



**2017**  
Calendar of  
Recommended and Required Actions  
by  
Arizona School Districts

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Policy Services  
for use by its subscriber members*

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**ASBA Policy Services  
2017 Calendar of  
RECOMMENDED AND REQUIRED DATES**

**Introduction**

State and federal laws as well as Board policies require school districts to periodically take certain actions. The following listing of policy-related items has been prepared to assist districts in meeting these requirements.

Some of the items require actions that do not have specific time frames (non date specific), a portion of them require action on an annual or biennial basis, and others specify finite dates by which action must be taken. The listing has been developed to provide as much specificity as possible. Where the statute or regulation lacks specificity, the list provides a suggested timeline for the action.

Activities that have statutory timelines are organized in the listing by date. Others have suggested dates based upon an assumption that the actions should be conducted in conjunction with timeframes determined by other activities such as the organizational meeting of the Board or the adoption of the budget. A notation on the affected items indicates when an alternate period may be selected at local discretion. The information enclosed in square brackets is related legal authority.

It is strongly suggested that this document is reviewed in concert with recent Policy Advisories, District Policy Manual and noted Arizona Revised Statutes. Please refer to this document and the aforementioned advisories and Manual to gain necessary direction in these important matters.

Should there be any questions that arise from the review or subsequent utilization of the information found within this document, please do not hesitate to contact ASBA Policy Services.

A star (★) symbol at the end of a statement indicates governing board action is required.

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*Quality Leadership and Advocacy for Children in Public Schools*

**2017 Calendar of Recommended and Required Dates**  
**JANUARY and FEBRUARY**

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**BCB—Board Member Conflict of Interest**

If a district transacts business with a Board member, in accord with the statutory limitation the Board must have approved a policy authorizing such transactions **within the twelve (12) months preceding** any such transaction. Check the statutes for specific limitations related to the size of the district's student population and corresponding procedures to be specifically followed. [A.R.S. 15-323] ★

*May be done in another month at local discretion.*

**DIA—Accounting System**

A school district that desires to assume accounting responsibility must apply to the auditor general for an evaluation prior to **January 1** of the year preceding the fiscal year of implementation and before submitting an application to assume accounting responsibility. [A.R.S. 15-914.01] ★

**IHB—Special Instructional programs**

By **January 1**, school districts participating by agreement in a special education program established in a county accommodation school shall make an advance payment of the per student quarterly tuition, as determined by the County School Superintendent, to the accommodation school. [A.R.S. 15-764]

**DG—Banking Services**

The governing board by majority vote shall designate one (1) or more banks for the safeguarding of school auxiliary and revolving funds authorization. [A.R.S. 15-1126] ★

*May be done in another month at local discretion.*

**DK—Payment Procedures**

To permit the payment of salary or other expenses in a timely fashion, the Board may approve a resolution authorizing the signing of vouchers between meetings, with the vouchers being ratified at the next meeting of the Board. [A.R.S. 15-321] (*See Exhibit DK-E*). ★

*May be done in another month at local discretion.*

**JFB—Choice/Open Enrollment**

Accept completed applications for enrollment. *See District policies for actual application deadline date.*

**GCO-RA—Evaluation of Professional Staff Members**

A teacher's first observation, written report, and conference shall be completed sufficiently early in the instructional year to schedule a second observation, written report, and conference sufficiently early in the instructional year to give timely written preliminary notice of inadequacy of **classroom performance**.

The Governing Board may waive the required second evaluation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one of the two highest performing classifications.

(See Policy Advisory No. 475 for additional information and Dates of Significance.)

### **DBC-R—Budget Planning, Preparation, and Schedules**

By **February 1**, the District shall submit evidence to the State Board that it continues to meet the standards and qualifications required for additional teacher compensation monies for the budget year, whenever the District was approved for the current year, but not for the year preceding the current year. [A.R.S. 15-952]

### **JQ—Student Fines, Fees, and charges**

Annually, by **February 28**, each public school that receives fees or a cash contribution for the support of extracurricular activities or character education programs of the public school shall report to the Department of Revenue, in a form prescribed by the Department, the information specified in A.R.S. 43-1089.01(G).

**2017 Calendar of Recommended and Required Dates**  
**MARCH and APRIL**

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**GCB—Professional Staff Contracts and Compensation**

Each year the Superintendent will make recommendations on salaries, wages, and fringe benefits to the Board.

*May be done in another month at local discretion.*

**GDB—Support Staff Contracts and Compensation**

Each year the Superintendent will make recommendations on salaries, wages, and fringe benefits to the Board.

*May be done in another month at local discretion.*

**GCBC and GDBC—Staff Supplementary Pay Plans**

Each year the Superintendent will recommend an extra-duty pay schedule to the Board.

*May be done in another month at local discretion.*

**IHB—Special Instructional Programs**

Provide written notice to the parent of a student with a disability, or to the eligible student, that the student's graduation from high school with a regular diploma will constitute a change in placement. [34 CFR §300.122]. Follow the notice requirements of 34 CFR §300.503.

*May be done in another month at local discretion.*

**DIE—Audits/Financial Monitoring**

Whenever the District's expenditure of federal financial assistance is five hundred thousand dollars (\$500,000) or more during a fiscal year, the District shall contract with an approved independent auditor to conduct an annual financial audit. See A.R.S. 15-914 for schools not required to comply with the Single Audit Act, but which must have either an annual or a biennial financial statement audit. ★ [USFR Memorandum No. 240]

*May be done in another month at local discretion.*

**JFB—Choice/Open Enrollment**

Notify the parent or legal guardian in writing whether an enrollment application has been accepted, placed on a waiting list, or rejected. Notify the resident school district of an applicant's acceptance or placement on a waiting list *if* local policy indicates this action. <sup>(2)</sup>See specific *District policy for actual date*.

**DB—Annual Budget**

By **March 1** of the year *preceding* the year of implementation, a school district intending to assume accounting responsibility must notify the county treasurer and the County School Superintendent of that intent. [A.R.S. 15-914.01]

### **ILB—Test/Assessment Administration**

Annually schools in a district are to administer the State Board of Education adopted instrument to measure standards test to measure pupil achievement of the state board adopted academic standards. [A.R.S. 15-741]

### **JFAB—Tuition/Admission of Nonresident Students**

School districts of residence required to make tuition payments under prescribed conditions for students attending another district shall make a quarterly payment to the district of attendance by **March 31**. [A.R.S. 15-824]

### **IHB—Special Instructional programs**

By **April 1**, school districts participating by agreement in a special education program established in a county accommodation school shall make an advance payment of the per student quarterly tuition, as determined by the County School Superintendent, to the accommodation school. [A.R.S. 15-764]

### **CBI—Evaluation of Superintendent**

The Governing Board shall evaluate the Superintendent at least once each year. If the Superintendent's contract is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen months before the expiration of the contract. If the Superintendent's contract with the school district is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless on or before **April 15** the board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent. ★

### **GCBD and GDBD—Professional and Support Staff Fringe Benefits**

In accord with its policies, the Board will review staff fringe benefits yearly and determine fringe benefits for staff members, including the extent of benefits for those who work less than full time. Notify employees of changes in benefits on or before offers of employment for the succeeding year. [A.R.S. 15-341, 15-502, and 15-952] ★

*May be done in another month at local discretion.*

### **EB—Environmental and Safety Program**

**April 15** is the deadline for a school district to apply to participate or continue participation in the public school safety program. [A.R.S. 15-154]

### **GCO-RA— Evaluation of Professional Staff Members**

If the administrator's contract with the District is for more than one (1) year, but not exceeding three (3) years, on or before **May 15** of the last year of the contract, the Board shall offer a contract for the next school year to the administrator unless on or before **April 15** the Board gives notice to the administrator of the Board's intention not to offer a new administrative contract.

If the administrator's or psychologist's contract with the District is for a single year, on or before **May 15** of each year the Board shall offer a contract for the next school year to the administrator or psychologist unless on or before **April 15** the Board gives notice to the administrator or psychologist of the Board's intention not to offer a new administrative contract or psychologist's contract.

## 2017 Calendar of Recommended and Required Dates MAY and JUNE

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### **DBC-R—Budget Planning, Preparation, and Schedules**

**May 1** is the date by which a school district of attendance must provide the school district of residence with the final tuition charge for the current year and with an estimate of the next budget year's tuition charge. [A.R.S. 15-824]

**May 1** is the deadline for a District to submit evidence to the State Board that the School District has met qualifications for the additional teacher compensation increase to the base level for the budget year, *if the District was not previously approved*. [A.R.S. 15-952]

By **May 15**, after notice has been given and a public meeting is held, the Board may revise the School District budget if the District qualifies for, or is required to make, adjustments in categories such as federal impact aid monies, certain tuition revenues and charges, and excess utilities costs. [A.R.S. 15-905 and 15-910] ★

Not later than **May 18**, the budget as adjusted shall be submitted electronically to the Superintendent of Public Instruction. [A.R.S. 15-905]

If a charter school has overestimated its student count, it shall revise its student count, base support level, additional assistance, and budget before **May 15**. If the charter school underestimated its student count it may revise its budget before **May 15**. [A.R.S. 15-185] ★

### **DBC-R—Budget Planning, Preparation, and Schedules**

On or before **June 1** each year the District must file with the County School Superintendent and the State Superintendent of Public Instruction reports of the actual amount of federal impact aid funds (Title VIII of the Elementary and Secondary Education Act of 1965) received during the current year. [A.R.S. 15-991]

If the District has not received final approval of the additional teacher compensation increase to the base level for the budget year, but the District has received preliminary approval of the qualifying criteria, the District shall submit to the State Board for final approval of the base level increase two (2) budgets, one (1) *not including* the additional teacher compensation provision and one (1) *including* the teacher compensation provision by **June 15**. [A.R.S. 15-952]

### **GDF—Support Staff Hiring**

The District shall report to the Superintendent of Public Instruction on **June 30 and December 31** the number of applicants hired prior to the completion of a fingerprint check and the number of applicants for whom fingerprint checks have not been received after one hundred twenty (120) days and after one hundred seventy-five (175) days of hire. [A.R.S. 15-512]

### **DK—Payment Procedures**

Annually and by **June 30** the District shall prepare a listing of all levy fund liabilities for goods or services received that will not be paid by June 30. An advice of encumbrance for the liabilities payable on **June 30** shall be filed with the County Superintendent not later than **July 18**. Payment must be made within **sixty (60)** days after close of the fiscal year. [A.R.S. 15-906] (The advice need not be sent to the County School Superintendent if the District has assumed accounting responsibility). [A.R.S. 15-906 and 15-914.01]

### **JFAB—Tuition/Admission of Nonresident Students**

School districts of residence required to make tuition payments under prescribed conditions for students attending another district shall make a payment to the district of attendance for the remaining amount owed, after adjustments, not later than **June 30**. [A.R.S. 15-824]

## 2017 Calendar of Recommended and Required Dates JULY and AUGUST

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### **IHB—Special Instructional programs**

By **July 1**, each school district, joint technical education district, and charter school shall submit electronic data on a school-by-school basis, including student level data, to the Department of Education in order for the school district or charter school to receive monies for the cost of educating students. [A.R.S. 15-1042]

By **July 1**, school districts participating by agreement in a special education program established in a county accommodation school shall make an advance payment of the per student quarterly tuition, as determined by the County School Superintendent, to the accommodation school. [A.R.S. 15-764]

### **IHBB—Gifted and Talented Education**

By **July 1** the District shall submit a report on the scope and sequence of the program for gifted students *if any changes have been made during the previous fiscal year*. [A.R.S. 15-779.02]

Every **five (5) years**, on or before **July 1**, the District shall submit a report on the scope and sequence of the program for gifted students *if no changes have been made during the previous five (5) years*. [A.R.S. 15-779.02]

### **DBC-R—Budget Planning, Preparation, and Schedules**

The District (Board) must publish or mail to the public, at least ten (10) days in advance of the hearing, but by **July 5**, the proposed budget or a summary of the proposed budget. ★

The Governing Board shall conduct the public hearing and present the proposed budget by not later than **July 15**, and not less than **ten (10)** days after posting or mailing the notice of the public hearing and Board Meeting. Immediately following the public hearing the Board President shall call the Governing Board meeting to order for the purpose of adopting the budget.

The District must prepare and submit the proposed budget in an electronic format to the Superintendent of Public Instruction and the County School Superintendent, unless waived by the County Superintendent. The Board shall conduct a hearing and adopt a budget by **July 15**. By **July 18**, the Board must file a copy of the adopted budget with the County Superintendent and electronically submit a copy to the Superintendent of Public Instruction. The adopted budget shall be submitted to the Superintendent of Public instruction and the Department of Education for posting on the Departments website. An affidavit of publication, or an affidavit of mailing, as applicable, must be filed with Superintendent of Public Instruction *within thirty (30) days of the date of the publication or mailing*. [A.R.S. 15-905] ★

### **DBF—Budget Hearings and Reviews/Adoption Process**

In any year in which a governing board budgets an amount greater than the district's truth in taxation base limit, budgets for adjacent ways pursuant to 15-995, or budgets for liabilities in excess of the school district budget pursuant to 15-907, **at least ten (10) days but not more than twenty (20) days** before the date of the truth in taxation hearing the District must publish, or mail, a "Truth in Taxation Notice of Tax Increase" using the format specified in statute. The Board shall conduct a hearing on the increase, and consider a motion to levy the increased property taxes by roll-call vote. [A.R.S. 15-905.01] ★

### **DBF—Budget Hearings and Reviews/Adoption Process (cont.)**

Documentation of compliance must be mailed to the property tax oversight commission within **three (3) days** of the hearing [A.R.S. 15-905.01].

*Note:* The truth in taxation hearing may be performed in conjunction with the budget adoption process stated above for DBC-R.

### **DIC—Financial Reports and Statements**

School districts that have additional budget capacity for participation in an optional performance incentive program shall notify the Department of Education by **July 15** of any unexpended and unencumbered funds for the prior fiscal year. [A.R.S. 15-919.06]

### **DB—Annual Budget**

**On or before July 15** a school district operating under a court order of desegregation or an administrative agreement with the United States Department of Education Office for Civil Rights shall collect and report data regarding activities in a format prescribed by the Department of Education. A school district that becomes subject to a court order of desegregation or administrative agreement must report within **ninety (90)** days when that date is earlier than July 15. [A.R.S. 15-910] ★

### **IHAA—English Instruction**

School districts and charter schools shall annually submit written compensatory instruction budget requests to the Department of Education by **July 15** for monies from the statewide compensatory instruction fund on a form developed by the Department. [A.R.S. 15-756.11] ★

### **DBC-R—Budget Planning, Preparation, and Schedules**

Not later than **July 18**, each school district having levy fund liabilities payable on **June 30** shall file an advice of encumbrance with the County School Superintendent. [A.R.S. 15-906]

### **JK-R and JK-ED—Student Discipline**

The principal of each school shall insure a copy of the district's Exhibit **EEAE-EA** on bus safety rules, as well as regulation **JK-R** and exhibit **JK-ED** on student discipline, suspension, and expulsion are distributed to parents and students at the beginning of each school year and when a new student enrolls. Recommendation is made to also include this in student handbooks. [A.R.S. 15-843]

### **JIFCA—Hazing**

Each school shall adopt, post and enforce a hazing prevention policy which is to be printed in every student handbook for distribution to parents and students. [A.R.S. 15-2301]

### **JII, JII-R, JII-EB—Student Concerns, Complaints, and Grievances, JICL, JICL-R,—Dating Abuse & JICK, JICK-R, JICK-EB—Student Violence/Harassment/ Intimidation/Bullying**

A copy of the exhibit providing for student complaints or grievances regarding an alleged violation of their constitutional rights, equal access to programs, discrimination, harassment, intimidation, bullying or personal safety must be made available to parents and students. [A.R.S. 15-341] Also refer to Policy JICL Dating Abuse and JICK Student Violence/Harassment/Intimidation/Bullying for posting and for information to be disseminated to students, parents and staff.

Posting these documents in addition to their inclusion in handbooks and/or beginning-of-school materials is recommended.

### **GCO-RA—Evaluation of Professional Staff Members**

The Board will designate persons who are qualified evaluators to serve as evaluators for the teacher performance evaluation system. It is recommended that the evaluation process is reviewed with teachers at the time of teacher orientation, and a copy of the evaluation instrument is distributed to each teacher. [A.R.S. 15-537] ★

### **GCH—Professional/Support Staff Orientation and Training**

Include in orientation programs, at minimum, the topics specified in ASBA’s above-referenced policy (GCH).

### **JB-R—Equal Educational Opportunities**

Title IX of the Education Amendments of 1972 regulations requires that a responsible person be designated by the Board (compliance officer) to coordinate efforts required by this legislation. [34 C.F.R. 106.8]

### **JR & JR-R—Student Records**

A notice of student record privacy rights and a list of items proposed to be used as ‘directory information’ shall be distributed to all students, parents, and transfer students **at the time of enrollment** and/or **annually** at the **beginning of the school year**. [20 U.S.C. 1232 *et seq.* and A.R.S. 15-141]

### **DBC-R—Budget Planning, Preparation, and Schedules**

Payment for advice of encumbrance listed items must be made **by August 29**. [A.R.S. 15-906] (date is based on encumbrance period)

## 2017 Calendar of Recommended and Required Dates SEPTEMBER and OCTOBER

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### **DBC-R—Budget Planning, Preparation, and Schedules**

On or before **September 1**, file with the County School Superintendent an estimate of federal impact aid monies (Title VIII of the Elementary and Secondary Education Act of 1965) the District is eligible to receive. [A.R.S. 15-991]

On or before **September 15** the Board may revise the District budget, following a public hearing, if due to legislative enactment or nonenactment after **May 1** the budget is based on incorrect limits, does not include items authorized by law, or does not otherwise conform with the law. No later than **September 18**, the budget as adjusted shall be submitted electronically to the Superintendent of Public Instruction. [A.R.S. 15-905] ★

### **JEB—Entrance Age Requirements**

A child is considered to be five (5) years of age if the child reaches the age of five, or six (6) years of age if the child reaches the age of six, *before September 1* of the current school year. [A.R.S. 15-821]

### **DB—Annual Budget**

If a proposed budget of a school district exceeds the aggregate budget limit for the budget year, **at least ninety (90) days before the first Tuesday following the first Monday in November** the governing board shall order an override election and present to the district's qualified electors a budget for exceeding the aggregate budget limit and a budget which does not exceed the amount permitted by A.R.S. 15-481. ★

Between **September 1** and **October 31**, each school district that has increased its capital improvement budget through a capital outlay revenue limit override must hold a public hearing at which an update of the progress of capital improvements financed through the override is discussed and at which the public is permitted an opportunity to comment. [A.R.S. 15-481] ★

A school district that has *not* received approval from the State Board of Education approved to operate an optional performance incentive program by **October 1**, shall recalculate the budget without the anticipated increase in base level and submit the revised budget to the Superintendent of Public Instruction not later than **May 18**. [A.R.S. 15-919] ★

### **IHAA—English Instruction**

Each school district and charter school that submits a Structured English Immersion budget request shall submit a school-by-school request to the Department of Education annually on or before **September 15**. [A.R.S. 15-756.03]

### **IHB—Special Instructional programs**

By **October 1**, school districts participating by agreement in a special education program established in a county accommodation school shall make an advance payment of the per student quarterly tuition, as determined by the County School Superintendent, to the accommodation school. [A.R.S. 15-764]

### **JFAB—Tuition/Admission of Nonresident Students**

School districts of residence required to make tuition payments under prescribed conditions for students attending another district shall make a payment of at least one-fourth of the estimated annual amount to the district of attendance by **September 30**. [A.R.S. 15-824]

### **BAA—Evaluation of school Board/Board Self-evaluation**

The Board may meet annually to evaluate its functioning and performance as a Board.

*Refer to District policy for local timeline.*

### **DIC—Financial Reports and Statements**

**By October 15**, the District shall prepare and distribute an annual report from the prior fiscal year, furnish a copy to the County School Superintendent, and submit the report electronically to the Superintendent of Public Instruction. In lieu of publication in a local newspaper, a school district's annual financial report may be transmitted electronically to the Department of Education, for posting on the Department's website. If the governing board does this, it must provide a link to the report on the district's website. [A.R.S. 15-904]

Note: The report need not be sent to the County School Superintendent if the District has assumed accounting responsibility.

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

Each school district shall file with the School Facilities Board the school building and financial information required by A.R.S. 15-2041.

By **October 15** annually, each school district shall report to the School Facilities Board the prior fiscal year projects funded at each school with monies from the district building renewal fund, the monies remaining in the district building renewal fund at the end of the prior fiscal year, and a comprehensive three (3) year plan that details the proposed use of building renewal monies. [A.R.S. 15-2041]

Additionally, by **October 15** each district that expended new school facilities funds during the prior year shall report on the projects funded at each school and account for monies remaining in the fund at the end of the prior fiscal year. [A.R.S. 15-2041]

### **GCBA—Professional Staff Salary Schedules**

On or before **October 15**, the District shall electronically submit to the Superintendent of Public Instruction the data required by A.R.S. 15-941 for computation of the Teacher Experience Index (TEI).

### **GCO-RA—Evaluation of Professional Staff Members**

Begin classroom observations.

## 2017 Calendar of Recommended and Required Dates NOVEMBER and DECEMBER

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### **DIC—Financial Reports and Statements**

By **November 15**, the district shall publish an annual financial report for the prior fiscal year and submit the report electronically to the Superintendent of Public Instruction. In lieu of publication in a local newspaper, a school district's annual financial report may be transmitted electronically to the Department of Education, for posting on the Department's website. If the governing board does this, it must provide a link to the report on the district's website. [A.R.S. 15-904] ★

Annually by **November 15**, school districts and charter schools that receive monies from the classroom site fund shall submit a report to the Superintendent of Public Instruction that provides an accounting of the expenditures of monies distributed from the fund during the previous fiscal year and a summary of the results of district and school programs funded with monies distributed from the fund. [A.R.S. 15-977] ★

### **JLCB—Immunizations of Students**

By **November 15** of each school year, each school district shall complete and file a student immunization report with the local health department *and* the Department of Health Services. [A.R.S. 15-874][A.A.C. R9-6-707]

Note: Although A.R.S. 15-874 sets **November 30** as the deadline, the Department of Health Services rule R9-6-707 deadline of **November 15** should be honored, and does satisfy the November 30 deadline.

### **CBI—Evaluation of Superintendent**

The Governing Board shall evaluate the Superintendent **at least once each year**.

*See District policy for local timeline.*

### **DBC-R—Budget Planning, Preparation, and Schedules**

On or before **December 15**, the Board shall revise the District budget, following a public hearing, if the Superintendent of Public Instruction has notified the District that the general budget limit, the unrestricted capital budget limit, or the soft capital allocation limit are in excess of the allowable limit by one percent of the General budget limit. [A.R.S. 15-905] ★

On or before **December 18**, the District shall file the revised budget with the County School Superintendent, and electronically submit the revised budget to the Superintendent of Public Instruction. [A.R.S. 15-905] ★

### **DIA—Accounting System**

A school district that desires to assume accounting responsibility must apply to the auditor general for an evaluation prior to **January 1** of the year preceding the fiscal year of implementation. [A.R.S. 15-914.01] (*Also noted on January/February document*)

### **GDF—Support Staff Hiring**

The District shall report to the Superintendent of Public Instruction **on June 30 and December 31** the number of applicants hired prior to the completion of a fingerprint check and the number of applicants for whom fingerprint checks have not been received after one hundred twenty (120) days and after one hundred seventy-five (175) days of hire. [A.R.S. 15-512]

### **EEAEB—Bus Purchasing and Maintenance**

The Governing Boards of school districts that have a student average daily membership of more than 3,000, and which is located within or which has bus routes running within area A, as defined in A.R.S. 49-541, should confirm that the District is meeting the **December 31** deadlines for progressively increasing the proportion of school district vehicles using alternative or clean burning fuels. [A.R.S. 15-349]

### **JFAB—Tuition/Admission of Nonresident Students**

School districts of residence required to make tuition payments under prescribed conditions for students attending another district shall make a quarterly payment to the district of attendance by **December 31**. [A.R.S. 15-824]

## **2017 Calendar of Recommended and Required Dates and Timelines**

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### **BBBB--Board Member Oath of office**

Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231

Newly elected or appointed Governing Board members shall, at *least one (1) day before* taking office, review the Arizona open meeting law material prepared by the attorney general. [A.R.S. 38-431.01]

### **BEDA—Notification of Board Meeting**

Districts must provide the members of the Governing Board and the general public **with 24 hours notice**, including Saturday, if the public has access to the physical posted location in addition to any website postings, but not Sundays or holidays identified in statute, to all meetings of the Governing Board. [A.R.S. 38-431.02 and A.R.S. 1-301]

### **BEDG—Minutes**

Written or recorded minutes of all regular and special Board meetings shall be available for public inspection **three (3) working days after** the date of the meeting. Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting.

### **DFA—Revenues from Investments**

**Annually** the Board may by voting resolution, direct the county treasurer to invest and reinvest the monies in the District's debt service fund. [A.R.S. 15-1025] ★

### **DIB—Types of Funds/Revolving Funds**

**Annually** the Board *may* apply to the County School Superintendent for a revolving fund specifying the purpose of the fund, the amount necessary, and the custodian of the fund. [A.R.S. 15-1101] ★

### **DKA—Payroll Procedures/Schedules**

**Annually**, *prior to an employee's first duty day* of the fiscal year of deferral, provide an election form for employee election of deferred compensation payments. [IRS-2007-142]

### **EEAE—Bus Safety Program**

Evacuation drills shall be conducted *at least twice* every school year and shall include every passenger who rides a school bus and is present on the day of the evacuation drill. Each bus driver shall participate in at least two (2) evacuation drills during each school year. At least 14 days before an evacuation drill, a school shall submit to the Department of Public Safety, a written notice of the evacuation. [A.A.C. R13-13-104(D)]

School districts shall, within twelve days after the first 100 days or 200 days in session certify to the Superintendent of Public Instruction the school bus information required by A.R.S. 15-922 for each school bus operated by the district.

### **EEAEAA—Drug and Alcohol Testing of Transportation Employees**

Drug and alcohol testing of transportation employees required to have a commercial drivers' license (CDL) to perform job duties must be performed *prior to operating a vehicle* for the District, following an accident, as required by the District to **annually** comply with random testing requirements, and for reasonable suspicion, return-to-duty, and follow-up testing. [49 C.F.R. Parts 40 and 382] [A.A.C. R13-13-102]

## **EGE—Office Services Records and Reports or EBB—Data Records/Retention**

The Board shall maintain and store permanent public records of the school district as required by law. [A.R.S. 15-341] Refer to publications of the Arizona State Library, Archives and Public Records for related information.

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

A school district applying to the School Facilities Board for funds to construct school facilities in the vicinity of a military airport must notify the airport of the application, by first class mail, **at least thirty (30) days prior** to any hearing concerning the application. [A.R.S. 15-905, 15-2002] ★

## **GBEB—Staff Conduct**

An employee of a district and an applicant for employment who does not *immediately* report to the person's supervisor or potential employer being arrested for or charged with any nonappealable offense listed in A.R.S. 41-1758.03 is guilty of unprofessional conduct and the person shall be **immediately** dismissed from employment or excluded from potential employment with the school district. [A.R.S. 15-203 and 15-550]. Staff members have a duty to report known or suspected abuse of children. [A.R.S. 13-3620]

**Note:** As legal issues may arise when implementing the above requirement, school district officials are encouraged to seek and follow the advice of their attorney prior to taking action for dismissal.

## **GBEC—Drug-Free Workplace**

Notify new employees *at the time of employment* of the drug-free workplace requirements and provide them a copy of GBEC-EA. A signature on the exhibit form should be requested, and the form should be filed in the employee's personnel file. [41 U.S.C. 702 Drug-free workplace requirements for Federal direct contract grant recipients.]

## **GBGC—Employee Assistance**

Training in the risk of exposure to bloodborne pathogens shall be given to a new employee prior to *the time of assignment and retraining* on risk of bloodborne pathogens prior to the time of assignment when an employee transfers to a position of greater risk to exposure. [29 C.F.R. 1910.1030]

Retraining in the risk of exposure to bloodborne pathogens must be provided to all employees *at least once each year*. [29 C.F.R. 1910.1030]

## **GBGCA-R—Wellness Programs**

*Throughout the year*, new employees must provide evidence of immunity to specified diseases or request a waiver for authorized reasons, and the list of employees who have not presented evidence of immunity must be updated and maintained. [A.G.O. 188-037]

## **GCF—Professional Staff Hiring/ GDF—Support Staff Hiring**

All U.S. employers, regardless of whether they participate in E-Verify, must complete Form I-9 no later than three (3) business days after (Exhibit GCF-ED) the employee begins work for pay. [A.R.S. 23-211 and 212]

## **GDF—Support Staff Hiring**

For a support staff employee hired before receiving a complete fingerprint check, the District must ensure that a subsequent criminal history check is conducted by the Department of Public Safety *every one hundred twenty (120) days* until the date that the fingerprint check is completed for a support staff employee hired before receiving a complete fingerprint check. [A.R.S. 15-512]

## **IHAA—English Instruction**

The process of reassessment of English Language Learners classified as such within the last two (2) years for the purpose of determining English language proficiency shall be conducted at least ***annually at the end of each school year*** in a manner prescribed by the Superintendent of Public Instruction. [A.R.S. 15-756.06]

Each school district and charter school shall ***annually*** submit to the Department of Education a report including the data and information on English language learners specified in 15-756.10. Students determined to have a home or primary language other than English (PHLOTE) shall be assessed and receive services in accord with the timelines established by A.A.C. R7-2-306. See also reevaluation requirement of former English language learners. [A.R.S. 15-756.06]

## **IHBD-R—Compensatory Education**

Parents of students receiving Title I services shall ***annually*** be provided a copy of the District-Level Parental Involvement Compact and School-Level Parental Involvement Compact and any changes to those compacts. [P.L. 107-110 – No Child Left Behind Act]

## **IJJ/IJK—Textbook/Supplementary Materials Selection and Adoption**

Common schools (grades prekindergarten through eight) shall make available to the public at the District office, for *sixty (60) days*, a copy of each textbook being considered for adoption. [A.R.S. 15-721]

## **IKE-RB—Promotion and Retention of Students**

The school district shall provide an ***annual*** written notification to parents or guardians of students in kindergarten programs and first (1<sup>st</sup>), second (2<sup>nd</sup>) and third (3<sup>rd</sup>) grades that a student who obtains a score on the state-designated test that demonstrates the student is reading far below the third (3<sup>rd</sup>) grade level will not be promoted from the third (3<sup>rd</sup>) grade.

## **JC—School Attendance Areas**

Written notice must be provided to parents or guardians ***at least ten (10) days prior*** to a public meeting to discuss closing a school within the district. Not less than ***ten (10) days notice*** of a public meeting to discuss a proposed attendance boundary change will be provided by the District to the parents/guardians of students and the residents of households that would be affected by a boundary change. [A.R.S 15-327 and 15-341]

***Within ninety (90) days*** of the adoption of a boundary change by the Governing Board, attendance boundaries will be updated, made available to the public and, if available, placed on a District website. [A.R.S 15-341]

### **JFABC—Admission of Transfer Students**

After receiving a list of credits which have been accepted, a transfer student has *ten (10) school days* to request to take an examination in each course in which core credit has been denied. [15-189.03]

### **JFB—Open Enrollment**

The open enrollment policy establishes a number of District specific dates related to open enrollment. These dates should be reviewed and adhered to annually.

### **KJGA—Relations with Parents of Children Educated Pursuant to Federal Impact Aid Laws**

Meetings with parents of children educated under federal impact aid laws are required to be held each year to provide and receive information about the District's educational programs. [20 U.S.C. 7701 *et seq.*]

### **LBD—Relations with Charter Schools**

The Governing Board shall make a decision to accept or reject sponsorship of a charter school within *ninety (90) days* after receipt of the application. [A.R.S 15-183]

### **LC—Relations with Education Research Agencies**

*Annually*, not later than the beginning of the school year, provide for reasonable notice of the adoption or continued use of this policy directly to the parents of students enrolled in schools and within a reasonable period of time after any substantive change in such policies offer an opportunity to opt the student out of participation in an activity described in the policy.

Notification of specific events: The local educational agency shall directly notify the parent of a student, *at least annually* at the beginning of the school year, of the specific or approximate dates during the school year when activities described in the policy are scheduled, or expected to be scheduled, and have on file a consent form from the parent authorizing the student participation in the described event. [20 U.S.C. 1232(h)]

### **LF—Relations with State Education Agencies**

The District shall forward proposals for waiver, or renewal of waiver, of State Board of Education rules to the State Superintendent of Public Instruction *within thirty (30) days* of receipt by the Governing Board. [A.A.C. R7-2-801]

**Dates & Timelines—(The following are not intended to be all inclusive, but rather provide a quick review of important dates and timelines. The reader must refer to the entire statute for a full understanding of the parameters of the law)**

**15-109** – Biometric information; prohibition: At least *thirty (30) days* before a school district will collect biometric information the school district shall provide written notice to parents of intent to collect the information.

**15-121** – School employees; participation in federal retirement plans and deferred compensation plans; prohibition against use of public monies; exceptions: Employees of school districts may participate in federal retirement or deferred compensation plans. An employee has *fifteen (15) days* prior to first payday of school year to determine contribution amounts. An employer has *ten (10) working days* to transfer funds after each and every payroll date.

**15-321** – Organization; election of officers of the board; meetings; execution of warrants; exemption: An order for salary or other expense may be signed between board meetings if a resolution to that effect has been passed prior to the signing at a regular or special meeting of the Governing Board and the order is ratified by the Board at the next regular or special meeting of the Governing Board.

**15-327** – Advisory meetings of school district electors; notice; procedure; effect: The Governing Board may call a meeting of the qualified school electors of the school district for consultation concerning any litigation in which the district is engaged or is likely to become engaged, or concerning any other affairs of the district. Such meetings of the electors shall be called by posting notices for not less than *ten (10) days* prior to the meeting.

**15-388** – Optional inclusion of school district employees in state health and accident coverage; payment of premiums; advance notice; minimum period of participation; definition: A school district governing board that elects to include its employees in the state health and accident insurance coverage shall notify the department of administration of its intention to do so by **January 15** of the calendar year prior to the school year starting after June 30 in which the school district's employees would be eligible to receive state health and accident insurance coverage.

**15-447.01** – Common school districts, offer of instruction in grade nine: Before a common school district offers instruction in grade nine (9) pursuant to section 15-901, subsection A, paragraph 4, subsection (b), the school district governing board shall conduct a final vote on the issue of offering instruction in grade nine (9). This final vote shall occur no later than **January 15** of the school year that precedes the school year in which instruction in grade nine will first be offered and at least *thirty (30) days* after a public hearing.

**15-481** – Override election; budget increases; notice; ballot; effect: If a proposed budget of a school district exceeds the aggregate budget limit for the budget year, at least *ninety (90) days* prior to a proposed override election a Board shall order the election for the first Tuesday after the first Monday in November.

**15-536** – Offer of contract to certified teacher who has not been employed more than three consecutive school years; acceptance; notice to teacher of intention not to reemploy: A teacher's acceptance of a contract for the ensuing year must be indicated within *fifteen (15) business days* from the date of the written contract or the offer is revoked.

**15-537** – Performance of certificated teachers; evaluation system: A copy of the evaluation, pursuant to the Boards established system of evaluation shall be provided to the teacher within *five (5) days* after completion of the evaluation.

**15-538** – Preliminary notice of inadequacy of classroom performance: The governing board of any school district shall give any certified teacher who has not been employed by the school district for more than the major portion of three consecutive school years notice of intention to dismiss or not to reemploy if such intention is based on charges of inadequacy of classroom performance as defined by the governing board. *At least forty-five (45) days* prior to such notice the governing board or its authorized representative shall give the teacher written preliminary notice of the inadequacy, specifying the nature thereof with such particularity as to furnish the teacher an opportunity to correct the inadequacies and overcome the grounds for such charge. The Superintendent or an employee designated by the Governing Board shall notice the Governing Board of Preliminary Notice of Inadequacy of Classroom Performance within **ten (10) days** of issuance, when the Superintendent or employee has been authorized to issue the Preliminary Notice of Inadequacy of Classroom Performance without prior approval of the Governing Board.

**15-541 – Hearing on dismissal:** Should it be determined that a hearing on the dismissal or suspension without pay of a teacher, for a period of time longer than ten days, notice to the teacher will occur not less than *three (3) days* prior to the hearing. The hearing shall be held not less than *fifteen (15) or more thirty (30) days* after the request for a hearing is filed unless all parties to the hearing mutually agree. Within *ten (10) days* after a hearing conducted by the Governing Board, the Board shall determine whether there existed good and just cause for the notice of dismissal or suspension and shall render its decision accordingly. Within *ten (10) days* after a hearing the hearing officer shall deliver a written recommendation to the Governing Board that includes findings of fact and conclusions. The Governing Board has an additional *ten (10) days* to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly.

**15-542 – Hearing cost; counsel; limitations on evidence; reinstatement:** If a certificated teacher who has been employed by the school district for more than the major portion of three consecutive school years is placed on administrative leave of absence pending a hearing, he shall be reinstated within *five (5) days* after the governing board renders a decision not to suspend him without pay or dismiss him.

**15-721 – Common schools; course of study; textbooks; definitions:** The Governing Board will make available textbooks on display for *sixty (60) days* prior to formal selection of each textbook that is being considered for selection.

**15-743 – Test results; annual report:** No results, annual or cumulative summary, may be released to the public related to testing regiments adopted by the State Board, until *ten (10) days* after the reports are provided to each school district.

**15-756.08 – Monitoring; corrective action plan (English Language Acquisition):** After the office of English Language Acquisition Services, within the Arizona Department of Education, has conducted an on-site monitoring the Department, if deemed necessary, will provide the district with a corrective action plan. *Within thirty (30) days* after receiving a corrective action plan the school district or charter school shall implement the measures set forth in the action plan.

**15-766 – Evaluation of child for placement in special education program; due process hearing procedures:** The evaluation of a student shall occur within *sixty (60) days* of parent consent.

**15-821 – Admission of children; required age:** Notwithstanding any other law, a child who resides with a family member other than the child's parent while awaiting the outcome of a legal guardianship or custody proceeding is deemed to reside in the in the school district where the family resides if the family member provide documentation of an attempt to obtain legal guardianship or custody of the child with-in *thirty (30) days of enrollment*.

**15-828 – Birth certificate; school records; exception:** On enrollment of a pupil for the first time in a particular school district offering instruction in any kindergarten programs or grades one through twelve, written notice shall be provided to the person enrolling the student that within *thirty (30) days* the person must provide a birth certificate or other reliable proof of the pupils identity. Should such documentation of identity not be provided, the school district or county school superintendent shall notify the person in writing that unless the person complies within *ten (10) days*, the case shall be referred to the local law enforcement agency

**15-843 – Pupil disciplinary proceedings:** Give written notice, at least *five (5) working days* prior to the hearing to all pupils subject to expulsion and their parents or guardians of the date, time and place of the hearing.

**15-891.01 – Obligations of school districts and department of education:** School district shall notify the department of education within *ten (10) days* after the school district receives notice of parents intending to apply for a scholarship for a pupil with a disability.

**15-901 – Definitions - General Provisions for School Districts Budgets:** School district and charter schools shall report student absence data to the department of education at least once every sixty days in session.

**15-905 – School district budgets; notice; adoption; aggregate budget limit; summary; adjustments; definition:** The Governing Board shall schedule a public hearing and board meeting to present the proposed budget for consideration to the residents and taxpayers of the school district. A notice of the public hearing and meeting shall be posted for no less than *ten (10) days* prior to the hearing and meeting.

**15-915 – Correction of state aid or budget limit errors; defined:** not later than *three (3) days* after the hearing and correction, the budget as revised shall be submitted electronically to the Superintendent of Public Instruction.

**15-922 – Duties of the school district; definition:** Each school district within *twelve (12) days after the first one-hundredth (100th) days or two hundred (200) days* in session, electronic copy to superintendent of public instruction transportation route and student count information.

**15-948 – Adjustment for growth in student count:** A school district may, after the first *one hundred (100) days or two hundred (200) days* in session, as applicable, of the current year, determine if it is eligible to compute an increase to its revenue control limit for the current year due to growth in the number of pupils in the group B categories designated in statute.

**15-1203 – Placement; requirements:** A school district may make an interim placement of an eligible child in an institution pursuant to an interim individualized education program. The definition of a special education ‘interim placement’ is *sixty (60) days*.

**15-1330 – Fingerprinting personnel; affidavit:** Noncertified employees and nonpaid personnel shall submit fingerprints on the form prescribed within *twenty (20) days* after the start of employment to the superintendent. Certified personnel shall have valid fingerprint clearance cards issued pursuant to Arizona Law Title 41, Chapter 12, Article 3.1 or shall apply for a fingerprint card within *seven (7) days* of employment.

**15-2111 – Audit:** Within *ninety (90) days* of end of fiscal year the Governing Board shall cause an annual audit to be made by a certified public accountant of the impact aid revenue bond building fund and the impact aid revenue bond debt service fund, including all accounts and subaccounts in the funds.