

SUPPORT SERVICES GOALS / OBJECTIVES

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

- To provide a physical environment for teaching and learning that is safe and productive for students, staff members, and the public.
- To provide safe transportation for students while traveling on field trips.
- To provide services, resources, and assistance, supporting the needs of the educational programs.

500.01 Safe Schools

Edge is committed to providing all students and staff with a safe and supportive school environment in which all students and staff are treated with respect. Edge maintains a School ~~Crisis Management~~ Emergency Operations Plan to address emergencies in the school or community. The Edge *Student Handbook* outlines prohibited activities and consequences for all prohibited behaviors. Edge practices a research-based character education component in all of its schools.

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~~500.02 Discrimination/Harassment~~

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- ~~Edge prohibits discriminatory harassment, real or perceived, based on race, color, religion, national origin, marital status, sex, sexual orientation, gender identity, disability or on the basis of association with others identified by these categories.~~
- ~~Edge investigates all complaints of discriminatory words or actions and implements disciplinary procedures in accordance with the *Student Handbook*.~~
- ~~Edge provides mediation when situations warrant it.~~
- ~~Edge provides character based learning activities to address issues that could potentially lead to discriminatory actions, bullying, hazing or violence.~~
- ~~Edge follows procedures outlined in the *Student Handbook* for violation of these and all other school rules.~~

Comment [A01]: Should be in Students section

~~500.03 Tobacco, Illegal Substances, Alcohol, Weapons~~

Comment [A02]: Should be in Student section

- ~~Edge prohibits the possession and use of tobacco products on school property.~~
- ~~Edge prohibits the possession, use or selling/buying of illegal substances on school property and before and after school sessions.~~
- ~~Edge prohibits the possession of any weapon, dangerous instrument, or simulated weapon on school premises and before or after school sessions.~~
- ~~Any student (see separate policy for special education students) who brings a firearm to school will be expelled for Edge prohibits the possession and use of tobacco firearms products on school property.~~

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- In any of the aforementioned circumstances in which an illegal activity has occurred, the proper authorities will be notified.

500.04 ~~Alleged Child Abuse~~

- Edge staff members are trained in the reporting of all incidences of child abuse, alleged abuse, and/or endangerment.
- All reported incidents will be immediately reported to ~~CPS DCS~~ or a law enforcement agency or both.

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Comment [A03]: Should be in student section

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Adopted: 1/20/99
Amended 11/16/05
Amended: 07/09/2014

ENVIRONMENTAL AND SAFETY PROGRAM

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

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The practice of safety shall also be considered a facet of the instructional plan of the school by virtue of educational programs in traffic and pedestrian safety, driver education, fire prevention, and emergency procedures appropriate for students at different grade levels. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees, and the community.

501.01 Responsibilities of the Principal

- Providing for a safety program in the maintenance and operation of buildings and grounds.
- Providing specialized assistance as requested.
- Scheduling regular inspections.
- Postings required by state and federal safety regulations and maintaining appropriate safety records.
- Arranging for the correction of defects reported to them by employees in the building.

501.02 Responsibilities of Employees

- Reporting promptly to the Principal any defects in buildings, grounds, or equipment that might prove injurious to the safety and health of students, employees, or other persons.
- Taking reasonable precaution for the safe use of buildings, grounds, and equipment by students, staff and community members.

501.03 Responsibilities of Students

- Setting off a false fire alarm may be considered grounds for expulsion from school.

- Misuse of the fire alarm system, fire extinguishers, or other fire protection equipment may be considered grounds for expulsion.
- Setting a fire in the building or on the school grounds may be considered grounds for expulsion.
- Reporting promptly to the Principal of the school or other appropriate school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety and health of employees, students, or other persons.

501.04 Responsibilities of Other Individuals Utilizing the School Buildings

- Not abusing safety equipment, such as fire extinguishers, alarm systems, and etc.
- Reporting promptly to the Principal of the school or another school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety and health of students, employees, or other persons.

501.05 Insurance Programs/Risk Management

The school will make every effort to obtain insurance at the most economical cost, consistent with required service, by obtaining bids or quotations in conformance with adopted purchasing policies.

The Executive Director ~~shall~~may obtain an insurance appraisal to determine the adequacy of the school fire, casualty, automobile, personal liability, and errors-and-omissions insurance whenever new bids for insurance are solicited. ~~This-If obtained, the~~ insurance appraisal shall be made a part of the school insurance records.

501.06 Pesticide Application Notice

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

In accordance with A.R.S. 15-152 and ~~A.A.C. R7-2-315~~A.R.S 32-307, the school shall:

- Provide notice of pesticide application by the school to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least 48 hours prior to such application.
- Provide continuing instruction for students absenting themselves.
- Post the areas scheduled to receive pesticide application.

- Maintain written records of pesticide application.

Pest-control applicators employed by the school shall provide the school contact person with notice at least 72 hours notice prior to the date and time the application of pesticides is to occur. Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

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

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 accordance with A.R.S. 32-2307.

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

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

The site administrator (teacher, principal, or other) will be the contact person for providing information regarding pesticide application activities at the school, including but not limited to giving oral and written notification, supervising the posting of notifications as required, and maintaining records of pesticide-application notifications.

501.06.01 Oral and Written Notice

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

Oral notification to all students and school employees will be provided by means of:

- Assembly communications;
- Staff meeting announcements; or

- Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

Written notification to the parents/guardians of enrolled students will be provided by means of:

- Special communications; or
- Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

501.06.02 Posting of Notice

No less than 48 hours to pesticide application, during the regular school session, signs of the form, content, and language required by ~~A.A.C. R7-2-315~~ARS 32-307 will be posted in the following locations:

- The main entrance to all buildings and rooms where pesticide is to be applied.
- The signs may be removed not sooner than 48 hours after the pesticide is applied.

501.06.03 Posting In Lieu of Other Notice

During any period of seven or more consecutive days in which classes are not conducted on school premises, posting will satisfy all requirements for notice to students, employees, and parents/guardians. During any period of seven or more consecutive days during which classes are not conducted on school premises, signs required by ~~A.A.C. R7-2-315~~ARS 32-307 will be posted no less than 48 hours prior to pesticide application in each of the following locations:

- The main entrance to all buildings and rooms where pesticide is to be applied.
- All main entrances to the school property.
- Any area that may be occupied in a period of seven or more consecutive days during which classes are not conducted on the school premises.

The signs may be removed no sooner than 48 hours after the pesticide is applied.

Adopted: 1/20/99

**EDGE CHARTER SCHOOL
BOARD POLICY MANUAL****ACCIDENT REPORTS****502.01 General Reporting Guidelines**

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

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

Injury accidents should be reported to the school's liability carrier as defined in the school's insurance policy.

The Principal shall establish procedures for filing accident reports, and shall make sure reports include details that:

1. Might be helpful in preventing similar accidents in the future,
2. Are needed for filing insurance claims, and
3. Might be important in case of litigation.

502.02 Student Accident Reports

Employees are to report to the office any accident involving a student who is at school. For any student who is injured on school grounds, in a school building, or in connection with a school-related or approved activity, an accident report form is to be completed by an employee who is at the scene of the accident. A written report of an accident shall be provided to the appropriate staff member and to the Principal not later than noon of the school day following the incident. The insurance carrier shall be notified as appropriate. A file of accident reports will be maintained in the office.

A student who is ill should be sent to the ~~case manager~~administrative office, guidance counselor or student service coordinator. If a student is sent home (only with parent knowledge), the teacher will be notified. Students are discharged to go home only by the case manager. In the absence of the student's case manager, the student should be sent to another case manager or to the administration office if no other case manager is available. At PY, SH, or TC Edge sites, in the absence of a case manager, a teacher or TA may send an ill student home (only with parent knowledge.)

Any special health concern should be reported to the Principal.

After reviewing each accident report, the Principal will forward the report to the office, where a file of accident reports will be maintained.

502.03 Accident Reports/Compensation Claims

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

Compensation Claims: When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

- The physician will be responsible for reporting the circumstances of the injury to the school, the Industrial Commission, and the school's insurance carrier.
- During the first seven days of absence due to a job-related injury/accident, the employee will be placed on sick leave, provided sufficient sick leave has been accumulated.
- If a job-related injury/accident results in more than seven days' absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee will draw compensation from the insurance carrier, provide the school with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.
- In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.
- An employee who has used all accumulated sick-leave will be removed from the payroll and will receive only such amounts as are paid by the school's insurance carrier.

Adopted: 1/20/99

Amended: 5/17/00

502.04 STUDENT ACCIDENT REPORT FORM

School _____ Date of Report _____

Name _____ Male / Female Grade _____ Age _____

Home Address _____

Phone _____ Teacher _____

Time of Accident: Hour _____ A.M. / P.M. Date of Accident: _____

Place of Accident: School building School Grounds To or from School Interscholastic Athletics

Witness Name _____ Phone _____

Description of Accident

How did the accident happen? What did the child state (use quotes)? Where was the student?

Describe first aid given. _____

Signature of person reportingWas the parent or other individual notified? No Yes When? _____

Name of individual notified _____ How? _____

By whom? _____

First aid treatment? _____ By whom? _____

Called 911 Sent to: Home Physician Class Hospital

How was student transported? _____

School office notified Time _____ By whom? _____Location of accident: Athletic Field Playground Classroom Corridor Cafeteria Dressing Room Gymnasium Home Ec. Bus Science Lab Restroom School Grounds Shop Showers Stairs Bus Stop Other _____

Follow-up _____

Total number of days absent: _____ Nature of injury: Abrasion Amputation Animal Bite Avulsed Tooth Fracture Human Bite Laceration Puncture Scratches Sprain Strain Other _____Part of body injured: Ankle Arm Back Clavicle Elbow Eye Face Finger Foot Hand Head Knee Leg Nose Scalp Toe Tooth Wrist Other _____

Signature _____ Title _____ Date _____

EMERGENCIES

The Principal will develop emergency plans for fire or other threats. Such plans will be reviewed annually. These plans will provide for:

The plans will specify the conditions under which evacuation of the building will occur (and the procedures therefor). The plans will also designate specific emergency drills to be conducted. A diagram of the school floor plan will be posted in each room showing emergency exits to be used.

These plans will provide for:

- Inside emergencies, such as fire, actual or potential explosion, natural gas leak, or collapsing structure.
- Outside emergencies, such as a fallen electrical wire, plane crash on campus, drive-by shooter, or natural disaster.

503.01 Emergency Drills

Emergency fire drills will be scheduled and conducted each month during the school year. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned secured area outside.

The following rules and procedures will be complied with in the school:

- Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. Rules for emergency evacuation will be discussed with each class using the room, during the first week of the school year.
- A distinct alarm signal will be used for emergency drills only; another signal will be established by the principal for return to class.
- No student or staff member is to remain in the building during emergency drills.
- All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance away from the building.

- It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.

The teacher will be responsible for:

- Seeing that windows and doors are closed with doors unlocked.
- Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Principal.
- Maintaining order during the evacuation.
- A report will be maintained stating the date and time that the drill was conducted and the time required to complete the evacuation.

503.02 Lock-Down Procedures

Emergency lock-down drills will be scheduled periodically during the school year in accordance with the school Emergency Operation Plan. Specific procedures for lockdowns are identified in Section II – Functional Annexes. ~~The purpose of the drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned secured area.~~

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~~The following rules and procedures will be complied with in the school:~~

- ~~Students will adhere to the staff direction to move to the designated secured area. Rules for emergency lock down will be discussed with each class using the room, during the first week of the school year.~~
- ~~A distinct signal or code will be used for lock down emergency drills only; another signal will be established by the principal for return to normal activities.~~

The teacher will be responsible for:

- ~~Seeing that windows and doors are closed with doors locked.~~
- ~~Maintaining order during the lock down.~~
- ~~Taking the grade book and checking roll when the class is in the assigned secured area. The name of any student not accounted for will be reported immediately to the office.~~

503.03 Bomb Threats

~~In the event that a phone call or other notice is received indicating that a bomb has been placed-~~

in the school, ~~the following procedures will be followed: personnel will follow the Emergency Operation Plan section II Functional Annex for Evacuation.~~

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- ~~• The call will be reported immediately to the administrator in charge at the time.~~
- ~~• The administrator in charge shall attempt to discuss the matter with the Executive Director and shall determine whether or not to:
 - ~~1. Evacuate the building immediately as per designated procedure.~~
 - ~~2. Notify the police and the fire department.~~~~

~~If the police and the fire departments are called, the Principal will comply with the instructions of the ranking officer. Staff members and students will be allowed to return to school only when authorized by the ranking officer.~~

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~~The person receiving a threat by phone will note the exact time of the call and attempt to get a voice description of the caller: age, sex, identifying patterns of speech, etc. If recording capability exists for telephone calls of this nature in the School, a recording of the call will be attempted.~~

503.04 Weather-Related and Emergency Closings

Delayed Opening:

The Principal will make the decision to delay opening of school and communicate were appropriate. All staff members present will report to their assigned locations to assist in the supervision of students.

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

Early Dismissal:

If the Principal decides to dismiss school early, the procedure for early dismissal of students will be as follows:

- Students will be released from school only after the Principal has ascertained that appropriate notice has been given to parents or guardians. Staff members may be released by the Principal when they are no longer needed to supervise students.
- If the Principal decides to cancel classes for the day, every reasonable attempt will be made to notify parents.
- The Principal will remain at the school until all students have departed.

503.05 First Aid

If a student becomes injured or ill during the school day or while attending a school-sponsored activity, it is the responsibility of any staff member present to render assistance. The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property. The school is not responsible for subsequent treatment.

At the time of an emergency, the school has the responsibility for:

- Caring for the student.
- Notifying the student's parents or guardian, or, if these cannot be reached, following directions given on the student's enrollment card.

In extreme cases, getting the student under professional care with or without family permission. In the absence of family transportation or ambulance service, an employee may have to transport the sick or injured student home, to the physician's office, or to the hospital. A sick or injured student should be accompanied from the school by an adult. If the destination is the student's home, the adult shall have ascertained that a responsible person is at home to assume responsibility.

In case of any serious injury or illness, the parent or responsible person should always be notified as soon as possible. Emergency care of the student has priority.

Any medication administered by school personnel shall be in compliance with Board policy and regulations.

Adopted: 1/20/99

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**EDGE CHARTER SCHOOL
BOARD POLICY MANUAL**

SECURITY

The Principal will develop plans and procedures that will:

- Enhance the security of school property.
- Minimize fire hazards.
- Provide for the keeping of records and funds in a safe place.
- Protect against vandalism and burglary.
- Provide for the prosecution of vandals.
- Employees are expected to practice responsible management of school property. Employees should report damaged or missing property to the Principal immediately upon discovery of such.

504.01 Keys/Cards Access

Access to school buildings and grounds will be established by the Principal. Possession of keys shall be in accordance with the following principles:

- A log of key assignments shall be maintained by the office of the Principal or other designated office.
- Duplicate keys unassigned shall be maintained in a safe or a secured box.
- Individuals assigned keys may not duplicate or loan them.
- All keys must be surrendered when no longer needed or upon request by the Principal.
- The loss of a key must be reported to the Principal upon discovery of the loss, and the employee may be required to pay for re-keying or replacement of affected locks.
- Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.

- A set of master keys and/or duplicates of keys shall be kept in the custody of the Principal.
- The employee will sign a receipt for keys assigned. The receipt will contain appropriate rules.

504.02 Unauthorized Keys/Access Cards/Access Codes

Any person who knowingly causes to be manufactured or duplicated or who possesses or uses a key to any building or other area owned, operated, or controlled by the school without authorization from the Principal is guilty of a Class 3 misdemeanor.

Staff who anticipate accessing a building outside of regular work hours/days must request to be added to the authorization list maintained by the Principal or designee.

Any person who for personal use or for someone else, manufactures or duplicates a key to any building or area owned, operated, or controlled by the school, without permission from the Principal, is guilty of a Class 3 misdemeanor.

Employees and students who are in violation of the above are subject to disciplinary action.

Adopted: 1/20/99

Amended: 5/17/00

VANDALISM

The Principal is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, and is further authorized to delegate to another person the authority to sign such complaints and to press charges.

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

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

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

505.01 Loss of Personal Property

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

Adopted: 1/20/99

FACILITIES MAINTENANCE AND MANAGEMENT

506.01 Building and Grounds Maintenance

Adequate maintenance of buildings, grounds and property is essential to the efficient and safe management of the School. The Principal shall develop procedures for the inspection and maintenance of the facilities.

506.02 Materials and Equipment Management

The school shall provide for the central purchasing, receiving, storing, and distributing supplies, equipment, and materials required by the school.

506.03 Maintenance and Control of Materials and Equipment

Employees are responsible for the proper care of all School facilities, equipment, and property in their custody or control. Control of School property will be through, but not limited to, an accurate fixed inventory system of all school furniture and equipment that exceeds \$500 in value.

506.04 Maintenance and Control of Instructional Materials

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

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.

506.05 Surplus Equipment

Property that is surplus at any facility will be transferred to the Resource Management Specialist for reassignment to other school locations where a need may exist for the equipment.

506.06 Transfer of Equipment

All transfer of property within the school, or from other school locations, must first have the approval of the Resource Management Specialist.

Adopted: 1/20/99

Amended: 6/21/06

**AUTHORIZED USE OF SCHOOL-OWNED
MATERIALS AND EQUIPMENT**

School equipment may be used by school or non-school agencies and individuals for purposes that are not in conflict with any Board policies, subject to the following:

- The School shall not incur any expense due to the use of materials or equipment.
- The Principal shall establish procedures for approval of the use of materials or equipment.
- Rental fees will be charged or waived, as appropriate, by the Principal.
- 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 school for repair or replacement.

Adopted: 1/20/99

TRANSPORTATION SERVICES

In the budgeting process, the Board may grant appropriations for the purpose of providing passes to students for public transportation. Issuance of bus passes is a privilege extended to students in the school, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs.

508.01 Special Use of Buses

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

- Bus usage for educational field trips or educationally related activities by student organizations may be considered an extension of classroom activities.
- The Board delegates to the administration authority concerning requests for non-curricular usage. In such cases, the student organization or group making the trip will be required to reimburse the school for all or a portion of the cost for the transportation.

508.02 Transportation in Private Vehicles

The Principal shall be responsible for implementing controls to insure that the use of private vehicles for school business complies with Board policy.

508.03 Student Transportation in Private Vehicles

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

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

The Principal may develop regulations to govern the use of private vehicles for transporting students in emergency situations.

508.04 Business Use of Private Vehicles

Only when authorized by the Principal, a private vehicle may be used at the mileage rate set by the school, and reimbursement for mileage will be given to the owner of the private vehicle.

Credit for mileage outside the school will be given for school business only. An employee using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during a trip. Mileage reimbursement will be at the rate of 44.5 cents per mile.

508.05 Accident Reporting

Any accident, no matter how minor, in a school or private vehicle while on school business is to be reported immediately to the Principal. The Principal shall report the accident to the school's insurance company.

508.06 Records and Reports

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

Adopted: 1/20/99

Amended: 12/18/2013

DATA / RECORDS MANAGEMENT

All required data/records and any other data/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 for Charter Schools.

The Board is the custodian of the official copies of all records, required or optional, and the Principal shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Principal may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their jurisdiction.

509.01 Business and Financial Records

- Annual School Budget
- Audit Reports
- Financial Statements
- Procurement Records
- Contracts
- Deeds
- Leases/Lease Purchases
- Inventories
- Records Identified in the USFRCS

509.02 Other School Records

The current year's records will be kept in the Principal's office. When practical to do so, but no later than during the second immediate past year, all records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Retention periods noted will refer to the number of years after the end of the fiscal year in which the records were made or superseded, as specified in the Arizona School Records Management Manual.

All other records shall be managed so as to be in compliance with the requirements of the Records Management Division of the Department of Library Archives and Public Records.

Adopted: 1/20/99

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