

Sedona-Oak Creek



Unified School District #9

2017-2018
Staff Handbook



**Big Park
Coyotes**



**West Sedona
Wildcats**



**Sedona Red Rock
Scorpions**

To: Members of the Staff
From: David Lykins, Superintendent
Date: July 31, 2017

Re: WELCOME BACK TO SCHOOL!!

Welcome back to school - truly the best time of year. I hope that everyone had a great summer and an opportunity to rest, relax, and reflect. I am excited that our new school year is just around the corner. The district staff and year-round employees have been working diligently over the summer to prepare for an outstanding start of the 2017/18 school year. I would like to extend a heartfelt thanks to all of them for their efforts and collaboration.



As we prepare for our students to return to school on August 9th, there are many things our district can be proud of! The countless well-prepared students who have graduated from the Sedona-Oak Creek School District and gone on to be successful in college, careers, and in life, as a result of our collaborative efforts, is certainly something to be proud of. Much time, effort, and collaboration have helped us achieve the successes we have experienced in the past, but this journey has not ended. We have to keep moving forward, guided by a vision of student achievement and learning. This journey has already begun, and is paying off.

This summer, Big Park Community School submitted its application for International Baccalaureate (IB) candidacy. The teachers, staff, students, and community are working collaboratively to be recognized with the distinction of becoming an IB World School. Additionally, West Sedona School enters into the 2017-2018 school year with Advanced STEM Certification driving its curriculum. West Sedona School is one of only two schools in the State of Arizona to have earned the distinction of this specialized certification. In order to achieve this vision, we need to hold high expectations of our students and of each other. We have to approach challenges with a problem-solving, growth-oriented mindset. We have to be collaborative - working together, not in isolation. We must always remember that the future of our students rests with all of us! This makes the stakes high!!

I am so eager to embark on the 2017/18 school year! I am looking forward to a year filled with learning, growth, and achievement for every student. I extend my gratitude in advance for the great things to come as we start this journey together for the benefit of our students and community.

TOGETHER WE CAN

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2017/2018**

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Sedona-Oak Creek JUSD #9
2017-2018

OUR VISION:

Sedona-Oak Creek School District promotes

- ✓ Relationships
- ✓ Relevance
- ✓ Rigor
- ✓ Results

in a unified effort to provide all students a solid foundation in academic, social, and workplace skills.

OUR MISSION IS TO:

Sustain a highly qualified staff by supporting professional development opportunities,

Achieve the delivery of a quality, challenging curriculum that promotes life long learning and prepares all students to be successful in an ever changing global society,

Foster an education atmosphere which creates high academic expectations for all stakeholders,

Engage students, parents, staff, and community members in open communication to support all students.

DISTRICT OFFICE/SUPERINTENDENT/SECRETARY

David Lykins, Superintendent
221 Brewer Road
Sedona, Arizona 86336
928-204-6800
928-282-0232 Fax
Sally Cadigan – Secretary

SCHOOLS/PRINCIPALS/SECRETARIES

SEDONA RED ROCK JR./SR. HIGH SCHOOL

Mr. Darrin Karuzas, Principal, 9-12
Mr. Jay Litwicki, Principal, 7-8
995 Upper Red Rock Loop Road
Sedona, Arizona 86336
928-204-6700
928-282-5992 Fax
Donna Jo Wagner, Secretary
Kim Edwards, Secretary

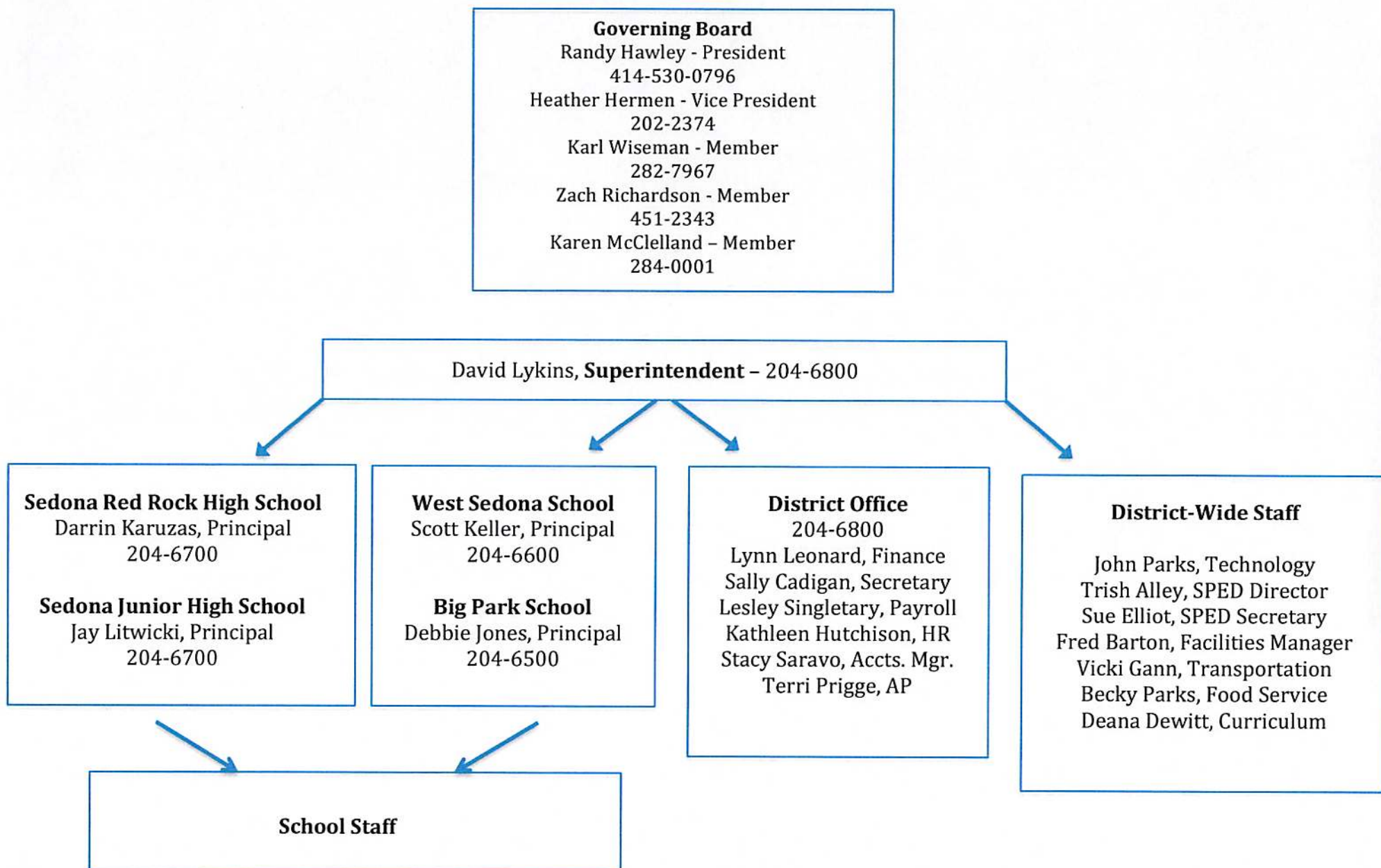
BIG PARK COMMUNITY SCHOOL

Ms. Deborah Jones, Principal
25 West Saddlehorn Road
Sedona, Arizona 86351
928-204-6500
928-284-9796 Fax
Mignon Dunsinger, Secretary
Erin Bruce, Secretary

WEST SEDONA ELEMENTARY SCHOOL

Mr. Scott Keller, Principal
570 Posse Ground Road
Sedona, Arizona 86336
928-204-6600
928-282-1012 Fax
Amanda Raucci, Secretary
Sue O'Neill, Secretary

Sedona-Oak Creek JUSD #9
Organizational Chart 2017/2018



Sedona-Oak Creek JUSD #9
Emergency Closing Communications Chart 2017/2018

David Lykins, Superintendent
204-6800

Sedona Red Rock High
Darrin Karuzas, Principal
204-6700

West Sedona School
Scott Keller, Principal
204-6600

Big Park School
Debbie Jones, Principal
204-6500

Sedona Junior High
Jay Litwicki, Principal
204-6700

School Staff

District Office
204-6800

Sally Cadigan, Secretary
Lynn Leonard, Finance
Lesley Singletary, Payroll
Kathleen Hutchison, HR
Stacy Saravo, Accts, Mgr.
Terri Prigge, AP

District Wide Staff

John Parks, Technology
Trish Alley, SPED Director
Sue Elliot, SPED Secretary
Fred Barton, Facilities
Vicki Gann, Transportation
Becky Parks, Food Service
Deana Dewitt, Curriculum

Governing Board

Zach Richardson - 451-2343
Karen McClelland - 284-0001
Randy Hawley - 414-530-0796
Heather Hermen - 202-2374
Karl Wiseman - 282-7967

Sedona-Oak Creek Joint Unified School District #9

2017/2018 District Academic Calendar

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2017

Aug 4, 7, 8 In-Service Days

Aug. 9 - First day of School

January 2018

January 8 - Back to School

January 15 - MLK Day

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2017

Sept 4 - Labor Day

February 2018

Feb 9 - In-Service Day

Feb 19 - President's Day

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2017

Oct 9 - Columbus Day

March 2018

March 12 -16 Spring Break

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 2017

Nov. 10 - Veterans Day Observed

Nov. 20 - 24 - Fall Break

April 2018

April 20 - In-Service Day

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2017

Dec. 25 to January 8 -

Winter Break

May 2018

May 24 - Last Day of School

May 25 - In-Service Day

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st Semester - 90 days

2nd Semester - 90 days

Teacher In-Service Days - August 4, 7, 8, February 9, April 20, and May 25

 Schools closed

Detailed Assessment Testing Calendar for 2017-2018

ACHIEVEMENT ASSESSMENTS

AzMERIT

AzMERIT will be administered to students in Grades 3 through high school in English Language Arts and Mathematics at their grade level. Students taking high school level English Language Arts and Mathematics will take AzMERIT End-of-Course assessments that will test their proficiency in these subjects near the end of the course. Students enrolled in high school level course work that qualify for EOC testing prior to being enrolled in high school are not required to take the grade level test.

For School Year 2017-2018, there will be three AzMERIT testing windows: Summer 2017 EOC, Fall 2017 EOC, and Spring 2018 (grades 3-8 and EOC). Summer 2017 EOC and Fall 2017 EOC will only be available as a Computer-based test. Spring 2018 will be available for both Computer-Based and Paper-Based.

Students should participate in the appropriate AzMERIT EOC test(s) during the semester they are on track to complete, a one credit course aligned to one of the first three years of English credits or one of the first three years of mathematics credits required for high school graduation.

For both Computer-Based and Paper-Based testing:

- Grades 3 – 8 Day 1 must be the writing.
- EOC ELA Day 1 must be the writing.
- Reading and Math do not have to be administered on the same day.
- When two test sessions are scheduled on the same day, there must be a break between sessions.
- AzMERIT is untimed. The upper end of the suggested time for a testing session is the estimated time needed for at least 95% of students to complete the session. A test session must be completed by the end of the school day.

AzMERIT CBT TEST WINDOW

Computer-Based Testing	Summer 2017 EOC Testing	Fall 2017 EOC Testing	Spring 2018 Grades 3-8/EOC Testing
	June 12 – July 27, 2017	October 23 – November 30, 2017	March 26 – May 3, 2018
Day 1 (Writing) must be scheduled no later than:	July 20, 2017	November 16, 2017	April 19, 2018
All Writing must be completed (including makeups) by:	July 21, 2017	November 17, 2017	April 20, 2018
Last day of testing Grade 3 Reading and Math (except writing):	N/A	N/A	April 27, 2018
Last day of testing Reading and Math (except grade 3) must be scheduled no later than:	July 26, 2017	November 29, 2017	May 2, 2018
All Makeup testing (except writing and Grade 3) must be completed no later than:	July 27, 2017	November 30, 2017	May 3, 2018

Detailed Assessment Testing Calendar for 2017-2018

AZMERIT PBT TEST WINDOW

Paper-Based Testing	Spring 2018 Grades 3-8/EOC Testing
	March 26 – April 6, 2018
Day 1 (Writing) must be scheduled no later than	March 26 or March 27, 2018
Last day of testing must be scheduled no later than:	April 5, 2018
All Makeup testing must be completed no later than:	April 6, 2018

AZMERIT – SUGGESTED TIMES

Grade 3 – 8		
3 – 5 Testing Days	Content Areas	Suggested Times
ELA – 2 or 3 days of testing	ELA – Writing*	45-90 minutes
	ELA – Reading, Part 1	45-75 minutes
	ELA – Reading, Part 2	45-75 minutes
Math - 1 or 2 days of testing	Math, Part 1	60-85 minutes
	Math, Part 2	60-85 minutes
5 test sessions that must be administered for Grades 3 – 8. *ELA – Writing must be administered first. ELA Reading (2 parts) and Math (2 parts) can be administered in any order. Sessions can be administered on separate days or 2 sessions can be administered on the same day.		

English Language Arts (ELA) - End-of-Course (EOC)		
2 or 3 Testing Days	Content Areas	Suggested Times
	ELA – Writing*	45-90 minutes
	ELA – Reading, Part 1	45-75 minutes
	ELA – Reading, Part 2	45-75 minutes
3 test sessions must be administered for EOC ELA tests. *ELA – Writing must be administered first. ELA Reading part 1 and part 2 can be administered in either 1 or 2 days.		

Mathematics - End-of-Course (EOC)		
1 or 2 Testing Days	Content Areas	Suggested Times
	Math, Part 1	50-85 minutes
	Math, Part 2	50-85 minutes
2 test sessions must be administered for EOC Math tests ELA Math part 1 and part 2 can be administered in either 1 or 2 days.		

Detailed Assessment Testing Calendar for 2017-2018

AIMS SCIENCE

AIMS Science will be administered to students in grades 4, 8, and HS.

Test Window	Level	Approximate Times	Participation Guidance
Dates to be determined	Grades 4 and 8	2 hours	
	HS Cohort 2021 (gr. 9) Cohort 2021 (gr. 10)	2 hours	Students in Cohort 2021 (gr. 9) taking a life science course may test on AIMS HS Science.
	Students may only test on AIMS HS Science once.		Students in Cohort 2020 (Gr. 10) test on AIMS HS Science unless they tested the previous year.

ALTERNATE ASSESSMENTS

AIMS A SCIENCE

Test Window	Grades	Content Areas
February 15 – March 31	4, 8, and 10 only	Science

MSAA (NCSC) MULTI-STATE ALTERNATE ASSESSMENT

Test Window	Grades	Content Areas
Approximately late March through mid-May specific dates to be determined.	3 – 8 and 11	ELA and Math

ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

AZELLA

Placement Testing Window
2 weeks before the start of school through May 18, 2018

Reassessment Testing Window
February 5 – March 23, 2018

Detailed Assessment Testing Calendar for 2017-2018

NATIONAL ASSESSMENT

NAEP (NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS)

Test Window	Content Areas	Grades	Scheduling Guidance
Dates to be determined.	US History Civics Geography Technology & Engineering Literacy (TEL)	8	At selected schools only.

INTERNATIONAL ASSESSMENTS

PIRLS (The Progress in International Reading Literacy Study)

Administered every 5 Years

Next test administration will be 2021.

PISA (PROGRAM FOR INTERNATIONAL STUDENT ASSESSMENT)

Administered every 3 Years

Fall 2018 high school only.

TIMSS (TRENDS IN INTERNATIONAL MATHEMATICS AND SCIENCE SURVEY)

Administered every 4 Years

Next test administration will be 2019.

PURPOSE OF THE POLICY MANUAL

Sedona-Oak Creek JUSD #9

The purpose of the policy manual is to provide information to employees regarding the policies and benefits that are offered by the Sedona-Oak Creek School District. Unless otherwise indicated, all policies pertain to both classified and certified staff members.

The manual contains 12 major classifications, each identified by an alphabetical code:

- A. Foundations and Basic Commitments
- B. School Board Governance and Operations
- C. General School Administration
- D. Fiscal Management
- E. Support Services
- F. Facilities Development
- G. Personnel
- H. Meet and Confer
- I. Instructional Program
- J. Students
- K. School - Community Relations
- L. Education Agency Relations

Governing Board Policies cover emergencies, staff conduct, student conduct, and safety issues. It is important that you are familiar with these policies. A copy of the district manual is kept at the district office.

Additionally, the manual may be accessed online through the Arizona School Board Association website. Go to - www.azsba.org - click on the "Policy" button on the top bar, then click on Policy Bridge. Choose "School District Policy Manuals Online", then click on the "Free Public Access" button. Scroll down on the left side and click on the Sedona-Oak Creek Policy Manual.

At the recommendation of the Arizona School Board Association, policies are updated throughout the year. In order to insure that you are accessing the most up-to-date information, it is best that you refer to our online manual. If you have any questions please contact Sally at 204-6800.

Section G PERSONNEL

Section G of the Arizona NSBA/NEPN policy classification system provides a repository for personnel policies. This section has three main subdivisions: subsection GB represents policy topics that pertain to all employees; subsection GC is for policies that pertain to certificated personnel, including administrators; and subsection GD is for policies pertaining to all other personnel.

Code	Description of Policy
GA	Personnel Goals/Priority Objectives
GB	General Personnel Policies
GBA	Equal Employment Opportunity
GBAB	Medical Marijuana Standards and Conditions for Employees
GBAC	Indian Preference in Employment
GBB	Staff Involvement in Decision Making
GBD	Communications with Staff Members
GBEA	Staff Ethics
GBEAA	Staff Conflict of Interest
GBEB	Staff Conduct
GBEBB	Staff Conduct with Students
GBEBC	Gifts to and Solicitations by Staff Members
GBEC	Drug-Free Workplace
GBECA	Nonmedical Use of Abuse of Drugs or Alcohol
GBECB	Alcohol Use by Staff Members
GBED	Smoking by Staff Members
GBEF	Staff Use of Digital Communications and Electronic Devices
GBGB	Staff Personal Security and Safety
GBGC	Employee Assistance
GBGCA	Wellness Programs
GBGCB	Staff Health and Safety
GBGD	Workers' Compensation
GBI	Staff Participation in Political Activities
GBJ	Personnel Records and Files
GBK	Staff Grievances
GBP	Prohibited Personnel Practices
GCA	Professional Staff Positions
GCB	Professional Staff Contracts and Compensation
GCBA	Professional Staff Salary Schedules
GCBC	Professional Staff Supplementary Pay Plans
G CBD	Professional Staff Fringe Benefits
GCC	Professional/Support Staff Leaves and Absences
GCCA	Professional/Support Staff Sick Leave
GCCB	Professional/Support Staff Personal/Emergency/Religious Leave
GCCC	Professional/Support Staff Leaves of Absence Without Pay
GCCD	Professional/Support Staff Military Legal Leave
GCCE	Professional/Support Staff Conferences/Visitations/Workshops

GCCH	Professional/Support Staff Bereavement Leave
GCD	Professional Staff Vacations and Holidays
GCF	Professional Staff Hiring
GCFC	Professional Staff Certification and Credentialing Requirements
GCFE	Professional/Support Staff Hiring - Oath of Office
GCG	Part-Time and Substitute Professional Staff Employment
GCGB	Arrangements for Substitute Staff Members
GCH	Professional/Support Staff Orientation and Training
GCI	Professional Staff Development
GCIJ	Professional Staff Non-Continuing and Continuing Status
GCK	Professional Staff Assignments and Transfers
GCL	Professional Staff Schedules and Calendars
GCMC	Professional Staff Meetings
GCMF	Professional Staff Duties and Responsibilities
GCO	Evaluation of Professional Staff Members
GCP	Professional Staff Promotions
GCQA	Professional Staff Reduction in Force
GCQC	Resignation of Professional Staff Members
GCQE	Retirement of Professional/Support Staff Members
GCQF	Discipline, Suspension, and Dismissal of Professional Staff Members
GCR	Non-School Employment by Professional Staff Members
GCRD	Tutoring for Pay
GCS	Professional Research and Publishing
GDA	Support Staff Positions
GDB	Support Staff Contracts and Compensation
GDBA	Support Staff Salary
GDBC	Support Staff Supplementary Pay/Overtime
GDBD	Support Staff Fringe Benefits
GDC	Support Staff Leaves and Absences
GDD	Support Staff Vacations and Holidays
GDF	Support Staff Hiring
GDFA	Support Staff Qualifications and Requirements
GDG	Part-Time and Substitute Support Staff Employment
GDJ	Support Staff Assignments and Transfers
GDK	Support Staff Schedules and Calendars
GDL	Support Staff Workload
GDLB	Support Staff Meetings
GDN	Supervision of Support Staff Members
GDO	Evaluation of Support Staff Members
GDP	Support Staff Promotions and Reclassifications
GDQA	Support Staff Reduction in Force
GDQB	Resignation of Support Staff Members
GDQD	Discipline, Suspension, and Dismissal of Support Staff Members
GDR	Non-School Employment by Support Staff Members

SEXUAL HARASSMENT

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

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- 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.

Sexual harassment may include, but is not limited to:

- 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.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- 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.
- 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.

- 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, et cetera, in exchange for sexual favors.

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

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

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

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

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 41-1461 *et seq.*

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

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

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

CROSS REF.: AC - Nondiscrimination/Equal Opportunity

GBA - Equal Employment Opportunity

IHBA - Special Instructional Programs and Accommodations for Disabled Students

JB - Equal Educational Opportunities

KED - Public Concerns/Complaints about Facilities or Services

KFA - Public Conduct on School Property

JFABD ©
ADMISSION OF HOMELESS STUDENTS

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015, and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- A. homeless students are not stigmatized or segregated on the basis of their status as homeless;
- B. homeless students are immediately enrolled in their school of origin or school of residence;
- C. transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

Definitions

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- A. students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- B. students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. migratory students who qualify as homeless because the children are living in circumstances described above.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled, including preschool.

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian.

Liaison for Homeless Students

The Superintendent will designate an appropriate staff person of authority as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless

students that will include, but not be limited to, establishment of procedures to:

A. continue the student's education in the school of origin for the duration of homelessness:

1. in any case in which a family becomes homeless between academic years or during an academic year; or
2. for the remainder of the academic year, if the student becomes permanently housed during an academic year; or

B. Enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

Best Interest of the Homeless Student

In determining the best interest of the homeless student, the school shall:

A. To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;

B. Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and

C. In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

Other Relevant Policies and Procedures

Implementation of the McKinney-Vento Act requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross referenced and are incorporated in this policy and these procedures by such reference.

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

Adopted: April 4, 2017

LEGAL REF.:

A.R.S.

[15-816](#) through [15-816.07](#)

[15-821](#)

[15-823](#) through [15-825](#)

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

CROSS REF.:

[EEAA](#) - Walkers and Riders

[IKEB](#) - Acceleration

JF - Student Admissions

JFAA - Admission of Resident Students

JFAB - Admission of Nonresident Students

JFB - Open Enrollment

JG - Assignment of Students to Classes and Grade Levels

JLCB - Immunizations of Students

JLH - Missing Students

JR - Student Records

JRCA - Request for Transfer of Records

REPORTING CHILD ABUSE / CHILD PROTECTION

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours. Pursuant to A.R.S. 13-3620, such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Adopted: December 2, 2013

LEGAL REF.: A.R.S. 8-201	13-3553
13-1404 <i>et seq.</i>	13-3608
13-1410	13-3619
13-3019	13-3620
13-3212	13-3623
13-3506	15-514
13-3506.01	46-451
13-3552	46-454

CROSS REF.: GBEB - Staff Conduct
GBEBB - Staff Conduct With Students
JKA - Corporal Punishment

STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES

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

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

The Board establishes the following parameters:

District employees

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

- in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;
- shall not use District logos or District intellectual property without the written approval of the Superintendent;
- shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;
- shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent.
- shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records.

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

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

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

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

Adopted: May 7, 2012

**LEGAL REF.: A.R.S. 15-341
15-514**

**CROSS REF.: GBEA - Staff Ethics
GBEB - Staff Conduct
GBEBB - Staff Conduct With Students
GCQF - Discipline, Suspension, and Dismissal of
Professional Staff Members
GDQD - Discipline, Suspension, and Dismissal of
Support Staff Members
JIC - Student Conduct**

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer²-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;

- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47USC 254(h)].

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Adopted: July 23, 2012

LEGAL REF.: A.R.S. 13-2316
13-3506.01
13-3509
15-341
34-501
34-502

20 U.S.C. 9134, The Children's Internet Protection Act
47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

REGULATION**REGULATION****USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION****(Safety and use of Electronic
Information Services)**

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established to:

- Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information services (EIS) as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

**Education, Supervision, and
Monitoring**

It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network use. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of Policy IJNDB.

REGULATION**REGULATION**

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information services (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an electronic information services user agreement. The Superintendent may give authorization to other persons to use the EIS.

Acceptable Use

Each user of the EIS shall:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the electronic information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

REGULATION**REGULATION**

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through school equipment.

ANNUAL NOTICE

In accordance with federal regulations and for the benefit of parents and students in the school district, this notice serves to notify parents of students currently in attendance and students of legal age of their rights regarding educational records and confidentiality.

PARENT RIGHTS

You have the right to the following:

1. Inspect and review your child's educational record. (FERPA 99.4)
2. If you feel the educational record is misleading or inaccurate, you can request an amendment to the part of record that is inaccurate.
3. Give written consent before any personally identifiable information is released about your child.
4. File a complaint with the Department of Education in Washington, D.C., which enforces regulations pertaining to educational records if alleged violations are being made by the school district and you have been unable to resolve those differences at the school district level.

Procedures to Obtain Educational Records

1. Contact the school principal and inform him/her that you would like a copy of your child's educational record.
2. Allow the school five days to copy and provide the requested information. There may be a small fee to cover the copying.

Procedures for Requesting a Change in Your Child's Education Record

1. Inform the school principal that you have discovered inaccurate or misleading information and would like it amended or removed.
2. Allow the school district five to 10 working days to decide whether your request is valid.
3. If the school district disagrees with the request, you can file for a hearing with the school district to voice your concerns.
4. If, as a result of the hearing, the school district decides that the information is inaccurate or misleading, the school will amend the record and inform you of the amendment in writing.
5. If, as a result of the hearing, the school district decides the information is accurate and not misleading, they will notify you of the right to place a statement in the record explaining why you feel the information is misleading or incorrect.
6. The school district is obligated to place a copy of your statement in the educational record.

For more information or further explanation, please contact

Name: _____

Address: _____

Phone: _____

OVERVIEW



By far, the most important federal statute impacting student records is the Family Educational Rights and Privacy Act (FERPA), which was enacted in 1974 to ensure student/parent access to education records and limit disclosures to others for unauthorized purposes. The FERPA regulations are found in Title 34 of the Code of Federal Regulations, Part 99 (34 CFR 99). The FERPA Regulations are important because they set forth the basic federal records retention and destruction requirements. The records of students with disabilities will also be subject to the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act and regulations. Finally, but certainly not least, is school district policy and procedure. Most schools will have their own requirements setting forth access procedures, copying fees, form of records, retention, and destruction schedules. The following is general information regarding school district and charter school responsibilities.

DEFINITIONS—RECORDS/CONFIDENTIALITY

Directory Information: information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Disclosure: to permit access to or the release, transfer, or other communication of education records—or the personally identifiable information contained in those records—to any party, by any means, including oral, written, or electronic means.

Education Records: those records that are directly related to a student, contain personally identifiable information, and are maintained by the school district or institution or by a party acting for the agency or institution. The term does not include sole possession records of instructional, supervisory, and administrative personnel, provided that the record is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Eligible Student: a student who has reached age of majority or is attending an institution or postsecondary education.

Records: any information recorded in any way including, but not limited to, handwriting, print, film, microfilm, microfiche, and all electronic records such as email, CD, and or DVDs.

FERPA BASICS—EDUCATION RECORDS

The following are basic issues when dealing with educational records:

- 1. FERPA is the Family Educational Rights and Privacy Act; the law outlines the requirement of educational record keeping.**
- 2. Personally identifiable information about students must be kept confidential by the school district.**
- 3. Each school district must have a written educational records policy.**
- 4. Parents have the right to inspect and review their children's school records and can request copies.**
- 5. Parents may request an amendment of records that they consider "inaccurate, misleading, or in violation of the student's rights of privacy or other rights."**
- 6. Notes concerning a student made by a staff member, retained by that person, and not shared with anyone are exempt from parental access.**
- 7. Access to student records by school staff members must be recorded on an "access" log in each student's file, and the school records policy must identify by title the staff members with access to each type of student record.**
- 8. Release of student information outside the school requires parental consent, except (1) school district defined "directory information," (2) within the public school system, and (3) in health and safety emergencies.**
- 9. Parental access rights transfer to adult students when they reach age of majority.**
- 10. Education records do not include treatment records of students 18 years or older that are maintained by a health professional.**

WHY FERPA WAS ENACTED

1. **Schools had denied parents access to their children's school records while allowing others, like government agents and prospective employers, access.**
2. **Types of information contained in school records were, in many cases, inaccurate. Information was not always confined to fact or derived for educational purposes; innuendo and gossip were often noted.**
3. **Right of access to students' school records varied widely from State to State, controlled largely by common law principles, rudimentary case law, and school policy.**

FERPA AND CONFIDENTIALITY

FERPA was enacted to ensure the confidentiality of personally identifiable information in education records and to guarantee parents access to their children's education records. The statute defines "education records" that are subject to its requirements, specifies who can see them and under what conditions, and contains procedures for complaints.

Any school district or institution receiving funds under any federal program is subject to FERPA. All public elementary and secondary schools, charter schools, institutions of postsecondary education, and many private schools are subject to FERPA.

AGE OF MAJORITY

When a student reaches age of majority, the rights accorded to, and consent required of, parents under FERPA transfer from the parents to the student. (FERPA 99.5)

SCHOOL DISTRICT REQUIREMENTS

Each school or educational agency must do the following:

1. ***Adopt an education records policy* and implement procedures that meet the standards of FERPA 99.6.**
2. ***Annually notify parents and students* in attendance of their rights pertaining to student records according to FERPA 99.7.**
3. ***Maintain a permanent file on each student.***
4. ***Maintain special education records.***

5. ***Provide public notice of directory information*** and provide parents an opportunity to refuse to disclose such information.
6. ***Provide annual training to school staff on records and confidentiality.***

ACCESS RIGHTS

The school shall permit a parent to inspect and review the education records of the student. The school shall comply with a request for access to records within a reasonable period of time but in no case more than 45 days after it has received the request.

FEEs

A school may charge a fee for a copy of an education record unless the imposition of a fee effectively prevents a parent from exercising the right to inspect and review the student's education records.

PRIOR CONSENT REQUIRED FOR DISCLOSURE

The parent shall provide a signed and dated written consent before a school discloses personally identifiable information from the student's education records, except as provided in FERPA 99.31.

PRIOR CONSENT NOT REQUIRED FOR DISCLOSURE

A school may disclose personally identifiable information from an education record of a student without the written consent of the parent if the disclosure is

1. To officials of another school or institution in which the student seeks to enroll provided that the school has a notice in its policies that it forwards education records on request to a school in which the student seeks or intends to enroll;
2. For directory information if the school has given public notice to parents of students in attendance of the types of information that the school has designated as directory information—a parent has the right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information;
3. To organizations conducting studies for or on behalf of educational agencies or institutions to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction provided that the personally identifiable information is destroyed when no longer needed for the purposes for which the study was conducted; and/or
4. To comply with a judicial order or lawfully issued subpoena if the school or institution makes a reasonable effort to notify the parent of the order or subpoena in advance of compliance.

RECORD OF ACCESS

A school shall maintain a record of each request for access to and each disclosure of information from the education records of each student. The record must include the date of access, the person's name, and the purpose for accessing the record. (See an example on page 23 or Section C.)

A record of access does not apply if the request was from or the disclosure was to the parent, eligible student, authorized school official, a party with written consent from the parent, or a party seeking directory information.

DISCLOSURE TO FEDERAL AND STATE OFFICIALS

Authorized federal and State officials may have access to education records in connection with a monitoring or evaluation of federal or State supported education programs or for the enforcement of or compliance with federal legal requirements that relate to those programs. (FERPA 99.35)

DISCLOSURE FOR HEALTH AND SAFETY

A school may disclose information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. (FERPA 99.36)

AMENDMENT

When a parent believes the information contained in the student's education record is inaccurate, misleading, or in violation of the privacy or other rights of the student, the parent may ask the school to amend the record. If the school decides not to amend the record, the parent shall be informed of their right to request a hearing under FERPA 99.21, 99.22.

RECORD DESTRUCTION

FERPA does not address how long records should be kept. School districts can establish their own policy and procedures. A standard is five to seven years after the student exits the educational program.

A school district must destroy personally identifiable information at the parent's request when that information is no longer needed to provide educational services. This can be accomplished by removing personal identifiers from retained records. When records are no longer needed for educational purposes, a school may separate them from active files and retain them in a special file with limited access.

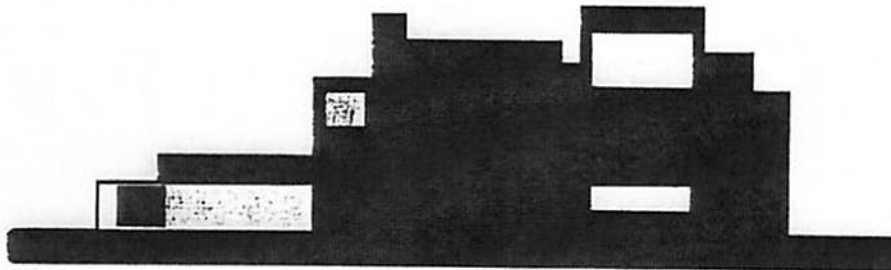
Although largely complementary, IDEA regulations on student records go beyond the requirements of FERPA in some respects. For example, IDEA requires that parents be informed when a school proposes to destroy student records. Parents must be informed of their right to request destruction of information

whenever their child graduates or leaves school, and with certain exceptions, this information must be destroyed at the parent's request. The district may establish specific times, such as IEP meetings, school registration, or program completion, to inform parents that personally identifiable information is no longer required and will be destroyed.

A school district, however, may retain a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed even over parental objections. Parents can request that their child's record be amended if they feel the contents are misleading or inaccurate. If the school disagrees, the parent can request a hearing. If the parent does not prevail at the hearing, they can ask that a written statement be included in the record that explains their position.

COMPLAINT AND ENFORCEMENT

A person may file a complaint regarding an alleged violation under FERPA by writing the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.
(FERPA 99.60-99.64)



MISCELLANEOUS INFORMATION

FUND RAISING

1. All fund raisers must be approved by the principal and student council. Minutes from the student council meeting approving the fund raiser should be sent to Stacy Saravo at the district office prior to depositing any funds.
2. All money from fund raisers, regardless of the grade level, must be handled through the Student Council or an officially recognized club.
3. School districts are not sales tax exempt. Therefore, any items purchased for fund raiser resale should include sales tax.
4. As a reminder, **Raffles are strictly prohibited** per State Statute.

NON-DISCRIMINATION/EQUAL OPPORTUNITY

The Board is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. 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. The Superintendent is appointed as the compliance officer.

STUDENT ACTIVITY ACCOUNTS

Student Activity accounts are bound by a very stringent set of rules and regulations. The auditors look at these accounts in great detail to insure that everything is done correctly. Please contact the district office if you have any questions or confusion regarding a Student Activity account.

SUBMITTING DEPOSITS TO THE DISTRICT OFFICE

Deposits need to be submitted to the District Office within one day of receiving any funds. A "Deposit Report" form needs to accompany the deposit and specify the account in which the funds are to be deposited. The report should also provide the description/source of the funds and include the school representative's name. If you have any questions call Stacy Saravo at the district office.

GOVERNING BOARD MEETINGS

Governing Board meetings are regularly scheduled for the first Tuesday of each month at 6:00 p.m. All staff members are encouraged to attend. Employees will be notified by e-mail of any changes in this schedule.

"AFTER-THE-FACT" PURCHASE ORDERS

WHAT IS AN AFTER-THE-FACT PURCHASE ORDER?

- A Purchase Order that is issued **after** an item has been received/picked up
- A Purchase Order that is issued after a service has begun or has been completed
- A preview item that is delivered without a Purchase Order and is then purchased
- Calling in an order to a vendor prior to receiving a copy of the Purchase Order
- Sending a purchase requisition to a vendor in advance of receiving a Purchase Order
- Making reservations or scheduling services without a Purchase Order in place

WHY ARE AFTER-THE-FACT PURCHASE ORDERS UNACCEPTABLE?

- A Purchase Order is the only **LEGAL** commitment to spend district funds
- A Purchase Order insures that procurement rules have been followed for the purchase and that budget funds have been properly approved and encumbered
- Phoning or faxing in your order with a requisition may lead to double shipments that may have to be billed to your site
- Our auditors will note a "finding" as a violation of procurement rules

WHAT WE CAN AND CANNOT DO

- Wait until you have a valid Purchase Order in hand before ordering any goods or allowing any services to begin
- Submit consultant service requisitions at least two weeks prior to the start of service
- Contact the purchasing office (6832) directly if you need help expediting an order
- Do not fax or phone in an order until you have a valid Purchase Order in hand
- Do not allow any work or service to begin prior to obtaining a Purchase Order
- Do not order a preview item without a Purchase Order
- Do not make any reservation without a Purchase Order

PLEASE NOTE: A purchase made without a valid Purchase Order in place is a violation of procurement rules, and could result in the employee making the purchase being held personally responsible for the purchase. The district cannot legally make payment on a purchase made, or services rendered, prior to the date on the Purchase Order.

Having a valid Purchase Order in place is the only way to protect both the district and employee. Our office will make every effort to insure that Purchase Orders are issued in a timely and efficient manner.

Thank you for your understanding and cooperation in this sometimes frustrating, but very necessary, process. If you have any questions please contact the Purchasing Department at **204-6832**.

Important Dates/Evaluation Information/Payroll Information

The Fiscal Year is July 1, 2017 to June 30, 2018.

FIRST PAY DATE FOR TEACHERS

Teachers will receive their first paycheck on August 25, 2017 (Payroll #4). This check will be for a 10-day period (from August 3rd through the 16th). Paychecks will then follow every other Friday.

FINAL PAY

Final paychecks will be distributed to teachers on June 15, 2018 (Payroll #25).

INSURANCE

Payroll deductions will be made for dependent medical and dental insurance, voluntary vision, and optional life insurance. The first deduction will be on September 8, 2017 (Payroll #5). The last deduction will be taken on June 1, 2018 (Payroll #24).

RETIREMENT

Contributions to Arizona State Retirement are mandatory for employees working at least twenty (20) hours per week. The contribution rate for 2017-2018 is 11.34% for the retirement benefit and .16% for long-term disability insurance. This totals 11.50% of your gross earnings and is deducted on two separate line items on your check stub. The retirement portion is pre-tax dollar and the disability portion is taxable.

OPTIONS

A few of the options available to employees are contributions to a tax-sheltered annuity, supplemental insurance, and direct deposit of your paycheck. Please verify all deductions from your pay - insurance, annuities, savings, etc. If there is any discrepancy in your check, please contact the payroll department at 204-6831, and they will investigate and resolve the matter for you. It would be helpful to have any documentation available beforehand.

CERTIFIED INTENT TO MOVE ON THE SALARY SCHEDULE

April 1st is the deadline for certificated employees to notify the district office of intent to move on the salary schedule. Appropriate forms may be obtained through the school offices, or by phoning the Human Resource Department at 204-6828. Documentation of completed courses is due by September 1st.

EVALUATION AND CONTRACT RENEWAL

The process of evaluation for employees is provided in the policy manual, as revised, under sections *GCO - Evaluation of Professional Staff* and *GDO - Evaluation of Support Staff*.

At the beginning of the school year, the principal shall meet with the school's faculty for the purpose of orienting the teachers to the total evaluation plan. This shall include whether the evaluation is used as a total criterion for establishing a teacher's compensation.

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT #9

TIME AND PAY STANDARDS

Classified/Hourly Personnel

The U.S. Fair Labor Standards Act requires every employer to keep time records on their non-exempt classified employees. These time records must include the accurate recording of time worked on a daily basis.

Additional information will be provided at the building site level regarding the proper use of time clocks, as well as the proper procedure to follow for efficient payroll processing. See TimeClock Procedures.

Basis for Pay

Non-exempt employees of SOCUSD#9 will be paid wages on an hourly basis. Hours will be calculated using a positive time keeping system.

Time Clock

SOCUSD#9's 40-hour pay week will begin on Thursday at 12:00 a.m. and end on Wednesday at 11:59 p.m. Wages will be paid bi-weekly on Fridays based on two 40-hour pay weeks.

Accounting for Hours

All non-exempt employees are required to work the number of hours they are hired to work or to account for those hours through the approved leave time in any pay week.

Flex Time

Non-exempt employees may flex their time in a pay week with the **approval of their supervisor**, but the total hours worked in the pay week cannot exceed the number of hours they are hired to work. **Flex time cannot be carried over to a subsequent pay week.**

Duty Free Lunch

All non-exempt employees working 6 hours or more per day will be provided a **duty free, unpaid** lunch break of 30 minutes. This lunch break will not be scheduled at the beginning or end of a workday and shall not be interrupted by any work requirements. Other breaks are not required but, if given, will be less than 15 minutes and will be paid.

Leave Time

All personal, personal business, and vacation days must be **PRE-APPROVED** by your supervisor.

Overtime

All overtime must have prior approval by your immediate supervisor. Non-exempt employees who work more than 40 hours per week shall be paid at the rate of one and one-half hours for each hour of overtime worked.

Other Leave

Professional leave must include copies of training/registration, etc. Jury duty leave must also include copies of attendance, etc. Bereavement leave; we may request documentation as necessary.

TimeClock Procedures

The District complies with the Fair Labor Standards Act and requires that employees who are compensated on an hourly basis accurately record all hours worked. The procedures noted must be followed in order to ensure that all your hours are recorded by the time clock system for accurate payment of wages.

1. Upon reporting to work, immediately "clock-in" on a designated computer. The website address is: <https://rs10.tcplusondemand.com/app/webclock/#/EmployeeLogOn/217479> TimeClock Plus 7.0
Any time you report to work you must clock-in.
2. Any time you leave work for personal reasons, for the day or a meal break longer than your allotted 30 minutes, you must clock-out. An automatic lunch deduction of 30 minutes has been set up in the TimeClock Plus 7.0 software. (Check with your supervisor to see if you need to clock out for lunch or if the deduction is automatic.)
3. In the event that you forget to clock in or out, inform your supervisor and prepare a "Missed Punch" form.
4. In the event that you start your workday away from the District, you must record your start time on a Missed Punch Form. This may occur if you are attending a conference and will travel directly from your home to the conference.
5. Because the time-clock rounds to the nearest 10 minutes, clock in no more than five (5) minutes before start time and no more than five (5) minutes after the end of your workday.
6. In the event that you are not working due to illness, vacation, official leave, etc., it is imperative that you record your absence in the leave program "Smart Find" or fill out an absence request form. If you know in advance you will be out, please enter your leave in Smart Find so that your supervisor can either approve or deny your upcoming leave.
7. It is important to clock in and out as required to ensure all hours worked are accurately recorded for payment purposes. Continued and chronic clocking violations will not be tolerated.
8. You **must** have prior approval from your supervisor for any overtime.
9. The employee is the only one who is authorized to utilize their employee badge ID. It is considered fraud and grounds for disciplinary action, up to and including termination, for an employee to ask or have someone else clock them in and/or out of the time clock system. Employees who attempt to come in early, stay late, or work during the duty-free lunch period, without clocking in/out, will be subject to disciplinary action.
10. Once the employee is approved for employment, a user ID (Badge #) and instructions will be provided to you via your school email and to the front office secretary once you are set up in the system to clock in and out. Until you receive this information, you will need to complete a paper timesheet.

I have read and understand the above information, and have received a copy of this document.

Employee

Date

PAYROLL CALENDAR 2017-2018

PP#	START	DAYS	END	PAY DATE
1	7/1/17	4	7/6/17	7/14/17
2	7/7/17	9	7/19/17	7/28/17
3	7/20/17	10	8/2/17	8/11/17
4	8/3/17	10	8/16/17	8/25/17
5	8/17/17	10	8/30/17	9/8/17
6	8/31/17	10	9/13/17	9/22/17
7	9/14/17	10	9/27/17	10/6/17
8	9/28/17	10	10/11/17	10/20/17
9	10/12/17	10	10/25/17	11/3/17
10	10/26/17	10	11/8/17	11/17/17
11	11/9/17	10	11/22/17	12/1/17
	Special Pay	Prop 301 & Extra Duty		12/15/17
12	11/23/17	10	12/6/17	12/15/17
13	12/7/17	10	12/20/17	12/29/17
14	12/21/17	10	1/3/18	1/12/18
15	1/4/18	10	1/17/18	1/26/18
16	1/18/18	10	1/31/18	2/9/18
17	2/1/18	10	2/14/18	2/23/18
18	2/15/18	10	2/28/18	3/9/18
19	3/1/18	10	3/14/18	3/23/18
20	3/15/18	10	3/28/18	4/6/18
21	3/29/18	10	4/11/18	4/20/18
22	4/12/18	10	4/25/18	5/4/18
23	4/26/18	10	5/9/18	5/18/18
	Special Pay	Prop 301 & Extra Duty		6/1/18
24	5/10/18	10	5/23/18	6/1/18
25	5/24/18	10	6/6/18	6/15/18
	Special Pay	Teacher Performance-GEM		6/15/18
26	6/7/18	10	6/20/18	6/29/18
27	6/21/18	7	7/4/18	6/30/18
Payroll Calendar:Employee 2017-2018				

TURN IN DATES FOR PAY SHEETS USERS

Timesheets, Extra Duty Contracts, Substitute Pay Sheets, and Leave Requests (signed by your supervisor) must be submitted to the Payroll Department no later than 2:30 p.m. on the dates listed below.

In District Office By 2:30 p.m.....In Order To Be Paid On:

Turn In Timesheet	Pay Date
July 7, 2017	July 14, 2017
July 20, 2017	July 28, 2017
August 3, 2017	August 11, 2017
August 17, 2017	August 25, 2017
August 31, 2017	September 8, 2017
September 14, 2017	September 22, 2017
September 28, 2017	October 6, 2017
October 12, 2017	October 20, 2017
October 26, 2017	November 3, 2017
November 9, 2017	November 17, 2017
November 21, 2017	December 1, 2017
December 7, 2017	December 15, 2017
December 21, 2017	December 29, 2017
January 4, 2018	January 12, 2018
January 18, 2018	January 26, 2018
February 1, 2018	February 9, 2018
February 15, 2018	February 23, 2018
March 1, 2018	March 9, 2018
March 15, 2018	March 23, 2018
March 29, 2018	April 6, 2018
April 12, 2018	April 20, 2018
April 26, 2018	May 4, 2018
May 10, 2018	May 18, 2018
May 24, 2018	June 1, 2018
June 7, 2018	June 15, 2018
June 21, 2018	June 29, 2018
July 5, 2018	June 29, 2018

All Pay Sheets received in the district office after 2:30 p.m. will be paid on the following payroll, which would be three (3) weeks later. We urge you to adhere to this schedule, as there can be NO EXCEPTIONS.

Timeclock Users: Please approve your own time with this schedule. Managers and Supervisors should have approvals done in Timeclock as well.

If you have any questions please contact Lesley in payroll @ 204-6831 or email singletary@sedonak12.org.

**Holidays/Furlough Days
12-Month Employees/Administrators
2017-2018**

Holidays:

July 3, Independence Day
July 4, Independence Day

September 4, Labor Day

October 9, Columbus Day

November 10, Veteran's Day
November 23, Thanksgiving
November 24, Thanksgiving

December 25, Christmas
December 26, Christmas
December 27, Christmas

January 1, New Year's Day
January 2, New Year's Day
January 15, Martin Luther King Jr. Day

February 19, President's Day

May 28, Memorial Day

Furlough Days:

November 22, 2017

Additional Furlough Days for Administrators Only:

December 29, 2017
March 16, 2018