an administrator subject to approval by the Superintendent, may exempt from the requirement to obtain a fingerprint clearance card a contractor, subcontractor, or vendor whom the Superintendent or principal has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the school or to the District. The exemption shall be given in writing and a copy filed at each location.

a. The District shall develop uniform criterion for making a determination of whether or not an exemption will be granted.

B. The District contract shall contain the provisions of statute paraphrased below and the Superintendent shall implement procedures to randomly verify the records of contractor and subcontractor employees to ensure compliance with these warranties.

1. The contract or agreement with each contractor shall contain the warranties indicated below:

a. Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to their employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of this warranty shall be deemed a material breach of the contract subject to penalties up to and including termination of the contract.

b. The contractor further acknowledges that the District retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the contract to ensure compliance by the contractor or subcontractor.

2. The contractor shall facilitate this right by notice to his employees and supervisors.

LEGAL REF.:

A.R.S.

15-512

23-214

41-1758 et seq.

41-4401

Public Law 92-544

Last Revision Date: June 25, 2022

6.94 Purchasing - Sales Calls

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board that sales representatives call on District Administration to ensure all procurement is in compliance with Arizona Revised Statutes and procurement rules.

A. Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.

LEGAL REF.:

A.R.S.

15-341

Last Revision Date: June 25, 2022

6.95 Purchasing - Payment Procedures

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to ensure accurate and timely payments are made for services rendered.

A. In order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries and bills, but only after due care has been taken to assure that such amounts represent proper obligations of the District for services and/or materials received.

B. The Superintendent will implement procedures for the review of purchase invoices to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.

LEGAL REF.:

A.R.S.

15-304

15-321

15-906

Last Revision Date: June 25, 2022

6.96 Purchasing - Sales on District Property

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to strictly adhere to all procurement laws and strictly prohibit the use of District vehicles except for District business.

A. Sales by employees or outside vendors shall not be conducted during working hours on school property.

B. Sales by employees or outside vendors of non-educational related material shall not be conducted during working hours on District property.

C. Use of District vehicles deliveries of non-District business is strictly forbidden.

D. Use of District vehicles for sales is strictly forbidden.

E. Employees violating this policy are subject to disciplinary action.

LEGAL REF.:

A.R.S.

38-538 et seq.

Last Revision Date: June 25, 2022