



Wednesday, June 17, 2026

GRAND CANYON UNIFIED SCHOOL DISTRICT #4

REGULAR MEETING - 6:00 PM

MEETING AGENDA

Pursuant to A.R.S. 38-431.02, notice is hereby given to the public that the Governing Board of the Grand Canyon Unified School District #4 will convene for a Regular Meeting on Wednesday, June 17, 2026, at 6:00 p.m. in Room #405 of Grand Canyon Unified School District, 100 Boulder Street, Grand Canyon, AZ, 86023. The room will be open to the public at 5:30 p.m.

Should you choose to join the meeting virtually, please use the following Zoom link:

<https://us06web.zoom.us/j/89144756435?pwd=2evOOiBixX33Eoez47FxDpV5CVItb.1>

Page

1. OPENING ITEMS

- A. CALL TO ORDER
The Presiding Officer will begin the meeting.
- B. ROLL CALL
Jimelia Talayousiea, President
Cassidy Wolf-Gibson, Vice President/Clerk
Sena Stiles, Governing Board Member
Ashton Bedford, Governing Board Member
Susan Manganiello, Governing Board Member
- C. PLEDGE OF ALLEGIANCE
The Presiding Officer will lead the Pledge.
- D. APPROVAL OF AGENDA
The Board may approve the Agenda as presented.

6

[GRAND CANYON UNIFIED SCHOOL DISTRICT #4 - REGULAR MEETING - Jun 17 2026 \(1\).pdf](#)

2. COMMUNICATIONS

- A. CALL TO COMMUNITY
CALL TO THE COMMUNITY

We value input from our community. Members of the public may speak to the Board regarding items that are not on this Agenda. To do so, a Public Participation at Board Meetings form must be completed and emailed to Board Secretary, Karen Alvarez, at kalvarez@grandcanyonschool.org before 4:00 p.m., Wednesday, June 17, 2026.

To obtain a form, go to www.grandcanyonschool.org > **Governing Board > Public Participation Form.**






When you join the meeting by phone or computer, notify the host that you have submitted a form and wish to speak during the Call to the Community. When the President of the Board calls upon you, please limit your comments to three minutes.

Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

Please remember, this is not an appropriate place to evaluate, discuss, or criticize District personnel.







3. PRESENTATIONS - NONE

4. ADMINISTRATIVE REPORTS

- A. Business Report - Levi Frye, Business Manager 9
[06.17.26 Business Office Board Report.pdf](#) 
- B. Principal's Report and SRO Report - Lori Rommel, Principal, and Jason Morris, SRO 10
[06.17.26 PRINCIPAL BOARD REPORT.pdf](#) 
- C. IT Report - Derrick Tutt, IT Director 11
[06.17.26 IT BOARD REPORT.pdf](#) 
- D. Maintenance & Transportation Report - Ivan Landry, Maintenance & Transportation Director 12
[06.17.26 Maintenance Transportation Report.pdf](#) 
- E. ESS Report - Margaret Lyle, ESS Director 13
[06.17.26 ESS BOARD REPORT.pdf](#) 

5. CONSENT AGENDA

- A. Approval of Governing Board Meeting Minutes (BEDG, BEDG-R) - 14
Public Hearing - May 13, 2026; Regular Meeting - May 13, 2026
[MEETING MINUTES 5.13.26.pdf](#)  [06.17.26 Public Hearing 05.13.26 Meeting Minutes.pdf](#) 
- B. Approval of Payroll Vouchers 23
[06.17.26 PAYROLL VOUCHERS 23 25.1.pdf](#) 

C.	Approval of Expense Vouchers	27
	FY26 Voucher Exp 2638.pdf 	
	FY26 Voucher Exp 2637.pdf 	
	FY26 Voucher Exp 2636.pdf 	
D.	Approval of Fiduciary Disbursements	30
	6.17.26 FIDUCIARY RECONCILLATIONS.pdf 	
E.	Approval of Donations	34
	06.17.26 Gifts and Donations 25-26.pdf 	
F.	Human Resources: Approval of hiring: Robert Barnes, HS History Teacher and Athletic Director. Mr. Barnes worked in these positions during 2025-2026 as a contracted employee with ESI (Educational Services Inc.). He will remain in these positions as a GCUSD employee during the 2026-2027 school year; Caroline Martin, HS English Teacher	36
	06.17.26 Memo to hire Caroline Martin for High School ELA for 2026-2027.pdf 	
G.	Approval of the 2026 - 2027 Master Stipends List and 10% Pay Increase to 6th Grade Outdoor Education, Yearbook Sponsor, Odyssey of the Mind Coordinator and Coaches, and Teacher Leaders/Instructional Coaches Stipends for the 2026 - 2027 School Year	37
	06.17.26 Board memo for increase to stipends June, 2026.pdf 	
	Board List of Master Stipends for Staff 2026-2027.pdf 	
H.	Approval of the 2026 - 2027 Lease Agreement	40
	06.17.26 Housing Agreement 07.01.26.pdf 	
I.	Adoption of the 2026 - 2027 Tenants' Handbook	45
	06.17.26 Tenant Handbook.pdf 	
J.	Approval of the 2026 - 2027 Governing Board Calendar	58
	06.17.26 2026-2027 Board Meeting Calendar.pdf 	
K.	Approval of Intergovernmental Agreements (IGAs) for the 2026 - 2027 School Year: Vail USD Beyond Textbooks (pending attorney approval) and CAVIAT for provision of Career Technical Education Courses (attorney approved)	59
	06.17.26 GCUSD CTED IGA 26-27.pdf 	
	06.17.26 IGA BETWEEN VAIL UNIFIED SCHOOL DISTRICT BEYOND TXTBKS.pdf 	
L.	Annual Approval of Multi-Year Renewals of Intergovernmental Agreements and Nongovernmental Agreements for the 2026 - 2027 Fiscal Year	102
	6.17.26 Annual IGA and Non-IGA Renewals 26-27.pdf 	

M.	Approval of 2026 - 2027 Athletic Handbook 06.17.26 2026-2027 Athletic Handbook.pdf	103
N.	Approval of 2026 - 2027 Coaches Handbook 06.17.26 Coaches Handbook 2026-2027.pdf	115
O.	Approval of 2026 - 2027 Student and Parent Handbook and Discipline Addendum to the Student and Parent Handbook 06.17.26 2026-2027 Student and Parent Handbook Draft.pdf 06.17.26 2026-2027 GCUSD Discipline Process.pdf	137
P.	Approval of 2026 - 2027 Instructional Staff Handbook 06.17.26 2026-2027 Instructional Staff Handbook .pdf	195
Q.	Approval of Appointments for Student Activities Treasurer, Matt Yost, Superintendent and Assistant Treasurer, Lori Rommel, Principal for the 2026 - 2027 School Year	
R.	Annual Approval of the following personnel to be authorized to sign for Wells Fargo accounts (Student Activities, Auxiliary, Revolving, Food Service) during the 2026-2027 School Year: Matt Yost, Superintendent; Lori Rommel, Principal; and Margaret Lyle, Director of Exceptional Services	
S.	Approval to Renew Liability Insurance, Property Insurance, and Pre-Paid Legal through the Arizona Risk Retention Trust in the Amount of \$160,530 and Workman's Compensation Coverage through the Arizona School Alliance for the 2026 - 2027 School Year in the Amount of \$28,997 06.17.26 The Alliance Workman's Comp Coverage Acceptance Form (CAF).pdf 06.17.26 Trust 26-27 GCUSD Contribution Comparison.pdf 06.17.26 Trust 26-27 GCUSD Proposal Acceptance Form (PAF).pdf 06.17.26 Trust 26-27 What is a Pool.pdf	228
T.	Approval of the 2026 - 2027 Sole Source Vendor List 06.17.26 Sole Source Justification Letter - Board Approval FY27.pdf	236
U.	Approval of the 2026 - 2027 Purchases Not to Exceed List 06.17.26 FY27 NTE & Exempt List JUNE Board, 2026.pdf	237

6. OLD BUSINESS - NONE

7. NEW BUSINESS

A.	Approval of the 2026 - 2027 (FY27) Proposed Expenditure Budget to be posted through the Arizona Department of Education and GCUSD website 06.17.26 2027EXPBUD.pdf	238
B.	Discussion and possible action regarding the recommended ESS related service	254

providers for the 2026 - 2027 school year; services to include Occupational Therapy (OT), Physical Therapy (PT), Speech-Language Pathologist (SLP), counseling and psychological evaluation services.

[06.17.26 ESS Service Recommendation 26-27 OT.pdf](#) 

[06.17.26 ESS Service Recommendation 26-27 Psychologist.pdf](#) 

[06.17.26 ESS Service Recommendation 26-27 PT.pdf](#) 

[06.17.26 ESS Service Recommendation 26-27 Speech .pdf](#) 

[06.17.26 ESS Services Recommendation 26-27 Counseling.pdf](#) 

8. SUPERINTENDENT'S REPORT

9. EXECUTIVE SESSION

- A. **A. The Board may vote to enter Executive Session pursuant to A.R.S. Section 38-431.03 (A)(1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee or pursuant to A.R.S. Section 38-431.03(A)(3), regarding contractual performance pay for Superintendent, Matt Yost and Administrator Levi Frye, Business Manager.**

10. RECONVENE TO REGULAR SESSION

- A. The Board may take action or offer direction on the matter discussed in Executive Session, Item 9.A.

11. ADJOURNMENT

12. CERTIFICATION

- A. Dated this _____ day of June 2026 _____ Board Secretary I hereby certify that the above agenda was posted on the _____ day of June 2026 at _____ a.m. / p.m. _____ Signature



Wednesday, June 17, 2026

GRAND CANYON UNIFIED SCHOOL DISTRICT #4

REGULAR MEETING - 6:00 PM

MEETING AGENDA

Pursuant to A.R.S. 38-431.02, notice is hereby given to the public that the Governing Board of the Grand Canyon Unified School District #4 will convene for a Regular Meeting on Wednesday, June 17, 2026, at 6:00 p.m. in Room #405 of Grand Canyon Unified School District, 100 Boulder Street, Grand Canyon, AZ, 86023. The room will be open to the public at 5:30 p.m.

Should you choose to join the meeting virtually, please use the following Zoom link:
<https://us06web.zoom.us/j/89144756435?pwd=2evOOiBixX33Eoez47FxfjDpV5CVItb.1>

1. OPENING ITEMS

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. APPROVAL OF AGENDA

2. COMMUNICATIONS

- A. CALL TO COMMUNITY

3. PRESENTATIONS - NONE

4. ADMINISTRATIVE REPORTS

- A. Business Report - Levi Frye, Business Manager
- B. Principal's Report and SRO Report - Lori Rommel, Principal, and Jason Morris, SRO
- C. IT Report - Derrick Tutt, IT Director
- D. Maintenance & Transportation Report - Ivan Landry, Maintenance & Transportation Director
- E. ESS Report - Margaret Lyle, ESS Director

5. CONSENT AGENDA

- A. Approval of Governing Board Meeting Minutes (BEDG, BEDG-R) -

Public Hearing - May 13, 2026; Regular Meeting - May 13, 2026

- B. Approval of Payroll Vouchers
- C. Approval of Expense Vouchers
- D. Approval of Fiduciary Disbursements
- E. Approval of Donations
- F. Human Resources: Approval of hiring: Robert Barnes, HS History Teacher and Athletic Director. Mr. Barnes worked in these positions during 2025-2026 as a contracted employee with ESI (Educational Services Inc.). He will remain in these positions as a GCUSD employee during the 2026-2027 school year; Caroline Martin, HS English Teacher
- G. Approval of the 2026 - 2027 Master Stipends List and 10% Pay Increase to 6th Grade Outdoor Education, Yearbook Sponsor, Odyssey of the Mind Coordinator and Coaches, and Teacher Leaders/Instructional Coaches Stipends for the 2026 - 2027 School Year
- H. Approval of the 2026 - 2027 Lease Agreement
- I. Adoption of the 2026 - 2027 Tenants' Handbook
- J. Approval of the 2026 - 2027 Governing Board Calendar
- K. Approval of Staff Positions List
- L. Approval of Intergovernmental Agreements (IGAs) for the 2026 - 2027 School Year: Vail USD Beyond Textbooks (pending attorney approval) and CAVIAT for provision of Career Technical Education Courses (attorney approved)
- M. Annual Approval of Multi-Year Renewals of Intergovernmental Agreements and Nongovernmental Agreements for the 2026 - 2027 Fiscal Year
- N. Approval of 2026 - 2027 Athletic Handbook
- O. Approval of 2026 - 2027 Coaches Handbook
- P. Approval of 2026 - 2027 Student and Parent Handbook and Discipline Addendum to the Student and Parent Handbook
- Q. Approval of 2026 - 2027 Instructional Staff Handbook
- R. Approval of Appointments for Student Activities Treasurer, Matt Yost, Superintendent and Assistant Treasurer, Lori Rommel, Principal for the 2026 - 2027 School Year
- S. Annual Approval of the following personnel to be authorized to sign for Wells Fargo accounts (Student Activities, Auxiliary, Revolving, Food Service) during the 2026-2027 School Year: Matt Yost, Superintendent; Lori Rommel, Principal; and Margaret Lyle, Director of Exceptional Services
- T. Approval to Renew Liability Insurance, Property Insurance, and Pre-Paid Legal through the Arizona Risk Retention Trust in the Amount of \$160,530 and Workman's Compensation Coverage through the Arizona School Alliance for the

2026 - 2027 School Year in the Amount of \$28,997

- U. Approval of the 2026 - 2027 Sole Source Vendor List
- V. Approval of the 2026 - 2027 Purchases Not to Exceed List

6. OLD BUSINESS - NONE

7. NEW BUSINESS

- A. Approval of the 2026 - 2027 (FY27) Proposed Expenditure Budget to be posted through the Arizona Department of Education and GCUSD website
- B. Discussion and possible action regarding the recommended ESS related service providers for the 2026 - 2027 school year; services to include Occupational Therapy (OT), Physical Therapy (PT), Speech-Language Pathologist (SLP), counseling and psychological evaluation services.

8. SUPERINTENDENT'S REPORT

9. EXECUTIVE SESSION

- A. **A. The Board may vote to enter Executive Session pursuant to A.R.S. Section 38-431.03 (A)(1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee or pursuant to A.R.S. Section 38-431.03(A)(3), regarding contractual performance pay for Superintendent, Matt Yost and Administrator Levi Frye, Business Manager.**

10. RECONVENE TO REGULAR SESSION

- A. The Board may take action or offer direction on the matter discussed in Executive Session, Item 9.A.

11. ADJOURNMENT

12. CERTIFICATION

- A. Dated this _____ day of June 2026 _____ Board Secretary I hereby certify that the above agenda was posted on the _____ day of June 2026 at _____ a.m. / p.m. _____ Signature

GCUSD – Board Report

- JUNE -

Board Meeting: Regular

Held: 06/17/ 2026 @ 5:45pm

Location: Board Room – GCUSD / 100 Boulder St. Grand Canyon, AZ 86023

To: GCUSD Board Members / Superintendent: Matt Yost

From: **BUSINESS OFFICE** / Levi Frye – Business Manager

Good evening GCUSD Board,

We have made it to the end of FY26! Since our last formal board meeting held in **May**, here is what has transpired and occurred within our Business Office.

✓ **May and early June in review –**

- ****Creating Proposed Budget****
- Continued work on AG’s Performance audit
- Grants – Approving FY27 grants for funding and requesting reimbursements for FY26 expenses.
- Payroll – Lot of work! End of year payroll for stipends, balloon pmts, leave payouts, and departing staff. Summer School Budgets, payrolls, and team collaborations.
- Account Cleanup and USFR coding updates. Thousands of codes
- Rolled our Financial Systems into FY27. Closing out FY26 and prepping for a new year.
- Built the new Software system in Visions for Student Activities, Auxilliary & Taxi Credit! QuickBooks goes away 07/01!

Board Signature(s) Requested - 8 documents to be signed please -

1. ****Proposed Budget** (1)**
2. **Voucher(s) (7)**
 - **Payroll – (4)**
 - Voucher #s: **23, 24, 25, 25.1**
 - **Accounts Payable – (3)**
 - Voucher #: **2636-26338** + WF Bank Balances

ACTION ITEM(s)- Requesting Approval

- **FY27 (2026/2027) Items**
 - **FY27 PROPOSED Budget****
 - Stipend List
 - Sole Source List
 - \$100k+ NTE (Not To Exceed) & Exempt Vendors List
 - CAVIAT/CTED – IGA

EXHIBIT ITEM(s)

- Codes deleted & new SAAUX account

To: Matthew Yost, Superintendent
From: Lori Rommel, Principal
Date: June 6, 2026
Re: June Board Report

Administrative

- Celebrated Graduation and Promotion for our 12th and 8th grade students. Thank you to all the teachers, aides, food service and maintenance and bus drivers for your support.
- Celebrated Academic Awards for Middle and High School
- Successful launch of Summer School
- Hosted the Challenger Soccer Camp with 20 students in attendance
- Attended a conference with the Arizona Initiative for Leadership and Research in Tucson.
- Hosted Basketball Camp for Middle and High School Students. Thank you to Coach Ethan.
- Hosted a Hopi Cultural Ceramics Night. Thank you to Kelli Jones, from NPS.
- Hosted the cadets from Dixie High School for a JrROTC drills and Call to Arms demonstration. Thank you to Grand Canyon graduate ('85) Kevin Robinson for continuing this partnership. KLC and the soccer camp joined in attendance.
- Updated Stipends for 2026-2027
- Working on updating handbooks for Students and Parents, Teachers and Athletics
- Preparing for new teachers July 20-23
- Preparing for all teachers July 27-28
- School starts July 29, 2026

Athletics

- Our Athletic Director is working on schedules for soccer, volleyball and basketball.

Derrick Tutt – IT Director

Board report – summary

June 2, 2026

Worked on ZenDesk which is the new IT ticketing system. Connected users and now working on the page layout. Work still needs to be done for classifying areas of support such as PowerSchool and Google items.

- Worked updating phone directory and extensions for departing staff.
- Moved students up in Google domain.
- Worked on Google domain for staff changes.
- Looking into acquiring new mac computers for film and videography classes.
- Updated website and removed dated information.
- Provided continued support for staff and students.

School Board Report – Maintenance/Transportation Dept.

Presented by: Ivan Landry

Report for June 2026

School Facilities Division Projects:

- **Site Visit** - Site visit went very well. There was a SFD board member present, and the county Superintendent of Schools. They were pleased with what we are doing to keep up with the facilities as well as the number of projects that we have with SFD for being a small rural school.

Campus :

- **Summer School** - Summer school has started and is being supported.
- **Tusayan Program** - I have been working with Matt for the arrangements to support the program.
- **Facilities** - Any work and cleaning on the facilities that does not disrupt summer school is being performed.
- **Fire Marshal** - We did not get an inspection this year. The AZ State Fire Marshal reached out to me 3 times this year to set a date for an inspection. Then informed me that he had a high priority project that he was assigned to complete. He is going to reach out in August to schedule an inspection.
- **Sewerage Backup in Old Garage** - History on this is that it backed up on 4-23-26 and NPS was very accommodating to the cleanup operations. It happened again shortly after. Disinfectant was sprayed on the affected portion of the building. I met with a wastewater operator and it was determined that the line causing the problem with the grease trap will be capped.

Transportation:

- **Annual DPS Bus Inspections** - The inspection is not yet scheduled. The DPS Officer will reach out to us to schedule the date. The buses are going through preparations for the inspections. The DPS Officer will always find items. Many times they are simple items. He will provide the opportunity to rectify the deficiencies at the time of the inspection. If an item cannot be taken care of at the time of inspection, we will reschedule an inspection with the DPS Officer once it is repaired.

MEMO To: Grand Canyon Governing Board
FROM: Margaret Lyle
SUBJECT: Board Report for June 2026

Update on Special Education: Next year we are on Year 2 of the 4 year evaluation cycle. We have a new State Monitor, which we have not been assigned yet, however that person will come and review ESS Files for accuracy and completion. Only 11% of families returned the ESS Involvement Survey by May 31st 2026.

HR: All three Special Education teachers will be returning and a majority of the aides.

Pre-Kindergarten Program: June 15, 2026 will be the start of Pre-K registrants.

Services : Service Bids were submitted and will be reviewed by the board for 2026-2027

Old Business: None.



GRAND CANYON UNIFIED SCHOOL DISTRICT #4 REGULAR MEETING - May 13, 2026 at 6:00pm

Minutes

Pursuant to A.R.S. §38-431.02, notice is hereby given to the public that the Governing Board of Grand Canyon Unified School District #4 will convene for a Regular Meeting on Wednesday, May 13, 2026, at 6:00 p.m. in Room #405 of Grand Canyon Unified School District, 100 Boulder Street, Grand Canyon, AZ, 86023. The room will be open to the public at 6:00 p.m.

1. OPENING ITEMS

A. CALL TO ORDER

Presiding Officer, Cassidy Wolf Gibson, opened the meeting at 6:24pm.

B. ROLL CALL

Jimelia Talasyousiea, President -phone
Cassidy Wolf Gibson, Vice President/Clerk - present
Sena Stiles, Board Member - present
Ashton Bedford, Board Member - phone
Susan Manganiello, Board Member - present

C. PLEDGE OF ALLEGIANCE

The Presiding Officer led the pledge.

D. APPROVAL OF AGENDA

[5.13.26 Final Agenda.pdf](#)

The Board approved the agenda as presented.

Moved by: Cassidy Wolf Gibson; seconded by: Sena Stiles

Motion Carries

2. COMMUNICATIONS

A. CALL TO THE COMMUNITY - No requests were made to speak to the Board.

CALL TO THE COMMUNITY

We value input from our community. Members of the public may speak to the Board regarding items that are not on this Agenda. To do so, a Public Participation at Board

Meetings form must be completed and emailed to Board Secretary, Susan Kerley, at skerley@grandcanyonschool.org before 4:00 p.m., Wednesday, May 13, 2026. To obtain a form, go to www.grandcanyonschool.org,> Governing Board>Public Participation Form. When you join the meeting by phone or computer, notify the host that you have submitted a form and wish to speak during the Call to the Community. When the President of the Board calls upon you, please limit your comments to three minutes.

Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

3. PRESENTATIONS - NONE

4. ADMINISTRATIVE REPORTS

A. Business Report - Levi Frye, Business Manager

[5.13.26 Business Ofc Report.pdf](#) 

- Gave more details about contents of his board report and offered board members an option to discuss more about budget.

B. Principal's Report and SRO Report - Lori Rommel, Principal, and Jason Morris, SRO

[5.13.26 Principal Report.pdf](#) 

[5.13.26 SRO Report.pdf](#) 

- L. Rommel gave details about Awards Event on 5/12/26
- Kelli Jones helped get comedians to perform for students (K-2) tomorrow, 5/14/26
- SRO Morris gave details about NPS hiring for summer positions - a couple of students have applied
- SRO Morris gave update on investigation into inappropriate texting - not a criminal offense
- SRO Morris discussed graduation route approved with usual route - possibly changing for future years - colleague to come to help him and school administration with options
- SRO discussed standard response events - attended "table talk" with District Superintendent
- SRO Morris discussed "I Love You Guys" foundation training for emergency response plan used throughout the state and nationally
- SRO Morris discussed the Bike Rodeo coming up - Joel Parman of Canyon Bike Adventures to help with tuning up bikes for students

C. IT Report - Derrick Tutt, IT Director

[5.13.26 IT Report.pdf](#) 

- Internet outage yesterday due to fire in Wickenburg - spoke to Brad with Commnet, and service was back up by 8:03pm - possible outages while continued repairs
- Looking into replacing phone system hardware - voice telephone systems - spoke to three vendors - meeting with another vendor next week
- Matt Yost, Superintendent, gave insight on voice over telephone services and how the service works, including possible challenges should another internet outage occur

D. Maintenance & Transportation Report - Ivan Landry, Maintenance & Transportation Director

[5.13.26 Maintenance Transportation Report.pdf](#) 

- Ivan was not present due to a personal matter
- Matt Yost, Superintendent, provided a summary of Maintenance & Transportation report - May is a busy time for transportation with various sporting events, graduation, awards ceremony and field trips.

E. ESS Report - Margaret Lyle, ESS Director

[5.13.26 ESS Report.pdf](#) 

- Peg presented via Zoom
- Currently working on IEPs, etc.
- Preschool graduation 5/19 at 11am
- Looking for parent surveys to be returned - about 11% have returned so far
- ESS has three full time ESS teachers returning for the 26-27 school year for the first time in four years
- Bids for ESS services at next board meeting 6/17/26
- Matt Yost, Superintendent, provided additional insight on process for annual bids and reason why they important

5. CONSENT AGENDA

The board approved the consent agenda as presented.

Moved by: Cassidy Wolf Gibson; seconded by: Sena Stiles

Motion Carries

A. Approval of Governing Board Meeting Minutes (BEDG, BEDG-R) - July 23, 2025

[5.13.26 Board Minutes 4.15.26.pdf](#) 

[5.13.26 Special Meeting Minutes 5.1.26.pdf](#) 

B. Approval of Payroll Vouchers

[5.13.26 Payroll Voucher 21.pdf](#) 

[5.13.26 Payroll Voucher 22.pdf](#) 

C. Approval of Expense Vouchers

[5.13.26 Expense Voucher 2633.pdf](#) 

[5.13.26 Expense Voucher 2634.pdf](#) 

[5.13.26 Expense Voucher 2635.pdf](#) 

- D. Approval of Fiduciary Disbursements

[5.13.26 Fiduciary Disbursements.pdf](#) 

- E. Approval of Donations

[5.13.26 Donations.pdf](#) 

- F. Human Resources: Approval of hiring Lynette Stewart as Accounts Specialist; Stephanie Williams as ESS Aide; Eric Reid as Maintenance Worker I, contingent upon obtaining an AZ IVP Fingerprint Clearance Card.

[5.13.26 Memo - Stephanie Williams.pdf](#) 

- G. Approval of using school bus transportation for students attending Tusayan Summer Camp.

- H. Approval of sharing K-5 PLC stipend between Christine Chavez and Jeanne Yost for 2025 - 2026

[5.13.26 Memo - Shared K-5 PLC Leader Stipend.pdf](#) 

6. OLD BUSINESS - NONE

7. NEW BUSINESS

- A. Board may adopt the final revision of the 2025-2026 Annual Expenditure Budget as presented in the Public Hearing held prior to this Regular Board meeting.

[Budget MAY FINAL REVISED#2 FY26.pdf](#) 

The board approved the 2025-2026 Annual Expenditure Budget as presented in the Public Hearing held just prior to the Regular May Meeting.

Moved by: Cassidy Wolf Gibson; seconded by: Jimelia Talasyousiea

Motion Carries

- B. Board will consider and may take action on offering a 2% salary increase to Certified, Classified and Administrator employees for 2026 - 2027.

The board approved the 2% increase for all employees for 2026-2027.

Moved by: Cassidy Wolf Gibson; seconded by: Sena Stiles

Motion Carries

- C. Board may adopt Resolution 26-02, authorizing the Execution of Warrants Between Board Meetings.

[Resolution 26-02 Execution of Warrants.docx](#) 

The Board adopted Resolution 26-02 Execution of Warrants.

Moved by: Cassidy Wolf Gibson; seconded by: Jimelia Talasyousiea

Motion Carries

- D. Board may approve the transfer of Trustee from Lee Metheny, former GCUSD employee, to Matthew Yost, Superintendent, on the Fidelity Investments account: Board of Education of Grand Canyon School and Lee Metheny, Trustees for Benefit of Excellence Biological Studies - David O. Karraker Scholarship - Account Number:XXXXXXX95

- The Superintendent gave details and historical information.

The board approved transfer of Trustee from Lee Metheny, former GCUSD employee, to Matthew Yost, Superintendent, on the Fidelity Investments account.

Moved by: Cassidy Wolf Gibson; seconded by: Jimelia Talasyousiea

Motion Carries

- E. Board will consider and may take action on an addendum to the Summer School Plan that identifies changes to the original Plan approved by the Board on April 15, 2026.

[5.13.26 Summer School Addendum for 2026.pdf](#) 

[4.15.26 Summer School 2026.pdf](#) 

The Board approved addendum to the Summer School Plan that identifies changes to the original Plan approved by the Board on April 15, 2026.

Moved by: Cassidy Wolf Gibson; seconded by: Jimelia Talasyousiea

Motion Carries

- F. Approval of out-of-state travel for Matt Yost and SRO Jason Morris to Colorado (August 4, 2026) for "I Love You, Guys" training.

Jason Morris will offer information about this training opportunity. It will be beneficial for us to use this program because we have emergency services that cross governmental entities, and we would like to use the same program so it will be easily recognizable to all participating agencies. Currently, agencies in Flagstaff and Williams are using it.

- Training is not out of state, will be offered in Arizona.

The Board approved travel to "I Love You Guys" training for Jason Morris, SRO and Matt Yost, Superintendent, with update of location (Litchfield, AZ).

Moved by: Cassidy Wolf Gibson; seconded by: Jimelia Talasyousiea

Motion Carries

8. Superintendent's report

- Electrify Your Choir performed with students on 5/6/26
- Scholarships provided to graduating students totaling \$180,000
- Will be attend CAVIAT meeting virtually this year
- CTE Audit in progress
- Attended Trust trainings
- Working with Mike Wright as a Superintendent mentor

- Attended Evacuation Table Top with SRO Morris
- Wind today gave concerns about possible power outage
- Town of Tusayan - working Greg Clifton and Andrew Aldaz - Summer Camp will begin July 7, 2026 for three weeks, every Tuesday, Wednesday and Thursday
- Phone System will need updating as discussed in IT report looking into options
- Current school letter grade "B" for both elementary and high school - New letter grade next in October
- Receiving Ed ACT scores
- Watching for brown-out because we have no backup generators - we have batteries that will keep door locks operable, batteries will only last a short time - looking into getting something that would last longer if another brown out occurs
- Possibly purchase glow sticks and more flashlights for potential future brown-outs
- More communication with Park reps is needed to determine the type of generators allowed by NPS
- Toured campus with SFD (School Facilities Division) representative, Tashma Webster-Adams, and Cheryl Mango-Paget, Coconino County School Superintendent. We have \$8.1 million in projects completed or pending
- Handbooks are being worked on by Lori Rommel, Principal - to clarify and update discipline in Student Handbooks - ESS handbooks worked on by Peg Lyle, Director of ESS - should be available soon
- Auditor General Performance Audit - examining different areas/details other than what is requested during Annual Single Audit performed by Advisent - historically rental deductions have been done pre-tax from employee paychecks - auditors questioned this practice and legal opinion has determined that will no longer be the case. Effective in July, rental payments will be a post tax payroll deduction.
- Results of Performance Audit is our baseline to help identify where improvements need to be made.

9. Executive Session began at 7:21pm

- A. The Board may vote to enter Executive Session, pursuant to A.R.S. Section 38-431.03 (A)(1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee, regarding the evaluation and contractual performance pay for the Superintendent, Matthew Yost.

Board approved moving into Executive Session.

Moved by: Cassidy Wolf Gibson; seconded by: Sena Stiles

Motion Carries

10. RECONVENE TO REGULAR SESSION at 8:27pm

The Board reconvened to regular session.

Moved by: Cassidy Wolf Gibson; seconded by: Sena Stiles

Motion Carries

- A. The Board may take action or offer direction on the matter discussed in Executive Session, Item 9.A.

The Board approved Superintendent's 15% Performance Pay on top of base salary and a 2% salary increase. The Board approved extending his contract for 2027-2028 and 2028 - 2029 without changes.

Moved by: Cassidy Wolf Gibson; seconded by: Jimelia Talasyousiea

Motion Carries

11. ADJOURNMENT at 8:28pm - Cassidy Wolf Gibson ended the meeting.

12. SIGNATURES

- A. Respectfully Submitted:

Karen Alvarez, Board Secretary

Date: _____

Jimelia Talasyousiea, President

Cassidy Wolf Gibson, Vice President/Clerk

Ashton Bedford, Board Member

Sena Stiles, Board Member

Susan Manganiello, Board Member



GRAND CANYON UNIFIED SCHOOL DISTRICT #4 PUBLIC HEARING - WEDNESDAY, MAY 13, 2026 AT 5:45PM

Meeting Minutes

Pursuant to A.R.S. 38-431.02, notice is hereby given to the public that the Governing Board of Grand Canyon Unified School District #4 will convene for a Public Hearing on Wednesday, May 13, 2026, for presentation of the 2025 - 2026 Expenditure Budget Final Revision. This Hearing is open to the public, and the meeting room will be open at 5:45 p.m.

1. OPEN THE PUBLIC HEARING

A. The Presiding Officer began the Hearing at 5:56 p.m.

2. PRESENTATION - 2025 - 2026 EXPENDITURE BUDGET FINAL REVISION - Levi Frye, Business Manager

[Budget MAY FINAL REVISED#2 FY26 \(1\).pdf](#)

https://drive.google.com/file/d/1k4yCTEQeykFLA_umHqBDoHcKcNQJD-VV/view?usp=sharing

- Last budget - final revision/budget revision #2 for FY26
- July 2026 proposed budget for FY27 will be finalized
- There was no revision in December
- Explanation on how to read budget
- Superintendent provides Prop 301 explanation how payments are made to teachers
- Details provided about CSF (classroom site fund) 1/2 in base 1/2 M&O (maintenance & operations)
- GCUSD offers higher payouts for 301 performance pay than other districts
- Per pupil base level funding explained
- Explained how ADM (average daily membership) affects budget capacity
- Explained weighted ADM calculation
- Impact Aid decreased but does fluctuate
- Explained staff/student ratio
- Explains PK (preschool) & K (kindergarten) not fully funded by state - cost absorbed by district

3. QUESTIONS FROM THE PUBLIC - No questions from Public

4. QUESTIONS FROM BOARD MEMBERS - No questions from Board Members

5. ADJOURNMENT

A. The Presiding Officer ended the special meeting at 6:22 PM.

6. SIGNATURES

A. Respectfully Submitted:

Karen Alvarez, Board Secretary

Date: _____

Jimelia Talasyousiea, President

Cassidy Wolf Gibson, Vice President/Clerk

Ashton Bedford, Board Member

Sena Stiles, Board Member

Susan Manganiello, Board Member

GRAND CANYON USD 4 VOUCHER

Entity Number: 03-2-04

Voucher No: 23

Voucher Date: 05/14/2026

Prepared By: *John Jiri*

Pay Period: 23

Pay Cycle: Biweekly

Printed: 05/11/2026 09:49:57 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against GRAND CANYON USD 4 funds for the sum of \$165,073.77 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Jimelia Talasyousiea
 Administrator

Jimelia Talasyousiea	President
Cassidy Wolf Gibson	Vice President/Clerk
Sena Stiles	School Board Member
Ashton Bedford	School Board Member
Susan Manganiello	School Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$101,937.07	\$7,137.07	\$10,918.39	\$18,439.20	\$138,431.73
010	\$4,874.55	\$330.24	\$522.44	\$68.53	\$5,795.76
100	\$1,099.26	\$79.45	\$131.91	\$132.88	\$1,443.50
200	\$879.12	\$67.26	\$105.49	\$361.43	\$1,413.30
230	\$217.23	\$15.51	\$26.06	\$4.73	\$263.53
326	\$800.00	\$56.75	\$96.00	\$3.58	\$956.33
378	\$9,812.46	\$689.27	\$1,153.48	\$1,336.08	\$12,991.29
457	\$1,278.28	\$88.40	\$153.47	\$162.11	\$1,682.26
596	\$1,535.22	\$112.73	\$184.23	\$263.89	\$2,096.07
	\$122,433.19	\$8,576.68	\$13,291.47	\$20,772.43	\$165,073.77

PR # Voucher
 Number
 Deducti
 on
 Voucher

Substitute for ADE 40-101

GRAND CANYON USD 4 VOUCHER

Entity Number: 03-2-04

Voucher No: 24

Voucher Date: 05/28/2026

Prepared By:



Pay Period: 24
Pay Cycle: Biweekly

Printed: 05/26/2026 11:44:19 AM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against GRAND CANYON USD 4 funds for the sum of \$202,324.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Administrator

Jimelia Talasyousiea	President
Cassidy Wolf Gibson	Vice President/Clerk
Sena Stiles	School Board Member
Ashton Bedford	School Board Member
Susan Manganiello	School Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$125,623.93	\$8,825.80	\$13,602.50	\$23,956.44	\$172,008.67
010	\$7,525.63	\$520.09	\$840.56	\$78.28	\$8,964.56
100	\$951.76	\$68.13	\$114.20	\$128.71	\$1,262.80
230	\$641.82	\$49.11	\$77.02	\$1,286.98	\$2,054.93
378	\$9,655.16	\$706.40	\$1,117.30	\$1,312.45	\$12,791.31
457	\$2,271.76	\$159.45	\$272.67	\$294.16	\$2,998.04
596	\$1,535.23	\$112.35	\$184.22	\$411.90	\$2,243.70
	\$148,205.29	\$10,441.33	\$16,208.47	\$27,468.92	\$202,324.01

PR # Voucher
Number
Deduction
on
Voucher

Substitute for ADE 40-101

GRAND CANYON USD 4 VOUCHER

Entity Number: 03-2-04

Voucher No: 25

Voucher Date: 06/11/2026

Prepared By:



Pay Period: 25
Pay Cycle: Biweekly

Printed: 06/08/2026 01:29:30 AM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against GRAND CANYON USD 4 funds for the sum of \$121,658.03 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Administrator

Jimelia Talasyousiea	President
Cassidy Wolf Gibson	Vice President/Clerk
Sena Stiles	School Board Member
Ashton Bedford	School Board Member
Susan Manganiello	School Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$69,898.25	\$4,951.88	\$8,063.47	\$11,515.43	\$94,429.03
010	\$2,724.52	\$194.77	\$326.94	\$12.27	\$3,258.50
100	\$8,414.12	\$536.79	\$784.68	\$235.81	\$9,971.40
160	\$210.00	\$16.07	\$25.20	\$0.95	\$252.22
230	\$450.00	\$34.42	\$54.00	\$2.02	\$540.44
361	\$127.96	\$9.79	\$15.36	\$0.58	\$153.69
378	\$9,145.41	\$636.42	\$1,061.90	\$1,220.22	\$12,063.95
457	\$772.56	\$52.24	\$92.72	\$71.28	\$988.80
	\$91,742.82	\$6,432.38	\$10,424.27	\$13,058.56	\$121,658.03

PR #: Voucher
Number
Deduction
on
Voucher

Substitute for ADE 40-101

GRAND CANYON USD 4 VOUCHER

Entity Number: 03-2-04

Voucher No: 251

Voucher Date: 06/12/2026

Prepared By:



Pay Period: 25.1
Pay Cycle: Biweekly

Printed: 06/08/2026 01:36:34 AM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against GRAND CANYON USD 4 funds for the sum of \$44,300.21 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Administrator

Jimelia Talasyousiea	President
Cassidy Wolf Gibson	Vice President/Clerk
Sena Stiles	School Board Member
Ashton Bedford	School Board Member
Susan Manganiello	School Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
378	\$37,625.00	\$2,854.87	\$3,651.01	\$169.33	\$44,300.21
	\$37,625.00	\$2,854.87	\$3,651.01	\$169.33	\$44,300.21

PR #: Voucher
Number
Deduction
on
Voucher

Substitute for ADE 40-101

GRAND CANYON USD 4 VOUCHER

Voucher No: 2638


Voucher Date: 05/31/2026

Prepared By: _____

Printed: 06/01/2026 10:39:00 AM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against GRAND CANYON USD 4 funds for the sum of \$11,394.24 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Jimella Talasyouslea President

Cassidy Wolf Gibson Vice President/Clerk

Sena Stiles School Board Member

Ashton Bedford School Board Member

Susan Manganiello School Board Member

GRAND CANYON USD 4

Fund		Amount
001	Maintenance & Operations	\$4,457.10
160	Title IV (ESEA) - Even Yr. (FY26)	\$475.83
378	Impact Aid	\$1,356.62
610	UCO / Unrestricted Capital Outlay	\$3,757.35
855	Employee Insurance	\$1,347.34
		<hr/> <hr/>
		\$11,394.24

GRAND CANYON USD 4 VOUCHER

Voucher No: 2637

Voucher Date: 05/17/2026

Prepared By: _____

Printed: 05/18/2026 06:07:24 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against GRAND CANYON USD 4 funds for the sum of \$38,488.69 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Jimelia Talasyouslea President

Cassidy Wolf Gibson Vice President/Clerk

Sena Stiles School Board Member

Ashton Bedford School Board Member

Susan Manganiello School Board Member

GRAND CANYON USD 4

Fund		Amount
001	Maintenance & Operations	\$19,540.64
220	IDEA Basic - Even Yr. (FY26)	\$8,698.25
378	Impact Aid	\$4,335.00
580	Teacherage - \$Rent & Fees\$	\$1,646.72
855	Employee Insurance	\$4,268.08
		<hr/> <hr/>
		\$38,488.69

GRAND CANYON USD 4 VOUCHER

Voucher No: 2636

Voucher Date: 05/10/2026

Prepared By: _____

Printed: 05/10/2026 08:50:09 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against GRAND CANYON USD 4 funds for the sum of \$31,914.93 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Jimelia Talasyouslea President

Cassidy Wolf Gibson Vice President/Clerk

Sena Stiles School Board Member

Ashton Bedford School Board Member

Susan Manganiello School Board Member

GRAND CANYON USD 4

Fund		Amount
001	Maintenance & Operations	\$10,718.28
160	Title IV (ESEA) - Even Yr. (FY26)	\$6,337.51
220	IDEA Basic - Even Yr. (FY26)	\$3,074.75
378	Impact Aid	\$2,584.09
510	Food Service	\$5,355.08
580	Teacherage - \$Rent & Fees\$	\$828.15
596	CTE / CAVIAT	\$3,017.07
		<hr/> \$31,914.93

5:11 PM

06/04/26

GCUSD-Auxiliary Reconciliation Summary Auxiliary, Period Ending 05/31/2026

	May 31, 26
Beginning Balance	93,557.56
Cleared Transactions	
Checks and Payments - 4 items	-6,320.20
Deposits and Credits - 13 items	1,698.37
Total Cleared Transactions	-4,621.83
Cleared Balance	88,935.73
Uncleared Transactions	
Checks and Payments - 6 items	-720.18
Deposits and Credits - 5 items	460.60
Total Uncleared Transactions	-259.58
Register Balance as of 05/31/2026	88,676.15
Ending Balance	88,676.15

J.S.
6/4/26

5:06 PM
06/04/26

GC FOOD SERVICE

Reconciliation Summary

Wells Fargo, Period Ending 05/31/2026

	<u>May 31, 26</u>
Beginning Balance	0.00
Cleared Transactions	
Deposits and Credits - 2 items	68.50
Total Cleared Transactions	<u>68.50</u>
Cleared Balance	<u><u>68.50</u></u>
Register Balance as of 05/31/2026	68.50
Ending Balance	68.50

J.S.
6/4/26

5:09 PM

06/04/26

GC REVOLVING

Reconciliation Summary

Wells Fargo, Period Ending 05/31/2026

	<u>May 31, 26</u>
Beginning Balance	5,203.96
Cleared Transactions	
Deposits and Credits - 2 items	159.67
Total Cleared Transactions	<u>159.67</u>
Cleared Balance	<u><u>5,363.63</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	<u>-29.72</u>
Total Uncleared Transactions	<u>-29.72</u>
Register Balance as of 05/31/2026	<u><u>5,333.91</u></u>
Ending Balance	5,333.91

Q-1
6/4/26

5:21 PM
06/04/26

GCUSD - Student Activities Reconciliation Summary

Student Activities, Period Ending 05/31/2026

	<u>May 31, 26</u>
Beginning Balance	27,526.40
Cleared Transactions	
Checks and Payments - 8 items	-10,694.57
Deposits and Credits - 3 items	661.57
Total Cleared Transactions	<u>-10,033.00</u>
Cleared Balance	<u>17,493.40</u>
Uncleared Transactions	
Checks and Payments - 5 items	-956.08
Deposits and Credits - 6 items	1,497.36
Total Uncleared Transactions	<u>541.28</u>
Register Balance as of 05/31/2026	<u>18,034.68</u>
Ending Balance	<u>18,034.68</u>

JS
6/4/26

Grand Canyon Unified School District - Gifts & Donations

June 1, 2026

RECIPIENT	DOLLAR AMOUNT/VALUE	ORGANIZATION / DONOR	USE/PHYSICAL ITEM DESCRIPTION
Tax Credit	\$400.00	Travis Sines	Area of Need
Tax Credit	\$200.00	Keira Perkins	COLT
Career Technical Education	\$200.00	Matt Yost	CTE Culinary Arts
Student Activity	\$328.00	Grand Canyon PTA	Band (HS Band)
Student Activity	\$328.00	Grand Canyon PTA	Art (NAHS)
Fine Arts - Music	\$1,000.00	John Vail	Sound System, Carvin Speakers(6), Carvin Speaker Stands (2) w/ Cart



To: Matt Yost, Superintendent

From: Lori Rommel, Principal

Re: Recommendation for hiring Caroline Martin for High School ELA for the 2026-2027 school year

Date: June 4, 2026

I am recommending we hire Caroline Martin for the High School English Language Arts position for the 2026-2027 school year. She has been approved by the committee and references have been checked.

Ms. Martin will be starting on September 1st, 2026. Arrangements are being made for a substitute until she is present.



To: Matt Yost, Superintendent

From: Lori Rommel, Principal

Re: Stipends Raises for 2026-2027

Date: June 8, 2026

Stipends help to support staff and community members that sponsor extra-curricular activities and athletics. I am recommending the following position to receive a 10% increase to the amount. These positions have not had a raise in several years.

Middle School

6th Grade Outdoor Education	\$1,100	from \$1000
-----------------------------	---------	-------------

High School

Yearbook Sponsor	\$1,100	from \$1000
------------------	---------	-------------

District

Odyssey of the Mind Coordinator	\$1,650	from \$1500
Coaches for Primary	\$1,100	from \$1000 for all coaches
Division I	\$1,100	
Division II	\$1,100	
Division III	\$1,100	
Max 6 teams/Stipend split between coaches		

Teacher Leaders / Instructional Coach: 2 Elementary, 1 Middle School, 1 High School	\$5,500	from \$5000
--	---------	-------------



**Grand Canyon School Master Stipends List
2026-2027**

Middle School

Middle School Student Council Includes 8th Grade Sponsor	\$1750
6th Grade Outdoor Education	\$1,100*

High School

High School Student Council Sponsor	\$4,000
Senior Class Sponsor	\$1,000
National Honor Society Sponsor	\$500
National Art Honor Society Sponsor	\$500
Yearbook Sponsor	\$1,100 *
Canyon Outdoor Leadership Club	\$1,000
Science Club	\$500
New in 2024-2025: Math Club Sponsor*	\$250 / \$500

District

State Testing Coordinator (AASA/AzSCI)	\$2,000
Online Programs Coordinator	\$1,250

Child Study Team	\$1000
	\$500
	\$500
	\$500

K-5 PLC Leader	\$500
6-12 PLC Leader	\$500

Odyssey of the Mind Coordinator	\$1,650*
Coaches for Primary	\$1,100*
Division I	\$1,100*
Division II	\$1,100*
Division III	\$1,100*
Max 6 teams/Stipend split between coaches	

Teacher Leaders / Instructional Coach:	\$5,500*
2 Elementary, 1 Middle School, 1 High School	PreK-2 (Elementary):
	3-5 (Elementary):
	Middle School:
	High School:

[Sponsor Responsibility Lists](#)

*indicates a 10% raise



**Grand Canyon School Master Stipends List
2026-2027**

Athletics

Athletic Director

Middle School	\$3000
High School	\$6000

Middle School Sports

MS Soccer Head Coach	\$1,500
MS Assistant Soccer Coach	\$1,300
MS Girls Basketball Head Coach	\$1,500
MS Assistant Basketball Coach	\$1,300
MS Boys Basketball Head Coach	\$1,500
MS Assistant Basketball Coach	\$1,300
MS Volleyball Head Coach	\$1,500
MS Assistant Volleyball Coach	\$1,300

High School Sports

HS Soccer Head Coach	\$2,100
Assistant Coach #1	\$1,700
Assistant Coach #2	Admin Discretion
HS Volleyball Head Coach	\$2,100
Assistant Coach	\$1,700
HS Girls Varsity Basketball Head Coach	\$3,100
Assistant Coach	\$2,500
HS Boys Varsity Basketball Head Coach	\$3,100
Assistant Coach	\$2,500
HS Boys Track Head Coach	\$3,100
Assistant Coach #1	\$2,500
HS Girls Track Head Coach	\$3,100
Assistant Coach #2	Admin Discretion

ALL COACHING POSITIONS HAVE BEEN POSTED ON THE SCHOOL WEBSITE

**GRAND CANYON UNIFIED SCHOOL DISTRICT #4
HOUSING RENTAL AGREEMENT**

EFFECTIVE DATE: July 1, 2026

LANDLORD: Grand Canyon Unified School District #4

TENANT: **NAME**

PROPERTY: **STREET ADDRESS**

This HOUSING RENTAL AGREEMENT (“Agreement”) is made and entered on this **DATE day of MONTH, YEAR**, by and between LANDLORD and TENANT.

1. Housing Policy. The Housing Policy contained in LANDLORD’s Policy Manual, receipt of which is acknowledged by TENANT, is incorporated into this Agreement and is binding and controlling upon the parties as though set forth herein. In addition to remedies contained in the Housing Policy, non-conformance with this agreement may lead to charges assessed by payroll deductions.

2. Rent. TENANT shall pay **AMOUNT** per month as rent by payroll deduction at the rate of equal installments per twelve month period [or alternative method of allocation]. Added to this will be pet rent of \$25.00 per month per pet.

3. Term. The term of this Agreement shall be month-to-month, commencing **DATE** and terminating thereafter in accordance with Housing Policy or by either party delivering a 15-day written notice of termination.

4. Use. TENANT understands and agrees to use the property as living quarters for TENANT and TENANT’s immediate family (husband, wife, and dependent children) only, or as approved in writing by the Housing Administrator. Other than TENANT, the following immediate family member(s) who will reside at the property is/are:

NAME	RELATIONSHIP
_____	_____
_____	_____
_____	_____

PETS (Limit of 2)

NAME	TYPE
_____	_____
_____	_____

TENANT shall inform LANDLORD in writing immediately (within seven (7) days) when there is a change in the residents or pets at the property. TENANT shall not assign this Agreement or sublet any portion of the rental property. Use of the property for anything other than residential purposes (i.e., conducting a business, using the property as a storage facility, or using it in any other way that is not strictly residential) is prohibited.

5. ***Deposit.** Upon execution of this Agreement, TENANT shall deposit with LANDLORD the sum of **\$600.00** as security for full and faithful performance of TENANT's obligations under this Agreement. Upon termination of this Agreement, TENANT shall be entitled to refund of the security deposit, less any amounts deducted for damage, accrued rent, late fees, or any other monetary obligation of TENANT that has not been fulfilled at the time of termination. This section does not relieve TENANT of the obligation to pay the last month's rent when due.

6. **Pets.** Up to two pets are allowed with written permission from LANDLORD. TENANT shall be responsible for any and all repairs to damages caused by their pet(s). A nonrefundable fee of **\$150.00 per pet** (dog, cat, etc.) must be paid upon the execution of this Agreement. The maximum number of pets is two (2). This fee is in addition to any other deposits required of TENANT and may be used toward any damage to the premises caused by the pets. NPS Park rules require that dogs must be kept fenced or on a leash at all times and that cats must always be on a leash or housed inside at all times. **Pet fee is nonrefundable.**

7. **Acceptance of Property.** TENANT agrees to accept the property and all furnishings and appliances therein as being in good and satisfactory condition unless a written statement of any objection is delivered to LANDLORD within three (3) days after TENANT takes possession. TENANT agrees that failure to submit a statement shall be conclusive proof that there were no defects in the property. TENANT specifically agrees that TENANT will be responsible for, and agrees to pay for, any damage done by: rain, wind, snow, or hail caused by leaving the door or windows open; over flow of water or stoppage of waste pipes; breakage of glass; damage to screens; failure to maintain heat inside the living quarters at 60 degrees or above to prevent interior water pipes from freezing; and deterioration of lawns and landscaping, whether caused by drought, abuse, or neglect. **TENANT shall immediately notify LANDLORD of any plumbing, electrical, or mechanical issues on the property.**

8. **Utilities and Services.** TENANT shall be responsible for payment of all utilities, garbage, water and sewer charges, telephone, gas, and other bills incurred during the term of this Agreement. TENANT specifically authorizes LANDLORD to deduct amounts of utility (electricity, water, gas, and trash) bills from the payroll checks, and withhold any unpaid amounts from the final paycheck, upon termination of this Agreement. **TENANT may not have satellite or internet receivers installed on the structure of the rental unit. Doing so can result in forfeiture of security deposit.**

9. **No Rights of Storage.** LANDLORD shall not be liable for any loss of TENANT's property by fire, theft, breakage, burglary, or otherwise, nor for any accidental damage to persons or personal property in or about the property resulting from electrical failure, water, rain, windstorm, etc., which may cause issue or flow into or from any part of the property or improvements, whether caused by the negligence of LANDLORD, LANDLORD's employees, contractors, agents, or by any cause whatsoever.

10. ****Renter's Insurance.** TENANT shall purchase renter's insurance (with \$100,000 personal liability) to adequately protect his or her property and the property of other family members residing at the property, and the property itself, including insurance to pay for water damage caused by pipe freezes due to TENANT's failure to utilize heating appliances during freezing weather conditions. Such renter's insurance shall also adequately protect against claims, losses, demands for damage or injury however suffered by or occurring to any person, including guests, that arise or are caused by an act of, commission or omission of TENANT, TENANT's family, guests, invitees, or pets.

TENANT shall require that the insurer providing the insurance shall agree that its insurance is primary to any insurance, self-insurance retentions, or pooled self-insurance programs maintained or participated in by LANDLORD. Proof of TENANT'S insurance must be provided to the LANDLORD annually.

11. Improvements to Property. TENANT shall obtain permission of LANDLORD prior to making any improvements to the property, including permanent storage buildings, landscaping, shrubs, flowers, walkways, playhouses, ceiling fans, shelving, light fixtures, etc. Improvements must conform to all applicable building codes and standards. They must conform aesthetically to the property as determined by the Housing Administrator. TENANT shall not alter or remove any improvements without written permission from LANDLORD. No additional locks may be installed on any door without written permission from LANDLORD.

12. Damaged Premises. Except for damage caused by TENANT, during any time when the Premises cannot be used because of damage to premises, TENANT is not responsible for payment of rent. Should a portion of the premises become unusable due to damage, TENANT is not responsible for payment of rent on that portion. LANDLORD reserves the right to decide whether the premises are usable, and what portion of the premises is not usable. Should the damage to the premises have been caused by TENANT'S own actions or neglect, TENANT shall not be relieved of the responsibility for payment of rent, and TENANT shall bear full responsibility for repair of the damage to the premises.

13. TENANT Obligations. TENANT'S obligations under this Agreement include the following:

- a. Take affirmative action to ensure that nothing is done that might place LANDLORD in violation of any applicable building, housing, zoning, NPS, or health codes and regulations.
- b. Keep the property clean and sanitary, removing garbage and trash as it accumulates.
- c. Maintain plumbing in good working order to prevent stoppages and leakage of plumbing fixtures, faucets, pipes, etc.
- d. Operate all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other appliances in a reasonable, safe manner.
- e. Ensure that property belonging to LANDLORD is safeguarded against damage, destruction, removal, or theft.
- f. Maintain heat of 60 degrees or above inside of the unit during months when temperatures may drop below freezing to prevent water damage caused by frozen pipes.
- g. Conduct himself/herself in a manner that will not disturb neighbors, and ensure similar conduct by family, friends, guests, and visitors.
- h. Provide supervision of his/her children on the property and on all other property owned by LANDLORD.
- i. Maintain smoke detectors and install fresh batteries when necessary.
- j. Pay Five Hundred Dollars (\$500.00) of LANDLORD'S property insurance deductible in the event that LANDLORD'S insurance provider repairs or replaces property damage caused partially or wholly by TENANT'S negligent or intentional act or omission. By accepting this

payment, however, LANDLORD does not release its insurance provider's right of subrogation against TENANT.

k. Acknowledge that failure to perform the obligations contained in this Agreement will be considered grounds for termination of the Agreement and the loss of all security deposits.

l. Ensure that no illegal activities are conducted, condoned, or allowed on the property.

m. Remain current on all rent and utilities due to the district, recognizing that at any time when the tenant does not have enough funds withheld from their income to pay utilities, their next paycheck will have automatic deductions to make TENANT current.

n. Ensure that NO satellite dish nor internet dish shall be installed on the rental unit. Failure to do so will lead to forfeiture of \$600.00 Security Deposit or being billed for the cost of removal, repair and disposal.

14. Inspection of Premises. LANDLORD may go into the leased premises at reasonable times for the purpose of inspecting the premises or observing TENANT's compliance (or noncompliance) with the terms of this Agreement, and for the purpose of constructing, maintaining, and repairing the premises.

15. Emergency Access. LANDLORD shall have the right of emergency access to the leased premises at any time, and access during reasonable hours, to inspect the property and make repairs, if necessary.

16. Miscellaneous.

a. **Entire Agreement.** This Agreement constitutes the entire understanding between the parties and may not be amended or modified other than in writing.

b. **Severability.** If any provision of this Agreement shall be held or become invalid, all remaining provisions shall continue to be fully effective.

c. **Waiver.** The waiver of any breach of this Agreement by either party hereto shall in no event constitute a waiver as to any future breach.

d. **Governing Law.** This Agreement shall be governed by the laws of the State of Arizona.

e. **Arizona Residential Landlord and Tenant Act.** TENANT is hereby informed that the Arizona Residential Landlord and Tenant Act does not apply to this LANDLORD Housing Rental Agreement, pursuant to A.R.S. §33-1308.

17. Withholding from Final Paycheck. LANDLORD may withhold rent and utilities equal to three (3) payments from TENANT's final paycheck for repairs, damages, or other uncollected charges due to LANDLORD as a result of TENANT's use of the rental housing. Amounts withheld shall be released, unless used, within a reasonable period of time after TENANT or LANDLORD terminates this Agreement.

18. Liability of the School District. LANDLORD shall not be liable for, and TENANT shall hold LANDLORD harmless from, any and all claims, losses, demands, or other liability whatsoever for any damage or injury however suffered by or occurring to any person, including property belonging to TENANT, occupants or their guests that arise or are caused by an act of, commission or omission of TENANT, TENANT's family, guests, invitees, or pets. LANDLORD is not liable for any

injury resulting from theft, burglary, trespass, assault, vandalism, or any other crime. LANDLORD does not warrant, guarantee, or insure TENANT's personal safety nor the safety of TENANT's family, guests, or their respective belongings. TENANT should always be aware of TENANT's responsibility for his or her own safety and the safety of his or her family, guests, and their belongings. LANDLORD makes no representation that any effort on LANDLORD's part will increase security or decrease the likelihood of crime. LANDLORD shall not be responsible for any loss caused by storm, flooding, lightning, wind, other acts of God, or interruption of utilities.

19. Breach of Contract. The obligation imposed by this Agreement shall be regarded as material in nature, and violation of any one of these obligations may result in eviction, forfeiture of deposit, monetary damages, or all of the above. In an action by either party against the other resulting from a breach of this Agreement, the prevailing party shall be entitled to all costs and attorney's fees incurred therein.

Housing Administrator

Date

Tenant

Date



Tenant Handbook

TABLE OF CONTENTS

Page No.

Tenant Communication

Telephone Calls During School Hours	5
Voicemail	5
After Hours Calls	5
Emergency Calls (including after-hours emergencies)	5
Maintenance Requests	5
Change of Information Email or Phone	5

The Move-In Process

Rental/Lease Agreement	6
Moving Checklist	6
Utilities	6
Maintenance Reimbursement	6

Care of the Property

Getting to Know your Residence	7
--------------------------------	---

Vehicles/Parking 7

Be A Good Neighbor 8

Pet Policy 8

Maintenance

Tenant Maintenance Responsibilities	9
-------------------------------------	---

Procedures for Requesting Maintenance

Before Calling Maintenance	9
Non-Emergency Maintenance	9

If the Repair Doesn't Fix the Problem	10
Propane Policy	10
Utilities Policy	10
Personal Property	10

Emergency Maintenance Issues

In Case of Emergency	10
----------------------	----

Insurance

Renters Insurance	11
-------------------	----

Vacation/Holiday Checklist

Before Leaving on Vacation	11
----------------------------	----

Moving Out

Giving Your Notice	11
Setting Up Your Move-Out Appointment	12
Request of Refundable Deposit	12
Rent & Utility Account Balances	12

Preparing the Property at Move-Out

Cleaning	12
Carpet Cleaning	12
Window Coverings/Windows	12
Replacements	13
Trash	13
Painting	13

Tenant Communication

Use Brightly/School Dude, the telephone, or email to contact Maintenance. What is important is that you DO contact the District when you need assistance. Remember, we are here to help you.

For non-emergency situations: On the School's website (www.grandcanyonschool.org), proceed to Departments > Maintenance. Scroll down to <Submit Work Orders> and click on <Brightly/School Dude> to complete a work order that will trigger the process of repair.

Telephone Calls During School Hours

Please phone Maintenance at 928.890.7968

Voicemail

If the phone cannot be answered and your call is sent to voicemail, please leave a message complete with your name and the telephone number where you can be reached, along with the maintenance issue you are experiencing. Someone will return your call as soon as possible.

After Hours Calls and Emergency Calls (including after-hours emergencies)

Please phone Maintenance at 928.890.7968. If it is an emergency and you do not receive a response within 15 minutes, please phone District Superintendent, Matt Yost, at 928.554.5386.

Maintenance Requests

Please remember that all maintenance requests must be in writing unless they are emergencies. Access Brightly/SchoolDude at www.grandcanyonschool.org > Departments > Maintenance to complete a request.

Change of Information Email or Phone

It is important you notify GCUSD of any changes in your telephone number or email address.

The Move-In Process

When you sign your Rental Agreement with the Housing Coordinator, you must pay your rental deposit with a personal check, money order, or bank (cashier's) check. We cannot accept cash, debit or credit cards. Pet deposits are non-refundable and must be paid with a separate personal check, money order, or bank (cashier's) check.

Proof of a renter's insurance policy with personal liability coverage of at least \$100,000. After these transactions have been completed, you will be given the keys to your rental unit.

The District does its best to accommodate your desired move-in date. However, we will need to allow time for our Maintenance Department to get the unit ready for you. We apologize for any inconvenience or delays and will do everything we can to expedite the process.

Within three days after your move-in, any cosmetic deficiencies or items needing repairs should be reported.

Rental/Lease Agreement

You received a copy of your signed Rental Agreement and receipts for your deposits. We recommend that you keep those items with this Handbook for easy reference. Please keep in mind that a rental/lease agreement is a binding agreement. If you have questions regarding your Rental Agreement, please contact the Housing Coordinator.

Moving Checklist

When you submit your notice to vacate, we will give you move-out instructions.

Utilities

Your rent and utilities are paid through payroll deductions. An estimate will be given to you at move-in, and you will use that estimate to authorize payroll deductions for rent and utilities (electricity, water, propane, and trash). After several monthly utility statements have been issued, you may adjust this estimated amount to align with the actual charges. You may arrange for Internet and TV services of your choice, entering into agreements with these providers who will bill you directly for the services provided. NOTE: No satellite receivers or Internet hardware can be installed and attached to buildings without written permission. Please advise your provider when you arrange for installation.

Water restrictions, when in effect, must be followed.

Maintenance Reimbursement

Generally, GCUSD makes necessary repairs or outsources the work to a vendor. Occasionally, a tenant will request permission to perform a minor maintenance item or alteration, and GCUSD has agreed to reimburse them for expenditures for necessary items to complete the work. If this is the case:

- No work should be completed before a purchase order has been issued and received by tenant.
- GCUSD must agree in writing to the specific repair or alteration and to the individual completing it and the do-not-exceed amount of reimbursement.
- Pay for necessary materials and submit the paid receipt to the Business Office along with a copy of the District's permission for the expenditure.
- Prior to vacating the property, tenants must leave the alterations if this was GCUSD's condition to accept the alteration/repair or return the property to its original state if this is part of GCUSD's condition to accept the alteration/repair and pay for any necessary repairs to restore the alteration/repair to its original state.
- Tenants will not be reimbursed for unauthorized work or materials.

Care of the Property

Getting to Know your Residence

It is helpful to know where important items are located. Take the time to know or locate the:

- Main circuit breaker in the event power goes out.
- Gas shut-off valve – turn off during emergencies/disasters for safety.
- GCFI plug(s) – so you can check them if your plug or appliances in the bathroom, kitchen, or patio fail to work.
- Electric and/or gas meters to track your usage against your utility statements.
- The main water shut-off valve in case of flooding.
- Water shut-off valves below the sinks and behind toilets in case of water leaks.
- Method of cleaning the oven so you use the right products. DO NOT use regular oven cleaner on a self-cleaning oven. This may permanently damage the oven. DO NOT leave the racks inside the oven when running the self-cleaning cycle.
- Thermostat so you can maintain the indoor temperature at or above 60⁰ F.

Vehicles/Parking

All vehicles should be registered, licensed and operable at all times. If your vehicle leaks fluids, an oil drain pan should be placed under it to catch the leaking fluids so no oil/fluids will collect and stain garage floors, driveways, or parking spaces. In addition, please adhere to the following items:

- Allowed Vehicles per unit:
 - Single-Family Residences (SFR): Three (3) vehicles per household
Tenants in SFR with more than three (3) vehicles before July 1, 2025, are "grandfathered" under the current Housing Rental Agreement.

- Townhomes: Two (2) vehicles per household
Tenants in T/H with more than two (2) vehicles before July 1, 2025, are “grandfathered” under the current Housing Rental Agreement.
- Duplexes: One (1) vehicle per unit
Tenants in Duplexes with more than one (1) vehicle before July 1, 2025, are “grandfathered” under the current Housing Rental Agreement.
- Parking, Projects, and Non-Operable Vehicles
 - Vehicles may not block fire hydrants, street exits, signage, or park lighting.
 - Vehicles must be parked at least five (5) feet away from roads maintained by NPS to allow snow removal and access.
 - Townhomes: Vehicles must be parked only in lined parking spaces. Parking spaces at townhomes are not assigned to specific units. Parking in these spaces is on a “first come” basis.
 - SFR: Vehicles must be parked in the garage or driveway only.
 - Vehicle projects, maintenance, or mechanical work should be conducted inside the garage. No auto repair or mechanical work is allowed in driveways, common areas, or other exterior spaces.
 - Non-operable vehicles are not permitted on the property unless stored fully inside a garage. Inoperable vehicles may NOT be parked in driveways, on lawns, or elsewhere on the lot.

Be A Good Neighbor

- Outdoor fires, whether in grills or firepits, should meet safety standards and regulations set forth by the National Park Service.
- Quiet hours are from 10:00 p.m. – 7:00 a.m.
- The volume of TVs, musical instruments, and sound systems should be set for the Tenant’s enjoyment not that of the neighbors.
- Any buildup of feces, resulting odors, or unsanitary conditions that negatively impact neighbors, common areas, or surrounding properties must be corrected by the Tenant.

Pet Policy

GCUSD welcomes up to two well-behaved pets in any District housing unit; however, the District and National Park Service (NPS) require tenants to be responsible pet custodians. Pets must be contained by a fence or kept on a leash. Should your pet become a nuisance, you will be given an opportunity to rectify the situation before you are asked to remove the pet from your home. We require that you have renter’s insurance which should provide

you with liability protection should your pet harm anyone or cause damage. If you have a pet, you agree to the following:

1. That the pet will be allowed out of the pet owner's unit or yard only under the complete control of a responsible human companion and on a hand-held leash or in a pet carrier.
2. That any damage to the exterior or interior of the premises, grounds, flooring, walls, trim, finish, tiles, carpeting, or any stains, etc., caused by the pet will be the full financial responsibility of the tenant and that tenant agrees to pay all costs involved in the restoration to its original condition. If, because of any such stains, etc., said damage cannot be removed, then tenant hereby agrees to pay the full expense of replacement.
3. That the tenant will provide adequate and regular veterinary care including, but not limited to, all required shots, as well as ample food and water, and will not leave pet unattended for any undue length of time. Tenant will diligently maintain cleanliness of litter boxes as well as pet sleeping and feeding areas.
4. That the tenant will prevent pets from engaging in behaviors or creating excessive noise at a level that disturbs neighbors, including, but not limited to, barking, jumping, and running.

Note: Tenants having three (3) or more pets before July 1, 2025, are considered to be "grandfathered" under their current Housing Rental Agreement and are not required to surrender any pets to comply with the two (2) pet policy.

Maintenance

Tenant Maintenance Responsibilities

When there are legitimate repairs needed, we want you to report them. However, there are items that are the tenant's responsibility:

- Replacing smoke alarm batteries
- Replacing light bulbs with the correct size, shape, and wattage
- Reporting non-functioning smoke alarms immediately if batteries do not solve the problem
- Reporting all necessary repairs
- Disposal of all garbage and trash into the dumpsters
- If the residence has a fireplace or wood stove, use caution and care when operating it and disposing of ashes or coals. Do not dispose of them until they have cooled outside for a week in a container designed to hold hot ashes and coals.
- Checking to make certain the damper is open before starting a fire.

Procedures for Requesting Maintenance

Before Calling Maintenance

- Determine if there is a true emergency or a non-emergency.
- Check to see if you can determine the cause of the problem that you are experiencing, unless you have an emergency.

Non-Emergency Maintenance – Follow These Steps Carefully

1. Fill out a maintenance request form using Brightly/SchoolDude.
2. Maintenance will contact you via phone or email to set up a time for the repair.
3. If Maintenance requires a vendor to make the repair, they will coordinate an appointment with you and the vendor. You will not need to be in direct contact with the selected vendor.
4. If you have not received a response within two school days, phone Maintenance at 928.890.7968 to follow up.

If the Repair Doesn't Fix the Problem

After a repair has taken place, if you are having trouble, call Maintenance at 928.890.7968 and state you have had a recent repair but there is still a problem.

Propane Policy

For properties having propane gas, tenants will be billed whenever the District is billed by the propane gas provider. Some tanks serve multiple housing units, and when they are filled, the charges will be lower than tanks dedicated to a single housing unit.

Utilities Policy

Utilities are billed to the District, and, in turn, the District passes these charges on to tenants through payroll deductions. Payroll deduction authorization forms may be revised after a few months, if not enough is being deducted to cover monthly expenses, including electricity, gas, water, and trash. The same is true for deductions that significantly exceed monthly charges. Monthly Rent/Utility Statements are provided by the Housing Coordinator.

Personal Property

If there is personal property left in your unit by a former tenant, the District is not responsible for maintaining those items should you decide to use them. This may include, but is not limited to, washers, dryers, window air-conditioning units, humidifiers, counter-top microwaves, grills, patio equipment, firepits, furniture, etc.

Emergency Maintenance Issues

In Case of Emergency

There are few emergencies. An emergency is a life-threatening situation such as a fire, flood and/or uncontrollable water, electrical problem, smell of gas, etc.:

- Emergencies causing immediate danger, such as fire, CALL 911
- Emergencies involving gas, CALL 911
- Emergencies involving IMMEDIATE electrical danger, CALL 911
- After placing the emergency call for help, notify Maintenance at 928.890.7968
- Emergencies such as backed-up plumbing or flooding, call 928.890.7968
- An emergency is not being without heat when temperatures are expected to be above freezing, but the District recognizes this is important and will make it a priority to have the heat working as soon as possible.

Insurance

Renters Insurance

A requirement for tenants at move-in is to provide proof of a renter's insurance policy with personal liability coverage of at least \$100,000 to include the District as an additional insured.

Vacation/Holiday Checklist

Before Leaving on Vacation

- If going out of town for an extended period, please notify Maintenance or the Housing Coordinator of how long you will be gone and supply an emergency telephone number. Should any problems arise concerning your residence, there is someone to contact.
- Notify all necessary parties such as your next-door neighbors and the Post Office (to put a "vacation hold" on your boxed mail).
- Set timers on interior lights.
- Check all windows, window locks, and doors before leaving.
- Turn off the water valve to your washing machine.
- Turn off appliances such as stove burners, coffee pots, irons, curling irons, etc.
- Unplug TVs and computers in the event of lightning or power surges.
- Turn your water heater to low or "vacation" setting, but do not turn the water heater off.

Moving Out

Giving Your Notice

Housing is made available to full-time GCUSD employees, dependent upon available inventory and employment status. When your contract or work agreement is not renewed (either by you or by the District), or you resign, the countdown toward your move-out date begins. The District allows tenants 15 calendar days following the last day of employment to vacate their housing units.

Rather than assuming you will be vacating housing at the end of your employment, the District asks you to give your notice in writing, including your last day of occupancy that falls within the 15-day post-employment limit. Your notice should be emailed to the Housing Coordinator and copied to the District Superintendent.

Setting Up Your Move-Out Appointment

Upon receipt of your notice, the Housing Coordinator will contact you to set up a time to inspect your housing unit, once you've completely emptied and thoroughly cleaned it. You will be expected to accompany them on this interior/exterior inspection. Return of all or any portion of your initial deposit will be dependent upon this inspection.

Request for Refundable Deposit /Rent & Utility Account Balances

Return of any deposits (rental or excess utility payments) will occur after the District has received your last utility bill. Sometimes this takes up to two months. Any refundable deposits or excess rent/utility payments will be mailed to you in a hard check. Therefore, when signing off on the unit inspection form, please include a new address where your check can be mailed.

Once your unit has passed inspection, you will need to make a written request to Invoices@grandcanyonschool.org, asking for return of your deposit and any balances remaining in your rental and/or utility accounts. (Deposits may not be used for the final month's rent.)

Preparing the Property at Move-Out

Cleaning

- Clean the property throughout the interior and exterior
- This includes vinyl, tile, carpet and wood floors, windows inside and out, windowsills and door casings, blinds, wiping out drawers and shelves, all appliances, sinks, toilets, bathtubs, showers, vanities, light fixtures, fireplaces/woodstoves, removal of cobwebs inside and out, etc.

- Pick up debris and animal feces on the exterior of the property and place them in the proper trash receptacles.

Carpet Cleaning

- Do not rent a commercial carpet cleaning machine to clean the carpet. Please spot clean and vacuum it thoroughly.

Window Coverings/Windows

- Wipe all blinds and windowsills
- Clean all windows inside and outside, except for the outsides of second-story windows.

Replacements

- The following must be replaced before moving out:
 - Burned-out light bulbs
 - Non-working smoke detector batteries
 - Missing doorstops

Landscape Clean-Up

- Remove all trash and debris, placing it in the proper receptacles
- Pick up any animal feces whether you have an animal or not

Painting

- We ask that you do not spackle, putty, or touch up paint.
- Charges against your deposit for the condition of painting depend on whether it exceeds normal wear and tear and the length of time in the unit.

Attachments

- Policy GCBDA – Housing for Professional/
Support Staff Members (January 15, 2025)
- Housing Rental Agreement Form
- Cleaning Checklist
- Move-Out Checklist



**GRAND CANYON UNIFIED SCHOOL DISTRICT #4
SCHEDULE OF GOVERNING BOARD MEETINGS
FY 2026-2027**

<u>MONTH</u>	<u>MEETING DATE</u>
July 2026	July 14, 2026 ** (Public Hearing & Special Meeting for 2027 Budget Approval followed by Regular Meeting)
August 2026	August 19, 2026
September 2026	September 16, 2026
October 2026	October 14, 2026**
November 2026	November 18, 2026
December 2026	December 9, 2026**
January 2027	January 13, 2027 – Special Board Organizational Meeting followed by Regular Meeting
February 2027	February 17, 2027
March 2027	March 17, 2027
April 2027	April 14, 2027
May 2027	May 12, 2027**
June 2027	June 16, 2027

**These meetings are scheduled as they are because approved financial reports (budget revisions and Annual Finance Report – AFR) are due on the 15th of noted months. Otherwise, the meetings are scheduled for the third Wednesday of the month. All meetings will begin at 6:00 p.m. and will be held in the Board Room (#405), GCUSD#4, 100 Boulder Street, Grand Canyon, AZ, with doors open to the public one-half hour before meetings begin.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
COCONINO ASSOCIATION FOR VOCATIONS INDUSTRY AND TECHNOLOGY
AND
GRAND CANYON UNIFIED SCHOOL DISTRICT NO. 4
FOR
PROVISION OF CAREER TECHNICAL EDUCATION COURSES**

This Intergovernmental Agreement (“Agreement”) is entered into between the **Coconino Association for Vocations Industry and Technology** (CAVIAT), an Arizona career technical educational district (“CTED”), and **Grand Canyon Unified School District No. 4**, a political subdivision of the state of Arizona (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) §11-951;

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-342 and A.R.S §15-393;

WHEREAS, the Parties want to provide career technical education courses (“CTED Courses”) as a part of a career technical education district program (“CTED Program”), as those terms are defined in A.R.S. §15-391, at a satellite campus designated by School District, and to operate under a satellite model with School District continuing to provide the instruction and facilities for such courses;

WHEREAS, the Parties may want to provide CTED Courses and/or CTED Program at satellite campuses designated by School District and to receive classes under the centralized model utilizing video conferencing distance learning (“VCDL”) technology to deliver classes. School District will continue to provide facilities and facilitators for the CTED Courses;

NOW THEREFORE, in consideration of the mutual agreements set forth, the Parties agree as follows:

1. Purpose

The purpose of this Agreement is to establish the terms and conditions under which CTED will provide CTED Courses and a CTED Program, as defined below, which meet the criteria provided in A.R.S. §15-391.

2. Term

This Agreement shall commence and be effective on July 1, 2026 and shall be for a period of one (1) year, unless terminated by either Party as provided for in this Agreement. Payment, performance and obligations for succeeding fiscal periods are subject to the availability and appropriation of monies.

3. Termination

This Agreement may be terminated by either Party upon written notice to the other Party given no later than thirty (30) days before the end of the semester; provided, however, that

termination shall not become effective until the end of the current semester in which notice is given. Unless otherwise agreed in writing by the Parties, all property purchased by CAVIAT, or by School District with CTED funding, under this Agreement shall remain the property of CAVIAT and shall be returned to CAVIAT by School District when no longer in use or upon termination, whichever is sooner pursuant to A.R.S. §11-952(B)(4). CAVIAT shall, using the procedures specified in the Uniform System of Financial Records for Arizona School Districts (“USFR”), maintain an inventory of all equipment which CAVIAT supplies to School District and which is to be returned to CAVIAT.

4. Requirements under A.R.S. §15-393(L)

A. Financial Provisions and Format for Billing. See Exhibit A.

- (1) The services provided by the parties shall be proportionally calculated in the cost of delivering the service.
- (2) Payment for services shall not exceed the cost of the services provided.
- (3) School District may request amendments to Exhibit A during the term of this Agreement in the event of changes in teaching staff, student enrollment, or equipment or facility changes during the year. Amendments must be submitted in writing to CAVIAT and approved by CAVIAT superintendent no later than April 30th of each current school year. Any change in the amount of support from School District and the amount of contribution from CAVIAT shall not exceed the total amount shown in Exhibit A, as amended from time to time. No new programs may be added except as provided in Paragraph 4(D) of this Agreement.
- (4) Payment obligations of CAVIAT under this Agreement are conditioned upon receipt of funds from the State of Arizona and/or funds received by tax levies. The obligations of each School District are conditioned upon the availability to School District of funds that may lawfully be used for such purpose.
- (5) Payments will be made to each School District at a minimum on a monthly basis after School District provides proof of incurred expenditures.
- (6) For School District students enrolled in a Central Program provided by Coconino Community College (“CCC”), CAVIAT will retain 20% of the revenue generated by those students. In the event the CAVIAT allocation of 80% of the revenue generated does not cover the entire costs associated with students enrolled in CCC programs, CAVIAT will retain sufficient funds from School District payment to defray the balance of costs.

B. Accountability Provisions. The Parties agree to cooperate as appropriate to ensure compliance of both Parties with required student testing schedules and procedures, reporting, and other requirements of applicable state and federal law concerning accountability in educational programs. CAVIAT may, at its expense, request an

audit or accounting of expenditures by School District related to career technical education programs.

C. Responsibilities.

(1) Responsibilities of CAVIAT.

- a. CAVIAT will manage the career technical education district.
- b. CAVIAT will be responsible for the content and quality of CTED Courses taught by School District and shall maintain oversight of all CTED programs.
- c. CAVIAT will establish the standard for the quality of the teachers who instruct CTED Courses.
- d. CAVIAT will review the salaries of teachers who will be instructing CTED Courses on behalf of School District and shall pay School District for such salaries to the extent provided for in this Agreement.
- e. CAVIAT may pay School District for providing facilities and instruction for CTED approved classes or may reimburse other entities for facilities used by School District in which to teach CTED Courses to the extent provided for in this Agreement.
- f. CAVIAT shall provide professional development for School District CTED Course and CTED Program teachers. The nature, duration, frequency, and type of professional development provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT, but will include a reasonable amount of professional development training for such teachers.
- g. CAVIAT shall provide ongoing evaluation and support services to School District CTED Courses and CTED Programs. The nature, duration, frequency, and type of evaluation and support services provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT based upon the reasonable need for such services by Satellite District.
- h. CAVIAT will maintain an itemized listing of goods and services that are provided to School District and which are paid for by the retention of School District student funding. CAVIAT shall provide said itemized list to School District within thirty (30) calendar days of receipt of a request for same from School District.
- i. Within thirty (30) calendar days of approval by CAVIAT's Governing Board, CAVIAT shall submit School District requests for approval or addition of School District CTED Courses or CTED Programs directly to the Career and Technical Education Division of the Arizona Department of Education.
- j. CAVIAT shall submit the report required by A.R.S. §15-393.01 in the manner mandated by said statute by no later than December 31st of year for which this Agreement is in effect.

(2) Responsibilities of School District. Failure of School District to comply with any of the reporting requirements of this Paragraph (2) may result in

- CAVIAT withholding funds to School District on a temporary or long-term basis.
- a. The School District will upload School District's CTED student attendance reports into the ADE SAIS AzEDS system.
 - b. Attendance data must be reported at least every twenty (20) days by School District to CAVIAT in order for the site to receive funding as agreed upon in this Agreement. School District will be compliant with ADE reporting standards, provided, however that CAVIAT and School District may agree that School District will upload the attendance data. If School District is operating under a traditional block schedule, School District shall allow CAVIAT to count the first fifty-five (55) minutes of the block as time spent by the student in a CTED program, and School District shall count the remainder of the block as time spent by the student in School District programs.
 - c. CTED will comply with all applicable state, federal and local laws and regulations, as well as all applicable School District policies.
 - d. School District is solely responsible to comply with its legal obligations to generate the required Average Daily Membership and to refrain from efforts to prevent or prohibit any student from attending a CTED Course.
 - e. School District will provide the instruction in any CTED Course referenced in Exhibit A at satellite campus(es) through School District teachers who shall remain employees of School District and subject to School District's employment policies. However, School District may, to the extent permitted under A.R.S. §15-537 and the personnel policies of School District, consult with and consider the input received from CAVIAT in teacher evaluations. If School District and CAVIAT are operating on a centralized model basis, then this provision shall not apply.
 - f. School District will provide a cost analysis and course CTED eligibility documents for each potential CTED class by November 1st of each year for consideration and approval by CAVIAT's Governing Board.
 - g. If School District is participating in Distance Learning CTE classes, see **Exhibit B**.
 - h. School District will provide necessary facilities, equipment, supplies, maintenance, property and liability insurance, and instructional staff to conduct the CTED Courses. If School District uses CTED funds to construct or renovate a facility located on School District's campus or on property owned by School District, the facility shall, except for occasional other uses mutually agreed upon between the Parties, be used only for career and technical education programs offered by CAVIAT and must be made available to all qualified students who live within School District. In the event the facility is no longer used only for career and technical education programs offered by CAVIAT, School District shall, unless the Parties otherwise agree, reimburse CAVIAT for the depreciated cost of the construction and/or renovation as determined by generally accepted accounting principles.

- i. School District will be responsible for student discipline. However, School District may, to the extent permitted by A.R.S. §15-841 and the student discipline policies of School District, consult with and consider the concerns of CAVIAT with respect to this issue.
- j. School District will insure, repair, and maintain all property and equipment purchased by CAVIAT for use in CTED Courses taught by School District while in the possession of School District. Any equipment purchased by CAVIAT or with funds provided by CAVIAT must be ordered, installed or available for use by students no later than two months after the equipment has been purchased. All equipment purchased with CTED funds, without regard to price, shall be tagged and accounted for by School District. School District shall make available for audit purposes a complete list of CTED-funded items. School District will return, or dispose of when mutually agreed upon beforehand, the property and equipment owned by CAVIAT when the property and equipment is no longer used by School District for CTED Courses. Disposal of equipment must be in compliance with state regulations, with the equipment first being offered for return to CAVIAT. School District will follow state disposal guidelines if CAVIAT chooses not to receive the equipment back from School District. In the event School District has installed computer software in CAVIAT-owned computers, School District may remove such software from CAVIAT-owned computer prior to removing the computer from School District's satellite campus.
- k. School District agrees that it shall use any monies received pursuant to this Agreement to supplement and not supplant base year career and technical education and CTED Courses, and amounts for directly related equipment and facilities. School District agrees that in order to enhance and not supplant career and technical education as required by A.R.S. § 15-393(D)(7) and (8), School District will continue to allocate monies at a level equal to what was spent on career and technical educational and vocational programs in the base year to such programs or directly related equipment or facilities during the term of this Agreement. For purposes of this section, the amount spent in the base year shall be determined and adjusted as appropriate based on the definition and discussion in Memo 219 of the State Auditor General.
- l. Except the first year School District has joined a CTED, by October 15 of each year, School District shall complete and submit to CAVIAT all of the following for the previous fiscal year:
 - (i) The State Auditor General's Memo 219 worksheet (See **Exhibit E**); and
 - (ii) All supporting documentation used to substantiate the figures reported on the State Auditor General's Memo 219 worksheet.
- m. School District will provide a projected new year site budget no later than April 1st of each school year or as budget allocations are available, and a final detailed current year budget with narrative and

expenditures using CTED CTE Final Report Form by June 1st of each school year. All previously unexpended CTED funds held in the 596 accounts must be carried forward for use in the new year, and included in the budget request to CAVIAT's board.

- n. School District will comply with all applicable state, federal and CTED safety procedures and regulations.
- o. School District will cooperate with CAVIAT to provide CAVIAT with timely information for purposes of generating the itemized list required in Section C(i) above and any reports required by A.R.S. §15-393.
- p. School District shall provide CAVIAT with any and all documentation requested by CAVIAT for the purposes of generating the report required by A.R.S. §15-393.01 by no later than November 30th of the then current CTED fiscal year. School District shall provide any documentation requested by CAVIAT after November 30th of the then current CTED fiscal year for the purposes of complying with A.R.S. §15-393.01 in a timely manner.
- q. School District will receive and utilize as it deems appropriate its proportionate share of all funds, if any, received from CAVIAT under A.R.S. §15-977 (Proposition 301 - Classroom Site Funds) and A.R.S. §15-979 (Proposition 301-Instructional Improvement Fund).
- r. School District shall submit all requests for approval or addition of School District CTED Courses or CTED Programs directly to CTED.

D. **Type of Instruction.** All CTED courses must be submitted for approval by June 1st of each school year and approved by CAVIAT's Governing Board. The list of approved courses, type of instruction, the quality and content of each course, shall be attached hereto as Exhibit A. All classes that may generate funding must meet the criteria for programs as required by law. All CTED teachers are required to follow these criteria.

E. **Quality of Instruction.** "Career technical education course" ("CTED Course") shall mean a course which is part of a sequence of courses taught as a CTED Program and which meets the criteria identified in A.R.S. §§15-391(2) and (4). See **Exhibits B, C and D** for further details.

F. **Enrollment.**

- (1) CAVIAT will coordinate enrollment and registration with the staff of each School District campus.
- (2) School District and CAVIAT must approve all enrollments, verifying student eligibility in classes approved by CAVIAT's Governing Board.
- (3) School District will provide registration and attendance information for CTED students in approved courses consistent with State guidelines and subject to the requirements of the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, *et seq.*

- (4) CAVIAT may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in a CTED, pursuant to A.R.S. §15-393(H). CAVIAT's Governing Board will set the tuition rate. Notwithstanding the foregoing, CAVIAT will not be responsible to pay tuition or provide any financial assistance to any student who cannot document that the student is a United States citizen or lawfully present in the United States.
- (5) For purposes of this Agreement, a "student" is defined as any person enrolled in School District without regard to the person's age or high school graduation status. Adults and post-secondary students may enroll in CTED courses subject to School District's policy. School District shall be responsible to acquire documentation pursuant to A.R.S. §15-828(A).

G. **Transportation Services.** If transportation of students is necessary or if State law requires transport, School District resources will be used to provide such transportation.

5. **Cancellation for Conflict of Interest**

Pursuant to A.R.S. §38-511, either Party may, within three (3) years after the execution of this Agreement, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any time while the Agreement is in effect, an employee or agent of any other Party to the Agreement in any capacity or a consultant to any other Party, of the contract with respect to the subject matter of the Agreement. A cancellation made pursuant to this provision shall be effective when either Party receives written notice of the cancellation unless the notice specifies a later time.

6. **Non-discrimination**

The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.

7. **Insurance**

School District and CAVIAT each represent and warrant to the other that it shall at all times retain insurance coverage in compliance with State laws and shall name the other Party as an additional insured.

8. **Employees**

An employee of any Party to this Agreement who works under the jurisdiction or control of or within the jurisdictional boundaries of another Party to this Agreement pursuant to this Agreement is deemed to be an employee of both public agencies for the purposes of Arizona workers' compensation law, and A.R.S. §23-1022. The primary employer shall be solely liable for the payment of workers' compensation benefits.

9. Mutual Indemnification

Each Party (as “Indemnitor”) agrees to indemnify, defend, and hold harmless the other Parties (as “Indemnitees”) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as “claims,” arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitees, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

10. Applicable Law

This Agreement shall be governed and interpreted by the laws of the State of Arizona. CAVIAT shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15- 391 through 15-396), as amended, and in the event a conflict exists between this Agreement and the laws of the State of Arizona, the laws of the State of Arizona shall control.

11. Mediation

Neither Party may file a claim against the other without first participating in good faith in mediation with a trained and impartial mediator. The Parties shall share the expenses of the mediator, however, each Party shall bear its own cost for presentation before the mediator, including the cost incurred by the Party for representation by an attorney at the mediations, if such representation is desired.

12. Notice

Any notice required or permitted under the terms of this Agreement shall be deemed given or served if sent by certified mail, return receipt requested, postage prepaid, to:

CAVIAT
PO Box 3940/19 Poplar Street
Page, Arizona 86040-3940
Fax: 928-645-2773

Grand Canyon Unified School District No. 4
PO Box 519 / 100 Boulder Street
Grand Canyon, AZ 86023-0519
Fax: 928-638-2045

13. Counterparts

This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. This Agreement is effective as of the date first written above.

IN WITNESS HEREOF, the parties sign this Agreement:

COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY

Dated this ___ day of _____ 2026, upon resolution of CAVIAT's Governing Board approving this Agreement and authorizing its Superintendent to sign below:

Coconino Association for Vocations, Industry and Technology (CAVIAT)
PO Box 3940 / 19 Poplar Street
Page, Arizona 86040
928-645-2737

By: _____
Dr. Brent Neilson
Title: Superintendent

ATTORNEY APPROVAL:

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the CAVIAT Governing Board.

By: _____
Legal Counsel for CAVIAT

GRAND CANYON UNIFIED SCHOOL DISTRICT NO. 4

Dated this ____ day of _____, 2026, upon resolution of the District Governing Board of the Grand Canyon Unified School District No. 4, approving this Agreement and authorizing its Superintendent to sign below:

Grand Canyon Unified School District No. 4
PO Box 519 / 100 Boulder Street
Grand Canyon, AZ 86023-0519
Fax: 928-638-2045

By: _____
Matt Yost
Superintendent

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Grand Canyon Unified School District No. 4 Governing Board.

By: _____
Legal Counsel for the Grand Canyon Unified School District No. 4

Exhibit A

Funding & Type of Instruction

Itemize the services to be provided and the amounts to be allocated for funding of that service, indicating the amount CAVIAT will contribute to the program and the amount of support required by Grand Canyon Unified School District. Itemized services and expenses may include but are not limited to teacher salaries, curriculum, facility usage, utilities, custodial care, and program supplies and equipment.*

	FY	27	DUE	6/1/26		
Campus (High School or Central Program)	Program	CIP Code	Program	CAVIAT Allocation	GCUSD Allocation	Total Costs
Grand Canyon	320	12050000	Culinary Arts	\$ 15,288.11	\$ 12,350.00	\$ 27,638.11
Grand Canyon	318	46.0415.00	Construction Technologies	\$ 10,434.33	\$ -	\$ 10,434.33
Grand Canyon	334	50.0602.00	Film & TV (Videography)	\$ 13,410.86	\$ -	\$ 13,410.86
			Totals	\$ 39,133.30	\$ 12,350.00	\$ 51,483.30
Estimated ADM		5.98				
M&O		\$ 32,754.40				
DAA		\$ 3,315.64				
FY27 9th Grade Funding		\$ -				
Subtotal		\$ 36,070.04				
FY26 Carryover (Predicted)		\$ 14,951.19				
Less FY27 Reimbursements		\$ -				
Total		\$ 51,021.23				

Exhibit B

Career Technical Education District - CTED Statement of Assurance			
Name of CTED/CTDS	CAVIAT Coconino Association for Vocations, Industry, and Technology 03-08-01-000		
CTED Mailing Address/City/ZIP	PO Box 3940 Page 86040		
CTED Physical Address (if different)	19 Poplar Street		
CTED Superintendent/Phone/Email	Brent Neilson (928) 645-2737 bneilson@caviat.org		
CTED Contact	Phone	Email	
The Career Technical Education District assures that each program/sequence of courses reported for CTED Average Daily Membership (ADM) purposes for the current school year meet the requirements of ARS §15-391(2)(a-g) and ARS §15-391(4)(a-o):			
<input type="checkbox"/> Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.			
<input type="checkbox"/> Is part of a program that requires students to obtain a passing score of at least sixty percent (60%) on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study.			
<input type="checkbox"/> Is part of an approved joint technical education district program.			
<input type="checkbox"/> Is not a course or any variation of a course, including honors, that is required under the minimum course of study pursuant to section ARS §15-701.01 in order to graduate from high school.			
<input type="checkbox"/> Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment.			
<input type="checkbox"/> Has demonstrated a need for extra funding in order to provide the joint technical education course.			
<input type="checkbox"/> Requires specialized equipment in order to provide instruction to students that exceeds the cost of a standard education course.			
<input type="checkbox"/> Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification in and acceptance by that vocation or industry. Any assessment adopted pursuant to this subdivision shall require a passing score of at least sixty percent (60%).			
<input type="checkbox"/> Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment and requires career and technical student organization participation.			
<input type="checkbox"/> Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.			
<input type="checkbox"/> Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.			
<input type="checkbox"/> Is approved by the career and technical education division of the department of education based on the requirements prescribed in this paragraph after the submission of all required documentation.			
<input type="checkbox"/> Is certified by the joint technical education district governing board to have met all the requirements prescribed in this article.			
<input type="checkbox"/> Is offered only to students in grades nine, ten, eleven and twelve.			
<input type="checkbox"/> Fills a high-need vocational or industry need as determined by the career and technical education division of the department of education.			

Requires a single or stackable credential as described in subdivision (1) of this paragraph or a skill that will allow a student to obtain work as described in subdivision (1) of this paragraph on graduation before receiving an associate's degree or baccalaureate degree.

**Career Technical Education District - CTED
Statement of Assurance**

Leads to certification or licensure in the designated vocation or industry that has been verified and accepted by that vocation or industry and that qualifies the recipient of the certification or licensure for employment for which the student would not otherwise qualify. If there is no certification or licensure that is accepted by the vocation or industry, completion of the program must qualify the student for employment for which the student would not otherwise qualify without completion of the joint technical education program.

Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated joint technical education district program vocation or industry.

An industry or vocation has agreed to provide financial or technical support to the joint technical education district for a specific joint technical education district program. For the purposes of this subdivision, "Financial support" includes in-kind contributions and donations.

A joint technical education district has demonstrated a need for extra funding in order to provide the joint technical education district program.

Is listed as submitted for inclusion, on the current "CTED Course Approval Log" maintained by the ADE/CTE Division.

List below all participating education institutions for which an IGA will be completed:

Education Institution Name and CTDS	Flagstaff Unified District
Education Institution Name and CTDS	Fredonia-Moccasin Unified School District
Education Institution Name and CTDS	Grand Canyon Unified School District
Education Institution Name and CTDS	Page Unified School District
Education Institution Name and CTDS	Williams Unified School District
Education Institution Name and CTDS	
Education Institution Name and CTDS	
Education Institution Name and CTDS	
Education Institution Name and CTDS	
Education Institution Name and CTDS	
Education Institution Name and CTDS	

Signature of Career Technical Education District Superintendent **Date of Signature**
 Electronic Signature Acceptable - Please complete, sign, scan and email to: JTED@azed.gov

Exhibit C
|
Arizona Department of Education Quality and Compliance Monitoring Document



District/CTED Name _____

CTE Director/CTED Superintendent _____

CTE Program _____

CTE Program location _____

Program existed for 3 consecutive years

Teacher name(s) _____

Years teaching at site program _____

Date monitored _____

Quality level achieved _____

Final compliance result _____

Arizona Department of Education Quality Compliance Monitoring Document

The quality and compliance document has nine(9) elements and each element has compliance indicators and quality indicators. To complete the evaluation of compliance indicators, select either yes or no for each compliance indicator that has shown evidence to meet the indicator. To complete the evaluation of quality indicators, use the following simple 0-1 rubric to rate the program on each of the criteria organized under the elements for quality as either "Evident" "1" or "not Evident" "0". Use the boxes marked "Evidence" to record the sources of information and key components considered in order to determine the ratings. After rating each criterion within a particular element for compliance, indicate on the summary page which elements were not met for compliance. After rating each criterion within an element for quality, total the points earned for that quality element. Calculate percentage score by dividing the points earned by the total points possible for that quality element/each element's total possible points. Evidence to be provided will come from a district level or program level. The District level of documentation is indicated in the monitoring document by yellow highlight. The program level of documentation is indicated in the monitoring document by white/no highlight.

Quality Ratings Scale

Not at all achieved: No evidence of the criterion in the program. 0% to 69%
Basic Achievement: The criterion is minimally implemented in the program. 70% to 79% For example: <ul style="list-style-type: none"> • Implementation is just beginning. • Implementation is evident infrequently. • Implementation is evident in a small portion of the program. • Access is limited to a small segment of students.
Proficient Achievement: The criterion is evident in the program but implementation is uneven or incomplete. 80% to 89% For example: <ul style="list-style-type: none"> • Only part of the criterion is evident. • Implementation is evident part of the time, but not on a sustained and regular basis. • Implementation is evident in portions of the program. • Access is available to most, but not all students.
Distinguished Achievement: The criterion has been fully implemented throughout the entire program. 90% to 100% For example: <ul style="list-style-type: none"> • All Parts of the criteria are evident. • Implementation is evident on a regular and sustained basis. • Implementation is evident across all portions of the program. • Access is available to all students.

1 Standards-Aligned and Integrated Curriculum and Engaging Instruction

This element addresses the development, implementation and revision of the program curriculum, including the relevant knowledge and skills taught in the program and the standards on which they are based.

Compliance Indicator	Yes	No
a. The curriculum shows evidence of: the technical standards, the professional skills, work based learning, CTSO integration, and academics integration being addressed in the <u>curriculum</u> (one upload if offered at multiple sites) (curriculum must include ALL of the following) <ul style="list-style-type: none"> <input type="checkbox"/> Technical standards <input type="checkbox"/> Professional skills <input type="checkbox"/> Work-based learning <input type="checkbox"/> CTSO integration <input type="checkbox"/> Academics integration (optional for non-Perkins CTED central) 		
b. The curriculum allows for student application of technical skills meeting the 51% of required lab time. <ul style="list-style-type: none"> <input type="checkbox"/> Lab schedules/Calendar 		
Quality Indicator	(1) Evident	(0) Not Evident
c. Current program standards are publicly available and accessible to students, parents/guardians (as appropriate), partners and the public. (one upload if offered at multiple sites) <ul style="list-style-type: none"> <input type="checkbox"/> Course syllabus / website / or other evidence please indicate: 		
d. The program incorporates multiple forms of assessment, including performance-based assessment where students must demonstrate the application of their technical knowledge and skills. (per program site, exclude student information) (must include a minimum of two of the following) <ul style="list-style-type: none"> <input type="checkbox"/> TSA data results showing use of assessment <input type="checkbox"/> Performance rubrics <input type="checkbox"/> Sample of assessments <input type="checkbox"/> 3rd party credential attainment <input type="checkbox"/> Sample of projects/work 		
District or CTED:		
e. A written plan is in place for review of curriculum based on data or changes in technical standards. <ul style="list-style-type: none"> <input type="checkbox"/> Document attached 		
TOTAL POINTS EARNED FOR QUALITY		

1. Standards-Aligned and Integrated Curriculum and Engaging Instruction

1. Notes:

1. Reviewer Notes:

2 Prepared and Effective Program Staff This element addresses the qualifications and professional development of program staff, including secondary CTE teachers.		
Compliance Indicator	Yes	No
a. CTE program area meets appropriate state CTE area specific certification. <input type="checkbox"/> Copy of valid CTE teacher(s) certificate		
Quality Indicator	(1) Evident	(0) Not Evident
b. CTE teacher has professional development plan in place that include dates for professional development for report/certification. (must include <u>ALL</u> of the following) <input type="checkbox"/> Professional Development Plan - individual <input type="checkbox"/> Professional Development log - date and type		
c. CTE teacher(s) has earned an appropriate industry certification to offer to students in the program, program specific externship, industry experience, earned an advanced degree, or National Board Certified Teacher. (must include at least one of the <u>following</u> within the last 5 years) <input type="checkbox"/> Program specific Externship min 40 <u>hours</u> (within the last 5 years) <input type="checkbox"/> Program specific Industry Employment (within the last 5 years) <input type="checkbox"/> Industry Certificate (within the last 5 years) <input type="checkbox"/> Program Specific advanced degree (AS, AA, BS, BA, MS, MA, PhD, Community College Certificate of <u>Proficiency</u>) (within the last 5 years) <input type="checkbox"/> National Board Certification.		
District or CTED:		
d. CTE teachers have access to resources and support to implement all elements of a <u>high quality</u> program. <input type="checkbox"/> Document attached		
e. The District or CTED has a professional development plan for CTE teachers. <input type="checkbox"/> Document attached		
TOTAL POINTS EARNED		

2. Prepared and Effective Program Staff

2. Notes:

2. Reviewer Notes:

3 Access and Equity This element addresses program promotion, student recruitment and strategies that support access and equity for various student populations, including by gender, race and ethnicity, and special population status (such as individuals with disabilities, English learners, homeless, youth in or out of foster care, youth with a parent in armed forces, economically disadvantaged, single parent, or nontraditional, out-of-workforce).		
Compliance Indicator	Yes	No
District or CTED: a. Program is inclusive for special populations as drafted in Perkins. <input type="checkbox"/> Data includes all special populations enrollment in program (optional for non-Perkins CTED central)		
Quality Indicator	(1) Evident	(0) Not Evident
b. Curriculum, instruction, materials and assessments are free from bias and stereotypes associated with race, color, national origin, sex & disabilities and are offered in ways that ensures all students <u>have the opportunity</u> to achieve success in the program, including through accommodations, as appropriate. <input type="checkbox"/> Curriculum, instructional or assessment materials.		
District or CTED:		
c. Career guidance or CTE recruitment materials is offered to all potential and current program participants in a manner that is free from bias, inclusive and non-discriminatory. (must include at least one of the following) <input type="checkbox"/> District or CTED professional development for staff on bias, equity and inclusion <input type="checkbox"/> Recruiting materials and all events that recruit students are free from bias. <input type="checkbox"/> Student registration materials free from bias		
d. Supportive services and supplementary aids, including transportation are available to CTE students with disabilities as well as other members of special populations. <input type="checkbox"/> Identify CTE specific district or CTED support services such as supplemental aids, transportation plan, instructional aids etc. (attach documentation)		
e. Appropriate actions are taken to eliminate barriers to extended learning experiences for CTE students, such as work-based learning, CTSO participation and articulated credit, for all students, including special populations. <input type="checkbox"/> Identify actions taken to eliminate barriers for all students to participate in CTE: (attach documentation)		
TOTAL POINTS EARNED FOR QUALITY		

3. Access and Equity

3. Notes:

3. Indicator Reviewer Notes:

4 Facilities, Equipment, Technology and Materials This element addresses the alignment, appropriateness and safety of the physical/material components of the program, including laboratories, classrooms, computers, industry-specific equipment, and tools and supplies that support learning.		
Compliance Indicator	Yes	No
a. Facilities, equipment, technology and materials used in the program reflect current workplace, industry and/or occupational practices and requirements and align to technical standards and the program objective. <input type="checkbox"/> Program inventory by site		
Quality Indicator	(1) Evident	(0) Not Evident
b. Facilities, equipment, technology and materials meet standards for occupational safety and health in the related industry, as appropriate. (must include <u>ALL</u> of the following) <input type="checkbox"/> Equipment and facilities are clean and organized (images, video or visual review as appropriate) <input type="checkbox"/> Equipment is set up and functional (images, video or visual review as appropriate) <input type="checkbox"/> Review of facilities and equipment for safety (images, video or visual review as appropriate) <input type="checkbox"/> Review of facilities for accessibility, adaptability (images, video or visual review as appropriate)		
District or CTED:		
c. District or CTED provides appropriate use of facilities, equipment, technology and materials within the program. <input type="checkbox"/> Observed in facilities (images, video or visual review as appropriate)		
d. Processes are defined and resources provided to regularly inspect, update and replace facilities, equipment, technology and materials. <input type="checkbox"/> Documentation attached		
e. Identify example(s) of the District or CTED working with program(s) to maximize student access to relevant facilities, equipment, technology or materials through partnerships or flexible delivery models as appropriate. <input type="checkbox"/> Documentation attached		
TOTAL POINTS EARNED FOR QUALITY		

4. Facilities, Equipment, Technology and Materials

4. Notes:

4. Reviewer Notes:

5 Business and Community Partnerships
 This element addresses business and community partner recruitment, partnership structure and the wide variety of activities partners should be engaged in to support the program and ensure programs are aligned with workforce needs.

Compliance Indicator	Yes	No
a. The program has a formalized, structured approach to coordinating partnerships, such as an advisory board or sector partnership. <input type="checkbox"/> Advisory minutes indicating industry and business partners and community members with action items		
Quality Indicator	(1) Evident	(0) Not Evident
b. Representatives of the CTE program actively conduct outreach activities to develop partnerships to ensure the program is informed by employer and community needs. (must include at least one of the following) <input type="checkbox"/> Business contact log <input type="checkbox"/> Action items completed during the year		
c. Partnerships for the program are formed with a diverse range of stakeholders who represent differing perspectives, including employers from businesses; industry representatives; community, workforce and economic development agencies; and other education stakeholders. <input type="checkbox"/> Stakeholder list indicating contact information and position		
d. Partners support the program in tangible ways to meet program goals. <input type="checkbox"/> Documented tangible support received.		
e. Partners help to evaluate the effectiveness of the program in preparing students for further education and careers. <input type="checkbox"/> Program level evaluation with documentation of partner input/recommendations (not CLNA)		
TOTAL POINTS EARNED FOR QUALITY		

5. Business and Community Partnerships

5. Notes:

5. Reviewer Notes:

6 Student Career Development
 This element addresses strategies that help students gain career knowledge and engage in education and career planning, decision-making, including career counseling, career assessments, curricula that helps students learn about careers, information about educational opportunities and workforce trends, and job search information and placement services.

Compliance Indicator	Yes	No
District or CTED: a. District or CTED provides career exploration to the middle grades (anytime during 5-9th grade). (must include at least one of the following)(optional for non-Perkins CTED central programs) <input type="checkbox"/> Curriculum or lessons <input type="checkbox"/> District or CTED schedule for career exploration <input type="checkbox"/> Identify activities that counselors or career specialists are involved to provide awareness and promote CTE career pathways		
Quality Indicator	(1) Evident	(0) Not Evident
b. Students in the program and their parents/guardians (as appropriate) are provided current information on extended learning experiences available through the program, such as work-based learning, CTSO participation and articulated credit. (must include at least one of the following) <input type="checkbox"/> Syllabus <input type="checkbox"/> Career center on campus with CTE evidence of career pathways including CTE program specific data on trends, pamphlets (such as brochures, apprenticeship info, banners, etc.) (images, video or visual review as appropriate)		
c. Students in the program and their parents/guardians (as appropriate) are provided current information on regional occupational trends and outlooks, high-demand and high-wage career opportunities, and the educational pathways that lead to current and projected career opportunities. (must include at least one of the following) <input type="checkbox"/> District or CTED resources for students <input type="checkbox"/> Career center on campus with CTE evidence of career pathways including CTE program specific data on trends, pamphlets (such as brochures, apprenticeship info, banners, etc.) (images, video or visual review as appropriate)		
District or CTED: d. Students in the program have access to job search information, career center, online resources, and counselors. (must include at least one of the following) <input type="checkbox"/> Career center on campus <input type="checkbox"/> Career specialist are available to assist students <input type="checkbox"/> Counselor assist students through workshops		
e. School counselors have access to professional development and up-to-date information on CTE programs extended learning experiences, education and training options, and regional occupational trends to aid students in education and career planning and decision-making. <input type="checkbox"/> District or CTED utilizes CTE funds to support counselor CTE related professional development. <input type="checkbox"/> Counselors are included in District or CTED CTE professional development and conferences		
TOTAL POINTS EARNED FOR QUALITY		

6. Student Career Development

6. Notes:

6. Reviewer Notes:

7 Career and Technical Student Organizations (CTSOs) This element addresses CTSOs, which are organizations for individuals enrolled in CTE programs that engage in activities as an integral part of the instructional program, including the delivery and availability of CTSO opportunities for student skill and leadership development.		
Compliance Indicator	Yes	No
a. The CTSO local chapter is properly registered annually with their approved CTSO association which includes submitting chapter by-laws, a chapter program of work, membership, officer list, and have the CTE teacher serve as the local advisor. (must include ALL of the following) (individual <u>program</u>)(current year or previous year acceptable) <input type="checkbox"/> Chapter bylaws <input type="checkbox"/> Local chapter advisor is CTE teacher <input type="checkbox"/> Invoice/PO showing that it was paid membership within the last year (no student level information) <input type="checkbox"/> Program of work		
Quality Indicator	(1) Evident	(0) Not Evident
b. The local chapter program of work and end of year summary indicates: <input type="checkbox"/> Opportunities for students to participate in leadership conferences <input type="checkbox"/> Opportunities for students to participate in leadership development activities <input type="checkbox"/> Opportunities for students to interact with business and industry professionals. <input type="checkbox"/> Opportunities for students to participate in relevant community and school service activities.		
TOTAL POINTS EARNED FOR QUALITY		

7. Career and Technical Student Organizations (CTSOs)

7. Notes:

7. Reviewer Notes:

8 Work-based Learning		
<p>This element addresses the delivery of a continuum of work-based learning involving sustained, meaningful interactions with industry or community professionals that foster in-depth, firsthand engagement with the tasks required in a given career field. Experiences may be delivered in workplaces, in the community, at educational institutions and/or virtually, as appropriate, and include a range of activities such as lab simulations, school-based enterprises, internships and apprenticeships.</p>		
Compliance Indicator	Yes	No
a. Work-based learning experiences are accessible to every student at some point during the program. <input type="checkbox"/> Type of work-based learning program courses is work-based learning provided in		
b. Work-based learning experiences are supervised by appropriately certified CTE staff (not necessarily the program teacher) (Cooperative/diversified cooperative education requires cooperative endorsement.) (must include one of the following) <input type="checkbox"/> CTE teacher certification <input type="checkbox"/> CTE teacher certification with cooperative education endorsement		
Quality Indicator	(1) Evident	(0) Not Evident
c. Work based learning experiences are provided through delivery methods that maximize meaningful work based experiences. Indicate the following by documentation: <input type="checkbox"/> Provide program specific, detailed explanation and examples of what occurs in the work based learning.		
d. Requirements and procedures for work-based learning experiences are formalized following the AZ work based learning guide. <input type="checkbox"/> Program specific requirements and procedures for work-based learning		
e. CTE Program specific per site annual report of WBL activities. (WBL must be relevant to the and must include <u>all of</u> the following) <input type="checkbox"/> Program specific annual report of work-based learning <input type="checkbox"/> Review and summary of program specific of accomplishments, number of opportunities, number of students participating and locations of WBL (<u>Le</u> Lab, business name, school store, etc.)		
TOTAL POINTS EARNED FOR QUALITY		

8. Work-based Learning

8. Notes:

8. Reviewer Notes:

9 Data and Program Improvement at District or CTED Level		
This element addresses collection, reporting and use of data for continuous evaluation and program improvement, as well as appropriate access to relevant data.		
Compliance Indicator	Yes	No
District or CTED: Perkins Recipient Only		
a. The District or CTED meets the state determined level of performance (SDLP). (must include ONE of the following)		
<input type="checkbox"/> District or CTED performance measures- evidence showing attainment		
<input type="checkbox"/> Copy of improvement plan if SDLP not met		
b. Labor market information, student data, and Comprehensive Local Needs Assessment (CLNA) is used to inform program decision-making and support program improvement.		
<input type="checkbox"/> Comprehensive local needs assessment as submitted in grant (CLNA) (CTED's excluded)		
Quality Indicator	(1) Evident	(0) Not Evident
c. Program meets state determined level of performance (SDLP). (must include ALL of the following) (based on the most current data available)		
Perkins Recipient Only		
<input type="checkbox"/> Data that includes all students		
Program Performance measures results:		
<input type="checkbox"/> 1S1 Graduation Rate		
<input type="checkbox"/> 2S1 Reading/Language Proficiency		
<input type="checkbox"/> 2S2 Mathematics Proficiency		
<input type="checkbox"/> 2S3 Science Proficiency		
<input type="checkbox"/> 3S1 Placement		
<input type="checkbox"/> 4S1 Nontraditional		
<input type="checkbox"/> 5S1 Industry Recognized Credential		
<input type="checkbox"/> 5S4 Technical Skills Assessment		
or CTED per 15-393.01A		
<input type="checkbox"/> Graduation Rate		
<input type="checkbox"/> Completion Rate		
<input type="checkbox"/> Technical Skills Assessment		
<input type="checkbox"/> Industry Credential or Community College Certificate earned		
<input type="checkbox"/> Placement		
District or CTED:		
d. CTE staff and teachers have access to relevant, valid and reliable data disaggregated by gender, race and ethnicity, and special population status, thus facilitating the comparisons of access and performance among subpopulations and with the general student population and the identification of equity gaps on all students participating in the program.		
<input type="checkbox"/> List of CTE staff and teachers with access to TSA data		
e. There is a formal process in place for the systematic and continuous use of data, such as student access and performance data and program evaluation results, for program improvement, including addressing equity gaps.		
<input type="checkbox"/> Program improvement plan based on CLNA or TSA data		
f. A district or CTED professional development plan is in place to teach CTE staff and teachers how to use and analyze data for program improvement.		
<input type="checkbox"/> District or CTED professional development plan, documentation, and attendance on the use of data by CTE teachers and CTE staff for program improvement		
TOTAL POINTS EARNED FOR QUALITY		

9. Data and Program Improvement at District or CTED Level

9. Notes:

9. Reviewer Notes:

District or CTED:

Location:

Program:

TOTAL for Compliance Indicators	Compliance Indicators Required	Compliance Indicators Evident
1. Standards-aligned and Integrated Curriculum	2	
2. Prepared and Effective Program Staff	1	
3. Access and Equity	1	
4. Facilities, Equipment, Technology and Materials	1	
5. Business and Community Partnerships	1	
6. Student Career Development	1	
7. Career and Technical Student Organizations (CTSOs)	1	
8. Work-based Learning	2	
9. Data and program improvement at District or CTED level meets all elements of an approved program (Compliance Indicator for Perkins only Recipients)	2	
TOTAL COMPLIANCE INDICATORS (For state CTED only central program compliance, must meet all compliance indicators for elements 1-9)	12	

Compliance Summary (for indicators not met, District or CTED has **30 days** from date of review to provide evidence)

TOTAL for Quality Indicators	Quality Points Possible	Quality Points Earned
1. Standards-aligned and Integrated Curriculum	4	
2. Prepared and Effective Program Staff	4	
3. Access and Equity	4	
4. Facilities, Equipment, Technology and Materials	4	
5. Business and Community Partnerships	4	
6. Student Career Development	4	
7. Career and Technical Student Organizations (CTSOs)	4	
8. Work-based Learning	3	
9. Data and Program Improvement at District or CTED level meets all elements of an approved program (Compliance Indicator for Perkins only Recipients)	4	
TOTAL QUALITY POINTS	35	

OVERALL QUALITY PERCENTAGE SCORE (points earned/points possible)	%
Not achieved: 69% and below Basic: 70% to 79% Proficient: 80% to 89% Distinguished: 90% and Above	

Notes

Teacher interview notes

Number of years teaching program, program challenges, Program challenges, program successes. Etc.

District or CTED CTE Director interview notes

Number of years program offered, District or CTED challenges, successes, etc.

Evaluator notes

Exhibit D

A.R.S.

§ 15-391. Definitions

In this article, unless the context otherwise requires:

1. “Career technical education board” means a career technical education district governing board.
2. “Career technical education course” means a course that is offered by a career technical education district as part of a career technical education district program, that is approved by the career and technical education division of the department of education and that meets each of the following requirements:
 - (a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
 - (b) Is part of a program that requires students to obtain a passing score of at least sixty percent on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study.
 - (c) Is part of an approved career technical education district program.
 - (d) Is not a course or any variation of a course, including honors, that is required under the minimum course of study pursuant to §15-701.01 in order to graduate from high school, except that credit may be awarded for any career and technical education course.
 - (e) Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment, except for community college courses.
 - (f) Has demonstrated a need for extra funding in order to provide the career technical education course.
 - (g) Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.
3. “Career technical education district” means a district that is formed pursuant to this article and that offers career technical education courses.
4. “Career technical education district program” means a sequence of courses that is offered by a career technical education district and that meets all of the following requirements:
 - (a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
 - (b) Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment, in and acceptance by that vocation or industry. Any assessment adopted pursuant to this subdivision shall require a passing score of at least sixty percent.
 - (c) Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.
 - (d) Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment, and requires career and technical student organization participation, except for community college courses.
 - (e) Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.

(f) Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.

(g) Is approved by the career and technical education division of the department of education based only on the requirements prescribed in this paragraph after the submission of all required documentation.

(h) Is certified by the career technical education district governing board to have met all the requirements prescribed in this article.

(i) Is offered only to students in grades nine, ten, eleven and twelve.

(j) Fills a high-need vocational or industry need as determined by the career and technical education division of the department of education.

(k) Requires a single or stackable credential as described in subdivision (l) of this paragraph or a skill that will allow a student to obtain work as described in subdivision (l) of this paragraph on graduation before receiving an associate degree or baccalaureate degree.

(l) Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry, in the designated vocation or industry that has been verified and accepted by that vocation or industry and that qualifies the person for employment. If there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.

(m) Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated career technical education district program vocation or industry.

(n) An industry or vocation has agreed to provide financial or technical support to the career technical education district for a specific career technical education district program. For the purposes of this subdivision, “financial support” includes in-kind contributions and donations.

(o) A career technical education district has demonstrated a need for extra funding in order to provide the career technical education district program.

5. “State board” means the state board of education.

Effective: August 3, 2018

Credits

Added by Laws 1990, Ch. 248, § 1, eff. Sept. 27, 1990, retroactively effective to July 15, 1990. Amended by Laws 1991, Ch. 154, § 2, eff. May 20, 1991; Laws 2002, Ch. 89, § 3; Laws 2006, Ch. 341, § 2; Laws 2010, Ch. 17, § 4, eff. April 5, 2010; Laws 2016, Ch. 4, § 2, eff. Feb. 17, 2016; Laws 2017, Ch. 279, § 1; Laws 2018, Ch. 311, § 5 A. R. S. § 15-391, AZ ST § 15-391

Current through legislation effective April 20, 2021 of the First Regular Session of the Fifty-Fifth Legislature (2021).

A.R.S.

§ 15-393. Career technical education district governing board; report; definitions

A. The management and control of a career technical education district are vested in the career technical education district governing board, including the content and quality of the courses offered by the district, the quality of teachers who provide instruction on behalf of the district, the salaries of teachers who provide instruction on behalf of the district and the reimbursement of other entities for the facilities used by the district. This section does not restrict a school district from offering any career and technical education course that does not qualify for funding as a career technical education course or career technical education district program. Unless the governing boards of the school districts participating in the formation of the career technical education district vote to implement an alternative election system as provided in subsection B of this section, the career technical education board **consists** of five members elected from five single member districts formed within the career technical education district. The single member district election system shall be submitted as part of the plan for the career technical education district pursuant to § 15-392 and shall be established in the plan as follows:

1. The governing boards of the school districts participating in the formation of the career technical education district shall define the boundaries of the single member districts so that the single member districts are as nearly equal in population as is practicable, except that if the career technical education district lies in part in each of two or more counties, at least one single member district may be entirely within each of the counties comprising the career technical education district if this district design is consistent with the obligation to equalize the population among single member districts.

2. The boundaries of each single member district shall follow election precinct boundary lines, as far as practicable, in order to avoid further segmentation of the precincts.

3. A person who is a registered voter of this state and who **has been** a resident of the single member district **for at least one year immediately preceding the date of the election** is eligible for election to the office of career technical education board member from the single member district. The terms of office of the members of the career technical education board shall be as prescribed in § 15-427, subsection B. An employee of a career technical education district or the spouse of an employee shall not hold membership on a governing board of a career technical education district by which the employee is employed. A member of one school district governing board or career technical education district governing board is ineligible to be a candidate for nomination or election to or serve simultaneously as a member of any other governing board, except that a member of a governing board may be a candidate for nomination or election for any other governing board if the member is serving in the last year of a term of office. A member of a governing board shall resign the member's seat on the governing board before becoming a candidate for nomination or election to the governing board of any other school district or career technical education district, unless the member of the governing board is serving in the last year of a term of office. Members of a career technical education district governing board are subject to the conflict of interest requirements prescribed in § 38-503.

4. Nominating petitions shall be signed by the number of qualified electors of the single member district as provided in § 16-322.

B. The governing boards of the school districts participating in the formation of the career technical education district may vote to implement any other alternative election system for the election of career technical education district board members. If an alternative election system is selected, it shall be submitted as part of the plan for the career technical education district pursuant to § 15-392, and the implementation of the system shall be as approved by the United States justice department.

C. ~~The~~ Career technical education **districts are** subject to the following provisions of this title:

1. Chapter 1, articles 1 through 6.
2. Sections 15-208, 15-210, 15-213 and 15-234.
3. Articles 2, 3 and 5 of this chapter.
4. Section 15-361.

5. Chapter 4, articles 1, 2 and 5.
6. Chapter 5, articles 1 and 3.
7. Sections 15-701.01, 15-722, 15-723, 15-724, 15-727, 15-728, 15-729 and 15-730.
8. Chapter 7, article 5.
9. Chapter 8, articles 1, 3 and 4.
10. Sections 15-828 and 15-829.
11. Chapter 9, article 1, article 6, except for § 15-995, and article 7.
12. Sections 15-941, 15-943.01, 15-952, 15-953 and 15-973.
13. Sections 15-1101 and 15-1104.
14. Chapter 10, articles 2, 3, 4 and 8.

D. Notwithstanding subsection C of this section, the following apply to a career technical education district:

1. A career technical education district may issue bonds for the purposes specified in § 15-1021 and in chapter 4, article 5 of this title to an amount in the aggregate, including the existing indebtedness, not exceeding one percent of the net assessed value of the full cash value of the property within the career technical education district. For the purposes of this paragraph, “full cash value” and “net assessed value” have the same meanings prescribed in § 42-11001.
2. The number of governing board members for a career technical education district shall be as prescribed in subsection A of this section.
3. The student count for the first year of operation of a career technical education district as provided in this article shall be determined as follows:
 - (a) Determine the estimated student count for career technical education district classes that will operate in the first year of operation. This estimate shall be based on actual registration of pupils as of March 30 scheduled to attend classes that will be operated by the career technical education district. The student count for the school district of residence of the pupils registered at the career technical education district shall be adjusted. The adjustment shall cause the school district of residence to reduce the student count for the pupil to reflect the courses to be taken at the career technical education district. The school district of residence shall review and approve the adjustment of its own student count as provided in this subdivision before the pupils from the school district can be added to the student count of the career technical education district.
 - (b) The student count for the new career technical education district shall be the student count as determined in subdivision (a) of this paragraph.
 - (c) For the first year of operation, the career technical education district shall revise the student count to the actual average daily membership as prescribed in § 15-901, subsection A, paragraph 1 for students attending classes in the career technical education district. A career technical education district shall revise its student count, the base support level as provided in § 15-943.02, the revenue control limit as provided in § 15-944.01 and the district additional assistance as provided in § 15-962.01 before May 15. A career technical education district that overestimated its student count shall revise its budget before May 15. A career technical education district that underestimated its student count may revise its budget before May 15.
 - (d) After March 15 of the first year of operation, the school district of residence shall adjust its student count by reducing it to reflect the courses actually taken at the career technical education district. The

school district of residence shall revise its student count, the base support level as provided in § 15-943, the revenue control limit as provided in § 15-944 and the district additional assistance as provided in § 15-962.01 prior to May 15. A district that underestimated the student count for students attending the career technical education district shall revise its budget before May 15. A district that overestimated the student count for students attending the career technical education district may revise its budget before May 15.

(e) The procedures for implementing this paragraph shall be as prescribed in the uniform system of financial records.

(f) Pupils in an approved career technical education district centralized program may generate an average daily membership of 1.0 during any day of the week and at any time between July 1 and June 30 of each fiscal year. For the purposes of this paragraph, "school district of residence" means the school district that included the pupil in its average daily membership for the year before the first year of operation of the career technical education district and that would have included the pupil in its student count for the purposes of computing its base support level for the fiscal year of the first year of operation of the career technical education district if the pupil had not enrolled in the career technical education district.

4. A student includes any person enrolled in the career technical education district without regard to the person's age or high school graduation status, except that:

(a) A student in a kindergarten program or in any of grades one through nine who enrolls in courses offered by the career technical education district shall not be included in the career technical education district's student count or average daily membership.

(b) A student in a kindergarten program or in any of grades one through nine who is enrolled in career and technical education courses shall not be funded in whole or in part with monies provided by a career technical education district, except that a pupil in grade eight or nine may be funded with monies generated by the **\$.05** qualifying tax rate authorized in subsection F of this section.

(c) A student who has graduated from high school or received a general equivalency diploma or who is over twenty-one years of age shall not be included in the student count of the career technical education district for the purposes of chapter 9, articles 3, 4 and 5 of this title.

(d) A student who is enrolled in any internship course as part of a career technical education district program shall not be included in the student count of the career technical education district for that internship course for the purposes of chapter 9, articles 3, 4 and 5 of this title.

5. A career technical education district may operate for more than one hundred eighty days per year, with expanded hours of service.

6. A career technical education district may use the carryforward provisions of § 15-943.01.

7. A school district that is part of a career technical education district shall use any monies received pursuant to this article to supplement and not supplant base year career and technical education courses, and directly related equipment and facilities, except that a school district that is part of a career technical education district and that has used monies received pursuant to this article to supplant career and technical education courses that were offered before the first year that the school district participated in the career technical education district or the first year that the school district used monies received pursuant to this article or that used the monies for purposes other than for career and technical education courses shall use one hundred percent of the monies received pursuant to this article to supplement and not supplant base year career and technical education courses. Each applicable school district shall provide a report to the career technical education board and the department of education outlining the required maintenance of effort and how monies were used to supplement and not supplant base year career and technical education courses and directly related equipment and facilities.

8. A career technical education district shall use any monies received pursuant to this article to enhance and not supplant career and technical education courses and directly related equipment and facilities.

9. A career technical education district or a school district that is part of a career technical education district or a charter school shall only include pupils in grades ten through twelve in the calculation of student count or average

daily membership if the pupils are enrolled in courses that are approved jointly by the governing board of the career technical education district and each participating school district or charter school for satellite courses taught within the participating school district or charter school, or approved solely by the career technical education district for centrally located courses. Student count and average daily membership from courses that are not part of an approved program for career and technical education shall not be included in student count and average daily membership of a career technical education district.

E. The career technical education board shall appoint a superintendent as the executive officer of the career technical education district.

F. Taxes may be levied for the support of the career technical education district as prescribed in chapter 9, article 6 of this title, except that a career technical education district shall not levy a property tax pursuant to law that exceeds **\$.05** per **\$100** assessed valuation except for bond monies pursuant to subsection D, paragraph 1 of this section. Except for the taxes levied pursuant to § 15-994, such taxes shall be obtained from a levy of taxes on the taxable property used for secondary tax purposes.

G. The schools in the career technical education district are available to all persons who reside in the career technical education district and to pupils whose school district of residence within this state is paying tuition on behalf of the pupils to a district of attendance that is a member of the career technical education district, subject to the rules for admission prescribed by the career technical education board.

H. The career technical education board may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in the career technical education district pursuant to arrangements made between the governing board of the school district and the career technical education board.

I. The career technical education board may accept gifts, grants, federal monies, tuition and other allocations of monies to erect, repair and equip buildings and for the cost of **operating** the schools of the career technical education district.

J. One member of the career technical education board shall be selected chairman. The chairman shall be selected annually on a rotation basis from among the participating school districts. The chairman of the career technical education board shall be a voting member.

K. A career technical education board and a community college district may enter into agreements **to provide** for administrative, operational and educational services and facilities.

L. Any agreement between the governing board of a career technical education district and another career technical education district, a school district, a charter school or a community college district shall be in the form of an intergovernmental agreement or other written contract. The auditor general shall modify the uniform system of financial records and budget forms in accordance with this subsection. The intergovernmental agreement or other written contract shall completely and accurately specify each of the following:

1. The financial provisions of the intergovernmental agreement or other written contract and the format for the billing of all services.

2. The accountability provisions of the intergovernmental agreement or other written contract.

3. The responsibilities of each career technical education district, each school district, each charter school and each community college district that is a party to the intergovernmental agreement or other written contract.

4. The type of instruction that will be provided under the intergovernmental agreement or other written contract, including individualized education programs pursuant to § 15-763.

5. The quality of the instruction that will be provided under the intergovernmental agreement or other written contract.

6. The transportation services that will be provided under the intergovernmental agreement or other written contract and the manner in which transportation costs will be paid.

7. The amount that the career technical education district will contribute to a course and the amount of support required by the school district, **the charter school** or the community college.
8. That the services provided by the career technical education district, the school district, the charter school or the community college district be proportionally calculated in the cost of delivering the service.
9. That the payment for services shall not exceed the cost of the services provided.
10. That the career technical education district will provide the following minimum services for all member districts:
 - (a) Professional development of career and technical teachers in the career technical education district who are teaching programs or courses at a satellite campus.
 - (b) Ongoing evaluation and support of satellite campus programs and courses to ensure quality and compliance.
11. An itemized listing of other goods and services that are provided to the member district and that are paid for by the retention of satellite campus student funding.

M. A member school district or charter school may not submit requests **to approve** or **add** satellite campus career technical education district programs or courses directly to the career and technical education division of the department of education, but shall submit all appropriate application documentation and materials for programs or courses to the career technical education district. On approval from the career technical education board, a career technical education district shall only submit requests for the approval or addition of satellite campus career technical education district programs or courses directly to the career and technical education division of the department of education, which shall determine whether the criteria prescribed in § 15-391, paragraphs 2 and 4 have been met. If the career and technical education division of the department of education determines that a course does not meet the criteria for approval as a career technical education course, the governing board of the career technical education district may appeal this decision to the state board of education acting as the state board of vocational education.

N. Notwithstanding any other law, the average daily membership for a pupil who is enrolled in a career technical education course and who does not meet the criteria specified in subsection P or Q of this section shall be 0.25 for each course, except the sum of the average daily membership shall not exceed the limits prescribed by subsection D, P or Q of this section, as applicable.

O. If a career and technical education course or program is provided on a satellite campus, the sum of the average daily membership, as provided in § 15-901, subsection A, paragraph 1, for that pupil in the school district or charter school and career technical education district shall not exceed 1.25. The school district or charter school and the career technical education district shall determine the apportionment of the average daily membership for that pupil between the school district or charter school and the career technical education district. A pupil who attends a course or program at a satellite campus and who is not enrolled in the school district or charter school where the satellite campus is located may generate the average daily membership pursuant to this subsection if the pupil is enrolled in a school district that is a member district in the same career technical education district.

P. The sum of the average daily membership of a pupil who is enrolled in both the school district and career technical education course or career technical education program provided **by** a community college pursuant to subsection K of this section or at a centralized campus shall not exceed 1.75. The member school district and the career technical education district shall determine the apportionment of the average daily membership and student enrollment for that pupil between the member school district and the career technical education district, except that the amount apportioned shall not exceed 1.0 for either entity. Notwithstanding any other law, the average daily membership for a pupil in grade ten, eleven or twelve who is enrolled in a course that meets for at least one hundred fifty minutes per class period at a centralized campus shall be 0.75. To qualify for funding pursuant to this subsection, a centralized campus shall offer programs and courses to all eligible students in each member district of the career technical education district.

Q. The average daily membership for a pupil in grade ten, eleven or twelve who is enrolled in a course that meets for at least one hundred fifty minutes per class period at a leased centralized campus shall not exceed 0.75. The sum of the average daily membership, as provided in § 15-901, subsection A, paragraph 1, of a pupil who is enrolled in

both the school district and in career technical education courses provided at a leased centralized campus shall not exceed 1.75 if all of the following conditions are met:

1. The course qualifies as a career technical education course.
2. The course is offered to all eligible students in each member district of the career technical education district and enrolls students from multiple high schools.
3. The career technical education district program in which the course is included addresses a specific industry need and has been developed in cooperation with that industry, or the leased facility is a state or federal asset that would otherwise be unused or underutilized.
4. The lease is established at fair market value if the lease is executed for a facility located on the site of a member district and was approved by the joint committee on capital review, except that a lease that was executed or renewed before December 31, 2012 is not subject to approval by the joint committee on capital review.

R. A student who is enrolled in an accommodation school may be treated as a student of the school district in which the student physically resides for the purposes of enrollment in a career technical education district and shall be included in the calculation of average daily membership for either the career technical education district or the accommodation school, or both.

S. Notwithstanding any other law, the student count for a career technical education district shall be equivalent to the career technical education district's average daily membership.

T. A school district or charter school may not prohibit or discourage students who are enrolled in that school district or charter school from attending courses offered by a career technical education district, including requiring students to generate a full 1.0 average daily membership or to enroll in more courses than are needed to graduate before enrolling in and attending programs or courses offered by a career technical education district.

U. The governing board of the career technical education district may contract with any charter school that is located within the boundaries of the career technical education district to allow that charter school to offer career and technical education courses or programs as a satellite campus.

V. Beginning in 2020 and every five years thereafter, the career and technical education division of the department of education shall review career technical education district programs and career technical education courses to ensure compliance, quality and eligibility. Any program or course deemed to not meet the requirements set forth by law shall not be funded for the current school year and shall be removed from the approved program and course list for the purposes of funding. The career and technical education division may establish a staggered schedule for reviewing each career technical education district.

W. For the purposes of this section:

1. "Base year" means the complete school year in which voters of a school district elected to join a career technical education district.

2. "Centralized campus" means a facility that is owned and operated by a career technical education district **to offer** career technical education district programs or career technical education courses.

3. "Lease" means a written agreement in which the right **to occupy** or use of real property is conveyed from one person or entity to another person or entity for a specified period of time.

4. "Leased centralized campus" means a facility that is leased and operated by a career technical education district **to offer** career technical education district programs or career technical education courses.

5. "Satellite campus" means a facility that is owned or operated by a school district or charter school **to offer** career technical education district programs or career technical education courses.

Effective: July 19, 2021

Credits

Added by Laws 1990, Ch. 248, § 1, eff. Sept. 27, 1990, retroactively effective to July 15, 1990. Amended by Laws 1991, Ch. 154, § 4, eff. May 20, 1991; Laws 1997, Ch. 300, § 8; Laws 1998, Ch. 1, § 46, eff. Jan. 1, 1999; Laws 1998, Ch. 52, § 4; Laws 1998, Ch. 167, § 3; Laws 1998, 5th S.S., Ch. 1, § 11, eff. July 9, 1998; Laws 1999, Ch. 152, § 2; Laws 1999, Ch. 299, § 7; Laws 2000, Ch. 342, § 2; Laws 2000, Ch. 344, § 1; Laws 2001, Ch. 251, § 2; Laws 2002, Ch. 89, § 5; Laws 2004, Ch. 263, § 1; Laws 2005, Ch. 294, § 1; Laws 2006, Ch. 341, § 3; Laws 2007, Ch. 283, § 3, eff. July 2, 2007; Laws 2010, Ch. 17, § 6, eff. April 5, 2010; Laws 2010, Ch. 285, § 1; Laws 2010, Ch. 306, § 3; Laws 2010, Ch. 318, § 5, eff. July 1, 2011; Laws 2011, Ch. 29, § 7; Laws 2011, Ch. 83, § 8; Laws 2011, Ch. 238, § 11; Laws 2011, Ch. 258, § 1; Laws 2012, Ch. 300, § 4; Laws 2013, 1st S.S., Ch. 3, § 7; Laws 2013, Ch. 229, § 1; Laws 2013, Ch. 251, § 7; Laws 2014, Ch. 226, § 5; Laws 2015, Ch. 15, § 3; Laws 2015, Ch. 309, § 1; Laws 2016, Ch. 4, § 3, eff. Feb. 17, 2016; Laws 2016, Ch. 124, § 9; Laws 2016, Ch. 177, § 1; Laws 2017, Ch. 279, § 2; Laws 2018, Ch. 311, § 7.

Current through legislation effective April 20, 2021 of the First Regular Session of the Fifty-Fifth Legislature (2021)(updated with [inserted language](#)).

ARS

§ 15–393.01. Career technical education districts; annual report; performance and accountability

A. The department of education shall include each career technical education district in the department's annual achievement profiles required by section 15–241, **except that a career technical education district may not be assigned a letter grade pursuant to section 15–241**. Subject to approval by the state board of education, the department of education shall develop specific criteria applicable to career technical education districts that may not be based solely on the criteria prescribed in the Carl D. Perkins vocational education act, as amended by the Carl D. Perkins vocational and applied technology education act amendments of 1990, as amended by the Carl D. Perkins vocational and technical education act of 1998. The department shall include all of the following performance indicators in the annual achievement profiles and letter grade classification and provide a copy of the information to each career technical education district governing board:

1. The graduation rate of all students enrolled in a career and technical education program or course.
2. The completion rate for each program offered by the career technical education district.
3. Performance on assessments required pursuant to section 15–391, paragraph 4, subdivision (b).
4. Postgraduation employment rates, postsecondary enrollment rates and military service rates for students who complete a career and technical education program.

B. A career technical education district is subject to the performance audits pursuant to section 41–1279.03, subsection A, paragraph 9. The auditor general shall consider the differences and applicable laws for a career technical education district when conducting a performance audit for a career technical education district.

C. On or before December 31 of each year, the career and technical education division of the department of education shall submit a career technical education district annual report to the governor, the president of the senate and the speaker of the house of representatives and shall submit a copy of this report to the secretary of state. The career and technical education division of the department of education shall submit a copy of this report to the joint legislative budget committee for review. The annual report shall include the following:

1. The average daily membership of each career technical education district, including the average daily membership of each centralized campus, satellite campus and leased centralized campus as defined in section 15–393.
2. The actual student count of each career technical education district, including the student count of each centralized campus, satellite campus and leased centralized campus as defined in section 15–393.
3. The programs and corresponding courses offered by each career technical education district, including the location of each program and course.
4. For each career technical education district based on program or course location:
 - (a) The student enrollment of each program and corresponding course.
 - (b) The percentage of students who enrolled in the second year of each program and corresponding course relative to the number of students in the same cohort who enrolled in the first year of each program and corresponding course.
 - (c) The percentage of students who completed each program relative to the number of students in the same cohort who began the program.
5. The costs associated with each program offered by the career technical education district.
6. A listing of any programs or courses that were discontinued by review of the career and technical education division pursuant to section 15–393, subsection V.
7. A listing of any programs or courses that were continued by review of the career and technical education division pursuant to section 15–393, subsection V.
8. A listing of any programs or courses that were added by the career and technical education division.

9. For applicable school districts, the required maintenance of effort and how monies were used to supplement and not supplant base year career and technical education courses, including expenditures related to personnel, equipment and facilities.

10. Any other data or information deemed necessary by the department of education.

D. The office of the auditor general, in consultation with the department of education, shall develop and establish uniform cost reporting guidelines, policies and procedures for career technical education district programs. Any guideline, policy or procedure shall allow for the effective comparison of cost between career technical education district programs.

Effective: July 19, 2021

Current through legislation effective April 20, 2021 of the First Regular Session of the Fifty-Fifth Legislature (2021)(updated with **inserted language**).

Exhibit E

State Auditor General's Memo 219 Worksheet

DISTRICT NAME Grand Canyon USD#4 COUNTY Coconino CTD NUMBER 030204000

Work Sheet for Determining the Appearance of Supplanting with CTED Monies¹ FOR FISCAL YEAR 2027 Estimate

Comparison of Per-Pupil Vocational and Career and Technical Education Expenditures

	Base Year	Current Year FY 2027
1. Base Level (from the FY's Expenditure Budget Work Sheet C)	\$ 2,615.78	\$ 5,215.53
2. Inflation Factor [(Current year line 1-Base Year line 1)/Base Year line 1]	99.39%	
3. Base Year Vocational and Career and Technical Education Expenditures	\$ 6,193.50	
4. Adjusted Base Year Expenditures [(1.0 + line 2) x line 3]	\$ 12,349.05	
5. Current Year Vocational and Career and Technical Education Expenditures from All Funds		\$ 55,144.55
6. Current Year Expenditures from Fund 596—Career Technical Education		\$ 36,133.30
7. Current Year Expenditures from Federal Perkins Grants		\$ 5,831.99
8. Current Year Expenditures from State Priority Grants		\$ 829.26
9. Remaining Current Year Expenditures (line 5 - lines 6 through 8)		\$ 12,350.00
10. Student Count (from the FY's Expenditure Budget Work Sheet B)	9,000	5,980
11. Per-pupil Expenditures	\$ 1,372.12 <small>(line 4 / line 10)</small>	\$ 2,065.22 <small>(line 9 / line 10)</small>

12. Comparison of Per-pupil Expenditures (Line 11, Current Year - Base Year) If negative, District appears to have supplanted vocational and career and technical education expenditures with CTED monies. If applicable, see explanation on line 13 below.	\$ 693.10
---	-----------

13. Explanation, if any, for negative amount calculated on Line 12.

None projects for estimated budget for FY27. However, it is to note that our base year may always have more student ADM than any future ADM and can wavier in the negative in box 12 at times.

¹ To address the statutory restriction on supplanting with CTED monies used for capital purposes, CTED member districts must follow the guidance described on the Instructions tab under Capital Expenditures. All CTED spending should comply with spending allowed by the member district's intergovernmental agreement with the CTED, which may further restrict the use of CTED monies.

INTERGOVERNMENTAL AGREEMENT
BETWEEN Vail Unified School District
AND Grand Canyon Unified School District
FOR THE BEYOND TEXTBOOKS PROGRAM

THIS AGREEMENT is made by and between Vail Unified School District No. 20 of Pima County (hereinafter called "AGENCY") and Grand Canyon Unified School District No. 4 of Coconino County (hereinafter called the "DISTRICT"):

WITNESSETH:

WHEREAS, the AGENCY, through its Governing Board, and the DISTRICT, through its Governing Board, are empowered and authorized to contract, employ faculty and staff, and provide educational courses and/or programs pursuant to A.R.S. §§ 15-341, 15-342, and 15-183, and

WHEREAS, it would further the public interest if this educational and professional development opportunity is provided by the AGENCY to provide curricular materials, assessments, and staff development for the DISTRICT students and teachers, and

WHEREAS, the AGENCY and the DISTRICT are each authorized pursuant to A.R.S. § 15-342(13) to enter into intergovernmental agreements pursuant to A.R.S. § 11-952 for the provision of services; and

WHEREAS, the AGENCY and the DISTRICT desire to enter into an Agreement for the implementation and administration of the educational program described herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the AGENCY and the DISTRICT do hereby agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is for the AGENCY to provide specified AGENCY curricular materials, assessments, and staff development to the DISTRICT's students and teachers who participate in the Beyond Textbooks program (hereinafter called the "BT"). This Agreement is based upon the mutual desire of the AGENCY and the DISTRICT to provide high-quality curricular resources, assessments, and staff development to students and teachers. The DISTRICT's teachers must complete the required BT trainings to gain access to the curricular materials and assessments.

ARTICLE II. OBLIGATIONS OF THE DISTRICT

THE DISTRICT AGREES:

- A. To abide by the Terms of Use Policy as may be amended from time to time, and which is found on the BT Electronic Delivery System. Additionally, the DISTRICT agrees to require its employees to use the collaborative features of the BT Electronic Delivery System appropriately as outlined in the user Appropriate Use Policy, as may be amended from time to time, and which is found on the BT Electronic Delivery System. These Policies as may be amended from time to time are specifically incorporated into this Agreement. (*Terms of Use Policy is attached as Exhibit A & Appropriate Use Policy is attached as Exhibit B*)
- B. To provide a building-level coordinator for each of the participating schools or sites.
- C. To provide administrative support for all educational and staff development activities required to implement the terms of this Agreement, including but not limited to faculty orientations for BT, supervision, program coordination, and direction to all appropriate staff and faculty.
- D. To allow employees using the collaborative features of the BT Electronic Delivery System, as outlined in the Terms of Use Policy, to receive recognition from the AGENCY in the form of nominal monetary prizes, which will be distributed to recognize outstanding contributions from time to time and in the sole discretion of the AGENCY. No DISTRICT employee is entitled to or guaranteed any monetary prize, but if any prizes are distributed, DISTRICT agrees that such distribution will not violate DISTRICT policies related to staff conflict of interest.

ARTICLE III. OBLIGATIONS OF THE AGENCY

THE AGENCY AGREES:

- A. To provide the DISTRICT with access to AGENCY instructional calendars and the BT Electronic Delivery System containing curriculum documents, assessments, model product rubrics, and instructional resources.
- B. To provide a set of curriculum calendars, using the AGENCY Instructional sequence, which fits the DISTRICT's yearly academic calendar.
- C. To report any prize money distributed to a DISTRICT employee pursuant to Article II, Section D of this Agreement to the Internal Revenue Service on a form 1099, as applicable.

ARTICLE IV. STANDARD PROVISIONS

- A. Each party shall retain complete control and jurisdiction over such programs of its own that are outside of this Agreement, and nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture of the parties hereto.
- B. The parties to this Agreement agree that they will not discriminate against any employee or applicant due to race, color, religion, sex, national origin, or disability, and in this regard, they will comply with all applicable federal and state employment laws, rules and regulations, including the Americans with Disabilities Act.
- C. The term of this Agreement shall commence on the 1st of July 2026 and shall expire on the 30th of June 2027.
- D. The continuation and renewal of this Agreement shall require a new Agreement and shall be subject to approval by the DISTRICT Governing Board and subject to the appropriation and receipt of sufficient funds by the AGENCY and the DISTRICT to administer and support the program. In the event sufficient funds are not available or appropriated at any time, the DISTRICT may cancel the Agreement by delivering written notice to the AGENCY.
- E. Upon termination of this Agreement, equipment furnished or purchased by the DISTRICT for the program shall be retained by the DISTRICT, and equipment furnished or purchased by the AGENCY shall be retained by the AGENCY.
- F. The Agreement shall be subject to and interpreted under the laws of the State of Arizona. Any controversy or claim arising out of or relating to this Agreement, its enforcement or interpretation, or because of an alleged breach, default, or misrepresentation in connection with any of its provisions, shall be submitted to arbitration, to be held in Pima County, Arizona, in accordance with the Uniform Arbitration Act, A.R.S. § 12-1501 et seq. The arbitrator shall be selected by mutual agreement of the parties; if none, then by striking from a list provided by an entity such as the American Arbitration Association. In the event, either party institutes arbitration under this Agreement, the party prevailing in any such arbitration shall be entitled, in addition to all other relief, to reasonable attorneys' fees relating to such arbitration. The non-prevailing party shall be responsible for all costs of the arbitration, including but not limited to, the arbitration fees and court reporter fees. The decision of the arbitrator shall be final and binding upon the parties.
- G. To the extent allowed by law, the AGENCY agrees to indemnify and hold harmless the DISTRICT from all injuries to persons or property caused by acts or omissions of the AGENCY arising out of the AGENCY's activities under this Agreement. To the extent allowed by law, the DISTRICT agrees to indemnify and hold harmless the AGENCY from all injuries to persons or property caused by acts or omissions of the DISTRICT arising out of the DISTRICT's activities under this Agreement. In the event of concurrent liability, the parties shall have the right of contribution from each other to the extent allowed by law. This indemnification provision shall survive termination of the Agreement and remain in effect.
- H. The students, faculty, and staff of the DISTRICT who participate in this program shall not be considered as employees or students of the AGENCY, and agents or employees of the AGENCY shall not be considered employees of the DISTRICT. Accordingly, employees of one party shall not be entitled to employee benefits normally provided to bona fide employees of the other party. Nothing in this Agreement or its performance except as provided in A.R.S. § 23-1022(D) shall be construed to result in any person being the officer, agent, employee, or servant of either party when such person, absent this Agreement and the performance thereof, would not in law have such status.

- I. The AGENCY shall comply with the requirements of A.R.S. § 15-512(H) regarding the fingerprinting of employees of the AGENCY, its subcontractors of every tier, and vendors who are likely to have unsupervised contact with pupils as determined by the DISTRICT, in its sole and absolute discretion. The AGENCY shall be responsible for payment of all costs associated with compliance with A.R.S. § 15-512(H). However, the Superintendent may exempt from this requirement a contractor whom the Superintendent has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the DISTRICT. The exemption shall be in writing and a copy filed in the DISTRICT's office.
- J. This Agreement is subject to the provisions of A.R.S. § 38-511, which provides in pertinent part:
- The state, its political subdivisions or any department of either may, within three years after its execution, cancel any contract, without penalty or further obligation, made by the state, its political subdivisions, or any of the departments or agencies of either if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state, its political subdivisions or any of the departments or agencies of either is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
- K. To the extent applicable under Arizona Revised Statutes § 41-4401, each Party may not award a contract to any contractor who fails, or whose subcontractors fail, to verify the employment eligibility through the e-verify program of any employee it hires, and who does not comply with federal immigration laws and regulations relating to their employees. As mandated by A.R.S. § 41-4401, this provision provides notice of those requirements.
- L. For purposes of workers' compensation, an employee of a Party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this Agreement, is deemed to be an employee of both the Party who is her primary employer and the Party under whose jurisdiction or control or within whose jurisdictional boundaries she is then working, as provided in A.R.S. §23-1022(D). The primary employer of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each Party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the notice required.
- M. FEES. The DISTRICT shall pay the AGENCY fees for the services provided hereunder as follows (please note these fees will be prorated based upon less than a full year of service):
1. Basic Annual Administrative Fee (with access for up to 700 students): \$11,000
 2. Student Use Fee shall be \$11.00 per additional student beyond 700 (*Note: Every year as a BT Partner this total amount shall be based on not less than the original number of students from when the ORGANIZATION first became a BT Partner*) Initial ORGANIZATION enrollment is 250 students.
 3. Training Session Fees: \$2,000 per half-day session plus travel fees.
 4. Partner incentive discount of \$6,800 offered off annual fees.
- N. Total payments by the DISTRICT are due and payable within 60 days of the executed Agreement and shall not exceed amounts set forth in Section M. Each party will be solely responsible for the expenses related to its performance obligations under this IGA.
- O. Assignment and Delegation. No right or interest in this Agreement and no delegation of any obligation owed, or of the performance of any obligation, shall be assigned without a written agreement between the parties.
- P. Modification. This IGA may be modified in writing by a mutual agreement signed by both of the parties.
- Q. Breach. Failure by either party to perform at the time and in the manner described in this Agreement shall constitute a breach by that party of this Agreement.

R. Notices. All written communications shall be addressed and mailed or delivered personally to the respective parties, as follows:

DISTRICT

To:
Matt Yost, Superintendent
Grand Canyon Unified School District #4
P.O. Box 519
Grand Canyon, AZ 86023
(928) 638-2461

AGENCY

To:
Justin Chesebrough
Director, Beyond Textbooks
Vail Unified School District #20
13801 E. Benson Highway
PO Box 800
Vail, AZ 85641
(520) 879-3964

T. Savings Clause. Should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect with those offending portions omitted.

U. This document contains the entire Agreement between the parties and may not be modified, amended, altered, or extended except through a written amendment by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on this ____ day of _____, 20__.

AGENCY:
VAIL UNIFIED SCHOOL DISTRICT NO. 20

By: _____

Its: Director of Beyond Textbooks

DISTRICT:
GRAND CANYON UNIFIED SCHOOL DISTRICT NO. 4

By: _____

Its: _____

APPROVED as required by A.R.S. §11-952(D)

Attorney for AGENCY

Attorney for DISTRICT

Exhibit A: Beyond Textbooks: TERMS OF USE

PLEASE READ CAREFULLY BEFORE USING THIS ELECTRONIC DELIVERY SYSTEM. BY ACCESSING AND USING THIS ELECTRONIC DELIVERY SYSTEM, YOU AGREE TO BE LEGALLY BOUND BY THE TERMS AND CONDITIONS SET FORTH HEREIN. IF YOU DO NOT AGREE, YOU MAY NOT USE THIS ELECTRONIC DELIVERY SYSTEM.

I. Grant of Rights.

Pursuant to an agreement (the “Subscriber Agreement”) between Beyond Textbooks Program (“BT”) and the subscribing entity (“Subscriber”), for a subscription to BT streaming™, BT has granted to Subscriber, and the authorized educators, administrators and students under the Subscriber Agreement (or, as otherwise defined in the Subscriber Agreement, the “Users”), for the term of the applicable Subscriber Agreement, a limited, non-exclusive, terminable, non-transferable license to access the Beyond Textbook Electronic Delivery System (the “Electronic Delivery System”) and any and all content included therein (the “Content”), and to download, and edit the Content pursuant to the terms and conditions set forth in the Subscriber Agreement and these Terms of Use, such grant of rights subject to BT’s rights thereto.

All rights not expressly granted to Subscriber and its Users pursuant to the Subscriber Agreement are reserved to BT, and all uses of the Content by the Subscriber and its Users not expressly permitted hereunder are prohibited.

II. Permitted and Prohibited Uses.

- a. **Use for Educational, Non-Commercial Purposes Only.** Subscriber and its Users may use the Electronic Delivery System and the Content for bona fide educational and research purposes only and may not use them in any commercial or for-profit manner.

BT reserves the right, in its sole and absolute discretion, to limit the Subscriber's and/or any Users' use of the Electronic Delivery System in the event that BT, in its sole and absolute discretion, deems the Subscriber's and/or such Users' use thereof to be inconsistent with educational and research purposes, and/or inconsistent with these Terms of Use.

- b. **Downloading of Content.** Users may download, for noncommercial instructional use, including for lesson plans, copies of (i) images and (ii) videos and video clips designated on the Electronic Delivery System as downloadable. Copies must be deleted or erased after the use or expiration of the Term, whichever occurs first. Such downloading shall be for individual User convenience only, and Users may not (1) systematically download any of the Content, (2) create distribution “libraries”, or (3) transfer, sell, rent, display, or exhibit any of the Content to any third party.
- c. **Editing Content.** Users may edit content solely in connection with classroom or other school-related projects. Such content, as edited by User, as well as any work containing User-edited videos or video clips, may not contain any libelous or unlawful materials or content or any commercial advertising materials, will not infringe upon any party's proprietary rights, including but not limited to statutory or common-law copyright, trademark and right of privacy, and may not violate any law, regulation or right of any kind whatsoever or give rise to any actionable claim or liability.

Users must maintain all copyright, trademark, and proprietary notices included with, attached to, or embedded in all editable videos and video clips without modification, obstruction, or deletion.

- d. **Dissemination of Content.** In the course of using any Content as permitted hereunder, Subscriber and its Users may not make the Content, or any part thereof, available to any party who is not a Subscriber or a User, except as permitted herein. Subscribers and their Users must ensure that the Content is at all times kept on a secure server, viewable only by Subscribers and/or its Users. If Subscriber wishes to use a third party to host the Content, BT must approve the use of such host in advance and in writing, and BT shall have the right to approve the terms of the agreement between such host and Subscriber. In addition, any Subscriber or User using the Local Host support option must use the Electronic Delivery System, rather than a local directory, to search for and access the Content.
- e. **Prohibited Uses.** Except as expressly set forth herein, neither Subscriber nor the Users may (i) copy, reproduce, alter, modify, transmit, perform, create derivative works of, publish, sub-license, distribute, or circulate the Electronic Delivery System, the Content, or any portion thereof; (ii) disassemble, decompile, or reverse engineer the Electronic Delivery System or any portion thereof, or use a robot, spider, or any similar device to copy or catalog the Content or any portion thereof; (iii) take any actions, whether intentional or unintentional, that may circumvent, disable, damage or impair the

Electronic Delivery System's or the Content's control or security systems, nor allow or assist a third party to do so; or (iv) use the Content in a manner that disparages the Electronic Delivery System, the Content or BT or its content providers, or in any manner that BT may, in its sole discretion, deem inappropriate.

III. Ownership.

As between Subscriber, the Users, and BT, the Electronic Delivery System and the Content are the property of BT and are protected by United States and international copyright and trademark law. By using the Electronic Delivery System and the Content, even as permitted hereunder, neither the Subscriber nor any of its Users gain any ownership interest in the Electronic Delivery System or the Content.

IV. Security and Use of Passwords.

Each User shall have a valid username, password, and passcode for the purpose of accessing the Electronic Delivery System and the Content (the "Log-In Information"). Subscriber and its Users must keep all Log-In Information strictly confidential, and all Log-In Information may be used only by the assigned User. Subscriber and its Users are responsible for maintaining the security and confidentiality of all Log-In Information, and for preventing access to the Electronic Delivery System and/or the Content by unauthorized persons using a User's Log-In Information. Unauthorized access to or use of the Electronic Delivery System and/or the Content by someone using a User's Log-In information may be attributed to such User. Users who have not logged in to the Electronic Delivery System in six months will be set as inactive in the system.

V. Citations.

User must include citation information, including BT or the applicable content provider (if identified) as the source, for all portions of the Content used in any end product.

VI. User-Generated Contributions.

BT allows you to post your own materials, which may be viewed by other users. You agree only to submit materials where you have the right to do so and agree that you will not submit any materials that belong to other people unless they have granted you the right to do so.

In submitting user-generated materials to BT, you agree to the following terms and conditions:

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, you grant BT and its successors a non-exclusive, perpetual, royalty-free, fully paid-up license to use and distribute, perform, display, and reproduce your user-generated materials submitted hereunder, which shall include without limitation all materials submitted by you (the "User Submission"), as further described below. You acknowledge and agree that you shall not be entitled to share in any revenue that BT may or may not earn or generate through its use of your User Submission.

BT's Right to Use Your User Submission. You grant BT the non-exclusive right to use and distribute and license others to use and distribute, perform, display, reproduce and create derivative works from, your User Submission, or any portions, reproductions, or versions thereof, on BT to the users of BT.

Clearance of Your User Submission for the BT's Use. You represent and warrant that your User Submission is your original work and that you have secured any and all rights, releases, and permissions necessary for the BT use and distribution of your User Submission hereunder, including without limitation those related to any people, places, music, performances of dance or music, video, photographs and/or graphics in your User Submission (collectively, the "Elements"). You represent and warrant that, to the best of your knowledge, no further permissions or fees are due for the BT's use and distribution of your User Submission or any Elements therein. You further represent and warrant that any statements made by you or others in the User Submission are true to the best of your knowledge and that neither they, nor any Element of your User Submission, will violate any law or regulation or violate or infringe upon the rights of any third party.

Access; Backing Up Your User Submission. We work hard to make BT a secure and stable environment. However, as with any computer system, there is always the risk of data loss and that data may be made available to others despite security safeguards. You should maintain your own copies of all of your materials so that in the event of lost data affecting BT, you will not lose your User Submissions. You should not include any confidential materials as part of your User Submissions.

Release and Waiver; Indemnification. You acknowledge that the BT will rely on the foregoing terms and conditions potentially at substantial cost to them, and you hereby waive the right to assert any claim of any nature whatsoever against any party relating to the exercise of the rights and permissions granted hereunder. You also waive the right to assert any claim of any nature against any party relating to the loss of data (whether yours or someone else's data, including User Submissions) stored on, through, or by BT or relating to the access by any party to your User Submissions or the failure of any technology designed to limit access to

your User Submissions. You agree to indemnify, defend and hold harmless the BT from any and all claims arising from their use and distribution of your User Submission as permitted herein or the access by any party to your User Submissions.

Furthermore, you agree not to forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through BT.

VII. Use of Materials.

Except for your own User Submissions, the materials available to you through Beyond Textbooks are the property of Beyond Textbooks or its licensors, or of other users of Beyond Textbooks, and are protected by copyright, trademark, and other intellectual property laws. You are free to display and print for your personal, non-commercial use information you receive through Beyond Textbooks. But you may not otherwise reproduce any of the materials without the prior written consent of the owner. You may not distribute copies of materials found on Beyond Textbooks in any form (including by e-mail or other electronic means), without prior written permission from the owner.

VIII. No Soliciting.

You agree not to use Beyond Textbooks to advertise or to solicit anyone to buy or sell, products or services, nor to solicit anyone to make donations of any kind, without our express written approval.

IX. Communications from BT.

BT may periodically contact Users for customer service purposes. By accessing the Electronic Delivery System and the Content, Users consent to receive such communications. Subscriber shall promptly provide BT with any and all information regarding its Users and/or use of the Electronic Delivery System and the Content by its Users that BT reasonably requests. Subscriber agrees that BT may reference its business relationship with Subscriber in its marketing or sales materials.

X. Changes to Terms of Use.

BT reserves the right to change these Terms of Use from time to time. Such changes will become effective when BT posts the revised Terms of Use on the Electronic Delivery System. Users should check the Terms of Use from time to time, as they are bound by the Terms of Use posted on the Electronic Delivery System at the time of access. Any revised Terms of Use shall supersede all previous versions.

XI. Termination of the Subscriber Agreement; Effect of Termination or Expiration.

In the event that Subscriber breaches any term of the Subscriber Agreement, or Subscriber and/or any of its Users breach these Terms of Use, and such breach is not cured within 10 days after receipt of notice thereof from BT, BT may terminate the Subscriber Agreement in whole or in part immediately upon written notice to Subscriber. Notwithstanding the foregoing, there shall be no cure period for any Event of Default that is not curable.

Upon expiration or prior termination of the Subscriber Agreement, all rights granted herein shall revert to BT; all access to and use of the Electronic Delivery System and the Content by Users must cease; all materials downloaded from the Electronic Delivery System must be erased, deleted, or destroyed; and all storage devices provided by BT, including without limitation the servers and drives provided in connection with the Local Host support option, must be immediately returned to BT at its business address.

XII. No Warranties, Limitation of Liability.

The electronic delivery system and the content are provided as is, and all warranties of any kind, past or present, whether statutory, common-law, or from a course of dealing or usage of trade, including without limitation implied warranties of merchantability, fitness for a particular purpose, security and, except as may be otherwise stated in this agreement, non-infringement, are expressly disclaimed to the fullest extent permitted by law. BT does not guarantee or make any representations regarding the use or accuracy of the electronic delivery system or the content. No oral or written information or advice given by BT or its employees shall create a warranty or in any way increase the scope of BT's obligations hereunder, and the subscriber may not rely on any such information or advice. In no event shall BT be liable for any lost data, lost profits, business interruption, replacement service, or other special, incidental, consequential, punitive, or indirect damages, however, caused and regardless of theory of liability.

Exhibit B: Beyond Textbooks: Appropriate Use Policy

CONTENT CRITERIA

The resource or idea:

- Must be congruent to the stated performance objective of the Electronic Delivery System page.
- Must have been successfully used within the classroom by the teacher prior to populating the resource/idea on an Electronic Delivery System page.

TECHNICAL CRITERIA

The resource or idea:

- Can be populated on an Electronic Delivery System page by any Vail or BT partner certified staff.
- Has file attachments that are printed to PDF files or other file types (used for all other documents) to ensure accessibility across computer systems.
- Can be made available through the Vail School District web filter.
- Is properly formatted to match the existing Electronic Delivery System page formatting.
- Has file attachments, hyperlinks, media attachments, and comments that are properly linked to ensure long-term accessibility. (Please be sure to type a brief description of the resource and include your first and last name as well as your school's name.)
- Is made up of, or links to, quality primary source materials.
- Is free of excessive or inappropriate advertisement, unrequested pop-ups, and/or unrelated distracting content.

COPYRIGHT/FAIR-USE CRITERIA

- The resource being posted is being used and distributed within the rules of educational fair use.
- If the resource is copyrighted, it will only include a link to the material, not the actual downloaded materials.

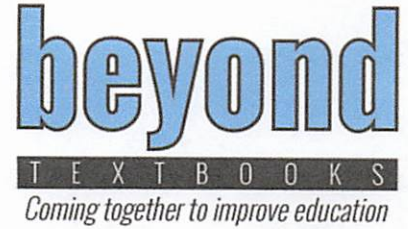
COMMENT POPULATION CRITERIA

- If commenting on another person's populated resource or idea, staff should work to ensure that populated comments are positive in nature.

ESTIMATE

Beyond Textbooks - Vail Unified
School District #20
13801 E. Benson Highway
Vail, ARIZONA 85641

chesebroughj@vailschooldistrict.org
+1 (520) 879-3964
http://beyondtextbooks.org



Bill to

Grand Canyon Unified School District
PO Box 519
Boulder, AZ 86023

Estimate details

Estimate no.: 3000
Estimate date: 07/01/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		26/27 Beyond Textbooks Annual Fees		1	\$11,000.00	\$11,000.00
2.		26/27 Beyond Textbooks Student Fees		250	\$11.00	\$2,750.00
3.		DMS Annual Fee	Daily Math Skills Annual Renewal **DMS Annual fee provides access to DMS probes for the quoted school year. **BT is a sole source provider of DMS	1	\$550.00	\$550.00

Subtotal \$14,300.00

Discount -\$6,800.00

Total \$7,500.00

Note to customer

26/27 School Year
Please send a purchase order for invoicing.

Direct questions about this quote to:
Alexa Kirshy
(520) 879-3965
kirshya@vailschooldistrict.org

Accepted date

Accepted by

GRAND CANYON UNIFIED SCHOOL DISTRICT
ANNUAL RENEWALS OF IGAs and NON-IGAs

Title of IGA/Agreement	Type of Document	Start Date	End Date	Area	Description
Arizona Board of Regents on behalf of Northern Arizona University	Education Technology Consortium Cooperative Purchasing Agreement	3/1/2025	2/28/2030	Business Office	Allows for hardware/software management and technical support of the Infinite Visions /School ERP Pro accounting system, and all subsequent components through the NAU ETC Consortium.
Arizona School for the Deaf and the Blind (ASDB/	Regional Cooperative Agreement	7/11/2024	7/10/2029	Exceptional Students Services	Establishes a framework for providing educational programs and services to eligible students in the participating public schools with hearing and/or visual impairments, including children with multiple disabilities.
Coconino Association for Vocations Industry and Technology (CAVIAT)	Intergovernmental Agreement (IGA)	7/1/2026	6/30/2027	Career Technology Education	To provide career technical education (CTED) courses and/or CTED program designated by the District, with established mutual agreements, and to operate under a satellite model with the District continuing to provide the instruction and facilities for such courses.
Coconino County Community College	Intergovernmental Agreement (IGA)	5/8/2024	6/30/2027	Educational Services	The agreement offers high school students college level courses that may be counted toward both high school and college graduation requirements (Dual Enrollment).
Coconino County Educational Services Agency	Intergovernmental Agreement (IGA)	7/1/2025	6/30/2035	Exceptional Students Services	CCESA provides an opportunity to obtain the services of qualified independent ESS providers on a fee-for-service basis as needs arise within the District.
Educational Services LLC.	Employee Staffing Agreement	7/1/2026	6/30/2027	District Office/HR	Establishes partnership to employee retired workers through their agency.
Graduation Alliance Inc.	Master Services Agreement	7/29/2024	8/31/2027	Educational Services	Graduation Alliance provides services to District for regular and vocational educational opportunities for eligible students who are working toward course credits which can be converted to high school credits through the Dropout Prevention Program.
Vail Unified School District #20	Intergovernmental Agreement (IGA)	7/1/2026	6/30/2027	Educational Services	Allows the district access to curricular materials, assessments, and staff development to students and teachers who participate in the Beyond Textbooks program (BT).

Grand Canyon



2026 - 2027

Athletics

Table Of Contents:

BACKGROUND----- 3
ATHLETIC PARTICIPATION----- 3
PARTICIPATION FEE ----- 3
TEAM TRAVEL ----- 3
EQUIPMENT AND UNIFORMS ----- 4
ELIGIBILITY ----- 4
 Attendance Eligibility:-----5
 Behavior Eligibility:-----5
 Suspension or Expulsion:-----5
 Behavior During Contests: -----6
 Spectator Behavior: -----6
DUE PROCESS-----7
 Function of Due Process:-----7
 Due Process Procedures: -----7
ATHLETIC AWARDS ----- 8
 Varsity Lettering:-----8
 Yearly Awards: ----- 8
RESOURCES ----- 10

BACKGROUND

The Grand Canyon Unified School District Athletic Program functions within the adopted policies of the Grand Canyon Unified School District Governing Board and the Arizona Interscholastic Association (AIA). The Grand Canyon High School competes in Division 1A Central, 1A North, or Division 5, depending on the sport.

The Athletic Department provides a consistent set of rules and regulations for all athletic participation. All coaches, assistants, and volunteers must annually review and follow the National Federation of State High School Associations (NFHS) rules for their particular sport. All head and assistant coaches must complete the NFHS Fundamentals of Coaching course, or approved equivalent. Additionally, all head and assistant coaches complete the NFHS online education course entitled “Concussion in Sports – What You Need to Know” prior to starting coaching duties. Lastly, all head varsity coaches shall have valid Arizona Teaching Certificate, Arizona Coaching Certificate, or have completed the National Federation of State High School Associations Level I Certification. In Arizona, coaches and adult volunteers cannot work around kids without a background check and possess a valid fingerprint clearance card.

ATHLETIC PARTICIPATION

Student participation in sports promotes a healthy lifestyle and offers opportunity for team building. Being a part of GC athletics is a privilege and not an entitlement. While wearing the school uniform, you represent the Grand Canyon Unified School District and it is expected that your behavior reflects the pride in our school.

Our school offers the following programs:

Varsity Sports (High School)

1. Co-Ed Soccer (fall)
2. Girls Volleyball (fall)
3. Boys and Girls Basketball (winter)
4. Boys and Girls Track and Field (spring)

Middle School Sports

1. Co-Ed Soccer (fall)
2. Boys and Girls Basketball (winter)
3. Girls Volleyball (spring)

In order to participate, students must complete all athletic paperwork which includes: physical performed by a licensed physician, and the emergency contact form. These forms must be signed by both the student-athlete and the parent/guardian. Students may not participate in practice until all forms have been received and processed by the Athletic Director and the front office.

All athletes must also complete concussion training.

Students must complete 8 days of practice before participating in an athletic contest.

If you are interested in managing one of these teams instead of playing, please sign up with the Athletic Director.

During practice, all athletes must be supervised by a certified coach or staff member. At no time may an athlete use equipment without supervision.

PARTICIPATION FEE

During the 2026-2027 School Year, middle school and high school athletes will not have to pay a participation fee. While a participation fee is not required, families can donate their tax credit toward Grand Canyon Athletics to support game and referee fees, uniform purchases, and updating equipment. If you have questions about donating your tax credit, please contact the Athletic Director or main office.

TEAM TRAVEL

- A. Music is permitted on buses only if used with headphones.
- B. Coaches are responsible for the behavior of students while traveling. Coaches are to sit in the back of the bus or midway to allow the team to be in his or her field of vision.
- C. Coed trips will require that the male and female participants sit in separate sections of the bus. Under no circumstances will athletes of the opposite sex be allowed to sit together. If there are relationships of the same gender, the student athlete would be treated the same as students in relationships of the opposite sex, including not sleeping in the same room on overnight trips.
- D. When events require overnight travel, male and females will be in separate sections of the same hotel, whenever possible. One sponsor will stay with each group.
 - a. Girls and boys are not allowed in each other's rooms.
 - b. During overnight and long travel days, team(s) must stay together as a group (i.e. dinner stops, discretionary time, and down time between games or contests).
- E. Athletes are required to travel as a team in the school provided transportation to school events and return in the school-provided transportation unless there is written permission for the student to ride home with parents.
 - a. Written permission may be given to the coach at the event. Without written permission, students shall ride the bus home. This requires the parent to make face-to-face contact with the coach so you know the child is with their parent/guardian.
 - b. One written permission note filed with the Athletic Director will cover the entire sports season(s) for the student to ride home with parents/guardians.
- F. When students travel, they will obey the bus rules as communicated by the bus driver and as posted on the bus.
- G. Staff is authorized to search personal bags when traveling to and attending school related activities in school provided transportation. On overnight trips, athletic bags may be searched prior to the bus departing.

EQUIPMENT AND UNIFORMS

- 1. Uniforms will be issued to the student athlete and although it is the property of the School District it is the student's responsibility to properly care for the uniform. Please wash them, but don't put them in the dryer.
- 2. School uniforms should only be worn while participating in the scheduled contests.
- 3. Uniforms should be washed and turned in to the coach as soon as the season is completed.
- 4. Students shall turn in all athletic equipment/uniforms issued to them immediately after completion of their season.
- 5. It will be the responsibility of the student to pay for any uniform/equipment that is lost, stolen or damaged at the replacement value.
- 6. Students who fail to turn in or pay for their uniforms or equipment issued to them, will not receive awards or be permitted to participate in any other sport until the situation is resolved.

ELIGIBILITY

A. Full-time enrollment (5 classes) in Grand Canyon School or approved home school program.

B. Must meet AIA Eligibility requirements (HS only)

C. Grand Canyon Unified School District Eligibility Policy and Procedure:

- Grades will be checked by the administration at 1:00 p.m. each Monday (Tuesday following a Monday holiday).
- If a student has less than 70% in any class, **that student will be ineligible for all extra-curricular activities until 1:00 p.m. the following Monday.** An Incomplete (I) as a grade is considered a failing grade.
- To regain eligibility the student must have a **70% or higher** in all classes. Once it is determined that a student is ineligible, **the student must attend daily tutoring sessions** (4:00 p.m. to 5:00 p.m.) prior to practice. Any student on the ineligibility list may not travel with the team, sit on the bench for away games, nor dress with the team during home contests. If a student is declared ineligible before a school holiday, the student will remain ineligible until grades are checked after the holiday period.

Study sessions for ineligible students will be held daily from 4:15pm to 5:00pm. Student-athletes must be on time to tutoring, and attend all sessions in order to regain eligibility for the next week's athletic/extracurricular event. Failure to attend, or being tardy may result in further suspension from games.

* Students who qualify for special education services may have unique eligibility requirements.

* Transfer students will become eligible to compete in interscholastic competition after they have been registered for 2 ½ calendar weeks (10 school days), providing other A.I.A. eligibility requirements are met. They may begin practicing upon completion of the enrollment process.

* Unique individual circumstances may be reviewed by the administration.

Attendance Eligibility:

To participate in any extra-curricular activity that is scheduled to take place on a school day, a student must attend school on the day of the competition or activity for at least half of his or her scheduled classes unless the student is involved in athletic travel for the entire day. If a competition or activity is scheduled over a weekend, a student may be absent on the school day before the weekend and still participate over the weekend at the coach's discretion.

Behavior Eligibility:

Student athletes will have a two (2) week grace period from the beginning of that particular sport season in which to leave the team. **A student athlete who chooses to quit the team is responsible to inform the Athletic Director and return all uniforms and equipment issued to them within 72 hours of notifying the coach that they quit.** After the two (2) week grace period, any student athlete who leaves a team (quits) will be interviewed with the **Athletic Director and Principal** in order to determine the continuing eligibility for any other interscholastic activity.

Suspension or Expulsion:

If you are suspended from school, you are ineligible for the period of suspension. You must also attend a day of practice for every day of suspension before you can participate in a contest.

Grand Canyon Unified School District and the Arizona Interscholastic Association have a Drug Free/Smoke Free Policy.

The following infractions will be **cause for automatic suspension for the athletic season:**

1. Drinking of alcoholic beverages on or off campus at school related events
2. Smoking: the act of smoking or use of tobacco in any form in the school area (ARS 133622).
3. Possession, use, or transfer of any stimulating, or behavior altering substance without a medical prescription, any form of hallucinogenic drug, marijuana, alcohol or being a party there to, including possession of drug paraphernalia will result in immediate removal from the team.
4. The list is not all-inclusive as dangerous substances are constantly introduced to the marketplace.

The following infractions may be **cause for automatic suspension for one fiscal calendar year:**

1. Theft or Vandalism may result in automatic dismissal from all interscholastic participation for one fiscal calendar year from the date of the infraction. In addition, referral to legal authorities will occur for theft or vandalism on school property and restitution whether on school property or the property of another school.
2. Conviction of a minimum of a Class One misdemeanor is cause for automatic suspension from interscholastic/athletic program for one fiscal calendar year from date of conviction.

Behavior During Contests:

The following actions (but not limited to) will be cause for automatic suspension for a period of time commensurate with the severity of the offense (minimum one game) as observed or verified by a Coach, Principal, or Administrator. (To be determined by the A.D. after meeting with the Principal.)

- Fighting with an opponent and/or teammate
- Insubordination to any coach/official/teacher
- Unsportsman-like conduct
- Throwing equipment that causes game disruption
- Ridiculing any coach, teammate or official
- Any conduct that is disruptive to the continuation of the athletic contest
- Any conduct that might endanger a student or teammate
- Excessive technical fouls/warnings in any sports season
- Ejection from an athletic contest
 - End of season ejection – Penalty shall be enforced at the beginning of the subsequent season of competition (one game suspension).

The following will result in discipline from the school principal based on the Student Handbook.

Discipline can range from warning to expulsion from school:

- Violation of bus rules during team trip
- Hazing
- Possession of a weapon of any kind
- Bullying

The following will result in discipline from the coach based on team standards and guidelines.

- Violation of travel rules during team trip
- Disruption of team morale
- Abusive/ Profane language
- Late for scheduled practices
- Late for team trips

- Insubordination
- Disruptions that interfere with practice sessions, team trips, and or specific, written team rules

Spectator Behavior:

We certainly want to invite and encourage you to attend both home and away games. You are a role model for your child and they look up to you for guidance on their behavior. Please keep in mind that AIA sets forth guidelines for spectator behavior. Those guidelines can be found at

<https://aiaonline.org/files/14046/2021-2022-aia-constitution-bylaws-policies-and-procedures-book.pdf> (page 60). Thank you for conducting yourselves responsibly and with respect.

DUE PROCESS:

Everyone has the right to tell their side of the story before discipline is applied. It is always the goal that any disputes are resolved at the lowest level possible. Parents will be notified as soon as possible as to any change in their child's eligibility or status. The following is the due process allowed to every student-athlete:

- A. Level One – Coach
 1. Coach/Player Conference
 2. Coach/Parent Conference
 3. Coach/Parent/Player Conference
- B. Level Two - Principal/Athletic Director
 1. Principal/AD/Player/Coach Conference
 2. Principal/AD/Coach/Parent Conference
 3. Principal/AD/Parent/Player Conference
 4. Principal/AD/Coach/Player/Parent Conference
- C. Level Three – Athletic Council
 1. Principal
 2. AD
 3. Coach
 4. Faculty Member selected by the student
- D. Level Four – Superintendent
 1. Superintendent/ Parent/ Player
 2. Due process, as outlined in the student handbook, will be followed.

Function of Due Process:

1. Resolves problems with students/coaches/parents in the following areas: Eligibility, behavior and discipline, and makes recommendations on the same to the Superintendent. Its purpose is to hear appeals.
2. Athletic Council shall follow adopted policies of the Grand Canyon Unified School District Governing Board and Arizona Interscholastic Association.

Due Process Procedures:

1. Request an Athletic Council meeting in writing to the Principal by the affected student, coach and/or parent/guardian.
2. Principal will send written notification of the time, date, place and the purpose of the meeting to the affected student, coach and/or parent/ guardian and the athletic council members.
3. Athletic council meeting will be held within two (2) school days after receipt of written request, with consideration for special circumstances.
4. The student will be temporarily suspended from practice and interscholastic competition pending resolution of the matter.

ATHLETIC AWARDS

After the conclusion of all high school sports seasons, the Athletic Department and Booster Club hold a High School Athletic Awards Banquet, where student-athletes grades 9-12 are recognized for their accomplishments.

Varsity Lettering:

A Varsity letter may be earned when the athlete is eligible for state competition, which begins in 9th grade. To earn a letter in a sport, the following standards must be met. An athlete must:

- attend practice and games on a consistent basis
- have a cooperative attitude with the coach, teammates and opponents
- show respect for others on and off the field
- observe all rules and regulations as outlined in this handbook
- play on the varsity team 75% of the sport's scheduled competition

Participants involved in special situations during the season may receive recognition appropriate to his/her level of participation based on the coaches' recommendation and athletic director's approval. Varsity managers are eligible to letter in the sport they manage.

Yearly Awards:

A. Sportsmanship Award

This award is intended for a student athlete who exemplifies an attitude of fairness, ethics, respect, and enjoying the game simply for the sake of playing. Being a "good sport" involves being a "good winner" as well as being a "good loser." Fair play refers to all participants having an equitable chance to pursue victory with honor and acting toward others in an honest and dignified manner even when others do not play fairly. It includes respect for others including team members, coaches, opponents, fans, and officials.

B. Female and Male Athlete of the Year

The Female/Male Athlete of the Year recipient is the athlete who:

1. Excels as an athlete, showing outstanding athletic ability in multiple sports. (Season stats, varsity letters, and/or conference and state recognition demonstrates said ability.)
2. Maintains an excellent attitude throughout each athletic season in which they participate. (Demonstrates appropriate and respectful behavior and language on the field, the court, the classroom, and in all other capacities representing GCHS.)
3. Attends practice on a consistent basis. (Shows dedication in achieving individual and team goals.)
4. Demonstrates leadership. (Examples of this trait include: sacrifice own stats for the good of the team, encourage team/teammate morale, help when help is needed (teammates, coaches, officials, opponents, etc).)
5. Maintains eligibility throughout the season.

C. Debbie Clancy Award

The female scholar athlete is intended for a junior or senior who excels in both athletics and academics, as well as sportsmanship, attitude and overall behavior.

1. The student is a scholar athlete with a minimum GPA of 3.25
2. The athlete is involved in a minimum of two sports
3. The athlete may be in grades 11 or 12

4. The athlete is expected to be a role model who excels in athletics and other extracurricular activities.

Criteria to be considered:

- High athletic skill level (Varsity team athlete who is on the playing field)
- Outstanding attitude regarding language, effort, attendance, and relationships to other team members and models the core values of Grand Canyon Athletics.
- The athlete is eligible during every week of in-season competition.
- 100% dedication to the sport in season
- The athlete is a team player and positive influence
- The athlete has no discipline referrals or athletic code violations
- Regional and state recognition
- Record holder of school record

D. Hugh Shevlin Award

The male scholar athlete is intended for a junior or senior who excels in both athletics and academics, as well as sportsmanship, attitude and overall behavior.

1. The student is a scholar athlete with a minimum GPA of 3.25
2. The athlete is involved in a minimum of two sports
3. The athlete may be in grades 11 or 12
4. The athlete is expected to be a role model who excels in athletics and other extracurricular activities.

Criteria to be considered:

- High athletic skill level (Varsity team athlete who is on the playing field)
- Outstanding attitude regarding language, effort, attendance, and relationships to other team members and models the core values of Grand Canyon Athletics.
- The athlete is eligible during every week of in-season competition.
- 100% dedication to the sport in season
- The athlete is a team player and positive influence
- The athlete has no discipline referrals or athletic code violations
- Regional and state recognition
- Record holder of school record

The Debby Clancy Award and Hugh Shevlin Award do not have to be given each and every year. If no eligible candidates are identified, awards will not be given. If an athlete has had an infraction as listed in handbook he or she will be disqualified and not eligible for these awards.

****Coaches will meet in April to discuss nominations for Male and Female Athlete of the Year, Sportsmanship Award, Debby Clancy Award and Hugh Shevlin Award****

State and Regional Awards will be designated by the coaches of the 1A division.

Senior Night

At the end of each high school sport, the Athletic Director will work with the Booster Club to host a Senior Night. This night is traditionally held at the last home game of the season to honor our senior athletes. Senior athletes are given rose/roses to hand out to their parents. Parents may bring items to celebrate such as posters, balloons and bouquets. It is the responsibility of the AD to ensure communication has gone out to parents and this event is on the school calendar. The AD will also ensure each student has a poster for this evening. The AD is responsible for having a speaker for this event. At no time, shall the microphone be given to a student.

RESOURCES

1. Athletic Schedules - Grand Canyon School Website – grandcanyonschool.org and AZPreps365.com
2. National Federation of State High School Associations - nfhs.org
 - The National Federation of State High School Associations (NFHS) is the body that writes the rules of competition for most high school sports and activities in the United States.
3. MaxPreps - maxpreps.com
 - MaxPreps is America's source for high school sports. Find rankings, stat leaderboards, schedules and scores of your high school teams and players.
4. Arizona Interscholastic Association: aiaonline.org
 - The AIA by-laws, rules and regulations for all sports as well as power ratings, state tournament info, articles on high school sports, and AIA programs offered are all found at the link above.

Grand Canyon Unified School District



Coaches Handbook 2026-2027 School Year

Table Of Contents:

Coaching Requirements	2
Volunteer Coaches for JV/Varsity Sports:	2
Requirements.....	2
Responsibilities.....	2
Coaches of JV/Varsity Sports:	3
Requirements.....	3
Responsibilities.....	3
End Of Season Responsibilities.....	3
Volunteer/Assistant/Head Coaches of Middle School Sports:	4
Requirements.....	4
Responsibilities.....	4
End Of Season Responsibilities.....	4
Coaches Code of Ethics	5
Athletic Department Code Of Conduct	6
Coaches Handbook Signature Page	9
End Of Season Coaches Checklist	10
Conference Nominations.....	11
Athletic Awards Form.....	12
Team Specific Awards Form.....	13
Special Awards Form.....	14
Inventory Form.....	15
Postseason Request Form.....	16
Postseason Summary.....	17
Postseason Self-Evaluation for Head and Assistant Coaches.....	18

Highlighted pages are sections that need to be submitted

Grand Canyon Unified School District

Coaching Requirements

Volunteer Coaches for JV/Varsity Sports:

Requirements

- Must acquire a Fingerprint Clearance Card through the state of Arizona
- Must complete the Concussions in Sport Training: <https://nfhslearn.com/courses/concussion-in-sports-2>
- Must complete the Fundamentals of Coaching Training (\$35.00 Fee):
<https://nfhslearn.com/courses/fundamentals-of-coaching>
- Must complete the interview process and be approved by the GCUSD School Board
- Sign the Volunteer Agreement Document
- Sign and abide by the Coaches Handbook
- Regular attendance to practices

Responsibilities

- Ensure proper supervision of all team members during practices, games and while traveling
- Teach fundamental skills to the children while emphasizing skill development, fair play, teamwork, sportsmanship, and fun
- Provide a safe environment for practices – includes, checking equipment and condition of fields/courts
- Conduct appropriate training sessions with skills that are age appropriate
- Report any problems with the field/court, equipment, player behavior, parent behavior, or officials to the Head Coaches and/or AD
- Abide by all official's decisions, there will be no tolerance for inappropriate behavior towards officials
- Cooperate and support the Assistant/Head Coaches and AD on all coaching matters

Communication

- Volunteers shall only communicate with Coaches, the Athletic Director, and the Principal. Volunteers will not communicate with parents or athletes. Written communication will be by school email or Slack. At no time, shall a Volunteer Coach or Assistant Coach private message an athlete. Use of social media platforms to communicate is strictly prohibited. Violation of this policy will result in immediate termination with no possibility of being rehired. If warranted, law enforcement will be notified.
 - [AZ policy on Educator Communication](#)
- Report any problems with the field/court, equipment, player behavior, parent behavior, or officials to the Head Coaches and/or AD

Grand Canyon Unified School District

Coaching Requirements

Coaches of JV/Varsity Sports:

Requirements

- Must acquire a Fingerprint Clearance Card through the state of Arizona.
- Sign and abide by the Coaches Handbook
- Must complete the Concussions in Sport Training: <https://nfhslearn.com/courses/concussion-in-sports-2>
- Must complete the Fundamentals of Coaching Training (\$35.00 Fee):
<https://nfhslearn.com/courses/fundamentals-of-coaching>
- Must complete the interview process and be approved by the GCUSD School Board.
- Regular attendance to all games and practices, during the times provided by the AD.
- Communicate program information, game changes to parents and players
- *Varsity (Head) Coaches Only:*
 - Must carry a valid CPR/AED/First Aid Training Certification
 - Must carry a valid Arizona Teaching Certificate, Arizona Coaching Certificate, or have completed the National Federation of State High School Associations Level I Certification online at www.nfhslearn.org within forty five (45) days from date of hire.

Responsibilities

- Ensure proper supervision of all team members during practices, games and while traveling
- Build on fundamental skills of the sport while emphasizing skill development, fair play, teamwork, sportsmanship, and fun.
- Keep up to date statbooks, online scores, records, and scorebooks as necessary.
- Complete all required training through AIA.
- Provide a safe environment for practice and games – includes, checking equipment and condition of fields/courts
- Conduct appropriate training sessions with skills that are age appropriate
- Responsible for the children until they are turned over to a parent or guardian before leaving any game and/or practice
- Must administer and ensure all athletes have completed the Brainbook and Opioid Training (via AIA)
- Report any problems with the field/court, equipment, player behavior, parent behavior, or officials to the AD
- Abide by all official's decisions, there will be no tolerance for inappropriate behavior towards officials
- Work with the AD to set practices that work with the coaches schedule, in the given times and locations provided by the AD
- Clean up any trash and properly put away all equipment used for practices and games
- Help with handing out and collecting all jerseys
- Distribute practice and game schedules to parents
- Cooperate and support the AD on all coaching matters

Communication

- Coaches and Assistant Coaches shall communicate with athletes, parents, the Athletic Director and Principal using Slack. At no time, shall a Coach or Assistant Coach private message an athlete without including the AD or Principal. Use of other social medial platforms to communicate is strictly prohibited.

Violation of this policy will result in immediate termination with no possibility of being rehired. If warranted, law enforcement will be notified.

- o [AZ policy on Educator Communication](#)

End Of Season Responsibilities

- Must complete all required paperwork (End Of Season Checklist) before being issued stipend payment.

Coaching Requirements

Volunteer/Assistant/Head Coaches of Middle School Sports:

Requirements

- Must acquire a Fingerprint Clearance Card through the state of Arizona.
- Sign and abide by the Coaches Handbook
- Must complete the Concussions in Sport Training: <https://nfhslearn.com/courses/concussion-in-sports-2>
- Should complete the Middle School Coaching Training (\$25.00 Fee): <https://nfhslearn.com/courses/middle-school-coaching>
- Must complete the interview process and be approved by the GCUSD School Board.
- Regular attendance to all games and practices, during the times provided by the AD.
- Communicate program information, game changes to parents and players

Responsibilities

- Ensure proper supervision of all team members during practices, games and while traveling
- Teach fundamental skills to the children while emphasizing skill development, fair play, teamwork, sportsmanship, and fun.
- Conduct appropriate training sessions with skills that are age appropriate
- Report any problems with the field/court, equipment, player behavior, parent behavior, or officials to the Head Coaches and/or AD
- Abide by all official's decisions, there will be no tolerance for inappropriate behavior towards officials.
- Ensure proper supervision of all team members during practices, games and while traveling
- Build on fundamental skills of the sport while emphasizing skill development, fair play, teamwork, sportsmanship, and fun.
- Keep up to date statbooks, online scores, records, and scorebooks as necessary.
- Provide a safe environment for practice and games – includes, checking equipment and condition of fields/courts
- Responsible for the children until they are turned over to a parent or guardian before leaving any game and/or practice
- Must administer and ensure all athletes have completed the Brainbook and Opioid Training (via AIA)
- Work with the AD to set practices that work with the coaches schedule, in the given times and locations provided by the AD
- Clean up any trash and properly put away all equipment used for practices and games
- Help with handing out and collecting all jerseys
- Distribute practice and game schedules to parents
- Cooperate and support the AD on all coaching matters

Communication

- Volunteers shall only communicate with Coaches, the Athletic Director, and the Principal. Volunteers will not communicate with parents or athletes. Written communication will be by school email or Slack. At no time, shall a Volunteer Coach or Assistant Coach private message an athlete. Use of social media platforms to communicate is strictly prohibited. Violation of this policy will result in immediate termination with no possibility of being rehired. If warranted, law enforcement will be notified.
 - [AZ policy on Educator Communication](#)

- Report any problems with the field/court, equipment, player behavior, parent behavior, or officials to the Head Coaches and/or AD

End Of Season Responsibilities

- Must complete required paperwork (End Of Season Checklist) before being issued stipend payment.

Grand Canyon Unified School District

Coaches Code of Ethics

(From NFHS <https://www.nfhs.org/nfhs-for-you/coaches/coaches-code-of-ethics/>)

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

-The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

-The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

-The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

-The coach shall avoid the use of alcohol and tobacco products when in contact with players.

-The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

-The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

-The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

-The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

-The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

-The coach shall not exert pressure on faculty members to give students special consideration.

-The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Grand Canyon Unified School District

Athletic Department Code Of Conduct

Professionalism: When working with teenagers, sometimes it is hard to draw the line between coach and friend. It is important to maintain a professional relationship with student-athletes at all times. While we encourage coaches to get to know athletes on a personal level, there is a line between coach and friend that should not be crossed. Be sure to take precautions when talking to athletes – a coach should not be talking to an athlete behind closed doors with no one else around, nor should a coach talk to students personally through text messaging or any social networking sites. Although many times these things can be totally harmless, they may also be misconstrued by others or the athletes themselves.

- Any coach under the age of 21 will be identified as a volunteer coach due to age discrepancy between coach and player.

Accountability: As a coach, you are responsible not only for yourself but also for your players and their actions. Coaches report directly to the ADs and to the Principal. If you have a problem or need help with something, contact the Athletic Director. If further steps are needed, then contact a member of Administration.

Communication: It is important to keep lines of communication open between coaches, players and parents. Be sure to start your season off with a parent meeting to inform parents of your expectations of their children and inform them of how to contact you if they need to. Equally important is to inform your athletes what you expect of them in terms of communication.

- Personal Cell Phones: Personal cell phone numbers should not be shared with any students. According to A.R.S. § 15-203(A)(44), the best practice for Educators (identified as administrators, teachers, coaches, and counselors) has been established as the following: “Educators should only use school controlled and approved technologies when communicating with students or parents. Educators should not use personal devices to directly communicate with students unless it is through school-controlled and approved technologies”.
 - Examples of third-party communication platforms: Slack, Remind App, WhatsApp, Game Changer
- Social Media: There should be no posting of pictures and/or names of athletes to the coaches personal social media platforms.

Practice/Games: While there are a few sports with exceptions, all sports should be practicing or playing games a minimum of four days per week. If you wish to practice or play at an unusual time or in a place that is different than usual, you may need to make a facilities request to the AD. NO SPORTS are allowed to practice or play on SUNDAYS.

- If a volunteer coach is at a practice or game, they must be in the presence of an assistant/head coach.

Overnight Policies: When required to stay over at a hotel, coaches are responsible for the athletes safety at all times. At no point should athletes leave the hotel premises (to get food, warm up, go for a walk, etc.) without the direct supervision of at least one coach. If a parent is present and would like to check their child out for dinner, the AD must have written confirmation of this ahead of time. Additionally, during overnights, athletes must stay at the hotel with the team. The safety of our athletes is our number one priority on overnight trips. **At no time, shall a coach or volunteer enter the room/s of athletes nor athletes enter a room of a coach.**

Coaching Certifications: Head coaches are responsible for making sure they carry a valid CPR/First Aid certification.

Mandated Reporter: As a mandated reporter, your core duty is ensuring the safety of vulnerable individuals, such as children, the elderly, and those with disabilities. Key responsibilities include:

- Identifying Signs: Recognize and report signs of abuse or neglect promptly to the school counselor, AD, and/or administration.
- Reporting: Follow established protocols to report suspicions to appropriate authorities.
- Documentation: Maintain accurate records and report information objectively.
- Ethical Conduct: Uphold professional ethics and confidentiality.
- If you need to make a report, or have questions about reporting, contact the Athletic Director and/or Principal immediately

Official Rosters: After tryouts, head/assistant coaches must submit an official roster to the ADs electronically.

Game Excusals: Many times athletes need to be released early from class to have time to change into their uniforms and get to their games. When students need to be excused early from school, head/assistant coaches must work with the Athletic Director.

Fundraising: Any, and all, fundraisers need to be approved by the school administration and School Board. Please obtain the proper fundraiser form, complete it and submit it to the AD or Principal. There are strict rules regarding selling certain foods at schools – make sure you go through the appropriate channels of the business office and administration before starting a fundraiser.

Team Pictures: Please see the AD to help facilitate or get information regarding team pictures.

Schedules: While the Athletic Director is responsible for creating the game schedule, Head/Assistant coaches are responsible for assisting in the creation of schedules for Varsity and JV or Fresh/Sophomore teams. Scheduling requests must be submitted to the AD as soon as possible.

Bylaws: Bylaws for each sport can be found on the AIA website. Be sure to download the Bylaws for the sport you are coaching and become familiar with all league rules. The AIA Bylaws can be found on the following website:

<https://aiaonline.org/files/14046/2021-2022-aia-constitution-bylaws-policies-and-procedures-book.pdf>

Keys and Security: Talk with the AD for the key check out process. All keys must be returned at the end of the sports season. To have access to facilities while school is not in session, you must speak with your AD.

Important: Keys should not be given to students. Be sure to re-secure/lock the buildings after use.

- Volunteer coaches can not be given their own sets of keys.

Facility Use: The use of any school facilities outside of regular practice/game time requires the use of a facilities permit. The main use of our facilities is for our high school teams/students. Use of the facilities for any other purpose requires application for a valid facilities permit, per District Policy. Any use of the facility beyond games or normal practice hours must be approved in advance by the Athletic Director and the Principal.

**Note* There must be at least one head/assistant coach at optional practices.*

- Gym - There should be absolutely no food or drinks or hard shoes permitted on the floor. The Coach should be the last person out and ensure lights are off and doors are locked after each practice and contests.
- Athletic Weight Room/Classroom - Athletes must be supervised at all times, there are no exceptions. If a coach would like to use the weight room or classroom with his/her team, you must set up days and times with the Athletic Director (to ensure supervision is provided for athletes). Teams will be responsible for leaving the room the way they found it (or better).

- Athletic Fields - The athletic fields must be maintained. Coaches need to organize their practices, vary their drills, and use all of their assigned field space and not stay in one area every practice. On days that it rains our fields will likely be shut down so please have a Rain Day Plan.
- Locker Rooms - All athletes are to use the locker room to change and store personal belongings. While athletes are in the locker rooms, there must be an adult present to provide supervision. **Please do not tolerate athletes changing on the field or in the gymnasium.**

Grades for Athletics: Your athletes are responsible for keeping track of their grades. Ineligibility is taken every Monday at 1pm and is effective from Monday (or date of retrieval of grades) through the Saturday of that week. An email is sent out to head/assistant coaches with that information. Be sure to check with that list and ensure athletes on the ineligibility list attend tutoring for the first hour every single day of that school week, regardless of their changed scores throughout the week.

Websites: Our school website has a tab for each sport offered. In this space, schedules, updates, standings, and stats can be posted there. If you are interested in adding something to the website, contact your Athletic Director.

End of Season Event: Head/Assistant coaches are expected to hold an “end of season” event (e.g. Post Season “Sports Night”/“Awards Night”. Athletes and coaches are expected to attend and parents are invited. Coaches are expected to speak about the season/players.

Coach/Team Mail: All mail that is team specific will go through the Athletic Director. If you are anticipating a delivery, please contact the Athletic Director.

Who Must Follow: Every person employed is expected to follow the code. There is no deviation on who is exempted, whether you are a volunteer, assistant coach, head coach, athletic director, or administrator.

Grand Canyon Unified School District

Coaches Handbook Signature Page

I, _____ have read the information enclosed in its entirety and agree to comply with the policies and procedures outlined in this Grand Canyon Unified School District Coaches Handbook.

Coach Signature

Printed Name

Date

Grand Canyon Unified School District

End Of Season Coaches Checklist

All coaches within the Grand Canyon Unified School District must complete all end of season responsibilities in order to consider their coaching assignment completed. Failure to complete any item may affect future assignments and completion of pay. In an attempt to keep the Athletic Department informed about the accomplishments and concerns of our programs, head coaches must submit annual postseason reports. These reports should be submitted promptly at the end of each season.

Schedule of 2026-2027 Middle and High School Sports:

HS Co-ed Soccer: 7/29/24-10/31/24	HS Girls Volleyball: 8/12/24-11/14/24	HS Girls/Boys Basketball: 11/4/24-2/20/25
MS Co-ed Soccer: 8/12/24-10/17/24	MS Girls Volleyball: 2/24/25-4/30/25	MS Boys Basketball: 1/6/25-2/28/25
HS Girls/Boys Track & Field: 2/10/25-5/22/25		MS Girls Basketball: 10/14/24-12/19/24

Before Season Checklist:

- _____ Signed stipend turned into Payroll - *Business Office Initials*
- _____ Signed stipend turned into HR - *Human Resources Initials*

The reports include the following:

- 1. Conference Nominations - List of players from conference for listed awards (*HS Sports Only*)
- 2. Athletic Award Form - List of players and if they lettered (*HS Sports Only*)
- 3. Team Specific Awards - List of players receiving team specific awards IE: MIP, MVP
- 4. Special Award Form - List of players receiving individual sport awards (*Varsity Only*)
- 5. Inventory Form - Everything your program used throughout the season
- 6. Postseason Request Form - A list of items needed or wanted for next year
- 7. Season Summary Form - An outline of important information from the season

The Head Coach is responsible for collecting information for all levels of their program to be submitted on the forms listed above.

The following must also be completed before meeting with AD and/or Principal:

- 1. All reports listed above are complete and accurate. Must be turned in electronically or as a hard copy before the meeting. (*Head Coach Only*)
- 2. Collect and store all uniforms and equipment (including first aid equipment, emergency contact information, scorebooks, etc.) properly for the next season. Contact parents of athletes who have not returned their uniforms.
- 3. Varsity Stats uploaded to online platforms (MaxPreps, Milesplit, etc.) (*HS Head Coach Only*)
- 4. Make sure the locker room and competition space is clean and materials are organized in order to share with other coaches.
- 5. All keys must be returned to the AD.
- 6. Head/Assistant Coach self-reflection form must be completed electronically or as a hard copy and be submitted before the meeting.

All responsibilities have been completed.

Athletic Director/Principal: _____ Date: _____

Coach Name/Signature: _____ Head Coach Assistant

Sport: _____ Year: _____

Grand Canyon Unified School District

Conference Nominations

Please nominate one or more people for each of the following awards. Please be sure to only nominate athletes from our region (1A North, 1A Central, etc.) and not from our super region (if applicable). When nominating an athlete, please write their name and school.

All-Conference First Team:

All-Conference Second Team:

Coach of the Year:

Defensive Player of the Year:

Offensive Player of the Year:

Player of the Year:

Honorable Mentions:

Grand Canyon Unified School District

Team Specific Awards Form

Please list out any athletes who are receiving team specific awards during the Athletic Awards Ceremony. This awards can include but are not limited to:

- MIP (Most Improved Player)
- MVP (Most Valuable Player)
- Team Player Award
- Most Rebounds
- Most Saves

Name of Athlete	Grade of Athlete	Name of Award

Grand Canyon Unified School District

Special Awards Form

The following awards must be agreed upon by every coach for all sports. If you have an athlete that would qualify for any of these awards for this sport only, please list their names at the bottom of this page. This document will be used to determine the recipient of these awards at the end of the year sports banquet.

A. Sportsmanship Award

This award is intended for a student athlete who exemplifies an attitude of fairness, ethics, respect, and enjoying the game simply for the sake of playing. Being a “good sport” involves being a “good winner” as well as being a “good loser.” Fair play refers to all participants having an equitable chance to pursue victory with honor and acting toward others in an honest and dignified manner even when others do not play fairly. It includes respect for others including team members, coaches, opponents, fans, and officials.

B. Female and Male Athlete of the Year

The Athlete of the Year recipient is the athlete who:

- Excels as an athlete, showing outstanding athletic ability in multiple sports. (Season stats, varsity letters, and/or conference and state recognition demonstrates said ability.)
- Maintains an excellent attitude throughout each athletic season in which they participate. (Demonstrates appropriate and respectful behavior and language on the field, the court, the classroom, and in all other capacities representing GCHS.)
- Attends practice on a consistent basis. (Shows dedication in achieving individual and team goals.)
- Demonstrates leadership. (Examples of this trait include: sacrifice own stats for the good of the team, encourage team/teammate morale, help when help is needed (teammates, coaches, officials, opponents, etc).)
- Maintains eligibility throughout the season.

C. Debbie Clancy Award

The female scholar athlete is intended for a junior or senior who excels in both athletics and academics, as well as sportsmanship, attitude and overall behavior.

1. The student is a scholar athlete with a minimum GPA of 3.25
2. The athlete is involved in a minimum of two sports
3. The athlete may be in grades 11 or 12
4. The athlete is expected to be a role model who excels in athletics and other extracurricular activities.

Criteria to be considered:

- High athletic skill level (Varsity team athlete who is on the playing field)
- Outstanding attitude regarding language, effort, attendance, and relationships to other team members, and models the core values of Grand Canyon Athletics.
- The athlete is eligible during every week of in-season competition.
- 100% dedication to the sport in season
- The athlete is a team player and positive influencer
- The athlete has no discipline referrals or athletic code violations
- Regional and state recognition
- Record holder of school record

D. Hugh Shevlin Award

The male scholar athlete is intended for a junior or senior who excels in both athletics and academics, as well as sportsmanship, attitude and overall behavior.

All other expectations listed under the Debby Clancy Award

Award Name	Award Recipient

Award Name	Award Recipient

Grand Canyon Unified School District

Postseason Summary

Please complete each of the following sections.

SPORT: _____ YEAR: _____ COMPLETED BY: _____

List any new team and/or individual records. Also, note any special honors won by any individuals:

Note any recommendations for next year:

List any outstanding equipment or money:

List any unacceptable or outstanding officials:

Other comments:

Grand Canyon Unified School District

Postseason Self-Evaluation for Head and Assistant Coaches

This is an opportunity to reflect on your contributions to the season of sport. This will be used to help you, the coach, and members of administration to understand and know how to support you best.

Personal Rating Scale:

- 1 – Insufficient/not done
- 2 – Done, but not satisfied or done infrequently
- 3 – Sometimes/average
- 4 – Done most of the time, satisfactory
- 5 – Always done, highly satisfactory

Team Management

- _____ 1. I collaborate with others to advance my knowledge of my sport.
- _____ 2. I have the knowledge of skills and strategies necessary to coach my sport.
- _____ 3. I effectively use my knowledge to teach the skills of my sport.
- _____ 4. I am an effective coach while my team is in competition.
- _____ 5. I plan well-organized practices each day, complete with goals for the day.
- _____ 6. My athletes have shown improvement as the season progressed.
- _____ 7. I am an active participant in the coaches association or the conference.
- _____ 8. I submit the scores to online outlets as soon as possible after a contest.
- _____ 9. I adhere to AIA rules as well as school policies.
- _____ 10. My team knows the goals and objectives for the season.
- _____ 11. I interact with each of my athletes on a daily basis.
- _____ 12. I seek input from my athletes.
- _____ 13. I communicate effectively with each of my athletes.
- _____ 14. I communicate with my athletes' parents.
- _____ 15. I do a good job of dealing with conflict or disagreement.
- _____ 16. My team's morale was good.
- _____ 17. I have regularly communicated my training rules and expectations to my athletes and their parents.
- _____ 18. I attempt to develop leadership skills in my athletes.
- _____ 19. My feedback to my athletes is effective and it is timely.

- _____ 20. I provide positive comments to my athletes, often in the form of praise.
- _____ 21. My athletes know that I care for them in their non-sports efforts.

Staff Relations

- _____ 22. My fellow coaches know my philosophy of coaching.
- _____ 23. I communicate the goals and objectives for practices with my coaches.
- _____ 24. I solicit input from my fellow coaches before making major decisions.
- _____ 25. I conduct myself with professionalism at and away from my coaching venue.
- _____ 26. I provide clear direction for my fellow coaches.
- _____ 27. I encourage cooperation between my fellow coaches.

General Responsibilities

- _____ 28. My paperwork is submitted on time and it is done properly.
- _____ 29. All aspects of my program are well organized.
- _____ 30. I promote our program throughout the community.
- _____ 31. I maintain a good relationship with school administrators, teachers, staff, etc.

Personal

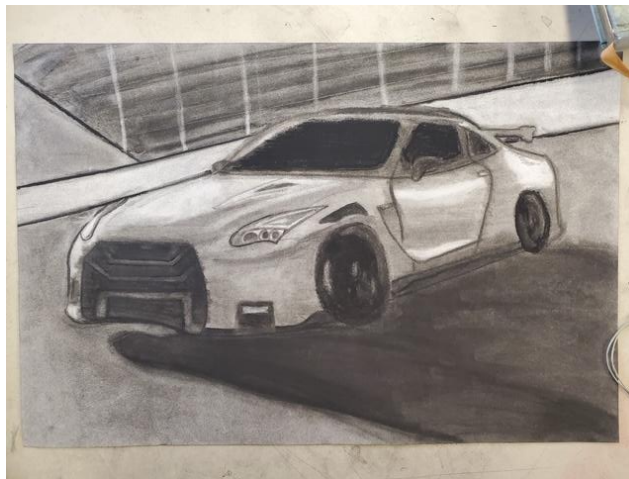
- _____ 32. I maintain an appropriate balance between my coaching efforts and my personal life.
- _____ 33. I show concern for others.
- _____ 34. My coaching efforts have positively influenced my student-athletes.



Student and Parent Handbook

2026-2027

Board Approved June 17, 2026



“Fast Car” by Monica Nelson, Charcoal, GC High School Art Class, 2025



“Girl on the Moon” by Hazel Lapre, Construction Paper, GC Middle School Art Class, 2025

Contents

Contents	ii
Contact Directory	5
School Office	5
District Office	6
Athletics	7
<i>Eligibility (Policy JJJ)</i>	7
Attendance.....	8
Excused Absences	8
Unexcused Absences	9
Prearranged Absences	9
Tardy Policies.....	9
Leaving Campus during Lunch	10
Bicycles Moving Devices	10
Bullying (Policy JICK).....	10
(A) Definitions:.....	10
Bus Procedures	11
Bus Change Requests.....	11
Bus Safety Rules.....	11
Boarding the Bus	12
Conduct on the Bus.....	12
Getting off the Bus.....	12
Prohibited from School Bus	13
Transporting Musical Instruments.....	13
Bus Violation Report to Parents.....	13
Late Bus	13
Cell Phone use and Electronic Devices (Policy IJNDB, IJNDB-R, IJNDB-E)	13
Change of Address/Contact Information.....	14
Cheating/Plagiarism.....	14
Complaints (Policy KEB).....	15
Daily Schedule	15
Digital Citizenship and Internet Safety.....	15

Directory information	16
Early Release Days	16
FERPA.....	12
Field Trips	16
Food Sales.....	16
Food Service	17
Food in Classrooms.....	12
Graduation Requirements (Policy IKF).....	17
Early Graduation.....	13
CPR Instruction and Training.....	19
Seeking Opportunities Through Academic Recruitment (SOAR).....	13
Class Ranking/Grade Point Averages (Policy IKC-R)	19
Promotion Requirements	20
Honor Roll.....	20
High School.....	15
Middle School	15
Health	20
Library Hours and Use	22
Lockers	22
Middle School Access to High School	23
Nondiscrimination (Policy AC).....	24
Online Classes/Credit Recovery	24
Parent Communication.....	25
Parent Teacher Association/Booster Club/Native American Education Committee.....	26
Parent Visits and Conferences	26
Parking	26
Public Displays of Affection	26
Report Cards/Progress Reports	27
Rules of Respect.....	22
Student Safety	27
Student Schedules.....	22

Sexual Harassment (Policy ACA).....28

Snow Day/School Cancellation28

Student Dress and Appearance (Policy JICA).....29

Student’s Personal Belongings29

Student Rights and Responsibilities (Policy JI, JI-R)30

Student Conduct (Policy JIC)31

Behavior Consequence Matrix32

Student Concerns, Complaints, and Grievances (Policy JII-EB).....35

Removal of Students from School-Sponsored Activities (Policy JKDA)31

Surveillance.....31

Threatening/Disrupting the Educational Institution - GCUSD.....37

Tutoring.....37

Water Bottles.....30

Faculty and Staff Directory38

 District38

 Elementary39

 Middle School.....39

 High School.....39

2026-2027 School Calendar.....41

GCUSD Student-Parent Handbook Acknowledgement of Receipt42

Contact Directory

School Office

Principal: Lori Rommel

lrommel@grandcanyonschool.org

928-638-2461 x 200

Exceptional Student Services Director:
Peg Lyle

plyle@grandcanyonschool.org

928-638-2461 X 200

ELL Coordinator: Thomas Washington

twashington@grandcanyonschool.org

928-638-2461 x 205

Food Service Director: Justin Lambon

justinlambon@grandcanyonschool.org

928-638-2461 x200

Athletic Director: Rob Barnes

rbarnes@grandcanyonschool.org

928-638-2461 ex. 408

Maintenance & Transportation Director:
Ivan Landry

ilandry@grandcanyonschool.org

928-638-2461 x 200

IT Director: Derrick Tutt

dtutt@grandcanyonschool.org

928-638-2461 x 200

Administrative Assistant to the Principal:
Rosa Velazquez

rvelazquez@grandcanyonschool.org

928-638-2461 x 200

Attendance Clerk/Certified Nurse Assistant:
Alejandra Flores

aflores@grandcanyonschool.org

928-638-2461 x 200

District Office

Superintendent: Matthew Yost

myost@grandcanyonschool.org
928-638-2461 x 400

Board Secretary/Assistant to
the Superintendent/HR Specialist:
Karen Alvarez

kalvarez@gandcanyonschool.org
928-638-2461 x 400

Business Manager: Levi Frye

lfrye@grandcanyonschool.org
928-638-2461 x 401

Accounts Specialist: Lynette Stewart

lstewart@grandcanyonschool.org
928-638-2461 x 456

Grants Manager/Payroll: Jonathan Triggs

jtriggs@grandcanyonschool.org
928-638-2461 x 454



Mission:

Empowering every Grand Canyon Unified District student through excellent education

Vision:

Fostering an inclusive and diverse academic environment where all students are valued, respected, and empowered to make a positive impact in their communities

Grand Canyon School Student Policies and Procedures

GCUSD updates our Student/Parent Handbook on an as-needed basis. Updates to this guide will be posted on the school's website.

Athletics

Students in grades 6-12 are allowed to participate in Athletics. GCUSD offers soccer, volleyball, and basketball to all middle and high school students who are eligible. Track is only offered to high school students. Please consult the Athletic Handbook for information regarding Middle and High School Athletic policies, procedures, and guidelines.

Eligibility (Policy JJJ)

Grades will be checked at 1:00 p.m. each Monday by the Administration (Tuesday following a Monday holiday). If a student is failing any class or is earning an incomplete (70% is passing, an I is incomplete) that student will be ineligible for participation in extra-curricular activities until 1:00 p.m. the following Monday or until the "I" is cleared. Continuous progress is considered to determine eligibility for PLP/Credit Recovery courses.

To regain eligibility the student must be passing all subjects. Once it is determined that a student is ineligible, the student will be notified. Any student on the ineligible list may not travel with the team or dress with the team during home contests. If a student is declared ineligible before a school holiday the student will remain ineligible until grades are checked after the holiday period. This includes participation in all extracurricular activities including Odyssey of the Mind, COLT and extra-curricular field trips.

Attendance

Regular attendance is a significant factor in determining a student's progress at school. The importance of being in school is emphasized by the compulsory attendance laws of the state of Arizona (ARS §15-802), which require students of specified ages to attend school regularly. The superintendent/designee will enforce school attendance laws.

Students who are absent in excess of 10 or more days will be subject to possible loss of credit or advancement to the next grade level. This applies to both excused and unexcused absences. All students must be excused by a parent or guardian.

Please note that the first two weeks and last two weeks of school are important in gathering student data.

Attendance reports will be run every 5 weeks. You will receive a letter if your child is chronically absent. If no correction in attendance has been made by the next report, parents will be contacted to set up a meeting to address the causes of the absences and possible remediation strategies. The state of Arizona does not differentiate between excused and unexcused absences.

Excused Absences

The following shall be considered excused absences:

- Students who are absent due to illness will not be penalized academically.
- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school on a prearranged basis.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is pursuing a work study program under the supervision of the school.
- A student who is attending any school-sponsored activities with advance approval by the administration.
- Other prearranged absences, but only when approved by the administration.
- A student who is suspended.

The District may require suitable proof regarding the above exceptions, including written statements from medical sources. Students should bring parent or doctor notes, as applicable, to the school office after any absence.

If a student is in an out-of-home placement (as defined by state law), absences due to court appearances and participation in court-ordered activities shall be excused.

Students will be allowed the number of days absent plus one school day to make-up work missed. Teachers may make other arrangements with students to make-up missing work,

including mandatory attendance for after-school tutoring. Work may not be requested in advance.

Unexcused Absences

An unexcused absence is defined as an absence from one or more class periods that has not been excused by a parent according to the procedures listed below:

- The parents/guardians of the student receiving an unexcused absence shall be notified by phone, email, or automated message.
- In accordance with the law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention, or in-school suspension.
- Any student who has been absent from school for 10 consecutive days (ARS §15-901 A-1) in any one school year is considered unenrolled and shall be reported to the Department of Education by the school.
- *“A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1”* (ARS§15-803)
- GCUSD may require summer school or retention for students who have excessive absences that are beyond 10% of the total days of school.

Prearranged Absences

If your student is going to be absent, the parent/guardian is responsible for notifying the school administration before the absence.

- The absence must be reported by phone, by email, or in person.
- Prearranged school-sponsored field trips and early departure of athletic teams shall not be considered an absence.
- Failure to notify the school will result in an unexcused absence.

Tardy Policies

- Students are considered tardy if they are not in the classroom at the designated start time for class.
- All tardies are considered unexcused except for a tardy resulting from a medical or legal appointment or if the student has a school authorized pass.
- Student tardies will be tracked for MS and HS:
 - 1st tardy: teacher will track in tardy tracker and communicate with student
 - 2nd tardy: parent contact by teacher
 - 3rd tardy: after school detention in the library and parent contact by teacher

- 4th or more tardies: after school detention and parent meeting. Students may become ineligible for activities such as open gym.
 - Every subsequent tardy is an after-school detention until the end of the quarter.
 - This policy is subject to differ for the MS and HS
- If students are being checked out or arriving late to campus, they must have a parent sign them in/out at the office, or a parent email.

Leaving Campus during Lunch

- Students are not allowed to leave campus during lunchtime.

Bicycles - Moving Devices

Bicycles, rollerblades, skateboards, unicycles, wheeled shoes, and scooters are not to be ridden on school property or brought into school buildings between 7:50 a.m. and 4:02 p.m. Bicycle racks are furnished for the convenience of the students who want to ride their bikes to school. Every bicycle rider is responsible for properly parking his/her bicycle in the rack area and locking it securely. The school does not assume the risk for damage or theft of bicycles or other personal property brought to school.

Bullying (Policy JICK)

(A) Definitions:

Bully. A person who treats someone differently because of who they are. A bully acts with the desire to hurt, threaten or frighten someone. A bully tries to exert power over others, through negative and demeaning acts.

Bullying is a deliberate or knowing act committed by a student, whether individually or in concert with other persons, against another student or group of students, which is unwelcomed and unprovoked, that is repeated over time to exert power by one (1) or more persons over others. Bullying contributes to a substantial risk of potential injury, mental harm, degradation, or societal ostracization or causes physical injury, mental harm, or personal degradation.

Intimidation. Verbal or physical threats toward another person made with the intent to inflict fear, injury, or damage to property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Harassment. The continual or repeated annoyance or humiliation of another person. Harassment towards an individual or group that is based on race, ethnicity, national origin,

color, gender, religion, physical or behavioral characteristics, sexual orientation/preference and/or disability is also discrimination.

Cyberbullying. Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Types of prohibited bullying behavior include, but are not limited to:

- Intimidation/threatening behavior
- Any form of physical abuse, e.g., punching, kicking
- Verbal abuse - shouting at, insulting, "putting down"
- Psychological abuse - isolating an individual, preventing them from becoming part of a group or involved in certain activities
- Writing anonymous letters or spreading rumors that are designed to upset
- Demanding money
- Demanding coursework to copy against a person's will
- Stealing, hiding or damaging belongings, e.g., books, clothing, bags
- Teasing people about their physical appearance or other personal characteristics
- Sending intimidating or threatening e-mail or text messages

Bullying in any form is not tolerated at Grand Canyon School. All incidents of bullying will be reported to the administration for further disciplinary action. Reports may be made using our "Bully Report" button on our school website.

Bus Procedures

Bus Change Requests

Any change to your child's bus stop or route must be requested by the legal guardian. The front office must be notified by 1:00 p.m. of any travel change requests to ensure that proper notification can be made to the student, teacher(s), and bus driver(s). Permanent change requests must be submitted in writing, along with proof of residency.

Bus Safety Rules

Waiting for the Bus

- Be at your bus stop 5 minutes before the bus arrives
- Stand a safe distance from the roadway while waiting
- Stay clear of the bus until it has come to a complete stop

- When the bus approaches, get in line
- Let smaller children board first
- Older students and younger students should be separated

Boarding the Bus

- Go up the steps one at a time
- Never crowd or push
- Go directly to your seat

Conduct on the Bus

- Remain seated and quiet while the bus is in motion
- Keep hands, feet, arms, head, and objects inside the bus at all times
- Never throw objects while on the bus
- No open food or drink on the bus
- No loud or vulgar language
- No loud or vulgar music/video games
- Keep the bus clean and aisles clear
- Ask the driver for permission before opening windows
- Refrain from damaging any part of the bus in any way
- Be courteous to the driver, other riders, and passers-by
- Refrain from talking to the driver while the bus is in motion
- Remain seated until the bus has come to a complete stop

Posted Rules of Respect for the Bus

1. Follow the directions from the Driver the first time
2. Stay in your seat at all times, face the front of the bus and keep feet on the floor
3. Keep your body and objects inside the bus and out of the aisle
4. Be respectful. Couples will sit in separate seats
5. All food and drink containers must be sealed
6. Younger students sit at the front of the bus, older students in back of the bus

Getting off the Bus

- Those sitting closest to the door get off first
- No pushing or crowding
- Be careful not to catch or snag clothing or other items when exiting
- Move away from the bus as soon as you get off
- Do not return to the bus unless you receive permission from the bus driver

Prohibited from School Bus

- Guests are not allowed to ride any buses without permission
- Dangerous objects including but not limited to knives, lighters, explosives, stink bombs, fireworks, etc.
- Tobacco or nicotine in any form, e-cigarettes (vapors), alcohol, drugs, etc.
- Glass containers
- Live animals, insects, or reptiles (with the exception for service animals)

Transporting Musical Instruments

- All instruments carried by students should be under their control at all times; secured in student lap, placed between seats, or in a vacant seat
- Instruments should not block the walkways or occupy the driver's compartment, stairwell, emergency exits, or seating space needed.

Bus Violation Report to Parents

The bus driver will issue incident reports to the Principal as appropriate. Repeated incident reports for behavior will lead to the loss of bus riding privileges. Students who refuse to obey the directions of the bus driver promptly or refuse to obey bus safety rules shall forfeit their right to ride any Grand Canyon School bus.

Late Bus

Only students participating in after-school activities may ride the late/activity bus. Students will not be admitted onto the late bus without a pass from an administrator, teacher, or coach.

Cell Phone use and Electronic Devices (Policy IJNDB, IJNDB-R, IJNDB-E)

Cell phones and electronic devices of any kind are not to be "turned on or used in any way during instructional time or when their use is otherwise prohibited by school personnel. Instructional time includes the entire period of a scheduled class, and other times when students are participating in any instructional activities such as assemblies, award ceremonies, and performances."

Procedure if such devices are used when prohibited by school personnel:

- *1st offense: Device taken by teacher for the rest of the period and parent is called.*
- *2nd offense: Device is taken to the office and documented, student may pick up at the end of the day*
- *3rd offense: Device is taken to the office for parent to pick up.*

Students in Middle and High School are allowed to use cell phones and electronic devices before school, during passing times, lunch, and after school. Elementary students may not use their cell phones before Morning Meeting. They may use them after school. Students may not bring their cell phone with them to the bathroom. Parents are discouraged from calling and texting their child during the school day as they are in class. If students are ill, they must be examined by our school health aide.

The use of cameras on a cell phone or other portable devices in restrooms or lockers rooms is strictly prohibited.

iPads, Chromebooks, and all electronic devices brought to the school or issued by the school are for educational use only. Any violation of this rule may result in confiscation of the device, and it will be returned to the parent/guardian at the discretion of the school (unless the device is issued by the school and the school chooses to retain the device).

The privilege of using district-owned devices at home and at school provides opportunities to learn safe, ethical, and responsible use of technology. All students who are assigned equipment to access the Internet, District's network and electronic resources are required to sign the GCUSD Student/Parent Acknowledgement Form. Students will be granted internet access on school-provided devices only.

Students who damage their device or charger and fail to turn them in at the end of the year, will be fined for the replacement of the device and or charger.

Change of Address/Contact Information

All changes of address need to be reported to the office immediately. Proof of residency must be provided. If any contact information changes anytime during the school year, it must be reported to the school office. (A.R.S. §15-802)

Cheating/Plagiarism

GCUSD uses a program called "Go Guardian" to monitor student use of computers. Cheating/plagiarism will not be tolerated. Any student caught cheating or plagiarizing will be referred to the office for disciplinary action, which may include any or all the following:

- Redoing the assignment, working on an alternate assignment
- Retaking the test, retaking an alternate test
- Receiving an automatic zero for the assignment or test
- Notification to parents by the teacher
- A required meeting between student, parent, and teacher

All K-12 students enrolled in GCUSD are provided guidance in academic integrity and plagiarism. This includes:

- Cheating on assignments and tests
- Academic deceit (fabricating data, information or lying)
- Inappropriate collaboration
- Falsifying academic records (receiving credit for work not completed)
- Defining plagiarism (taking someone else's ideas, words or work and presenting them as their own)

This type of behavior is unacceptable and any student who is found to have participated in such behavior will be disciplined per District Policy **JKRA**.

Complaints (Policy KEB, KEB-R, KEB-E)

If you or your parent/guardian have a complaint about your teacher, coaches, or other school staff, you may take the complaint directly to that person or contact the Principal. At Grand Canyon School we trust that our employees will maintain the highest levels of professionalism.

Crosswalks

When coming to a crosswalk on the way to school, follow the instructions from the crosswalk guide. If riding a bike or scooter, please walk your bike or scooter.

Daily Schedule

Grand Canyon Unified School District is on a four-day schedule, Monday-Thursday. Times are as follows:

PreK	7:50 am to 12:00 pm	
K-5	7:50 am to 3:52 pm	
6-8	7:50 am to 4:02 pm	
9-12	7:50 am to 4:02 pm	Afternoon buses will depart at 4:10 pm

Digital Citizenship and Internet Safety

The School District has developed digital citizenship guidelines to assist students in responsible use of digital equipment. The guidelines include:

- Accidental access to inappropriate material
- Protection of personal identity
- Suggested long term/permanent impact of electronically posted information

- Understanding of intellectual property and copyright laws
- Internet protocol

Students should consult the Grand Canyon School District Owned Devices at School and at Home for Student Learning Student and Parent Handbook.

Directory information

The Grand Canyon School District makes directory information available in accordance with state and federal laws. This may mean that a student's name, address, telephone number, date and place of birth, school grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and previous schools attended may be made available to specified agencies.

Upon written request from the parent/guardian of a student aged 17 or younger, the district will withhold student directory information. If a student is age 18 or older and makes a written request, the student's request to deny access to their directory information will be honored.

The following agencies may be the recipient of directory information: armed services recruiting officers, police or probation officers, representatives of the news media, employers or prospective employers, federal, state, and local government, non-profit youth organizations and schools.

Early Release days

Release time is 12:45 pm for students in grades K-12.

FERPA

Grand Canyon School respects the privacy of all students and staff. As a practice, staff are to refrain from discussing students with other staff, students, and parents unless that staff member is involved in an official meeting pertaining to the education and or health and safety of the student. For more information, please refer to the [FERPA website](#).

Field Trips

Field trips are a part of the Grand Canyon School experience. Adults or parents wishing to chaperone a field trip need to abide by all school procedures, policies, and rules. Siblings or other children not enrolled in the specified grade or class will not be allowed to accompany a

chaperone on any school-sponsored field trip.

For Middle School and High School students who will need to travel long distances on a bus, boys and girls will be separated. Under no circumstances shall students in a “relationship” be allowed to sit together regardless of the gender of the student.

Eligibility is required for all extra-curricular field trips outside of the regular school day including trips with Student Council, Canyon Outdoor Leadership Club (including the Grand Canyon Youth river trip), and Odyssey of the Mind.

Food Sales

No food sales are allowed during school hours other than those provided through the school food service program or approved by the superintendent/designee. Students involved in food fundraising sales may not drive to deliver food.

Food Service

All students in grades PreK-12 have access to our breakfast and lunch programs at no cost. The school does not collect free and reduced applications for eligibility. However, we encourage families to complete the Alternative form for Income Eligibility for our ability to attain Title 1 grant funding.

Food in Classrooms

Students are encouraged to eat healthy food and snacks. Food consumption is not allowed in the classrooms without teacher's permission. All food for classroom parties and celebrations must be store-bought. Water is the only drink allowed in the classrooms. **We are a peanut-free facility.**

Graduation Requirements (Policy IKF)

Grand Canyon School District provides three options for graduation. All options meet or exceed the graduation requirements designated by the Arizona State Board of Education. The District Recommended will be required for the class of 2026. Students graduating in 2025 and 2024 are encouraged to meet the District Recommended Requirements. Students who meet the District Distinguished will be celebrated at the HS awards ceremony and at graduation. The two options are as follows:

<p>DISTRICT RECOMMENDED-Starting with the class of 2026</p>	<p>DISTRICT DISTINGUISHED*</p>
<p>Meets or exceeds minimum state requirements for AZ</p>	<p>Meets or exceeds requirements for entrance to AZ public universities</p>
<p>4 ENGLISH 4 MATH 3 LAB SCIENCE 3 SOCIAL STUDIES* 1 FINE ARTS OR CTE 9 ELECTIVES</p> <p>TOTAL CREDITS: 24</p>	<p>4 ENGLISH (I-IV) 4 MATH (Alg 1, Geom, Alg 2, Adv Math or equivalent) 3 LAB SCIENCE 3 SOCIAL STUDIES** 1 FINE ARTS OR CTE 2 WORLD LANGUAGE*** 11 ELECTIVES</p> <p>TOTAL CREDITS: 28</p>
<p>All students are expected to start with this plan.</p> <p>*Includes earning a 60-point passing rate on the District Approved Civics Test</p>	<p>*Students receive special recognition at graduation</p> <p>**Includes earning a 60-point passing rate on the District Approved Civics Test</p> <p>***Students are responsible for checking the requirements for other universities</p>

Additionally, for all the GCUSD graduation options, high school students must complete a minimum of forty (40) hours of community service during grades nine (9) through twelve (12) to graduate with a regular diploma and to participate in graduation exercises. This community service requirement must be completed by May 1 of the year during which the students intend to graduate; otherwise, the diploma will be awarded upon completion of the community service hours. Exceptions to this requirement may be made for extraordinary circumstances that do not allow the student to complete the required community service hours. A student who believes that such a circumstance exists may petition the School Superintendent for a waiver. Appeals may be taken to the Governing Board which shall make the final non-appealable decision as to whether this requirement shall be waived or modified.

Early Graduation

Students wanting to graduate early must have approval from the Principal. Students wishing to do so must provide a written statement as to why they would like to graduate early. A meeting will be held with the student, parents and the administration to make a decision.

CPR Instruction and Training

School districts and charter schools shall provide public schools pupils with one (1) or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner, during high school. ARS 15-718.01

Seeking Opportunities for Academic Recruitment (SOAR) Program

We are working to re-establish this program. If you are interested in helping with this program, please reach out to Superintendent Matt Yost.

Class Ranking/Grade Point Averages (Policy IKC-R)

Class rank shall be determined as follows for High School and Middle School

- A. Class ranking will be determined each semester beginning with the first semester of the ninth (9th) grade for high school, sixth (6th grade) for middle school.
 1. Class ranking will be based only on the grades earned in classes that meet or exceed graduation requirements. Pass/fail courses are excluded.
- B. Total grade points begin accumulating with the ninth (9th) grade for high school, sixth (6th grade) for middle school. These are divided by total units attempted to produce the cumulative grade point average. Students are then ranked according to grade point average, with 4.00 as high.
- C. Advanced Placement and Dual Enrollment courses will be weighted on a 5.0 scale.
- D. Only grades earned at Grand Canyon High School and/or at another accredited institution will be used in determining class rank and grade point average (GPA).
- E. To be eligible for valedictorian and salutatorian honors, a student must be enrolled at Grand Canyon High School or Middle School for the last four (4) semesters of high school or five (5) semesters for middle school.
 1. The valedictorian will be the student with the highest GPA at or above three point five (3.5) as computed at the end of seven (7) semesters of high school or five (5) semesters of middle school work.
 2. In case of a tie for valedictorian, co-valedictorians will be honored
 3. The salutatorian will be the student with the second (2nd) highest GPA at or above three point five (3.5) as computed at the end of seven (7) semesters of high school or middle school work.

4. Foreign exchange students will not be considered in computing class rank, and, therefore, will not be eligible for valedictorian or salutatorian.
5. Students who have been long-term suspended for conduct-related reasons will not be eligible for selection as valedictorian or salutatorian.

F. Grades will be weighted in accordance with the following structure:

2. Standard courses

1. A=4.0
2. B=3.0
3. C=2.0
4. D=1.0
5. F=0

3. Advanced Placement (AP) and Dual Enrollment (DE) courses

1. A=5.0
2. B=4.0
3. C=3.0
4. D=2.0
5. F=0

The Valedictorian and Salutatorian must complete the following core curriculum requirements:

<i>Four (4) years</i>	<i>English</i>
<i>Four (4) years</i>	<i>Mathematics (beginning with Algebra 1)</i>
<i>Three (3) years</i>	<i>Lab Science</i>
<i>Three (3) years</i>	<i>Social Studies</i>
<i>One (1) year</i>	<i>Fine Arts or Career/Technical Education</i>

Students who have been long-term suspended or expelled for conduct-related reasons will not be eligible for selection as valedictorian or salutatorian.

Promotion Requirements

Students must complete and pass all subjects in 8th grade to participate in promotion exercises. Administration has the right to review all situations concerning this on a case-by-case basis. Students who have been long-term suspended or expelled would not be eligible for 8th grade promotion exercises.

Honor Roll (Policy IKD)

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals.

Honor rolls will be used in grades six (6) through twelve (12).

The District will promote public recognition of students who attain honor roll status.

High School

The following awards are recognized at the High School Awards Ceremony to be held in May.

- A. Grand Canyon Scholar
 - a. This award is given to any graduating senior who earned a 3.5 GPA or higher in every semester of high school, not including the last semester before graduation. Recipients will earn a triple red, white and blue cord to wear for graduation.
- B. High Honor Roll
 - a. This award is given to any high school student who has earned a cumulative GPA of 3.5 or higher, not including the last semester before the end of the school year. Recipients will earn a double gold cord to wear for graduation.
- C. Honor Roll
 - a. This award is given to any high school student who has earned a cumulative GPA of 3.0 - 3.49, not including the last semester before the end of the school year. Recipients will earn a single gold cord to wear for graduation.
- D. Valedictorian and Salutatorian
 - a. These awards will be announced according to board policy IKC at the awards ceremony. Recipients will earn a medal to wear for graduation.

Middle School

The following awards are recognized at the Middle School Awards Ceremony to be held in May.

- A. High Honor Roll
 - a. This award is given to any middle school student who has earned a cumulative GPA of 3.5 or higher, not including the last semester before the end of the school year.
- B. Honor Roll
 - a. This award is given to any middle school student that has earned a cumulative GPA of 3.0 - 3.49, not including the last semester before the end of the school year.
- C. Valedictorian and Salutatorian
 - a. These awards will be announced according to board policy IKC at the ceremony. The 8th grade Valedictorian leads the Pledge of Allegiance at the Graduation/Promotion Ceremony. The 8th grade Salutatorian leads the Moment of Silence at the Graduation/Promotion ceremony.

Semester Awards

At the end of the first and second semesters of each school year, all students in middle and high school will receive a certificate in the mail with their report card for the following academic achievements:

High Honor Roll: For students earning a GPA of 3.5 or above for the semester.

Honor Roll: For students earning a GPA of 3.0-3.49 for the semester.

Health

The Centers for Disease Control and Prevention (CDC) recommends these everyday preventative actions to stop the spread of germs and help reduce the spread of flu in schools:

- Keep a student at home when sick until at least 24 hours after they no longer have a fever or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine.
- Encourage students, parents, and staff to get a yearly flu vaccine.
- Report to the school office immediately upon discovery, any contagious disease such as mumps, measles, or chickenpox.

In case of illness or accident at school, school personnel will administer minor first aid. For serious accidents or injuries, parents will be notified, and emergency services will be called if appropriate. Please remember that school personnel cannot diagnose illnesses or injuries.

If a student needs to take prescription drugs or other medication during school hours, an authorized school official must administer the medication, which must be stored in the health office. ***An updated Medication Administration Form must be completed every school year.***

Library Hours and Use

The library is available daily from 7:45 a.m. – 4:02 p.m. for student use Monday through Thursday during the school year. Additional times may be scheduled when requested in advance.

- All students may check out two books at a time. Duration of loan:
 - Grades K-5 7 days
 - Grades 6-12 14 days
- Students may renew a book as needed

- Treat all library materials and library resources with great care.
- Report any book damage to the library staff so the book can be fixed properly.
- Notices for overdue/damaged books will go out quarterly and at the end of the school year.
- All students/parents will be notified of overdue or damaged books and charged a fine to cover replacement costs. Options for replacement of library materials include:
 - Return the item undamaged (best option).
 - Replace the item with an exact copy of the lost or damaged item.
 - Pay for the item at replacement cost. Come to the library to pay the fine. The librarian will assist you with the payment process.
 - If payment is made and the book is found prior to the end of the school year, the family will receive a refund for the lost/damaged book fine. Refunds will only be granted within the school year in which the book was originally lost/damaged.
- Damaged and lost books must be paid for before additional books may be checked out.
- All students must have a valid pass to come to the library and sign in and out or be attending the library with his/her scheduled class.
- No food, gum or beverages other than water, are permitted in the library.
- Exemplary behavior, including quiet voices, walking, and treating all patrons of the library with respect, is always the standard.
- Listen to and follow directions from all library staff. Misbehavior will result in a verbal warning and/or possible dismissal from the library back to class or to the office, depending on the severity of the misconduct.

Lockers

Student lockers are the property of Grand Canyon School District. Students are allowed to use the lockers as a convenience. Students are responsible for all items stored in their assigned lockers. It is recommended that students not give out their combinations to anyone or move from their assigned locker without permission. Students should never leave money or valuable items in their lockers. Lockers may be searched if there is suspicion of drugs, alcohol, weapons, and/or stolen property. Students' rights will be respected if a locker search is initiated by a law enforcement official.

Students in grades 6-12 who would like to have a locker can email Ms. Velazquez at the school office.

Middle School Access to High School

Middle School students are not allowed in the High School building except under the supervision of a teacher or to attend assigned classes. Middle School students must use the entry and exit doors assigned to them.

Nondiscrimination (Policy AC)

It is the policy of Grand Canyon Unified School District to prohibit discrimination and harassment in any program and activity, including Career and Technical Education programs, and to provide equal access to all students regardless of sex (Title IX), race, color, religion, ancestry, national origin (Title VI), gender, age, sexual orientation or physical disability and/or medical condition (Section 504) in admissions to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall NOT be a barrier to admission or participation in the district's activities and programs. In addition, the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of any other reason not related to the student's individual capabilities. No student shall be precluded from enrolling in any fee course by virtue of inability to pay. Financial assistance information may be obtained from the Counselor or Principal. GCUSD Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. GCUSD offers the following Career and Technical Educational programs under the ADE designated Career Preparation: *Culinary Arts; Videography, and Construction Trade*. All CTE courses are open to any student regardless of location of residence.

GCUSD also does not discriminate in hiring or employment practices.

This notice is required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to either the compliance officer, Mr. Matthew Yost, Superintendent, or Mrs. Peg Lyle, the District 504 Coordinator.

Matthew Yost, Superintendent
PO Box 519
Grand Canyon, Arizona, 86023
(928) 638-2461 ext. 400
myost@grandcanyonschool.org

Peg Lyle
District 504 Coordinator
PO Box 519
Grand Canyon, Arizona, 86023
(928) 638-2461 ext. 310
mlyle@grandcanyonschool.org

Online Classes/Credit Recovery

Online courses are offered for students to take a variety of classes that are not otherwise available through our regular curriculum. Grades for online classes are automatically calculated by their individual programs and will be entered into PowerSchool by the teacher of record.

After completion of the first eight (8) days of an online course the student will be fully enrolled in the course. This eight (8) day period allows ample time for the student to familiarize herself/himself with the course and to make sure that she/he is comfortable with the technology of on-line learning and that she/he is capable of successfully mastering the content of the course.

NOTE: For the purpose of this regulation, the date for “first eight (8) school days” refers to the eighth (8th) school day after a student first successfully logs-in to an online course.

A student may request withdrawal from her/his online course within the first eight (8) school days as stated above. This withdrawal will be without penalty to the student’s transcripts or GPA.

High School Students who fail a core class (i.e. English, Mathematics, Social Studies, Science) will be placed in the appropriate online class **or** retake the class the following year to recover the credit needed for graduation.

Students wishing to take online courses that are not a part of their regular schedule must have the approval by the Principal before registering. These courses would be considered “Above and Beyond” the regular student schedule. Courses that require outside community support will also require Principal approval to ensure that students have access to supplies such as sewing machines, etc. High School Students wishing to take an online course during the summer must be registered for that class by the Counselor before the last day of school.

Parent Communication

School information for parents includes various avenues of access:

- School website
- Automated communications
- Office bulletin boards
- E-mail
- Flyers
- Class newsletters from teachers
- Grand Canyon School Facebook Page

The school calendar provided by the District is updated regularly to keep parents informed. The 2026-2027 School Calendar is provided on the back in this Handbook. Parent meetings will be scheduled throughout the year wherein parents will have the opportunity to learn more about the school, curriculum, student achievement, and other aspects of their students’ education. These meetings will provide parents with an opportunity to ask the administration, teachers, and other school personnel about what is happening within the school community.

Parent Teacher Association/Booster Club/Native American Education Committee

The Parent Teacher Association (PTA), Booster Club, and Native American Education Committee (NAEC) all support Grand Canyon School and its students. Meetings for the 2026-2027 school year will be announced by these groups individually and will be available on the school website. Anyone interested in supporting these groups and the education of students are invited to attend.

Parent Visits and Conferences

Formal parent/teacher conferences will be held two times a school year. The dates for these conferences are posted on the school website and text/email blast, providing time, date, and location, and on the school calendar. These conferences will be in person, but can offer a virtual option if needed.

Parking

Parents: For drop off and pick up please proceed to the front of the school using the drive through process. Parking is not allowed in the front of the school except in the designated spots closest to the lower elementary. There is also parking between the high school building and the church. Parking is also available at the old maintenance building on Center Road below the elementary building.

High School students may park in the back parking lot on the west side of the high school building. Students who do not use the parking lot appropriately may lose the privilege of parking on campus. All vehicles parked on school property may be subject to search by school and/or law enforcement officials if there is probable cause to do so.

All students who drive to school must provide the office a copy of the following documentation:

- Driver's License
- Proof of Insurance
- Vehicle Registration(s)

Public Displays of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate and intimate behaviors on campus or at school related events. Public displays of affection deemed inappropriate by public standards include kissing, prolonged touching, etc. Failure to abide by school guidelines may result in disciplinary actions. Physical distancing is encouraged for all students.

Report Cards/Progress Reports

Progress reports will be sent approximately every 5 weeks. Report cards will be sent at the end of each semester. Any student who has a failing grade at any one of these reporting intervals will have their parent/guardian contacted by the teacher. The administration, students, parents and teacher will work together to create a plan for the failing grade to be rectified.

Rules of Respect

The following rules of respect have been developed by our teachers to help all our students succeed.

1. Follow directions the first time
2. Communicate with kindness
3. Participate in helpful partnerships and teamwork
4. Keep working
5. Keep hands, feet and objects to yourself

Student Safety (Policies JICG, JICH, JICI)

All Grand Canyon Unified School District properties, facilities, buses, bus stops, and activities are drug-free, tobacco-free, and weapon-free zones.

No student shall go onto school premises with a firearm, explosive, knife, or any other dangerous or illegal weapon (including simulated weapons such as toy guns). Any student violating this policy can be subject to suspension, expulsion, or other disciplinary or legal action.

Students are not to be on school grounds or in any school facility prior to 7:30 a.m. or after dismissal without permission from a parent/guardian or school official.

All visitors must sign in at the front office. PreK parents may come directly to the PreK classroom to sign in and sign out their students.

Besides a parent, students may only be released to a person whose name is listed as an emergency contact on the student's enrollment form, and who is at least 18 years of age with a valid ID. Teachers will not release students unless it is cleared through the school office. Students who are 18 years of age may not sign themselves in or out unless they are emancipated and have documentation.

Surveillance cameras are used in multiple locations at school to promote safety for our students, employees, and the public to protect district property. These cameras are located in common areas such as buses, hallways, and outside classrooms. The cameras capture both video and

audio. No cameras are used in any area where there is a reasonable expectation for personal privacy. Move to section titled Surveillance

Student Schedules

All students are welcome for breakfast from 7:30 am to 7:50 am.

The elementary student schedule is 7:50 am to 3:52 pm daily.

Middle and High School schedules are from 7:50 am to 4:02 pm. All MS and HS students have a 2-week period from the beginning of the semester to make schedule changes. All changes must be made with approval from the counselor and the Principal. Advanced Placement courses and Dual Enrollment courses have a 3-week period for dropping.

Sexual Harassment (Policy ACA)

All individuals associated with Grand Canyon Unified School District #4, including but not limited to, the Governing Board, administration, staff, and students are expected to always conduct themselves 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 above mentioned to a student, staff member, or when made by a student to another student. All matters involving sexual harassment complaints will remain as confidential as possible.

Snow Day/School Cancellation/Late Start

If a delay is deemed necessary, school and bus schedules will be altered. Every attempt will be made to inform parents and students of the schedule changes. School delays, early releases or cancellations will be reported/updated via the following:

- KNAU
- School website
- School Phone System
- E-mail/ text blast
- Grand Canyon Facebook Page

If necessary, we will utilize the make-up snow days scheduled in the school calendar. Additional days may be added if necessary. Unused snow days will result in no school on those days.

Student Dress and Appearance (Policy JICA)

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Wearing clothing, which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Footwear must be always worn. Examples of prohibited dress or appearance include, but are not limited to:

- Exposed undergarments
- Sagging pants
- Excessively short or tight garments – the length of a skirt, dress, shorts, or skorts must be to the longest fingertips when the student’s hand is fully extended down the side of the student’s leg
- See-through clothing
- Attire that exposes cleavage or midriff
- Strapless shirts and/or spaghetti straps
- Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- Any adornment such as chains, spikes, or fishhooks, that reasonably could be perceived as or used as a weapon
- Any symbols, styles or attire that disrupts the academic environment
- No pajama pants (unless it is a designated pajama day sponsored by the school)
- No slippers

As a general rule: Dress for success. If in doubt, do not wear it. A student with inappropriate clothing will be sent to the office and expected to change. Parents must bring appropriate clothing before the student is allowed to return to regular classes. Any student who repeatedly violates this policy may be subject to discipline.

Students wearing hats and hoodies will be at the discretion of the classroom teacher. Hats and hoodies are not to be worn during school assemblies.

Students’ Personal Belongings

Please place your name on such items as water bottles, coats, lunch pails, etc. Students may not bring items to school that are disruptive to learning. This may include but is not limited to toys (including stuffed animals), video games, personal electronic devices, etc. These items may be confiscated if brought and will only be returned to the parent. Lost and found is located inside the school office. Students are discouraged from bringing valuables to school; he/she will be responsible for their safekeeping.

Student Rights and Responsibilities (Policy JI, JI-R)

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environments will enhance both the educational purpose for which the district exists, and the educational program designed to achieve that purpose.

All district personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the district. Students who violate the rights of others or who violate rules and regulations of the district or of the school are subject to appropriate disciplinary measures.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

Rights

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings and sanitary facilities.
- Students have the right to consult with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to best practices used by instructors including differential instruction in an environment that is supportive and challenging.

Responsibilities

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process; students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.

- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

Student Conduct (Policy JIC) See GCUSD Discipline Process Addendum to the Handbook

Rules and disciplinary procedures exist to ensure the safety and well-being of everyone at Grand Canyon School and create an ideal environment for learning. Respect for self, others, and the pursuit of knowledge is the rule in all situations.

Students are expected to obey all rules and regulations adopted by the Governing Board and to obey any order given by a member of the faculty or staff relating to school activities. *Students shall not engage in improper behavior, including but not limited to the following:*

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on district owned or controlled property or at district sponsored or supervised functions.
- Damage or threat of damage to property of the district, regardless of the location or to property of a member of the community or a visitor to the school when such property is located on district-controlled premises.
- Forceful or unauthorized entry to or occupation of district facilities including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on district property or at school sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of district rules and regulations, proof that an alleged violator has reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the board.
- Harassment is not allowed in any form, specifically no student, teacher, staff, or other person under Grand Canyon School supervision may discriminate against another person or single him/her out for mistreatment based on race, religion, nationality, sex, age, or handicap condition.
- No person may possess the following items on school/district property, in any school/district vehicle or at any school/district sponsored event/activity; tobacco, alcohol, illegal drugs, intoxicants, fireworks, weapons or fake weapons, gang paraphernalia, or

other items that represent a direct or indirect threat to the health, safety, or education of students, faculty, staff, or Grand Canyon School guests/visitors.

- Harassment as defined in Governing Board Policy - JICK; as “intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to; stalking, hazing, social exclusion, name calling, unwanted physical contact, and unwelcome verbal or written comments, photographs and graphics”.
- Any alcohol, drugs/drug paraphernalia, weapons or fake weapons, or other items that represent a direct or indirect threat to the health, safety, or education of students, faculty, staff, or Grand Canyon School guests/visitors found in a vehicle on school grounds Grand Canyon School Administration reserves the right to revoke the parking privileges of the individual owning and/or operating the vehicle.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Governing Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the district presently dispenses. Local law enforcement will be contacted by school administration regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students, or others on school property.

Behavior Consequence Matrix

The Behavior Consequence Matrix has been developed for students to learn in an atmosphere that is safe, conducive to the learning process, and free from unnecessary disruptions. Infractions may occur while on school/district grounds, in a school/district vehicle, during school/district sponsored activity, and in certain cases off school property.

In all instances interpretation is left to the individual administrator to determine consequences based upon individual or extenuating circumstances, repetition, or the willful and overt nature of the infraction. Consequences for violations of student conduct and policies associated with them can include removal from a class, detention, In School Suspension (ISS), Out of School Suspension (OSS), long term OSS, or expulsion as deemed appropriate by the school administration and/or Governing Board for the violations. See the GCUSD Discipline Process Manual.

All extra-curricular activities that have overnight trips will have Code of Conduct contracts that will be signed by the students at the first meeting for this event.

Behavior Consequence Matrix	Infractions - Include but not limited to the following:	First Occurrence - Include but not limited to the following:	Second Occurrence - Include but not limited to the following:	Third Occurrence - Include but not limited to the following:
Group I - Includes offenses	<ul style="list-style-type: none"> • Inappropriate use of electronic devices • Throwing objects • Unsafe play • Dress code • Profanity • Stealing 	<ul style="list-style-type: none"> • Verbal warning • Time out, loss of free time • Loss of privileges • Detention 	<ul style="list-style-type: none"> • Additional detentions • In-school suspension days • Out-of-school suspension days • Behavior contract 	<ul style="list-style-type: none"> • Additional detentions • Parent conference • Behavior contract • Additional days of suspension
Group II - Includes offenses	<ul style="list-style-type: none"> • Staff disrespect • Dishonesty • Plagiarism • Extortion • Distribution of inappropriate materials • Truancy • Computer violation • Hands on another person with the intention to harm • Vulgarity/racial slurs • Pass violation • Inappropriate use of technology, including personal cell phones 	<ul style="list-style-type: none"> • Verbal warning • Mediation • Loss of privileges, including participation in athletics • Detention • In-School suspension 1-5 days • Out-of-school suspension 1-5 days 	<ul style="list-style-type: none"> • Additional detentions • Mediation • Behavior contract • Notification of law enforcement • In-school suspension days • Out-of-school suspension days 	<ul style="list-style-type: none"> • Parent conference • Behavior contract • Notification of law enforcement • In-school suspension 1-5 days • Out-of-school suspension 3-9 days
Group III - Includes offenses	<ul style="list-style-type: none"> • Tobacco use/vaping/possession • Drug use/possession • Vandalism • Theft (petty/misdemeanor/felony) • Defiance of authority • Harassment / Bullying • Sexual Harassment • Racial discrimination • Threats of violence 	<ul style="list-style-type: none"> • Parent conference • Detention • Behavior contract • Mediation • Notification of law enforcement • In-school suspension 1-5 days • Out-of-school suspension 1-5 days 	<ul style="list-style-type: none"> • Parent conference • Behavior plan • Notification of law enforcement • Out-of-school suspension 1-9 days • Possible referral for expulsion 	<ul style="list-style-type: none"> • Parent conference • Notification of law enforcement • Out-of-school suspension 10 or more days • Referral for expulsion

Behavior Consequence Matrix	Infractions - Include but not limited to the following:	First Occurrence - Include but not limited to the following:	Second Occurrence - Include but not limited to the following:	Third Occurrence - Include but not limited to the following:
	<ul style="list-style-type: none"> • Stalking • Gang activity • Violation of behavior contract 	<ul style="list-style-type: none"> • Possible referral for long term suspension or expulsion • Loss of privileges, including participation in athletics 		
<p>Group IV -</p> <p>Includes offenses of the most serious nature</p>	<ul style="list-style-type: none"> • Alcohol use/possession • Drug use/possession • Assault on students or staff • Sexual Assault • Hazing • Violation of criminal law/misdemeanor 	<ul style="list-style-type: none"> • Parent conference • Behavior contract • Notification of law enforcement • In School Suspension 1-9 days • Out-of-school suspension 1-9 days • Possible referral for expulsion • Loss of privileges, including participation in athletics 	<ul style="list-style-type: none"> • Parent conference • Notification of law enforcement • Out-of-school suspension 1-9 days • Possible referral for expulsion 	<ul style="list-style-type: none"> • Parent conference • Notification of law enforcement • Out-of-school suspension 1-9 days • Referral for expulsion
<p>Group V-</p>	<ul style="list-style-type: none"> • Aggravated assault • Arson • Bomb threat • Hazing • Sale of drugs / or substances • Sexual assault • Violation of criminal law/felony • Weapon / or facsimile 	<ul style="list-style-type: none"> • Parent conference • Notification of law enforcement • Out-of-school suspension, short or long term • Possible referral for expulsion 		

Student Concerns, Complaints, and Grievances

(Policy JII-EB)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies is not related to the student's individual capabilities.
- Discriminatory treatment based on race, color, religion, sex, age, nationality, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety. Provided that:
 - The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District.
 - The procedure shall not apply to any matter for which the method for review is prescribed by law, or the Governing Board is without authority to act.

Guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance must be made to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint.
- All allegations shall be reported and documented with the necessary particulars as determined by the Superintendent. Forms are available in the district office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints made by high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint or grievance may be withdrawn at any time. Once withdrawn the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint/grievance are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed.

Removal of Students from School-Sponsored Activities (Policy JKDA)

The Principal or designee of Grand Canyon School may remove a student from a school-sponsored activity if the principal/designee determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal/designee determines that such removal is in the best interests of the activity or in the best interests of the school as a whole.

The principal/designee also may remove a student from a specific position, such as officer, editor, or captain of an activity without removing the student from the entire activity.

The principal may remove a student whether the student has been elected, appointed, or assigned to, or has volunteered for, the activity.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the administrator's decision, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practical after the principal receives the written request. At the conference the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If after the conference the administrator determines that the decision to remove the student from the activity or position is correct the removal shall become effective on the date indicated in the notice. If after the conference the administrator determines that action of a less severe nature than removal is warranted, the administrator may impose the less severe action. If after the conference it is determined that neither removal nor less severe action is warranted the prior decision to remove the student shall be rescinded.

For the purpose of this policy activity is defined as:

- Any school/district sponsored athletic activity

- Any school/district sponsored club
- Any school/district sponsored organization such as yearbook, newspaper, student government, drama, music, honor society, or any other organization or class of a similar nature

An activity includes activities as defined above whether or not a student is *receiving or may receive academic credit for the activity*.

Surveillance

GCUSD authorizes the use of surveillance cameras in school buses and on district property to ensure the health, welfare and safety of all students, employees and visitors, and to safeguard District facilities, vehicles and equipment. Video and/or audio recordings may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and, under certain circumstances, may become a part of a student's educational record.

Threatening/Disrupting the Educational Institution - GCUSD

Under Arizona Revised Statute §13-2911 there are specific penalties for any person who commits "interference or disruption" to an educational institution. A person commits interference with or disruption of an educational institution by doing any of the following.

- Threatening to cause physical injury to any employee of or any person attending GCUSD
- Threatening to cause damage to GCUSD, property of GCUSD, or property of any person attending GCUSD
- Knowingly goes onto or remains on the property of GCUSD, for the purpose of interfering with or disrupting the lawful use of the property, or in any manner that interferes with the lawful use of the property by others
- Knowingly refuses to obey a lawful order to leave the property by a school official, officer or employee of GCUSD

Pursuant to A.R.S. §15-341 any use of threats, written, spoken, or physical, to express an intent to inflict fear or physical injury to another person and/or damage to property will be reported to the appropriate law enforcement agency.

Tutoring

For students in middle and high school who need or want help with assignments are

encouraged to ask for help and should make an appointment with their teacher for after-school tutoring. Tutoring starts at 4:15 and ends at 5:45pm.

If a student is assigned to attend tutoring by his/her teacher or counselor for academic help, the student will be notified the day before being assigned. The student will be required to attend after school tutoring until the assignment is satisfactorily completed.

After school tutoring will also be used by students who are ineligible for sports and will be automatically assigned to this program upon becoming ineligible.

Students are required to stay in the library until they are dismissed by the library tutor. Students will be issued a bus pass for the late bus.

Water Bottles

All students are encouraged to bring a water bottle to school. If your child does not have a water bottle, have them ask their teacher and we will do our best to help find a water bottle for them.

Staff Directory (2026-2027)

District

Superintendent	Matthew Yost
Board Secretary/Assistant to the Superintendent/HR Specialist	Karen Alvarez
Principal.....	Lori Rommel
Administrative Assistant to the Principal.....	Rosa Velazquez
Health Aide/Attendance	Alejandra Flores
Director of Exceptional Student Services	Peg Lyle
Business Manager	Levi Frye
Accounts Specialist	Lynnette Stewart
IT Director	Derrick Tutt
Food Service Director	Justin Lambon
Guidance Counselor	Marcia Bruno
Grants Manager/Payroll	Jonathan Triggs
Maintenance Director of Maintenance/Operations/Transportation	Ivan Landry
Maintenance Worker Level II.....	Charlie Hensley

Custodial/Maintenance/Bus Driver	Arlene Keebahe
Custodial/Maintenance/Bus Driver	Eden Stine
Custodial/Bus Driver/Locksmith	Ramiro Alvarez
Custodial/Maintenance/Bus Driver.....	Malcolm Burns
Custodial/Maintenance	Dan Bennett
Custodial/Maintenance.....	Eric Reid
ESS Aide/Custodial	Cindy Owens
ESS Aide High School.....	Monica Dimas-Gonzales
ESS Aide	Cassidy Free
ESS Aide.....	Amanda Robledo
ESS Aide.....	Abby Booker
ESS Aide.....	Maria Hernandez
ESS Aide.....	Stephanie Williams
ESS Aide Life Skills.....	Julaine Cornforth
Library Aide.....	Stephanie Disrude
Native American Aide	Natalena Lansing
Food Service Assistant	Ashley Collet

Elementary

Pre-K.....	Emily Petrie
Kindergarten	Tristan Roberts
First Grade.....	Ben Hill
Second Grade	Christine Chavez
Third Grade	Jeanne Yost
Fourth Grade	Kristin Dodds
Fifth Grade	Rick McDonald
Exceptional Student Services Teacher K-3	Aleksandra Warnat
Literacy Specialist.....	Bekah Hartman

Middle School

English Language Arts/Videography.....	John Segesta
Mathematics/ HS Consumer Math	John Sullivan
Science/ HS Environmental Science.....	Adrian Alvarez
Social Studies	Janna Radarian
Exceptional Student Services Teacher Grades 4-7.....	Kristen Linkous

High School

Culinary Arts.....	Justin Warnat
High School History/Athletic Director	Rob Barnes

English Language Arts Caroline Martin
Exceptional Student Services Teacher Grades 8-12.....Rosamie Sereno
Mathematics Rick Honsinger
Sciences Forrest Radarian

ELL Coordinator/State Testing Coordinator.....Thomas Washington

Specials

Art/ Yearbook.....Stephen Willaims
Band./Music.....Amy Laughlin
Physical Education..... Jesse Magaña
Videography.....John Segesta

Substitutes

Katherine Hawkins Kevin Huston

School Resource Officer

Jason Morris

2026-2027 School Calendar

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
2						
		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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
16					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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
17	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				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
14			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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
11						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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
12	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			

40th Day: 10-7-2025
100th Day: 2-24-2026

2025-2026 School Calendar

July 2025
Independence Day (Observed) July 3
New Teachers July 21-24
All Teachers July 28-29
First Day of School July 30

August 2025
Early Release/Teacher In-Service August 28

September 2025
Labor Day September 1

October 2025
Parent Teacher Conferences October 8
Early Release Days October 8-9
Fall Break October 13-16

November 2025
Veterans Day November 11
Thanksgiving Break November 24-27
Thanksgiving Day November 27

December 2025
Early Release December 18
Winter Break Dec 22 - Jan 1
Christmas Day December 25

January 2026
New Years Day January 1
Semester 2 Begins January 5
Martin Luther King Day January 19
Early Release/Teacher In-Service January 29

February 2026
Parent Teacher Conferences February 11
Early Release Days February 11-12
Presidents Day February 16

March 2026
Spring Break March 9-12

April 2026
Built in Snow Day April 27

May 2026
Early Release May 20
Last Day of School May 20
Graduation May 21
Memorial Day May 25

June 2026
Summer School June 1-17
Juneteenth (Observed) June 18

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
15				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

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
15						
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

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
14						
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				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
17			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		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
11					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						

June 2026						
Su	Mo	Tu	We	Th	Fr	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				

T1= 72
T2= 72

GCUSD Student and Parent Handbook Acknowledgement of Receipt

THIS WILL BE A NEW FORM

[➡To be completed on Google Form:](#)

[Student-Parent Handbook 2025-2026](#)

Terms of Agreement

By signing this form, you acknowledge that you have received a copy of the *Grand Canyon Unified School District #4 2026-2027 Student-Parent Handbook*, and that you and your student(s) agree to abide by

the policies, procedures, and consequences found within the Handbook.

Parent/Guardian Signature _____ Date

Student Signature as Printed Above _____ Date



GRAND CANYON
UNIFIED SCHOOL DISTRICT #4

Discipline Process
Addendum to the Student and Parent
Handbook

Board Approved June 17, 2026

Introduction to Discipline Procedures

Success in school occurs when there is close cooperation between its students, staff and parents. The purpose of the discipline procedures is to communicate the expectations of Grand Canyon Unified School District for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities. Administrators may determine site specific practices that support campus goals and school climate, in accordance with current Governing Board Policy.

This handbook addresses only specific areas of District policy. Additional information can be found in the Grand Canyon Unified School District Policy Manual.

Preamble

A positive learning environment in our schools starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students who involve themselves in criminal acts and whose actions are in violation of school/District guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school as well as going to and from school, at a bus stop and at school-sponsored events. To meet these goals, we enlist the support of our community and School Resource Officer.

Grand Canyon Unified School District implements severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion.

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook is intended to restrict the District from imposing more or less severe consequences if, in the discretion of the District, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

In addition, although not necessarily listed as a potential consequence on the matrix for a particular behavior, long-term suspension or expulsion may be imposed based upon the facts. Grand Canyon Unified School District uses a progressive discipline

philosophy. The purpose of this handbook is to ensure consistency in discipline consequences District wide. However, the District administrators have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts. Just as we set high academic expectations for all students, Grand Canyon Unified School District has high expectations for the conduct of our students. We will not allow academic progress to be slowed because of the conduct of a few students. Conduct expectations and consequences help to ensure that the school campus, buses and bus stops are safe and orderly.

In cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the District, the consequences will automatically progress to the next infraction level and not begin at the 1st offense from year to year. For example, if a student receives a long-term suspension for drug possession during their freshman year and is found to be in possession of drugs during their sophomore year, or if a student is under the influence of drugs in the first semester and then is under the influence of alcohol in the second semester, that student's consequence would be derived from at least higher than the minimum consequences. Discipline will be progressive for students in grades K-12 including, but not limited to, the following

infractions:

- Alcohol
- Aggravated Assault
- Arson
- Assault
- Death Threats
- Drugs
- Drug/Tobacco Paraphernalia
- Physical Aggression
- Sale of Dangerous Instruments and/or Weapons
- Sexual Misconduct
- Weapons

The District has entered into agreements with various governmental agencies whereby the District has agreed to cooperate fully with the governmental agency when a student commits an act in violation of the law.

Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Assault: 1) intentionally, knowingly or recklessly causing any physical injury to another person, 2) intentionally placing another person in reasonable apprehension of imminent

physical injury; or 3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. § 13-1203)

Aggravated Assault: An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school staff member engaging in a school-related activity. (A.R.S. § 13-1204)

Physical Aggression: The act of tussles, minor confrontations, pushing, shoving, slapping, hitting, kicking or other physical provocation.

Administration Resolution Options Alternative Consequence/Loss of Privileges/Removal from Celebration/Graduation/Promotion Ceremony

Administration may assign a range of consequences for behavior. These may include but are not limited to, detention, reassignment of class schedule, safety plans, as well as removal from participation in extracurricular activities, class trips, dances/prom, celebration/recognition programs, promotion, or graduation ceremonies.

Denial of Bus-Riding Privileges

A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

Restitution (Liability)

Under Arizona law, parents may be responsible for damage to, or theft of, school property done by their child (including textbook and/or library book, Chromebook, or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in a charge to the student's account and any unpaid balances being submitted to a collection agency per GCUSD procedures.

Mediation

Intervention between conflicting parties to promote reconciliation or compromise, when appropriate.

Conference

A meeting of two or more people to discuss matters of concern.

Behavior Contract

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written.

In School Suspension

Temporary assignment to an in-school suspension (ISS) is an alternative to out of school suspension (OSS). ISS may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an ISS.

Out of School Suspension

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short-term suspension to any person other than the school Principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any in or out of school suspension, a student is not permitted on any GCUSD property during the school day or at school/district functions/events. Classroom assignments will be provided.

Long-Term Suspension

In addition to an out-of-school suspension, the school administrator may recommend to District-level administration that a long-term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing. The student and parent are informed of the District's due process procedures. During any out of school suspension, a student is not permitted on any GCUSD property during the school day or at school/district functions/events.

Alternative School Placement

At a formal due process hearing, it may be recommended that a student be placed in an alternative school setting during a long-term suspension or in lieu of a long-term suspension.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending any school in the District, unless the Governing Board reinstates that privilege. A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. This decision is provided to the Superintendent to present to the School Board for a final determination. Only the Governing Board can expel a student. The student's parent/guardian will be notified, in writing, that expulsion is recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on any GCUSD property during the school day or at school/district functions/events.

Classroom Management Plan

All teachers will work collaboratively with fellow teachers to develop a classroom management plan that is approved by the school administration and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include consequences, some of which are listed below. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated by the teacher or staff member.

Problem Solving Form

A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. Together, they work through a problem-solving form. The parent/guardian may be notified.

Discipline Conference with Student

A conference is held with the student and the teacher or school staff member to discuss the inappropriate behavior and discuss and/or develop a plan for changing the student's behavior. The parent/guardian may be notified.

Taking a break/pause (K-8)

Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. When using this strategy, the student is assigned by the teacher or administration, to a supervised location away from their classmates. It may be in a "quiet corner" or in another classroom. The time for this will generally not exceed 30 minutes. This is at the discretion of the administrator.

Conference with Parent

The parent/guardian is asked to attend a conference with the student, school administrator and other educators to develop a plan for changing the student's inappropriate behavior.

Restriction of Privileges

Inappropriate behavior may result in a restriction of a student's privilege to participate in playground, cafeteria, common areas or specific special activities. The parent/guardian will be notified.

Removal from Classroom (in extreme circumstances)

State law allows a classroom teacher to remove a certain disruptive student from the classroom and request that the Principal or staff committee determine whether the student should return or be reassigned to another classroom. A.R.S. § 15-841. A.2

Individuals with Disabilities Education Act (IDEA) Student Discipline

When a student who is receiving special education services is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), a manifestation determination conference must be held if an analysis determines that a change of placement has occurred due to the suspensions.

A recommended suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and if so, shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent/legal guardian is notified in writing that a possible suspension and/or expulsion is being considered.

Upon request, the parent/legal guardian will be provided with an additional copy of the procedures/safeguards at any time during a disciplinary procedure with the student.

For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff who are most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services). The student and the student's parent/legal guardian are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP, if a student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the

relationship of the behavior to the disability will be on hold until the completion of the evaluations.

- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion may not occur. However, the student's educational program will be reviewed and revised, and the multidisciplinary evaluation team may determine a change of placement/location of services.

If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team. In the case of a drug, weapon and/or serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting.

If there are any questions, the administrator should contact the Director of Exceptional Services. The findings and all conference notes are forwarded to the District's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parent/guardians do not agree with the findings of the IEP conference, they may file due process. If it is deemed that the student is a threat to the educational environment, the District may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519– 300.526)

Student Due Process - Suspension/Expulsion Disciplinary Process

Discipline

Discipline is administered by the School's Administration.

Referral

Students will be referred to the School's Administration for infractions outlined in the Student and Parent Handbook and when their disruptive behavior interrupts the educational process.

Due Process

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students must:

1. Be informed of accusations against them
2. Have the opportunity to accept or deny the accusations
3. Have explained to them the factual basis for the accusations
4. Have a chance to present an alternative factual position if the accusation is denied

All discipline referrals submitted to the school administration/designee will begin with a conference with the student. If a student requests to have a parent/guardian contacted, the school will make reasonable efforts to contact the parent/guardian. In the case of suspensions/expulsions, a parent/legal guardian will be notified of consequences by a personal phone call, accompanied by a written referral form. If attempts to notify a parent/legal guardian by telephone are unsuccessful, a parent/guardian will be notified by written referral form only. Parent/legal guardian involvement is an important part of discipline at all levels.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. The Principal may use ISS as a disciplinary action in lieu of OSS for designated infractions.

Short-Term Suspension

If the Principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the Principal/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation occurred. The student shall be afforded due process rights, including the opportunity to present to the Principal/designee their defense or position concerning the alleged violation. At the conclusion of the investigation, the Principal/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time, not to exceed 10 days. If a suspension is imposed, the Principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request an administrative review of the discipline data and the decision to suspend. Homework may be provided at the request of the parent. There is no level of appeal higher than the Principal for a suspension of 10 days or less.

Short Term Suspension Appeals

This process provides a guideline of steps that a parent/guardian and the administration would follow under the direction of the Principal. The suspension would still take place during the appeal process unless otherwise determined by the Principal.

Steps Involved

- Parent submits in written form reasons for appealing the short-term suspension within 24 hours of the consequence being communicated to the parent. Reasons for an appeal must address a violation of due process.
- Once the appeal is submitted, the Principal or designated administrator, hearing the appeal will need to respond within 24 hours and set up a hearing within 1 to 2 days.
- The short-term suspension hearing will involve the parent, the student if decided by the parent, the administrator who conducted the investigation and the Principal or designated administrator.
- A decision is to be rendered and communicated within 24 hours of the hearing.
- There is no level of appeal higher than the Principal for a suspension 10 days or less.

Long-Term Suspension

If the Principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded their due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the Principal/designee with misconduct, which may result in long-term suspension or expulsion, the parent/legal guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

The suspension shall be in accordance with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the Administration or the Governing Board.

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent/legal guardian in writing. The school administrator/designee shall also notify the district office to schedule a long-term suspension hearing.

- If a long-term suspension hearing is scheduled, the District will deliver, or send by certified mail, notice of the hearing to the student's parent/legal guardian at least five (5) working days prior to the hearing. The notice shall contain:
 - The time, date and place of the hearing.
 - The name of the hearing officer.
 - A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
 - A copy of A.R.S. §15-840 through §15-844.
 - A statement that the student and their parent/legal guardian are entitled to various procedural rights as described in this policy.
 - A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or their parent/legal guardian will have an attorney present.

The hearing shall be held at the time and place stated in the notice, unless all interested parties agree otherwise. In the event the District is unable to contact the parent/legal guardian after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student/parent fails to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent/legal guardian within five (5) working days after the hearing.

A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the duration of suspension and the date the student is allowed to return to school.
- Inform the parent/legal guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

The decision and appeal procedure, if applicable, upon conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) working days after the written decision of long-term suspension has been mailed. The letter must describe, in detail, any objections to the hearing or the decision rendered.
- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
- The decision of the Board is final.

Suspension Due to Clear and Present Danger

If in the best judgment of the Principal/designee, after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the Principal/designee may suspend the student from the school pending an investigation, due process and disposition of the case.

Expulsion

A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. This decision is provided to the Superintendent to present to the School Board for a final determination. The parent/legal guardian may appeal the recommendation for expulsion based on one of the following reasons:

- If the recommendation is appealed by either the student/parent or administration within this time period, a Governing Board meeting will be scheduled to review the appeal. The student/parent will be given written notice of the date, time and place of the meeting at least five (5) days prior to the meeting. The Board will consider the matter in executive session, unless the student/parent requests an open meeting. The Governing Board will expect the student and parent to attend the meeting to answer any questions that members may have regarding the appeal.
- Each Board member present at the meeting will review the hearing officer's written findings of fact, conclusion and recommendation together with the written appeal. A Board member may allow for the student/parent and the administration

to present their positions and may question the student/parent or the administration. Unless specifically requested by the Board member, no new evidence will be heard by the Board.

- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action. The Board may grant a new hearing, take the matter under advisement or take further action deemed necessary.
- The decision of the Board is final and binding. If an expulsion is imposed, it will take effect after the Board considers the hearing officer's recommendation and determines that expulsion is the appropriate disciplinary action.

Readmission

Once a student is expelled, the student's parent/legal guardian may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

Student Disciplinary Record-Keeping

Each Principal/designee shall keep and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least four years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for students subject to disciplinary action shall contain an entry of:

- Student's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to affect an adjustment, including the specialized help secured before referral (i.e., conferences with parent/legal guardian, conference with Principal, conferences with other school personnel, etc.).
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent/legal guardian if either wishes.

Principal/Designee Review

In case of a discipline consequence other than a long-term suspension or expulsion, the student/parent may request, in writing, a review of the situation/discipline from the

Principal/designee. Once the Principal/designee reviews the stated concern(s), the Principal/designee shall notify the student/parent of the final determination within 5 school days.

Student Interrogations, Searches & Arrests

Interviews

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student is then subject to discipline for a serious offense. A student may decline, at any time, to be interviewed by the School Resource Officer (SRO) or other peace officer, until a parent or guardian has been contacted.

When child abuse is alleged:

If a child protective services worker, peace officer, or School Resource Officer, enters the campus requesting to interview an attending student, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody, in accordance with A.R.S. § 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview an attending student on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety and welfare of the student exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District, such as lockers, desks, storage areas, etc. or personal items, are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable

expectation of privacy and the aforementioned may be inspected at any time with or without reason, or with or without notice, by school personnel.

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall generally be limited to:

- Searches of the pockets, shoes, socks, jackets, belts, etc.
- Any object in the student's possession, such as a purse, backpack or briefcase.
- School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity when there is reasonable suspicion that the search will result in the discovery of:
 - "Contraband" includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
 - any material or item which presents an imminent danger of physical harm or illness, and/or
 - any materials otherwise not properly in the possession of the student involved.

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Contraband materials, as identified in the introduction above, may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent/guardian of the student from whom the items were seized,
- offered as evidence in any suspension or expulsion proceeding, if they are tagged for identification at the time seized,
- turned over to law enforcement officers, or
- destroyed.

Search Warrants

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

Arrests

When a peace officer enters a campus providing a warrant or subpoena, or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification. The school staff shall cooperate with the officer in locating the student within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

Law Enforcement Presence on Campus

Through a partnership with the National Park Service, GCUSD has a School Resource Officer. This service provides an added layer of safety on our school grounds. It is expected that the School Resource Officer to be present, when possible, during school hours, and during school events. The SRO is professionally equipped with standard issued gear and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

School Safety Reporting

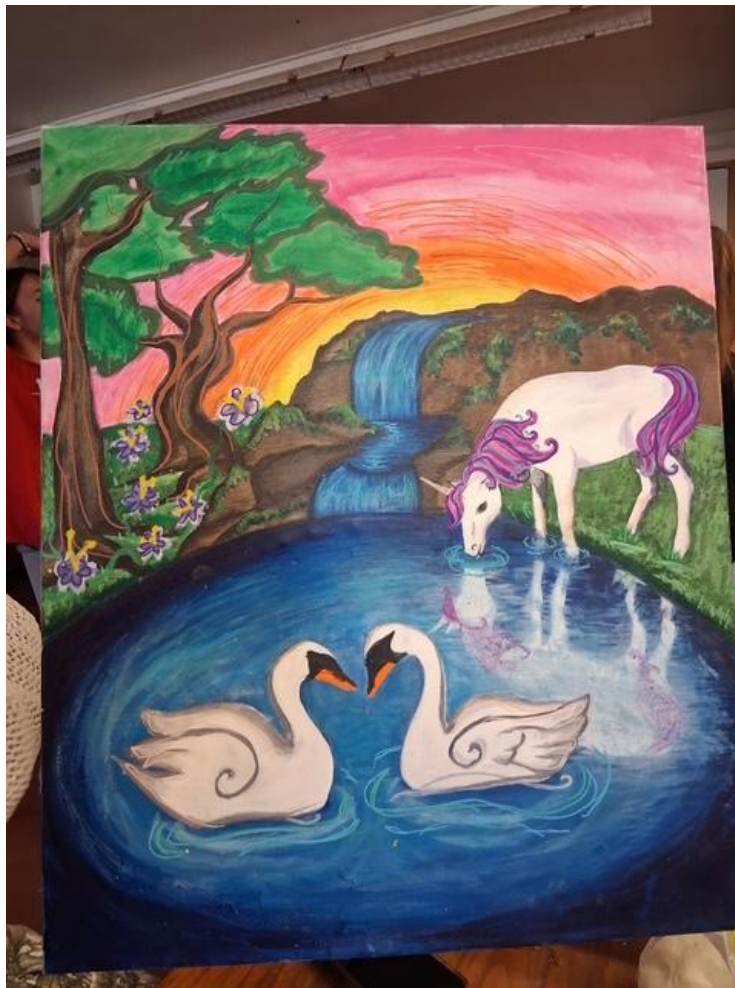
In accordance with A.R.S. § 15-153 School Safety Reporting, a School Administrator, or designee must report to local law enforcement any suspected crime against a person or property that:

- is a “serious offense” or involves a “deadly weapon” or “dangerous instrument” or “serious physical injury,” and
- any conduct that poses a threat of death or “serious physical injury” to an employee, student or other person on school property.

A school administrator, or designee will report such incidents to the parent or guardian of each student involved in a suspected crime or any conduct described above.

**Instructional Staff Handbook
2026-2027**

Board Approved: June 17, 2026



“Unicorn” Acrylic on Canvas by Kalia Aspaas, 2026



Mission:

Empowering every Grand Canyon Unified District student through excellent education

Vision:

Fostering an inclusive and diverse academic environment where all students are valued, respected and empowered to make a positive impact in their communities

INSTRUCTIONAL STAFF HANDBOOK Table of Contents

District Mission Statement and Vision	1
Letter from the Principal	3
Introduction	4
Use of Handbook	4
Notice of Non-Discrimination	4
Governing Board	4
First Days of School and Checklist.....	5
First Days of School Procedures	6-7

PROFESSIONAL RESPONSIBILITIES

Accidents While on Duty	8
Assessment.....	8
Attendance Reporting	8
Beyond Textbooks.....	8
Bullying	8
Cell Phone Rules.....	9
Class Coverage	9
Class Parties.....	9
Classroom Organization	9
Communication and Media.....	9-10
Discipline.....	10
Dress Code	11
Drug Abuse Policy	11
Duties for Bus/Lunch/Recess	11-12
Early Release of Students	12
FERPA.....	12
Grade Level Activities/Responsibilities.....	12
Grading Procedures	12
Grievance Procedures	13
Key Procedures	13
Lesson Plans	13
Maintenance Requests	13

Observations/Evaluations & Walk-Thrus.....	13
Parent-Teacher Conferences	13
Phone Use	14
Personal Property	14
Professionalism	14
Prop 301	14
Purchasing Procedures.....	14
Reporting to Dept. of Child Services.....	14-15
Requesting/Reporting Absences for Staff	15
Safety Procedures	15
Sexual Harassment	16
Smoking Policy.....	16
Staff Lunch/Leaving Campus.....	16
Student Activities.....	16-17
Substitute Procedures.....	18
Suicide Prevention Awareness.....	18
Supervision of Students.....	19
Syllabus & Parent Letter	19
Transportation and Field Trips.....	19
Use of Technology/Movies and Videos.....	19
Working Hours.....	19

PROFESSIONAL GROWTH

Professional Development.....	20
Requirements for Certification/Recertification.....	20

APPENDIX OF INFORMATIONAL ITEMS AND FORMS

Faculty and Staff List.....	21-22
Fire Drill Evacuation Maps.....	23-29
Acknowledgement of Receipt.....	30

To: The Staff of the Grand Canyon School

From: Lori Rommel, Principal

Date: June 17, 2026

Re: Welcome to the 2026-27 School Year

Welcome to the 2026-27 School Year! It is my hope that you all had a restful summer and are ready to be here for our students. For those of you returning to the GCUSD, welcome back and to those of you new to the district, we are excited to welcome you to our team. The 2026-27 version of the Grand Canyon Unified School District promises to be a year of growth, restructuring, and excitement. We are all fortunate to be part of such a strong educational team, within the most wonderful community.

Some of our school wide goals for the coming year are:

- Continued implementation of a new Mission and Vision statement that reflects our school and community.
- Continued implementation of our Savvas K-12 ELA and Math curriculum.
- Continue working together to create an environment where every child feels safe, supported, wanted, and important.
- Building upon the collaborative spirit of last year in order to support and improve academic achievement of our students.

I am excited about our school's direction and future. This is the start of my fifth year as Principal and my 33rd year within the Grand Canyon School District. I am honored to have such a great team of administrators, teachers, aides, food service and maintenance staff members around me who are dedicated to the students of the Grand Canyon. I am excited to work together with everyone to continue to grow and achieve. We have made tremendous progress in our professional community. I know we can accomplish anything we set our minds to. Welcome back and welcome to our team!

Introduction

It is the purpose of the Instructional Staff Handbook to provide our teaching staff with important information about policies and procedures related to instruction.

The Handbook states policies as they exist at the time of publication. All policies are subject to change by the Grand Canyon Unified School District Governing Board.

Use of the Instructional Staff Handbook

The policies and procedures in the Handbook are accurate and up to date as of Board approval on June 17, 2026. The Governing Board may make changes to a policy. If this occurs, the Principal will update the staff of the change(s) that was/were made.

Access to the District's Policy Manual may be found in the Principal's Office, the District Office, or online at: azsba.org/policy/policybridge/

Notice of Non-Discrimination

It is the policy of Grand Canyon Unified School District to prohibit discrimination and harassment in any program and activity, including Career and Technical Education programs, and to provide equal access to all students regardless of sex (Title IX), race, color, religion, ancestry, national origin (Title VI), gender, age, sexual orientation or physical disability and/or medical condition (Section 504) in admissions to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall NOT be a barrier to admission or participation in the district's activities and programs. In addition, the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of any other reason not related to the student's individual capabilities. No student shall be precluded from enrolling in any fee course by virtue of inability to pay. Financial assistance information may be obtained from the Counselor or Principal. GCUSD Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. GCUSD offers the following Career and Technical Educational programs under the ADE designated Career Preparation: *Culinary Arts; Film-TV Production, and Career Explorations*. All CTE courses are open to any student regardless of location of residence. GCUSD also does not discriminate in hiring or employment practices.

GOVERNING BOARD

Jimelia Talasyousiea, President
Cassidy Wolf Gibson, Member
Sena Stiles, Member
Ashton Bedford, Member
Susan Manganiello, Member

Regular School Board Meetings are scheduled at 6:00 p.m. on the second Wednesday of each month. The agenda, location and time will be posted in advance at the following official posting places:

- *District Office - Outside Bulletin Board
- *Bulletin Board Outside Tusayan DNPS General Store
- *Bulletin Board Inside Grand Canyon Village Post Office and at www.grandcanyonschool.org

All staff members are invited to attend the Board meetings. Meetings are held in person and, via Zoom. Meeting link information can be found on the school website.

First Days of School

Throughout the first week of school, teachers should review and practice procedures related to school routines. Classroom procedures such as transitions, asking for help, and what to do when finished working are just some of the many behaviors to practice.

The First Days of School

“The very first day of school is the most Important day of the school year.”

“Student achievement at the end of the year is directly related to the degree to very first week of the school year.”

“The ineffective teacher begins the first day of school attempting to teach a subject and spends the rest of the school year running after the students.”

“Research shows that effective teachers spend most of the first week teaching students to follow classroom procedures.”

Dr. Harry K. Wong

Teacher Checklist

	1. Have posted outside your room & in your room: Room number - Your name - Grade level - Subject.
	2. Post classroom rules and teach procedures.
	3. Have your classroom organized and ready for the first day of school.
	4. Dress professionally.
	5. Meet the students at the door as they enter your room. Greet them, welcome them, let them know that you are glad to see them and show that you are excited about the new year.
	6. Assign seats as students walk into the classroom.
	7. Have bellwork for students to start as soon as they walk into the classroom.
	8. Take daily attendance according to your grade level.

Procedures and Routines to be Taught the First Days of School

“The only way you can have responsible students is if you have procedures and routines to which the students can be responsible to.” -Harry Wong

Pledge of Allegiance and Moment of Silence. The Elementary will have a Morning Meeting in the MPR in which to do this. Middle School and High School will have morning announcements. If you would like an announcement to be made for an event, please email the Principal. Announcements are printed and placed outside the Principal's office each day.

Entering the Classroom and Bellwork. Students should enter the classroom in an orderly manner, gather their materials and take their seats and be ready to follow your directions.

End of period/Class dismissal. Students will follow the directions of the teacher/adult in the classroom on when to leave the classroom.

Getting the attention of the class. Teachers should establish a consistent way to get the attention of their students. This can look different for elementary, middle and high school.

When a student is suddenly ill. When a student needs to see the school health aide they need to inform their teacher. The teacher calls the office and sends the student with a pass. Students

When a student is tardy. Students who arrive late to school need to stop by the office and pick up a tardy slip which they will give to their first hour teacher. For Middle and High School, we will use the Tardy Tracker System. ([Tardy Tracker spreadsheets will be updated in school Google Classroom](#))

When a student is absent. When a student returns to school after being absent he/she must present a written note from his/her parent/guardian explaining the reason for the absence, if the parent did not already call in on the phone or send an email. Students who are 18 are not allowed to check themselves in or out. Have a procedure for make up work. MS and HS will utilize After School Tutoring.

Hall passes. Hall passes for Middle and High School can be found here: [Hall Pass](#) For Elementary students, we can work together to create a plan for this as needed.

Sending a student to the office.

Non-Disciplinary: A hall pass and a phone call to the office should be made for Middle and High school students. For elementary, send the student with a buddy and please call the office.

Disciplinary: Phone call to office and text to Principal. When time allows, follow up with an Incident Form and share with the Principal.

If the teacher is not in the room. Students must not enter a classroom if an adult is not present. Students are to be supervised at all times. (Policy JLIA). Teachers who do not follow this policy may be subject to disciplinary action.

Students Going to lunch. Elementary students K-2 are walked to the MPR. Elementary students 3-5 will enter MPR after recess. Elementary students are to eat inside the MPR. Middle and High School students are not to be dismissed early for lunch unless their teacher is on lunch duty. High School students may eat outside on the picnic tables near the MPR and parking lot. Middle School Students must eat inside. High School Seniors may eat at the concessions area. See the BREAKFAST and LUNCH rules of respect and LUNCH DUTY rosters. Also, see the INDOOR RECESS plan for inclement weather for elementary

Fire Drills. When the alarm sounds, the students are to follow the directions of the teacher. A

map is posted in every room that shows the evacuation route. Students are to follow the teacher out of the room and to the safety area. Students should walk in an orderly manner. Students are to follow the directions of their teacher and stay in their line until the conclusion of the fire drill. All teachers should have a red/green paddle in their classrooms. (see map in School Google Classroom)

Lockdown procedures should also be reviewed with students. See [Lockdown Procedures 2026-2027](#)

Bullying. Bullying is not tolerated at GCUSD. Policy JICK-EB. Students are encouraged to report all instances of bullying to an adult. Any report must be brought to the attention of the Principal. Students may use the School Website to report bullying. The Principal will investigate all reports.

Grand Canyon Back to School Night will be on Tuesday, August 4th from 6:00 pm to 7:15 pm.

Professional Responsibilities

Accidents While on Duty

If a student has an accident or injury, call the office immediately and text the Principal. If there is a medical emergency, call 911 first, and then notify the office and Principal. Complete an "[Incident Form](#)" as time allows and email it to the Principal.

Assessments

Teachers may use a variety of formative assessments that are both formal and informal. Math and ELA teachers will utilize *Savvas* for Benchmark Assessments. Teachers can also access *Beyond Textbooks* for resources.

Elementary teachers in K-5, in addition to *Savvas*, have Amplify (Dibels Next), and Wilson Products such as *Fundations* and *Just Words*. Elementary Teacher Leaders will share additional assessment information. Assessment calendars will be created in MS and HS PLC's that will include dates of assessments and data review.

Attendance Reporting

Attendance is critical to student accountability and state reporting requirements.

Elementary teachers will take attendance twice daily - by 9:00 a.m. and immediately following lunch. Secondary teachers must take attendance within the first five minutes of each class.

We will continue our attendance initiative. Reports will be run every 5 weeks. Students that are chronically absent will receive a letter in the mail. If no improvement is made in attendance, parents will be contacted for a meeting to address the attendance issue. Chronically absent is defined as missing 10% of the school year. See [ARS 15-803](#)

Beyond Textbooks

This online curriculum framework provides a calendar of standards for ELA, Math, Science, Social Studies, Art, Music and PE in grades PreK-12. It also has a variety of instructional resources including teaching materials, standards and objectives for posting, and Daily Math/ELA bellwork. Teachers and Aides may use this resource as needed for intervention and or enrichment.

If you have any questions about BT, talk to your Teacher Leader or Principal.

Bullying (Policy JICK-EB)

Types of prohibited bullying behavior include, but are not limited to:

- Intimidation/threatening behavior
- Any form of physical abuse-inappropriate touching or hitting
- Verbal abuse – insults, spreading rumors, teasing
- Psychological abuse - isolating an individual, preventing them from becoming part of a group or involved in certain activities

- Demanding money
- Demanding coursework to copy against a person's will
- Stealing, hiding or damaging belongings-books, clothing, bags
- Teasing people about their physical appearance or other personal characteristics
- Sending intimidating or threatening e-mail or text messages

Bullying in any form is not tolerated at Grand Canyon School. All incidents of Bullying will be reported to the administration for further disciplinary action. Students are encouraged to use the Bully Report on the school website.

Cell Phone Rules

Elementary students are allowed to use cell phones on the bus and after school. They are not allowed at morning meeting, in classrooms, at lunch or during recess.

Middle School and High School Students may use their phones on the bus, before school, during passing times and after school. **They may not use them in classrooms.** See the [Rules for Electronic Devices](#).

Class Coverage

There are times when teachers will be asked to cover another teacher's class during their planning period. Although this is a last resort practice, teachers will be compensated at a rate of \$25 dollars per period. If a teacher is on a planning hour due to "Extended Hour", there is no compensation. The Office will complete the necessary paperwork and it will be listed as "Class Coverage" on your paycheck. Please contact the Office to make all arrangements for class coverage.

Class Parties

Teachers are encouraged to celebrate with our students. Any parents, family members or volunteers must check in at the front office. If food is being served, it must be store bought or made in a facility that follows state food service guidelines. When possible, food should be eaten outside utilizing the picnic tables. It is helpful to notify the front office if your class is having a party. **We are a peanut-free facility.**

Classroom Organization

Teachers are encouraged to create learning environments that are inviting, structured and comfortable. Materials should be stored properly and windows kept clear as they may be used as emergency exits. If there is excessive clutter that needs to be removed, please talk to the Principal and a [disposal form](#) can be completed. Teachers are responsible for all learning materials in their classrooms including teacher book sets and classroom games. If you are unsure of the literature in the classroom, please talk to the Principal.

Communication and Media

District Teachers, School Counselor, Principal and designated office staff may communicate with students using their District email address. Volunteers and aides may not communicate with students via District email.

The District does not approve the use of any private social media or messaging program to communicate privately with students. District employees, coaches, and school volunteers are specifically instructed that connecting with students on social media platforms privately is not permitted. **This includes but is not limited to connecting with students on such platforms as Snapchat, X, WhatsApp, Instagram, YouTube, TikTok, or Facebook, Class Dojo, Remind, BAND App, or any platform that allows private messaging.**

- The following are District approved application(s) as the Principal is included:
 - Slack-for athletics and school clubs
 - Class Dojo

Communication using District approved technologies are monitored and controlled by the District. In limited instances, Teachers, the School Counselor and the Administration are only permitted to contact a student on the student's personal cell phone if the following criteria are met:

- Parent/Legal Guardian has provided written consent.
- The school administrator has been informed in writing.
- A parent/guardian, administrator, or another educator is included in the communication.
- All communication follows the State Board of Education's best practices guidance.

Employees are expected to follow District policy and best practices regarding electronic communications with students. Any District staff member who violates these is subject to disciplinary action, including suspension without pay and termination of employment.

E-mail is the primary form of communication between staff members at Grand Canyon Unified School District. As a practice, if contacted by a parent, please respond within 24 hours as it fits in the workweek. Same if a parent leaves a voice mail. If you do not have access to voice mail, please contact the IT Director.

Group email lists have been created to assist in emailing:

ElementarySchool@grandcanyonschool.org

MiddleSchool@grandcanyonschool.org

HighSchool@grandcanyonschool.org

These groups include aides, administrators, counselor, and the front office

Teachers@grandcanyonschool.org

This group includes teachers, administrators and the front office

AllStaff@grandcanyonschool.org

This group includes everyone on campus and is only to be used by the Administration

MEDIA (Policy KDDA, Policy GBEF-E)

Communication with media, both the newspaper and social media, must be approved by the Superintendent or designee. Posting to personal social media is prohibited during the school day. Staff members should not post photos of students to their personal media.

Communication with students should be through school email and not personal texting. For group chats, the use of platforms such as “Slack” and “Class Dojo” are encouraged.

Discipline

Grand Canyon Elementary, Middle and High School have adopted the following Rules of Respect:

Elementary: Phantom Responsibilities

- 1) I will follow directions the first time
- 2) I will communicate with kindness
- 3) I will keep my hands, feet and objects to myself

Middle and High School: Rules of Respect

- 1) Follow directions the first time
- 2) Communicate with kindness
- 3) Participate in helpful partnerships and teamwork
- 4) Keep working
- 5) Keep hands, feet and objects to yourself

When students are not following these rules, teachers should address it in the classroom as a first level intervention and contact parents. If students are repeatedly breaking the rules, especially not keeping their hands to themselves and hurting others, contact the office and text the Principal, then send the student. When time permits, send an email describing the situation. The Principal, ESS Director or Counselor will use the Reflection form to process with the student and contact the parent (see [Rules of Respect Accountability for MS/HS](#), [MS/HS Reflection Form](#), and [Elementary Reflection Form](#))

Use the school email or phone when communicating with parents about student discipline. Do not text using your personal phone. Teachers may use Dojo messaging for this purpose.

When sending a student to the Office, please call the office and text the Principal with any a brief description of what happened. Please follow up with an email to the Principal describing the incident or phone call with any information. The Principal will complete a Discipline/Incident Form.

Office Referral-notify the Principal immediately via text

- A student harasses/bullies another student
- Vulgar and/or hurtful language
- Extortion
- Plagiarism
- Ditching a class or ditching school
- Defiance of authority

- Gang related activity (writing, signing, dress code)
- A student injures another student
- Fighting

Retain the student and call/text the Principal immediately

- Possession of contraband items
- Drug or alcohol possession or use
- Tobacco violation
- A student has a weapon or other dangerous item
- Arson
- Vandalism/Destruction of property
- Theft

Dress Code (Policy GBEBA)

The Grand Canyon Unified School District believes that all employees should dress in a professional manner, setting an example for workplace attire for the students the District serves. If you have any questions, please communicate with the Principal.

Drug Abuse (Policy GBEC)

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act.

Duties for Bus/Lunch/Recess-

Bus Duty

Teachers and staff will be assigned morning and afternoon bus duty on a rotating schedule. Refer to the Duty Roster and make a note in your calendar. Report to the bus drop-off area on the south side of the high school building by 7:30 a.m. for morning bus duty, and by 3:52 p.m. for ES afternoon duty, and after the last bell for MS/HS duty.

If you have a sub and will be off campus, please see that your duty gets covered.

Lunch Duty

- Staff assigned to lunch duty shall report to the multi-purpose room before the lunch period begins. If they have a class, the class may be brought to lunch early.
- Students should clean up after themselves.
- Grades 6-12: One teacher shall monitor students eating lunch in the MPR; the other teacher shall circulate on the campus.

Recess/Playground

The staff member(s) supervising the playground is/are responsible for effectively supervising and maintaining a safe environment for students. Staff members need to be spread out and actively supervising students. The following playground rules should be reviewed with students the first week of school.

See [Playground Rules 2025-2026](#)

- Be safe

- Follow the instructions from an adult the first time
- Keep your hands, feet, and objects to yourself
- Communicate with kindness

Outdoor Equipment

- Students should not twist, or jump out of the swings, climb the swing support poles, or swing sideways.
- Use slides appropriately - sit on the slide and make sure the slide is clear before sliding.
- Students should not hang on the basketball hoop rims, basket nets, poles, or backboards.
- Students should not stand on bars or slides.
- Students should return equipment to the bench area after recess.

If maintenance is mowing the grass, please keep students off the field for their safety.

Early Release of Students

No pupil will be released without the approval of the office. Students will be called to the office in the event of parent/guardian sign-out. Students who are 18 must abide by the rules and regulations set by the Superintendent (Policy JI). Students are not allowed to contact their parents to pick them up. All parent pick up communication must go through the office.

FERPA

Grand Canyon School respects the privacy of all students and staff. As a practice, staff are to refrain from discussing students with other staff, students and parents unless that staff member is involved in an official meeting pertaining to the education and or health and safety of the student. We will continue to use the practice of using student initials in all electronic communication. For more information, please refer to the [FERPA website](#).

Grade Level Responsibilities/Events

It's our goal to provide unique opportunities for our students. Each grade offers level appropriate activities and responsibilities. Some designated events and activities are, but not limited to:

- K-2: Tree decorating, NPS class field trips
- 4th: Arizona Science Center, Playground ball clean up at the end of each day
- 5th: Ensuring the USA and AZ Flags are raised and taken down each day
- 6th: Camp Colton
- 8th: Washington, DC Trip
- 9-12th: COLT River Trip

Grading Procedures

Grades are to be updated on a weekly basis and entered into PowerTeacherPro. Teachers

are expected to communicate grading procedures with students and parents at the beginning of the school year via a class syllabus or parent letter. Grades are compiled using the following scale:

90%-100%	A
80%- 89%	B
70%- 79%	C
60%- 69%	D
59% and below	F

- **Elementary: two ELA grades, two math grades, and one science or social studies grade per week**
- **Middle and High School: two grades per class per week**
- **Specials: one grade every other week per class**

Grievance Procedures

Effective communication between District employees, the Administrative Staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level. See the Board Policies for more information (Policy Reference #GBK).

Key Procedures

Keys to the School District property or premises are issued to employees for official school business only. Do not loan or make your keys available to any other person. Any lost keys should be reported immediately to both the Director of the Maintenance Department and the Superintendent's office. Any changes in key assignments must be approved by the Principal.

Lesson Plans

Planning instruction is essential for student achievement. Lesson plans are to be submitted electronically to the Principal by 8:00 a.m. on the first school day of each week, unless notified otherwise.

A lesson plan template is available electronically in the School Google Classroom. Teachers may use their own lesson plan template or modify the available template as long as the following components are included: standards and objectives, engagement activities, assessment and evidence of differentiation.

All documents that are created for the District become the property of the District. Do not delete files that are created for school use.

Maintenance Requests

Teachers are responsible for reporting any conditions in school housing or on the school

site that need repair or attention from the maintenance staff. Requests should be submitted electronically via the “Brightly” system available on the school website. Training will be provided for this new system that is replacing “School Dude”. This is a new system.

Observations, Evaluations and Walk-Thrus (Policy GCO-RA)

Grand Canyon School is dedicated to the professional growth of our instructional staff. Continuing teachers will be observed one time, new teachers that have been here 3 years or less, two times. Instructional Aides will be evaluated as per the guidelines set by the ESS Director.

The Administration Team will periodically observe instruction and student performance. Walk-Thrus are usually no more than 10 minutes. Formal observations are scheduled and will last a minimum of 30 minutes. [Formal Teacher Observation Tool 2025-26](#)

Parent-Teacher Conferences

Scheduled parent-teacher conferences will be held after the first and second grading periods for elementary and middle school students:

- **Conferences on Oct. 7, 2026**
- **Conferences on Feb. 10, 2027**

All teachers are encouraged to have additional conferences as needed. Conferences will be held in person. Zoom may be an option if necessary. If you need translation, contact the front office to schedule.

*Please do not hesitate to invite an administrator, ELL Coordinator, or the Counselor to a conference if it might be helpful to do so.

Phone Use

As a general rule, personal use of cellphones is not allowed during work hours while supervising students. However, please use your best professional judgment if you are being contacted. We are here to set an example for our students. Do not allow students to use your personal cell phone unless for an emergency.

Personal Property (Policy ECAD)

The School District shall not assume responsibility for the loss of, or damage to, personal property stored, installed or used on school premises. No personally owned technology is allowed to be **connected with district technology without permission**.

Professionalism (Policies GBEB, GBEBB, and GCQF)

It is the intent of the Grand Canyon Unified School District to provide a professional environment for students, staff and parents.

Prop 301 [301 Plan from 2023-24](#)

Proposition 301 was a voter-passed initiative in November 2000. It allowed for an increase in sales tax to provide additional monies for educational programs to public and charter schools. This fund is also considered Performance Pay for certified teachers.

Each district has to create a 301 Performance Pay Plan and have it approved by the school board by December 30th of each year. At Grand Canyon, the Teacher leaders will be on the 301 committee to work on the plan and present it to the teachers. In order to be eligible for Performance Pay, teachers must meet the requirements of the 301 plan.

Purchasing Procedures

Our District is committed to helping our staff have the materials and supplies we need to help our students be successful. This also includes Field Trips. In order for the District to pay for such items, a [requisition](#) must be completed and signed by the Principal before anything can be ordered. If you have any questions about ordering materials, field trips, or paying for activities, please see our Accounts Specialist in the Business Office.

Reporting to Department of Child Services

ALL school employees are designated as mandatory reporters of suspected child abuse or neglect. Everyone must report suspected abuse or neglect to the appropriate authorities. If you need to make a report, contact the Principal for support.

To make a report to Arizona Department of Child Services:

- Immediately report any suspected child abuse to the administration. As per Arizona State Law, all school employees are mandatory reporters (ARS §13-3620.A).
- Contact the Principal immediately.
- A decision will be made to either call the 1-888-SOS CHILD hotline OR make an online report. If an online report is made, print a copy of the report to give to the Principal.
- See: <https://dcs.az.gov/>

Requesting/Reporting Absences for Staff

[A Leave Request Form](#) must be submitted to the office any time you are planning to be absent from your class and a substitute will be needed. In the case of an emergency absence, a Leave Request Form must be completed and returned to the office immediately upon your return. These forms are available in the School Google Classroom and in the office.

Safety Procedures

Crisis Management Plans

All staff should familiarize themselves with the multicolored Crisis Management Plans for the District. These are provided by the District Office and updated annually. Most drills will be announced in advance.

Fire Drills

Teacher responsibilities include:

1. Familiarity with the fire drill evacuation map and line up chart.
2. Informing and instructing students with evacuation procedures.
3. When the evacuation signal is sounded, each teacher shall:
 - a. Direct students to walk quietly to the proper exit.
 - b. Go directly to the designated area (see diagram) on the field.
 - c. Close but do not lock the doors after all students are out of the room.
 - d. Turn off the lights in the classroom.
 - e. Line up and monitor students, who are to remain quiet.
 - f. Check roll and account for all students assigned to the class.
 - g. **ALL STUDENTS ARE TO BE ACCOUNTED FOR IMMEDIATELY**
 - Hold up the **green** flag if all students are accounted for.
 - Hold up the **red** flag and report any student not present to the administrator on duty.
 - Keep students in the designated area for the duration of the drill.
 - Once released, return your students in an orderly fashion to your classroom.

Lockdown Procedures [Lockdown Procedures 2025-2026](#)

Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors. Each staff member will be notified in person when the lockdown has been lifted. If an evacuation occurs, all persons will be directed by a law enforcement officer or administrators to a set location. Once evacuated from the building and safe to do so, teachers should take roll to account for all students present in class.

Sexual Harassment (Policy ACA)

Grand Canyon Board Policy provides a very direct expectation when it comes to matters of sexual harassment, i.e., all individuals associated with the District – both employees and students... “are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment”.

Smoking Policy (Policy GBED)

The possession or use of tobacco products is prohibited by law in the following locations: School grounds, school buildings, school parking lots, school playing fields, school buses and other District vehicles, and off-campus school-sponsored events. For the purpose of the policy, smoking shall mean all uses of tobacco including vaping devices.

Staff Lunch/Leaving Campus

All staff are welcome to eat in our school cafeteria. Accounts can be set up through the Food Service Director. Breakfast=\$2.50 Lunch= \$4.80

Staff who choose to leave campus are asked to please sign out at the front office. Leaving during planning times on a regular basis is not allowed.

Student Activities

Grand Canyon School supports students and staff members that sponsor a variety of organizations and clubs. Student Activities at Grand Canyon School include, but are not limited to:

- Elementary Student Council
- Middle School Student Council
 - Includes 8th Grade Class Sponsor
- High School Student Council
- Senior Class Sponsor
- National Honor Society
- National Art Society
- High School Math Club
- High School Science Club
- Camp Colton
- Canyon Outdoor Leadership Team/GCY River Trip
- Odyssey of the Mind Coordinator
- District Testing Coordinator
- Online Programs Coordinator
- Child Study Team Coordinator and Members

If you are interested in being a sponsor, please see the Principal.

Student Activities organizations participate in fundraising to sponsor events and field trips. Please refer to the Sponsor Responsibilities folder in the School Google Classroom. There are specific procedures for Student Activities when it comes to fundraising, selling of food or products, purchasing food or products, and the handling of money. Please see the Accounts Specialist for information about meeting minutes and handling money.

EVENT PLANNING

For any event to happen on campus, fill out a [facility use form](#) and share it with the Principal. Once approved, you will be notified, and the event will be posted on the school calendar. **All Posters and Flyers must be approved by the Principal before posting. Do not tape on to windows or doors, do not use duct tape or gorilla tape. Staff are responsible for removing flyers after the event. If you would like an event to be sent to families via text, send an email to the Principal and office staff. If you would like an announcement made in the mornings, email it to the Counselor.**

FOOD

Food sales will be allowed ONLY by Food Services during scheduled lunch and breakfast times. No food sales are allowed one hour before or after school, nor during school hours unless part of the Food Service or Culinary Arts programs.

FUNDRAISING/SOLICITING

Fundraising activities on school premises or in any circumstance where students or staff are representing the school will be permitted only when approved by the Superintendent or designee. Prior approval for the solicitation of any local business for funds, goods or services must also be obtained. If a representative of a local business volunteers a donation of funds, goods or services, approval must be given by the Superintendent or designee before the offer can be accepted. Before beginning any fundraising or soliciting activity, staff should complete a [Fundraising Proposal](#) form and submit it to the school office for the Principal to sign. Students may not drive personal vehicles to deliver food.

In accordance with State law and the Uniform System of Financial Records (USFR) requirements, all money collected through school activities or by students shall be deposited into an account that has been established for a specific group or activity immediately after the event.

PURCHASING

A properly noticed meeting is required for a class, club or organization to approve the expenditure of funds collected on its behalf. Minutes from the meeting must be submitted to the District office with a request for a check in a specified amount. The Business Manager will issue a check that is payable to the vendor for the purchase. In no case will school funds be allowed to be donated to a non-school affiliated organization or project. Funds may be donated to a charity or group supporting a cause that the students have approved.

DEPOSITING MONEY

All monies MUST be deposited with the district administrative assistant by the next school day following the receipt of the funds. There is a drop box adjacent to the doorway to the district office for depositing money after hours. The following procedures shall be followed:

1. Create a Receipt of Monies form
 - a. List all cash by type and amount
 - b. List all checks by number and amount
 - c. List all coins by type and amount
 - d. Total the sheet
 - e. Student treasurer and sponsor must sign the form
2. Deposit the form and money with the District Superintendent Office
 - a. Get a receipt for the amount deposited
 - b. Record the description, receipt #, date and amount in the ledger book under income
 - c. Balance the ledger

Substitute Procedures

In the case of an emergency and you need a sub, you should notify Rosa Velazquez by phone or text at 928-856-1153 no later than 10 pm and no earlier than 6 am.

Teachers are to provide adequate directions for substitutes to continue the instruction during the teacher's absence (see detailed list below).

Adequate and sufficient work should be planned so that your substitute can keep your students productive and engaged. Do not have students take online benchmark assessments during your absence. If using technology, please provide necessary passwords and login information. In addition, please have backup plans in case technology is unavailable. Email lesson plans to Rosa Velazquez.

Emergency Sub Packet

Each teacher is required to have an emergency [substitute packet](#) **with lessons for at least three consecutive days**. This is for situations where there is not adequate time for more detailed planning. The following items should be compiled in a binder and kept in your classroom. Please have packets completed by **August 3rd for returning teachers, August 17th for new teachers**.

Please utilize the guide posted in the Principal Google Classroom. If you need a new red folder, please inform the Principal.

- Class roster(s)
- How to take attendance
- Seating chart, if appropriate
- Lesson plans for 3 days with copies for all students
- Detailed daily schedule including times of where to be, where and when to pick up/drop off students, start time, and release time
- Books, sufficient and extra copies of all worksheets and necessary materials
- Duty rosters, lunch procedures and specials schedule
- Substitute discipline procedures
- Fire drill/Lockdown procedures
- What to do if a student is sick
- Any necessary forms
- Necessary accommodations for students
- If a film is to be shown, prior approval must be obtained from the Principal to show the film
- Student sign-out procedures for MS/HS
- School map and phone list

Suicide Awareness and Prevention

Az law requires that school personnel receive suicide prevention training to help identify the warning signs of suicidal behavior. For more information on training, please go to the [ADE Suicide Prevention website](#).

Supervision of Students (Policy JLIA)

Teachers are responsible for the supervision of students assigned to them at all times. In the event of an emergency during which the students may be left unattended, please notify the office so that assistance with supervision can be obtained.

Syllabus & Parent Letter

Teachers shall provide students and parents with classroom expectations, content to be taught, and grading procedures in the form of a parent letter (elementary) or syllabus (middle and high school). Parent letters and syllabi are to be shared with the Principal prior to the start of school. These will be shared with students and parents the first week of school.

Elementary teachers in PreK-5 are **required** to send home parent letters either weekly or bi-monthly with information about content and activities. Middle School will continue to send weekly slides to parents. High School and Specials will discuss ways to share information with parents. Please share these communications with the Principal.

Transportation and Field Trips

The District provides transportation for students to attend school, field trips and athletic events as well as for staff to attend conferences and training. If requesting transportation, fill out a [transportation request](#) (forms in triplicate located in school front office) and a [field trip form](#) and bring it to the Principal to sign. Staff members may not transport students.

No school vehicle shall be used for personal business. Only Governing Board members or District employees may drive the vehicle, including the school Gator/Mule. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent.

All school vehicle use guidelines must be followed to retain the privilege of using school vehicles. Use of cell phones is prohibited while operating a school vehicle. Any traffic violations or accidents must be reported immediately to the employee's supervisor. Any fines assessed while operating a District vehicle will be paid by the employee. Disciplinary action may be taken by a school administrator or Superintendent. Reference Administrative procedure "Vehicle Check-In". Please share all travel information with the Principal and Transportation Director. Itineraries will be created by the Transportation Department.

Use of Technology including Movies and Videos (Policies IJND, IJND-R, IJNDB-R,)

Staff members that would like to use a movie for instructional purposes must fill out the [movie letter form](#) and share with the Principal for approval of the film. Implementation and procedures will be covered through the training provided by the Information Technology Director. We are working on updating our Acceptable Use Policy agreement.

Working Hours

If on a morning duty, arrive on campus by 7:30 am. Instructional time begins at 7:50 am. Teachers and Instructional Aides may be asked to attend after-school staff meetings.

Elementary Teachers are to report to the MPR for morning meeting by 7:45 am.

PROFESSIONAL GROWTH

The Grand Canyon Unified School District provides opportunities for Professional Growth for both certified and classified staff members. Certified employees will be awarded \$1,000 permanent salary increase for those who earn twelve (12) credit of approved college credit. Requests for advancement must be approved by the Superintendent or designee prior to taking any classes or training.

Professional Development

The District hosts professional development opportunities for continuous school and teacher development. Please see the Principal or your Supervisor regarding any additional professional development opportunities.

All staff who attend *required* Professional Development *outside of contract time* will be paid at the rate of \$40/hr for certified and \$25/hr for classified. A verified completion of the course or signature of participation in training is required to be on file at the District Office annually. Please provide documentation for approval to the Principal. The Business Office has travel and reimbursement forms in the shared drive.

Requirements for Certification/Recertification

Certification is the responsibility of the teacher. Please refer to the [ADE website for](#)

[certification](#) updates. A valid fingerprint card must also be on file. For fingerprint renewal information please refer to the [Az Department of Public Safety website](#).

Staff Directory (2026-2027)

District

Superintendent.....	Matthew Yost
Board Secretary/Assistant to the Superintendent/HR Director	Karen Alvarez
Principal	Lori Rommel
Administrative Assistant to the Principal.....	Rosa Velazquez
Health Aide/Attendance	Alejandra Flores
Director of Exceptional Student Services	Peg Lyle
Business Manager	Levi Frye
Accounts Specialist	Lynnette Stewart
IT Director	Derrick Tutt
Food Service Director	Justin Lambon
Guidance Counselor	Marcia Bruno
Grants Manager/Payroll	Jonathan Triggs
Maintenance Director of Maintenance/Operations/Transportation	Ivan Landry
Maintenance Worker Level II.....	Charlie Hensley
Custodial/Maintenance/Bus Driver	Arlene Keebahe
Custodial/Maintenance/Bus Driver	Eden Stine
Custodial/Maintenance/Bus Driver.....	Malcolm Burns
Custodial/Bus Driver/Locksmith	Ramiro Alvarez
Custodial/Maintenance	Dan Bennett
Custodial/Maintenance.....	Eric Reid
ESS Aide/Custodial	Cindy Owens
ESS Aide High School.....	Monica Dimas-Gonzales
ESS Aide	Cassidy Free
ESS Aide.....	Amanda Robledo
ESS Aide.....	Abby Booker
ESS Aide.....	Maria Hernandez
ESS Aide.....	Robyn Wadsworth
ESS Aide.....	Stephanie Williams
ESS Aide Life Skills.....	Julaine Cornforth
Library Aide.....	Stephanie Disrude
Native American Aide	Natalena Lansing
Food Service Assistant	Ashley Collet

Elementary

Pre-K.....	Emily Petrie
Kindergarten	Tristan Roberts
First Grade.....	Ben Hill
Second Grade	Christine Chavez
Third Grade	Jeanne Yost
Fourth Grade	Kristin Dodds
Fifth Grade	Rick McDonald
Exceptional Student Services Teacher K-3.....	Aleksandra Warnat
Literacy Specialist.....	Bekah Hartman

Middle School

English Language Arts/Videography.....	John Segesta
Mathematics/ HS Consumer Math	John Sullivan

Science/ HS Environmental Science.....Adrian Alvarez
Social StudiesJanna Radarian
Exceptional Student Services Teacher Grades 4-7.....Kristen Linkous

High School

High School History/Athletic Director Rob Barnes
English Language Arts.....TBA.....
Exceptional Student Services Teacher Grades 8-12.....Rosamie Sereno
Mathematics Rick Honsinger
Sciences Forrest Radarian
ELL Coordinator/State Testing Coordinator.....Thomas Washington

Specials/CTE

Art/ Yearbook.....Stephen Willaims
Band./Music.....Amy Laughlin
Physical Education..... Jesse Magaña
Videography.....John Segesta
Culinary Arts.....Justin Warnat
Construction Trade.....Thomas Washington

Substitutes

Katherine Hawkins Kevin Huston

School Resource Officer

Jason Morris

**List of Forms in the Office and in the School Google Classroom
(Transportation forms are not electronic and are in triplicate. The Business Office is
working on revising this form) ***

Highlight indicates Principal signature required

Acceptable Use/IT Form (currently being revised)

Bell Schedules/Morning Duty/Lunch Duty/GC Schedules

Building Map and Phone Extensions

Calendar

Calendar of Events

Check-out-sheet for end of year

Community Service Form (online Google Form)

Discipline-Reflection Form

Emergency Phone Tree List

Facility Use Request

Field Trip Permission Form

Fire Drill Schedule/ Fire Drill Line Up

Fundraising Form

Hall/Office Pass

Inventory Form-electronic

Incident Report Form (must be shared with Principal)

Leave Request

Lesson Plan Format (see School Google Classroom)

Lockdown Procedure

Movie Letter Template (must be shared with Principal)

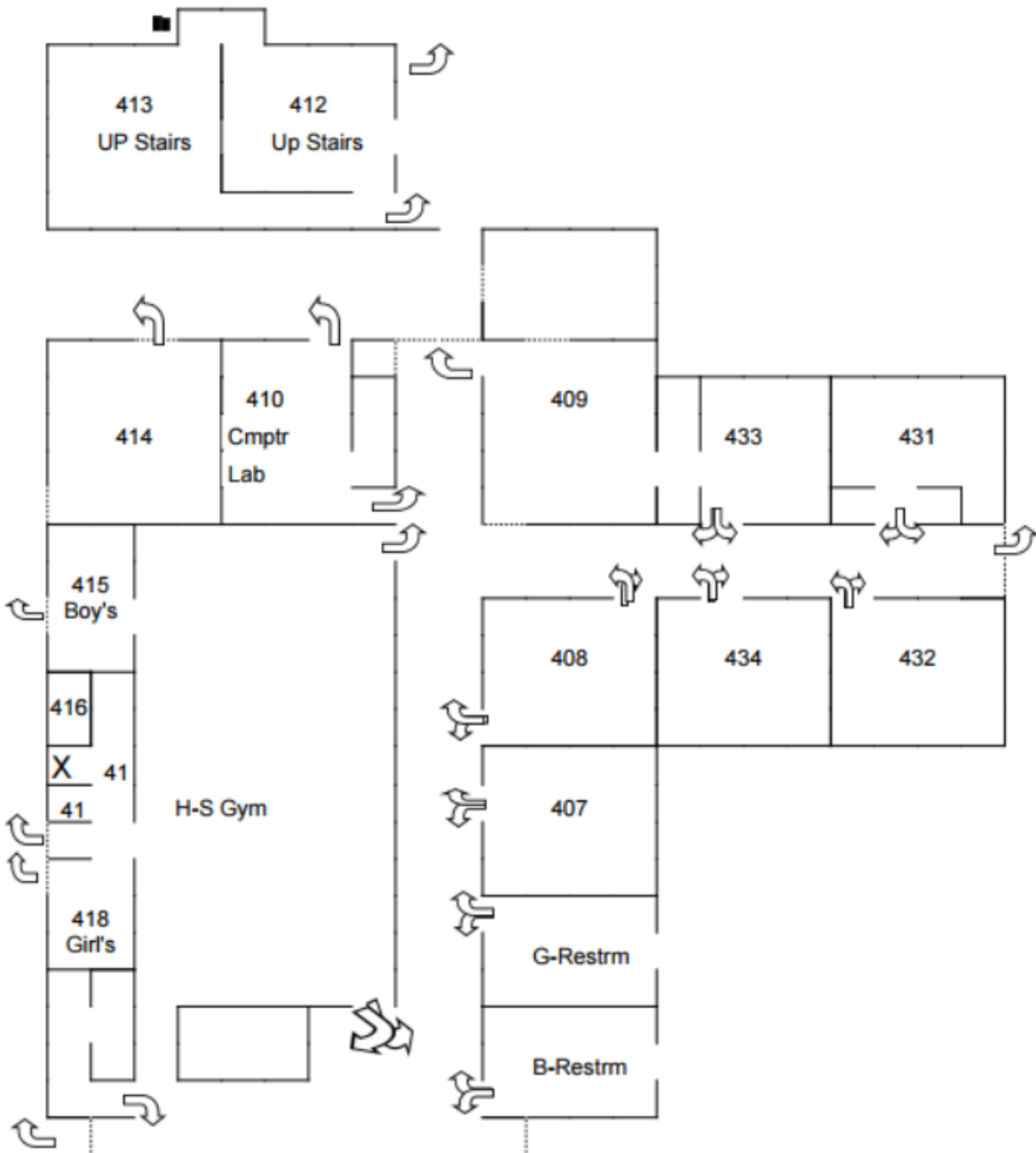
Observation Tool

Playground Rules

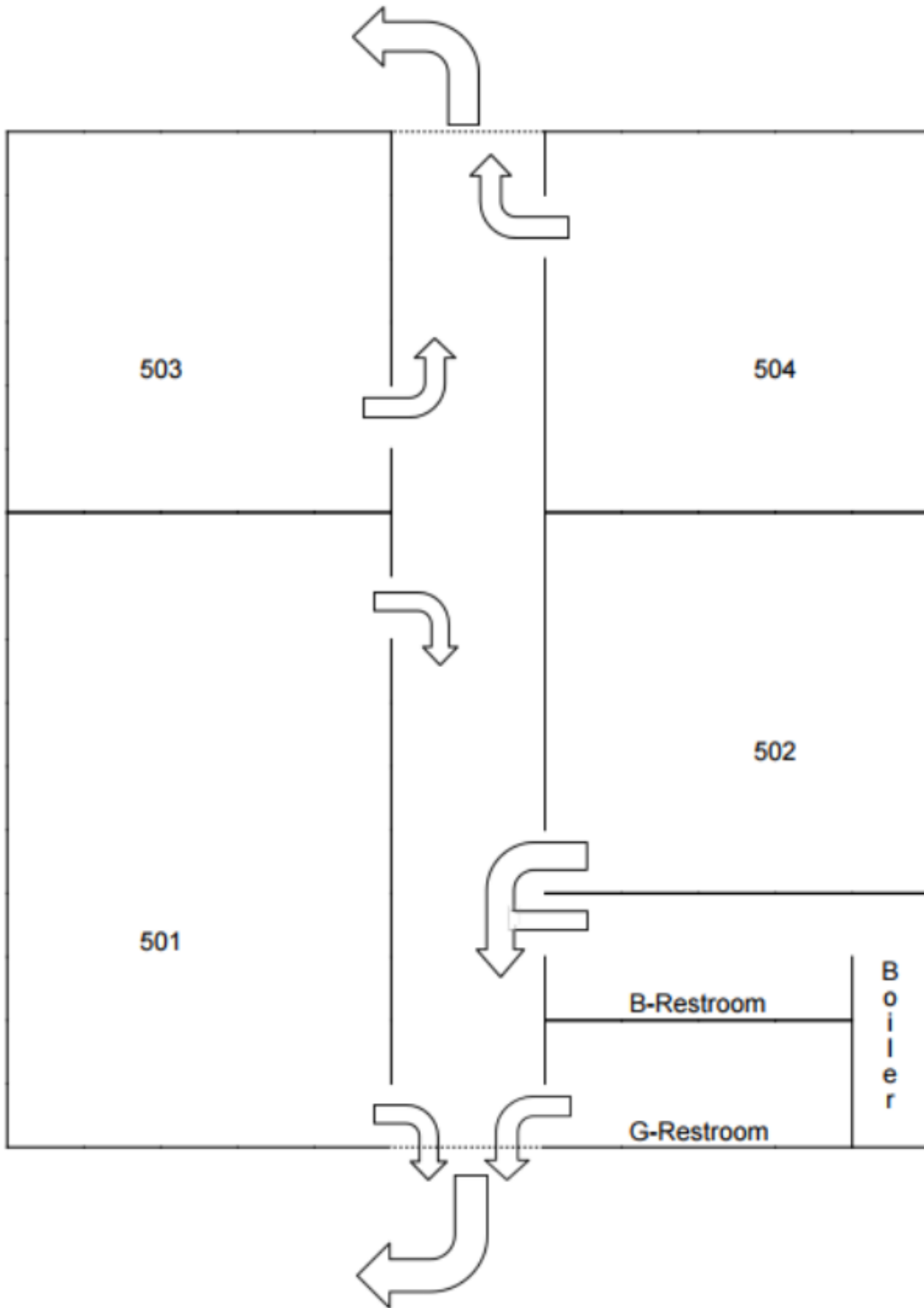
Requisitions (for staff and student organizations)

***Travel Request-in triplicate in Office**

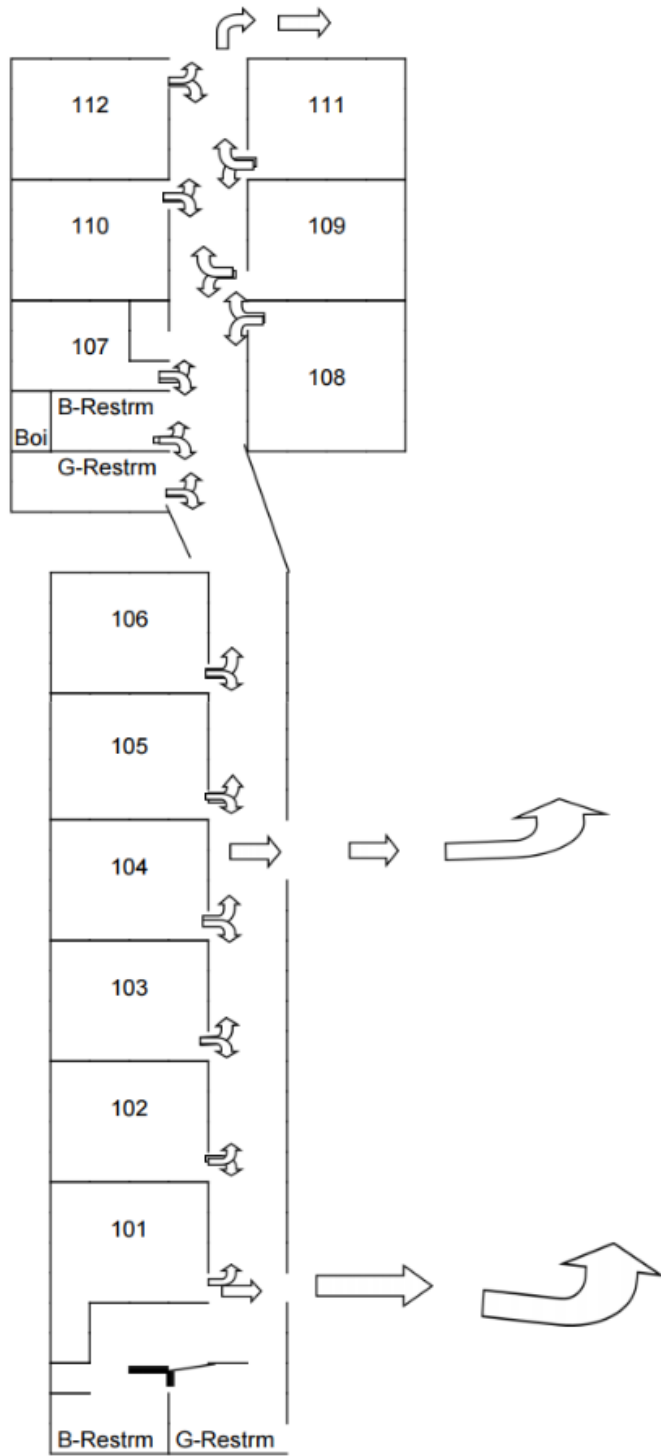
FIRE DRILL CHART - HIGH SCHOOL



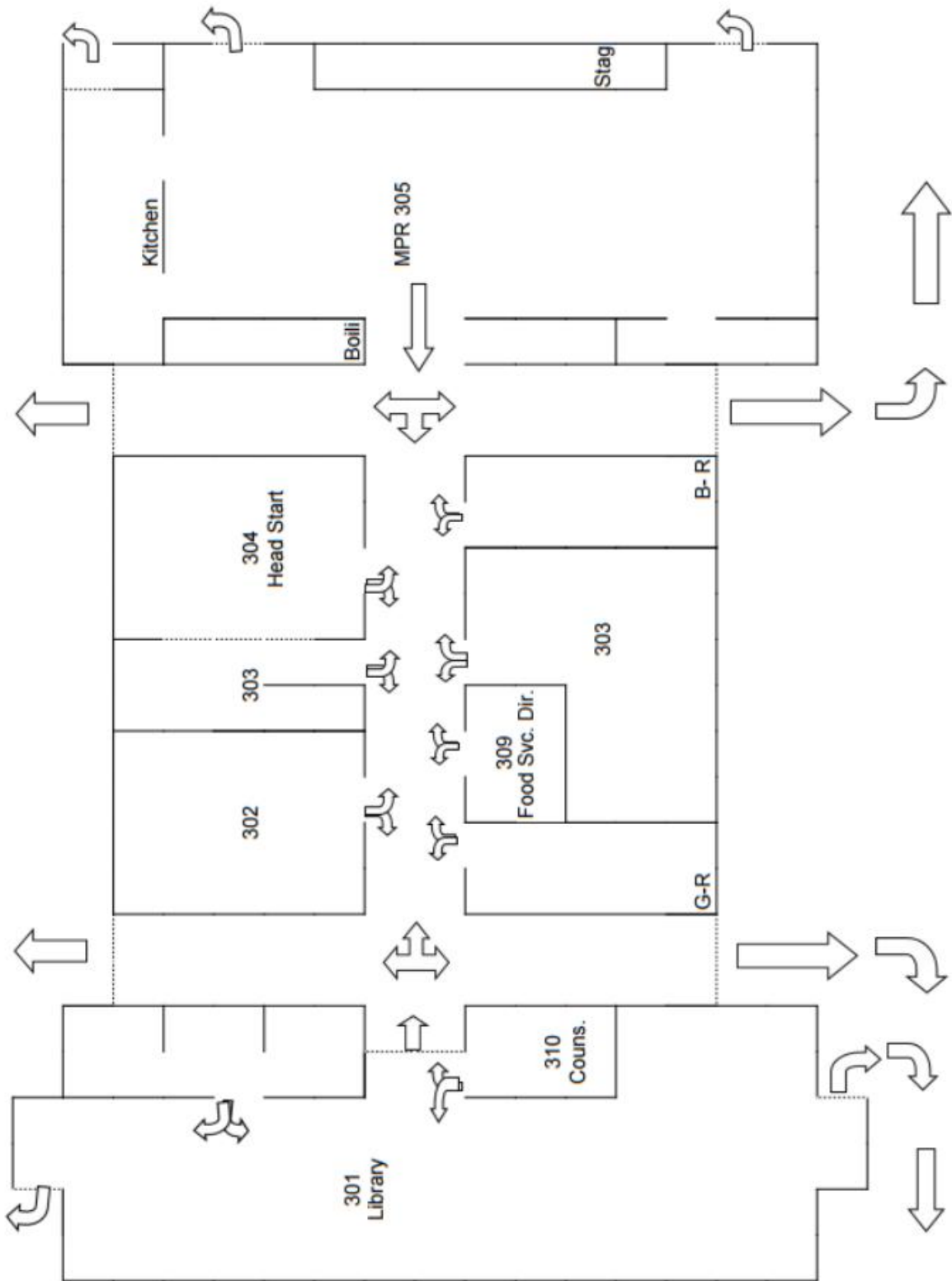
FIRE DRILL CHART - MIDDLE SCHOOL



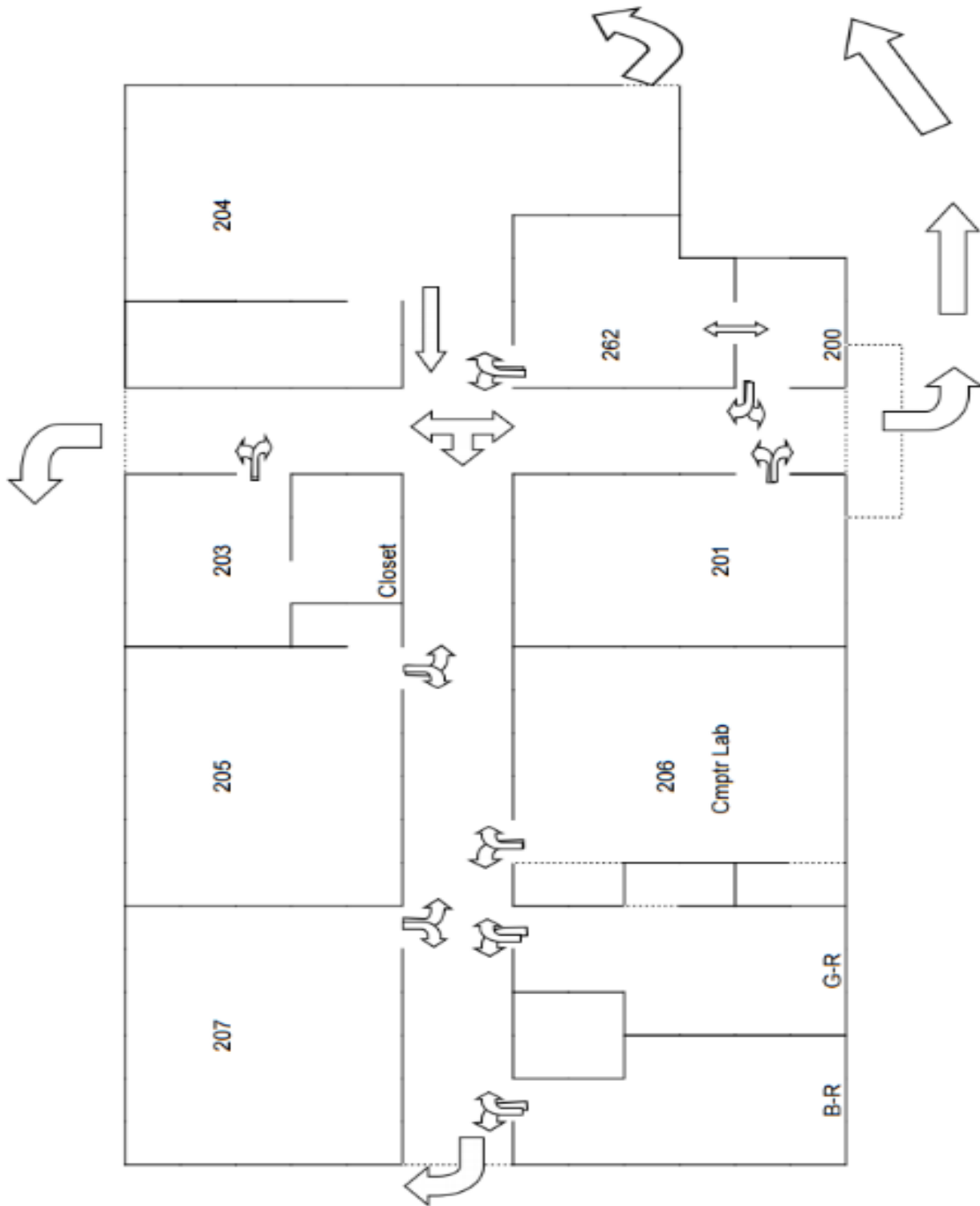
FIRE DRILL CHART - ELEMENTARY SCHOOL



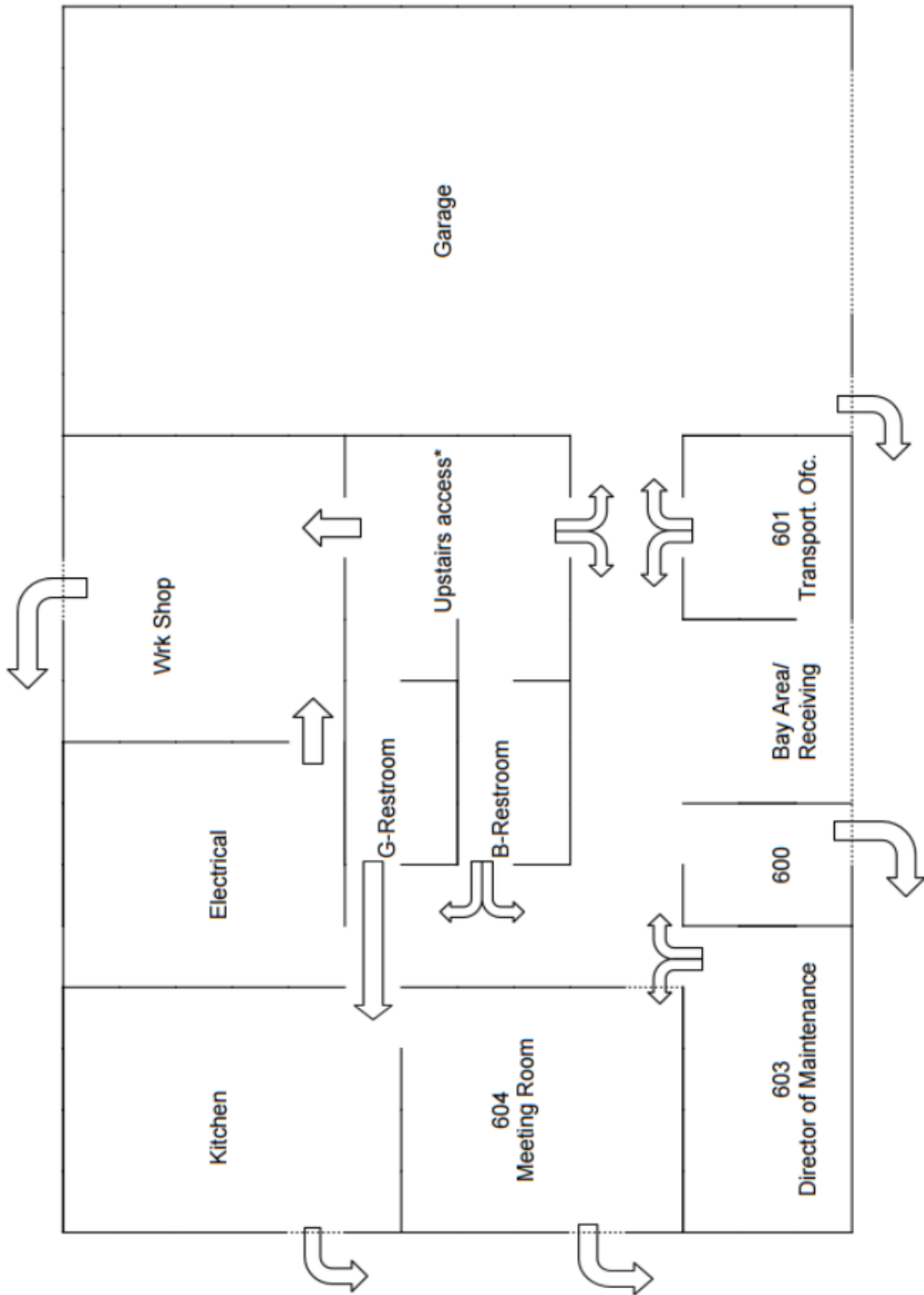
FIRE DRILL CHART - LIBRARY/MPR



FIRE DRILL CHART - ADMINISTRATION BUILDING



FIRE DRILL CHART MAINTENANCE



*Upper floor evacuation route is down the stairs

GCUSD Instructional Staff Handbook Acknowledgement of Receipt

→ To be completed on Google Form:

[2026-2027 Instructional Staff Handbook Receipt](#)



Workers' Compensation Coverage			
Exposure Unit	Payroll	Rate	Contribution
8868	\$2,812,792	\$0.47 per \$100 of payroll	\$13,220
9101	\$658,539	\$2.39 per \$100 of payroll	\$15,739
8417	\$0	\$0.79 per \$100 of payroll	\$0

Workers' Compensation Limit: Statutory
 Deductible: None

The Terrorism Risk Insurance Act, DTEC surcharges, and adjustments are included.
 Contribution is subject to an annual payroll audit.

Employer's Liability Coverage		
Employer's Liability Limit:	Bodily Injury by Accident:	\$500,000 each accident
	Bodily Injury by Disease:	\$500,000 each employee
	Bodily Injury by Disease:	\$500,000 coverage or policy limit
Deductible:	None	

Additional Coverage(s)
 Out-of-State Worker Coverage: Not Applicable

Off-Duty Law Enforcement Coverage is included when there is a written agreement approved by the Alliance, between the District and law enforcement agency, but not for injuries that occur during a law enforcement action.

Annual Alliance Contribution Grand Total: \$28,959

I, the undersigned, as the District Authorized Representative of Grand Canyon USD No. 4 do hereby accept, on behalf of the above-named District, the coverages and pricing indicated above, pending final board approval, for the guaranteed cost program that are dependent upon the coverage selected by the School District. By signing this Coverage Acceptance Form, I agree to the terms and conditions of the Participation Agreement through June 30, 2027. I further represent and confirm that, to the best of my knowledge, all information provided above is accurate and complete.

Signature: _____ Date: _____

Title: _____

Nothing in this document is intended to expand the coverage provided pursuant to the Alliance's Coverage Agreements, and the terms, limits, conditions, definitions, and exclusions of such coverage agreements will control the scope of the coverage provided by the Alliance.

Exposure Base Variables				
	2025/26	2026/27	Difference	% Difference
ADM	248	249	1	0.40%
TIV	37,997,084	35,215,000	-2,782,084	- 7.32%
SQFT	124,162	152,498	28,336	22.82%
TIV/Sqft	306	306	0	0.00%
All Vehicle Ct	16	17	1	6.25%
APHD Vehicle Ct	16	17	1	6.25%
Employee	61	63	2	3.28%
Tanks	0	0	0	0.00%
FP Activities	1	1	0	0.00%
NF Mold Ct	0	0	0	0.00%

Contribution Comparison						
Coverage	Exposure Base	Deductible	2025/26	2026/27	Difference	% Difference
GLPL	ADM	\$0	\$5,416	\$5,786	\$ 370	6.83%
Cyber	TIV	\$5,000	\$4,120	\$4,244	\$ 124	3.01%
CMFA	Count		\$0	\$0	\$ 0	0.00%
EDR/MDR	Count		\$851	\$833	\$ - 18	- 2.12%
ATOL	Veh Ct All	\$0	\$12,808	\$14,203	\$ 1,395	10.89%
APL	ADM	\$0	1,800	1,800	\$ 0	0.00%
FP	FP Activities		\$500	\$500	\$ 0	0.00%
XS	ADM		\$1,521	\$1,567	\$ 46	3.02%
Prop	TIV	\$5,000	\$68,243	\$64,582	\$ -3,661	- 5.36%
NF Mold	Reinstated Amt		\$0	\$0	\$ 0	0.00%
COC	Project TIV		\$0	\$0	\$ 0	0.00%
APHD	APHD Veh Ct	\$1,000	\$3,704	\$4,106	\$ 402	10.85%
EB	TIV	\$5,000	\$977	\$960	\$ - 17	- 1.74%
Crime	Employees	\$1,000	\$287	\$296	\$ 9	3.14%
CPTO	Count	\$1,000	\$53	\$59	\$ 6	11.32%
UST	Tanks		\$0	\$0	\$ 0	0.00%
UI	UI 3yr Avg		\$0	\$0	\$ 0	0.00%
PPL		\$0	\$40,407	\$37,000	\$ -3,407	- 8.43%
PR			\$0	\$0	\$ 0	0.00%
MP			\$0	\$0	\$ 0	0.00%
Subtotal			\$140,687	\$135,936	\$-4,751	3.38%
AIR			\$10,000	\$10,000	\$0	0.00%
Admin			\$15,069	\$14,594	\$-475	3.15%
GTotal			\$165,756	\$160,530	\$ -5,226	3.15%

- | | | | |
|----------|--|--------|---|
| GLPL: | General and Professional Liability | COC: | Course of Construction |
| Cyber: | Cyber Liability | APHD: | Automobile Physical Damage |
| CMFA: | Cyber Multifactor Authentication Licensing Program | EB: | Equipment Breakdown |
| EDR/MDR: | End-Point Detection and Response Licensing Program | Crime: | Commercial Crime |
| ATOL: | Automobile Liability | CPTO: | PTO/Booster Club Commercial Crime |
| APL: | Administrative Practices Liability | UST: | Storage Tank System Third Party Liability and Cleanup |
| FP: | For-Profit Activities Liability | UI: | Unemployment Insurance Liability |
| XS: | Excess Liability | PPL: | Pre-Paid Legal Services Indemnity |
| Prop: | All Risk Property | PR: | Pre-Paid Public Relations Service |
| NF Mold: | Mold Coverage Reinstatement of Limit Program | MP: | Model Policy Program |

*Values may change. This document does not bind coverage or guarantee contribution amounts. The only document that can bind final coverages and contribution amounts is a signed Proposal Acceptance Form (PAF).

Higher Deductible Options

Opting for a higher deductible can strategically reduce your district's contribution costs. While it means paying more out-of-pocket during a claim, it results in lower contribution payments. This is beneficial if you have a good claims history or are financially ready to cover higher costs at the time of a claim.

Consider your district's financial situation and risk tolerance when selecting a deductible level. To choose a higher deductible for the 2026/2027 year, contact your member services coordinator.

Auto Liability	
Deductible Option	Contribution Amount
\$0*	\$14,203
\$0	\$14,203
\$10,000	\$12,394
\$100,000	\$9,216
\$250,000	\$8,170
Auto Physical Damage	
Deductible Option	Contribution Amount
\$1,000*	\$4,106
\$1,000	\$4,106
\$2,500	\$3,899
\$5,000	\$3,599
\$10,000	\$3,403
General Liability	
Deductible Option	Contribution Amount
\$0*	\$5,786
\$0	\$5,786
\$10,000	\$5,273
\$100,000	\$3,362
\$250,000	\$2,775
Property	
Deductible Option	Contribution Amount
\$5,000*	\$64,582
\$5,000	\$64,582
\$50,000	\$49,290
\$100,000	\$42,904
\$250,000	\$34,544

*This denotes the district's current deductible choice.



General Liability (including School Governing Board and Teachers Professional Liability)

Limit	Aggregate Limit	Deductible	Contribution
\$10,000,000/Occurrence, Offense, or Wrongful Act	\$10,000,000 Employee Benefit Administration Liability \$10,000,000 Professional Liability	\$0/Occurrence, Offense, or Wrongful Act	\$5,786
\$2,000,000 Employers Liability/Accident or Disease	\$2,000,000 Employers Liability/Accident or Disease	\$500,000 Employers Liability/Accident or Disease	
\$1,000,000 Professional Liability for Clinical Practicum Students/Occurrence/Student	\$3,000,000 Professional Liability for Clinical Practicum/Student	\$0/Occurrence, Offense, or Wrongful Act	

Cyber Liability

Limit	Aggregate Limit	Deductible	Contribution
\$1,000,000 Cyber Liability/Occurrence	\$1,000,000 Cyber Liability, District Annual Aggregate \$15,000,000 Cyber Liability, Pool Shared Annual Aggregate	\$5,000 Cyber Liability/Occurrence	\$4,244
Multi-Factor Authentication Licensing Program (access to 0 Licenses)			Available, but Not Accepted
End-Point Detection and Response Licensing Program (access to 34 EDR Licenses)			\$833

Automobile Liability

Limit	Aggregate Limit	Deductible	Contribution
\$10,000,000/Occurrence	\$10,000,000 Annual Aggregate	\$0/Occurrence	\$14,203
Uninsured Motorist: \$15,000 each Person	\$250,000 each Accident		
Underinsured Motorist: \$15,000 each Person	\$250,000 each Accident		

Administrative Practices Liability (Appendix A.1, Endorsement No. 6A)

Limit	Aggregate Limit	Deductible	Contribution
\$150,000/Claim Coverage A and B	\$300,000 Annual Aggregate	No Deductible/Occurrence	\$1,800
\$100,000/Claim Coverage C	\$200,000 Annual Aggregate		

For Profit Or Other Non-Educational Activities (Appendix A.1, Endorsement No. 8): 1 Activities

Limit	Aggregate Limit	Deductible	Contribution
\$1,000,000/Occurrence	\$1,000,000 Annual Aggregate	No Deductible/Occurrence	\$500

Sexual Abuse Endorsement (Appendix A.1, Endorsement 10)

Limit	Aggregate Limit	Deductible	Contribution
\$10,000,000/Occurrence, Offense, or Wrongful Act	\$10,000,000	\$0/Occurrence, Offense, or Wrongful Act	Included at no charge

Excess Liability

Limit	Contribution
First Excess: \$10,000,000 excess of \$10,000,000/Occurrence and underlying aggregate limit, where applicable; includes Sexual Abuse Endorsement.	\$567
Second Excess: \$5,000,000 excess of \$20,000,000/Occurrence and underlying aggregate limit, where applicable; excludes Sexual Abuse Endorsement.	\$500
Third Excess: \$10,000,000 excess of \$25,000,000/Occurrence and underlying aggregate limit, where applicable; excludes Sexual Abuse Endorsement.	\$500
Fourth Excess: \$15,000,000 excess of \$35,000,000/Occurrence and underlying, \$50,000,000 aggregate limit, where applicable; excludes Sexual Abuse Endorsement.	Included at no charge

All Risk Property (including Flood and Earthquake)

Limit	Aggregate Limit	Deductible	Contribution
Total Insurable Value: \$35,215,000	Total Insurable Value: \$35,215,000 Annual Aggregate	\$5,000/Occurrence	\$64,582
Maximum Flood Limit: \$100,000,000/Occurrence	\$100,000,000 Pool Shared Annual Aggregate		
Maximum Earthquake Limit: \$100,000,000/Occurrence	\$100,000,000 Pool Shared Annual Aggregate		



Mold Coverage Reinstatement of Limit Program (Appendix A.3, Endorsement No. 1)			
Limit	Aggregate Limit	Deductible	Contribution
\$25,000/Occurrence of Fungus, Bacteria, or Wet or Dry Rot Remediation by Location	\$75,000/Agreement Period (Coverage Year)	\$5,000/Occurrence	Available, but Not Accepted
Course of Construction (Appendix A.3, Endorsement No. 3)			
Limit		Deductible	Contribution
Total Insurable Value of the renovation project		\$5,000/Occurrence	Available, but Not Accepted
Automobile Physical Damage			
Limit		Deductible	Contribution
Actual Cash Value		Comprehensive: \$1,000/Accident/Vehicle Collision: \$1,000/Accident/Vehicle	\$4,106
Equipment Breakdown			
Limit	Aggregate Limit	Deductible	Contribution
\$100,000,000/Accident, Property Damage and Extra Expense Combined <i>Sublimits apply</i>	\$100,000,000/Accident, Property Damage and Extra Expense Combined	\$5,000/Accident	\$960
Commercial Crime			
Limit	Aggregate Limit	Deductible	Contribution
\$1,500,000/Occurrence	\$1,500,000/Occurrence	\$1,000/Occurrence	\$296
PTO/Booster Club Commercial Crime (Appendix A.6, Endorsement No. 1)			
Limit	Aggregate Limit	Deductible	Contribution
\$100,000/Occurrence	\$200,000/Occurrence	\$1,000/Occurrence	\$59
Storage Tank System Third Party Liability and Cleanup: 0 AST, 0 UST			
Limit	Aggregate Limit	Deductible	Contribution
\$2,000,000 each Claim	\$4,000,000 Annual Aggregate for Third Party Claims and First Party Remediation Costs \$2,000,000 Annual Aggregate for Legal Defense Expenses	\$10,000/Claim Retroactive Date Per Schedule	Available, but Not Accepted
Pre-Paid Legal Services Indemnity			
Aggregate Limit		Deductible	Contribution
\$300,000		None	\$37,000
Unemployment Insurance Liability (Appendix A.9)			
Aggregate Limit		Deductible	Contribution
Statutory, as outlined in A.R.S. § 11-952.01(S)		None	Available, but Not Accepted
Pre-Paid Public Relations Service (Appendix A.10)			
Aggregate Limit		Deductible	Contribution
\$50,000		None	Available, but Not Accepted
Model Policy Program Services			
Limit		Deductible	Contribution
Access to Model Policy Program		None	Available, but Not Accepted



Grand Canyon Unified School District No. 4
Proposal Acceptance Form (PAF)
Date Generated: 5/7/2026
Contribution Terms: 7/1/2026 until 6/30/2027
Trust Agreement Number: 110-2026

Annual Contribution Subtotal:	\$135,936
Authorized Insurance Representative (AIR) or AAS Fee:	\$10,000
Trust Administration Fee:	\$14,594
Annual Trust Contribution Grand Total:	\$160,530

I, the undersigned, as the District Authorized Representative of Grand Canyon USD No. 4 do hereby accept, on behalf of the above-named District, the coverage indicated above. I understand that for any type of coverage listed above that states "Available, but Not Accepted," no coverage is being provided by the Trust in connection therewith for the applicable coverage period. In addition, no coverage, even if accepted, is in place if the corresponding annual contribution has not been paid to the Trust by the due date established by the Trust. I further represent and confirm that all information previously provided to the Trust by the District in the Values Collection for the applicable coverage period is accurate and complete.

Signature: _____ Date: _____
Title: _____

The Trust reserves the right to modify coverage limits, terms and conditions, including overall coverage structure, based on the results of reinsurance negotiations. The District will be notified if any such modifications result in reduction in coverage or an increase in contribution. Nothing in this document is intended to expand the coverage provided pursuant to the Trust's Coverage Agreements, and the terms, limits, conditions, definitions, and exclusions of such Coverage Agreements will control the scope of coverage provided by the Trust.



What is a pool?

When the marketplace does not have insurance options to meet a group's specific needs (no willing insurer, sky-high premiums, meager coverage, terrible service, etc.), the group can come together to form a risk-sharing arrangement to finance and pay claims in a shared risk pool.¹

There are over 400 public entity pools in the U.S., and approximately 80% of public entities are part of at least one pool, making this a popular option for public entities like Arizona school districts to obtain insurance coverage and specialized risk management services.

Pools focus on containing and stabilizing long-term costs, reducing risks, and increasing member safety. In short, pools take care of you—their member—so the member can take care of running the district. If your district experiences storm damage to properties, bus accidents, employee injuries, etc., the pool steps in and takes care of the situation.

Benefits of Pooling

- Pools are member-owned, member-governed, and member-focused. This means that members not only finance pools but also have a powerful voice in determining what the program does.
- Pools provide access to coverages, limits, and services necessary for critical local government functions. This often includes less-typical risks not covered favorably by traditional carriers and innovative solutions for emerging risks.
- Pools offer predictable, sustainable pricing for coverage year-over-year, not the dramatic price swings more common in the profit-driven commercial insurance market.
- Pools do more than just pay claims. They invest in loss prevention and member education to minimize personal, physical, and property damages and losses.
- Pools invest in their members. They are not profit-driven, do not have to pay shareholders, and are frequently tax-exempt.

¹ In the 1970s and 1980s, public entities around the country faced severe challenges in obtaining comprehensive, affordable insurance coverage in commercial markets. States—including Arizona—passed legislation allowing public entities to join together and insure their own risks. These risk-sharing arrangements are known as public entity pools.

Your Pools

The Trust (Arizona School Risk Retention Trust, Inc.) offers comprehensive property and liability coverage to members, including general liability, automobile liability, professional liability, all-risk property, automobile physical damage, cyber liability, and pre-paid legal services. Below are highlights of the pool.



**Created in 1986
with 5 members**



**Today:
248 members**



**809,000
students**



**\$34B in
total insurable value**

The Trust also offers valuable benefits such as the Model Policy Program, emergency management consulting, cybersecurity resources and training, hearing officer training, and facility inspections. With these programs and many more, the Trust isn't just paying for claims—we're innovating based on losses we're seeing and what we hear from our member districts.

The Alliance (Arizona School Alliance for Workers' Compensation, Inc.) offers workers' compensation coverage, claims administration, and safety and loss control services of the highest quality to its members. Below are highlights of the pool.



**Created in 1996
with 12 members**



**Today:
237 members**



**\$5.3B
in payroll**



**105,000 covered
employees**

The Alliance also offers unique programs such as the telephonic nurse triage program (for reporting of on-the-job injuries) and the nurse case management program (for assisting injured employees through the complex recovery process). These programs help to take care of your district's valuable assets: your hard-working employees.

Annual Renewal

Your board may hear about the Trust or Alliance in the spring or early summer of each year, when members are presented with their proposed renewal rates and contribution amounts. These are determined by factors such as members' claims experience, reported insured values, and coverages selected.

Trust and Alliance renewal documents are typically provided to district boards for review and consideration, though some boards grant signature authority to district administration (superintendent, chief financial officer, etc.).



SOLE SOURCE JUSTIFICATION

Board Approval Date: June 17th, 2026

In accordance with School District Procurement Rule A.A.C. R7-2-1053, "A contract may be awarded for a material, service or construction item without competition if the governing board determines in writing that there is only one source for the required material, service or construction item. The school district may require the submission of cost or pricing data in connection with an award under this section. Sole source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole source procurement shall be retained in the procurement file by the school district."

To determine what a Sole Source is, the USFR states below what is required to justify School District Procurement Rule A.A.C. R7-2-1053

Determine the governing board approved all sole-source procurements prior to making a purchase or entering a contract and that the written determinations include the following information required by A.A.C. R7-2-1053.

1. A description of the procurement needed and the reason only a single source was available, or why no reasonable alternative exists.
2. The name of the proposed supplier.
3. The duration and estimated total dollar values of the proposed procurement.
4. Documentation that the price was fair and reasonable.
5. A description of the efforts made to seek other sources.

Based on the information above, GCUSD has determined the list below justifies what Vendors used fall under the Sole Source category. Attached to the letter is full details and information on each Sole Source.

Product(s)/Service(s):

- | | |
|--|--|
| 1. <u>Arizona Interscholastic Association (AIA)</u> | 7. <u>Siemens Industry, Inc. (Proprietary)</u> |
| 2. <u>CommNet AZ LLC</u> | 8. <u>Tyler Technologies</u> |
| 3. <u>Environmental Mechanical Equipment Co. (Proprietary)</u> | 9. <u>Verizon Wireless</u> |
| 4. <u>Express Mini Mart, Inc.</u> | 10. <u>Wilson Language Learning</u> |
| 5. <u>Follett School Solutions, Inc. (Proprietary)</u> | 11. <u>SchoolsPLP, LLC</u> |
| 6. <u>Savvas Learning Company, LLC.</u> | |

Board President Signature

Date

Administration Signature

Date

Prepared by: _____
Business Office

Date



Governing Board Policy DJE-R requires board authorization for purchases with vendors when the aggregate amount of expenditures for those vendors exceed \$100,000 in the fiscal year. Attached is a list of vendors with whom the District routinely conducts business and an estimated not-to-exceed amount for the 2025-2026 school year. All vendors are either on existing contracts with the District through an RFP, IFB, or have Cooperative Purchasing agreements through Mohave, State Contract, or other purchasing cooperatives. These annual renewals are important to providing services that impact student achievement and the efficient operations of the District. Single contracts with vendors on this list that exceed \$100,000 will be individually taken to the Governing Board for approval.

Expenditures are covered by various funds noted on the attached report.

**Grand Canyon Unified School District - Exempt & NTE / Not to Exceed
- 2026-2027 -**

Vendor	FY27 NTE Amount	Department	Funds	Product/Service	Award/Contract Number
Arizona School Risk Retention Trust, Inc. and Alliance for Worker's Compensation	\$ 200,000.00	District	M&O	Property, liability, and worker's compensation insurance	Insurance IGA
Aspin	\$ 120,000.00	Food Services	Food Services	Food for Student Meals	Mohave Contract #16P-SFC-0701
Coconino County Education Services Agency	\$ 150,000.00	Special Services	SPED	Special Education contracted services	IEP Services - County IGA
ASBAIT	\$ 500,000.00	District Insurance	M&O	Staff Insurance - Health, Dental, Visions, Life	Insurance - Health Exempt
Arizona Public Service	\$ 110,000.00	District, Teacherage	M&O & Teacherage	Utility for School Buildings & Teacherage	Utility - Exempt
Amerigas Propane, Inc.	\$ 150,000.00	District, Teacherage	M&O & Teacherage	Utility for School Buildings & Teacherage	Utility - Exempt



FY 2027
State of Arizona
School District Annual Expenditure Budget
Districtwide Budget

Proposed
Version

By the Governing Board

We hereby certify that the Budget for the Fiscal Year 2027 was
Proposed 6/17/2026
Adopted
Revised

District website link of posted budget

Signed
Signed

The FY 2027 budget file for the version described above will be uploaded via
the School Finance Budget System on ADE's website by June 25, 2026

Superintendent signature

Business Manager signature

Matt Yost

Levi Frye

Superintendent name (typed name)

Business Manager name (typed name)

District contact employee: LEVI FRYE - CFO/Business Manager

Telephone: 928-638-2461 Email: lfrye@grandcanyonschool.org

Revenues and property taxation

Table with 2 columns: Description, Amount. Rows include Total budgeted revenues for fiscal year 2026 (\$6,900,000) and Estimated revenues by source for fiscal year 2027 (Local, Intermediate, State, Federal, TOTAL).

District tax rates for prior and budget fiscal years (A.R.S. §15-903.D.4)

Table with 3 columns: Description, Prior FY 2026, Est. Budget FY 2027. Rows include Primary Tax Rate, Secondary Tax Rates (M&O Override, Special Program Override, Capital Override, Class A Bonds, Class B Bonds, CTED, Desegregation), and Total Secondary Tax Rate.

Total budgeted expenditures and aggregate school district budget limit (A.R.S. §15-905.H)

Table with 4 columns: Description, Budgeted expenditures, Budgeted carryforward, Budget limit. Rows include Maintenance and Operation Fund, Unrestricted Capital Fund, Federal projects other than Impact Aid, and Total aggregate school district budget limit.

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

Table with 2 columns: Description, Amount. Rows include Average salary of all teachers employed in FY 2027 (budget year), Average salary of all teachers employed in FY 2026 (prior year), Increase in average teacher salary from the prior year, and Percentage increase.

Comments on average salary calculation (optional):

Check this box if your district has no teachers (transporting districts and some CTEDs).

Fund 001 (M&O)

Maintenance and Operation (M&O) Fund

Instructions	FTE		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease	
	Prior FY	Budget FY						Prior FY 2026	Budget FY 2027		
Expenditures											
100 Regular Education											
1000 Instruction	1.	24.02	24.02	1,186,000	391,380	47,852	29,504	2,851	1,702,680	1,657,587	-2.6%
2000 Support services											
2100 Students	2.	3.00	3.00	108,872	35,928	15,193	2,762		140,247	162,755	16.0%
2200 Instructional staff	3.	0.00	0.00			100		4,845	20,000	4,945	-75.3%
2300 General administration	4.	1.90	1.90	182,722	93,140	27,598	952	2,483	332,063	306,895	-7.6%
2400 School administration	5.	1.00	1.00	89,080	42,965		2,312	3,249	134,895	137,606	2.0%
2500 Central services	6.	4.00	4.00	317,228	115,271	28,525	10,139	15,632	511,907	486,795	-4.9%
2600 Operation & maintenance of plant	7.	6.01	6.01	332,590	126,138	89,806	193,357		689,223	741,891	7.6%
2900 Other	8.	0.00	0.00						0	0	0.0%
3000 Operation of noninstructional services	9.	1.70	1.70	55,910	21,140				78,803	77,050	-2.2%
610 School-sponsored cocurricular activities	10.	0.00	0.00						0	0	0.0%
620 School-sponsored athletics	11.	0.00	0.00			8,721		5,363	20,335	14,084	-30.7%
630 Other instructional programs	12.	0.00	0.00						0	0	0.0%
700, 800, 900 Other programs	13.	0.00	0.00						0	0	0.0%
Regular education subsection subtotal (lines 1-13)	14.	41.63	41.63	2,272,402	825,962	217,795	239,026	34,423	3,630,153	3,589,608	-1.1%
200 and 300 Special education											
1000 Instruction	15.	13.26	13.26	271,460	123,543	19,675	2,433		342,000	417,111	22.0%
2000 Support services											
2100 Students	16.	0.00	0.00			143,243			186,246	143,243	-23.1%
2200 Instructional staff	17.	0.00	0.00			3,142		561	1,000	3,703	270.3%
2300 General administration	18.	0.00	0.00						0	0	0.0%
2400 School administration	19.	0.00	0.00						0	0	0.0%
2500 Central services	20.	0.00	0.00						0	0	0.0%
2600 Operation & maintenance of plant	21.	0.00	0.00						0	0	0.0%
2900 Other	22.	0.00	0.00						0	0	0.0%
3000 Operation of noninstructional services	23.	0.00	0.00						0	0	0.0%
Subtotal (lines 15-23)	24.	13.26	13.26	271,460	123,543	166,060	2,433	561	529,246	564,057	6.6%
400 Pupil transportation	25.	0.00	0.00	90,382	33,976	19,591	25,611		174,000	169,560	-2.6%
510 Desegregation (from districtwide Desegregation Budget, page 2, line 44)	26.	0.00	0.00	0	0	0	0	0	0	0	0.0%
530 Dropout prevention programs	27.	0.00	0.00						0	0	0.0%
540 Joint career and technical education and vocational education center	28.	0.00	0.00	0	0	0	0	0	0	0	0.0%
550 K-3 Reading program	29.	0.10	0.10			541	147		8,705	688	-92.1%
Budgeted expenditures (lines 14, and 24-29)	30.	54.99	54.99	2,634,244	983,481	403,987	267,217	34,984	4,342,104	4,323,913	-0.4%
Maintained for spending after FY 2027 (budgeted carryforward)	31.								450,000	500,000	
Total budget limit expenditures (lines 30-31) (Cannot exceed page 7, line 11)	32.	54.99	54.99	2,634,244	983,481	403,987	267,217	34,984	4,792,104	4,823,913	0.7%

The district has budgeted an amount in the M&O Fund equal to the General Budget Limit as calculated on page 7 of 8.

Instructions

Special education programs by type (M&O Fund programs 200 and 300)

(A.R.S. §§ 15-761 and 15-903)

- 1. Total all disability classifications
- 2. Gifted education
- 3. Remedial education
- 4. ELL incremental costs
- 5. ELL compensatory instruction
- 6. Vocational and technical education (non-CTED)
- 7. Career education (non-CTED)
- 8. Career technical education (CTED)
- 9. Total (lines 1 through 8 must equal total of line 24, page 1)

Prior FY	Budget FY
520,746	550,057
0	
0	0
1,500	2,000
0	
0	0
0	
7,000	12,000
529,246	564,057

- 10. IEP required pupil transportation costs coded within Program 400

0	0
---	---

Proposed ratios for special education

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-pupil 1 to 19
 Staff-pupil 1 to 7

Expenditures budgeted for audit services

M&O Fund -nonfederal	6350	<u>24,000</u>
All funds - federal	<i>6330</i>	<u>3,000</u>

FY 2027 performance pay (A.R.S. Section 15-920)

Amount budgeted in M&O fund for a performance pay component \$ -

Do not report budgeted amounts for the performance pay component of the Classroom Site Fund on this line.

Expenditures budgeted in the M&O Fund for food service

Amount budgeted in M&O for food service (fund 001, function 3100) \$ 77,050
 (This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a)]

Fund 010 (CSF)

Classroom Site Fund (CSF) and CSF Budget Limit (A.R.S. §§ 15-977 and 15-978)

Expenditures	Instructions	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt service and miscellaneous 6800	Totals		% Increase/ Decrease
								Prior FY 2026	Budget FY 2027	
1000 Instruction	1.	248,870	47,296					256,179	296,166	15.6%
2100 Support services - students	2.	5,610	1,496					0	7,106	
2200 Support services - instructional staff	3.							0	0	0.0%
2300 Support services - general administration	4.							0	0	0.0%
2500 Central services	5.							0	0	0.0%
3300 Community services operations	6.							0	0	0.0%
4000 Facilities acquisition and construction	7.							0	0	
5000 Debt service	8.							0	0	
Budgeted expenditures (lines 1-8)	9.	254,480	48,792	0	0	0	0	256,179	303,272	18.4%
Maintained for spending after FY 2027 (budgeted carryforward)	10.							250,000	300,000	
Total budget limit expenditures (lines 10-11)	11.	254,480	48,792	0	0	0	0	506,179	603,272	19.2%

The district has budgeted an amount in Fund 010 equal to the Classroom Site Fund Budget Limit as calculated below.

Classroom Site Fund budget limit calculation

FY 2026 Classroom Site Fund budget limit (from FY 2026 latest revised budget, page 3, line 16)	12.	506,179
FY 2026 actual expenditures (for budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	13.	246,179
Unexpended budget balance (line 12 minus 13)	14.	260,000
Interest earned in the Classroom Site Fund in FY 2026	15.	4,200
FY 2027 Classroom Site Fund allocation, provided by ADE based on: \$883	16.	339,072
Adjustments to FY 2027 Classroom Site Fund budget limit (1)	17.	0
FY 2027 Classroom Site Fund budget limit (Sum of lines 12 through 17) (2)	18.	603,272

(1) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.

(2) The amounts budgeted on line 11 cannot exceed the respective amounts on this line.

Fund 610 (UCO)

Unrestricted Capital Outlay (UCO) Fund

Instructions	Rentals	Library books, textbooks, & instructional aids (2)	Short-term noninstructional software subscription	Property (2)	Redemption of principal (3)	Interest (4) 6841, 6842, 6843, 6850	All other object codes (excluding 6900)	Totals		% Increase/Decrease
								Prior FY	Budget FY	
Expenditures	6440	6641-6643	6655	6700	6831, 6832, 6833			2026	2027	
Unrestricted Capital Outlay override (1)	1.							0	0	0.0%
Unrestricted Capital Outlay Fund 610 (6)	2.									
1000 Instruction		26,566		35,000				87,491	61,566	-29.6%
2000 Support services										
2100, 2200 Students and instructional staff	3.						4,910	9,000	4,910	-45.4%
2300, 2400, 2500, 2900 Administration	4.		20,000	40,000			14,788	19,910	74,788	275.6%
2600 Operation & maintenance of plant	5.		5,000	40,000				58,363	45,000	-22.9%
2700 Student transportation	6.		5,000	1,500				16,000	6,500	-59.4%
3000 Operation of noninstructional services (5)	7.		11,000	5,000			2,020	0	18,020	
4000 Facilities acquisition and construction	8.							20,020	0	-100.0%
5000 Debt service	9.							25,000	0	-100.0%
Budgeted expenditures (lines 2-9)	10.	0	26,566	41,000	121,500	0	21,718	235,784	210,784	-10.6%
Maintained for spending after FY 2027 (budgeted carryforward)	11.							200,000	297,700	
Total budget limit expenditures (lines 10-11) (Cannot exceed page 8, line 12)	12.	0	26,566	41,000	121,500	0	21,718	435,784	508,484	16.7%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay override line 1 above must be included in the appropriate individual line items for fund 610 and in the budget year total column.

(5) Expenditures budgeted in Unrestricted Capital Outlay (UCO) Fund for food service

Enter the amount budgeted in UCO for food service [amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)] _____

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library books	\$ 500
6642 Textbooks	1,000
6643 Instructional aids	25,066
673X Furniture and equipment	21,500
673X Vehicles	80,000
673X Tech hardware & software	20,000

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211. _____

(3) Includes principal on Capital Equity Fund loans of _____, principal on leases of _____, and principal on bonds of _____.

(4) Includes interest on Capital Equity Fund loans of _____, interest on leases of _____, and interest on bonds of _____.

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

Instructions	Unrestricted Capital Outlay		Bond Building		New School Facilities		Adjacent Ways		
	Fund 610		Fund 630		Fund 695		Fund 620 (2)		
Expenditures	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
Total fund expenditures	1.	235,784	210,784	0		0		0	1.
Select object codes detail (1)									
6150 Classified salaries	2.	0		0		0		0	2.
6200 Employee benefits	3.	0		0		0		0	3.
6450 Construction services	4.	20,200	0	0		0		0	4.
6655 Short-term noninstructional software subscription	5.	0	38,000	0		0		0	5.
6710 Land and improvements	6.	0	0	0		0		0	6.
6720 Buildings and improvements	7.	0	0	0		0		0	7.
673X Furniture and equipment	8.	50,000	21,500	0		0		0	8.
673X Vehicles	9.	50,000	80,000	0		0		0	9.
673X Technology hardware & software	10.	50,000	20,000	0		0		0	10.
6831, 6832, 6833 redemption of principal	11.	0	0	0		0		0	11.
6841, 6842, 6843, 6850, 6860 Interest and debt-issuance costs	12.	6,387	0	0		0		0	12.
Total (lines 2-12)	13.	176,587	159,500	0	0	0	0	0	13.
Total amounts reported on lines 2-12 above for:									
Renovation	14.	50,000		0				0	14.
New construction	15.	0		0		0		0	15.
Other	16.	126,587	159,500	0		0		0	16.
Total (lines 14-16, must equal line 13)	17.	176,587	159,500	0	0	0	0	0	17.

(1) Lines 2-12 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2027 \$ -

Special projects

Instructions

Federal projects FTE & expenditures

1. 100-130 ESEA Title I - Helping Disadvantaged Children
2. 140-150 ESEA Title II - Prof. Dev. and Technology
3. 160 ESEA Title IV - 21st Century Schools
4. 170-180 ESEA Title V - Promote Informed Parent Choice
5. 190 ESEA Title III - Limited Eng. & Immigrant Students
6. 200 ESEA Title VII - Indian Education
7. 210 ESEA Title VI - flexibility and accountability
8. 220 IDEA Part B
9. 230 Johnson-O'Malley
10. 240 Workforce Investment Act
11. 250 AEA - Adult Education
12. 260-270 Vocational Education - Basic Grants
13. 280 ESEA Title X - Homeless Education
14. 290 Medicaid Reimbursement
15. 349 National Forest Fees
16. 353 Taylor Grazing Fees
17. 374 E-Rate
18. 378 Impact Aid
19. 300-399 Other Federal projects
20. 699 Federal Impact Aid (construction)
21. Total Federal project funds (lines 1-20)

State projects FTE & expenditures

22. 400 Vocational education
23. 410 Early Childhood Block Grant
24. 420 Ext. school yr. - pupils with disabilities
25. 425 Adult basic education
26. 430 Chemical abuse prevention programs
27. 435 Academic contests
28. 450 Gifted education
29. 456 College credit exam incentives
30. 460 Environmental Special Plate
31. Other State projects
32. Total State project funds (lines 22-31)
33. Total special projects (lines 21 and 32)

Instructional Improvement Fund expenditures (020)

1. Teacher compensation increases
2. Class size reduction
3. Dropout prevention programs (M&O purposes)
4. Instructional improvement programs (M&O purposes)
5. Total Instructional Improvement Fund (lines 1-4)

FTE		Total all functions	
Prior FY	Budget FY	Prior FY	Budget FY
0.33	0.33	80,849	75,116
0.00	0.00	15,712	11,759
0.00	0.00	20,000	10,000
0.00	0.00	0	0
0.00	0.00	5,295	3,000
0.80	0.80	22,678	25,000
0.00	0.00	0	0
0.00	0.00	59,449	60,653
0.00	0.00	26,762	10,000
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	8,331	5,832
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	471,544	436,255
0.00	0.00	0	0
0.00	0.00	58,644	30,000
4.28	4.28	700,533	600,000
0.00	0.00	50,144	20,000
0.00	0.00	0	0
5.41	5.41	1,519,941	1,287,615
0.00	0.00	1,185	830
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	7,188	8,200
0.00	0.00	0	0
0.00	0.00	123,352	100,000
0.00	0.00	131,725	109,030
5.41	5.41	1,651,666	1,396,645

	Prior FY	Budget FY
1.	0	75,000
2.	0	
3.	0	
4.	35,000	75,000
5.	35,000	150,000

Other funds expenditures

1. 050 County, City, and Town Grants
2. 071 English Language Learner (1)
3. 072 Compensatory Instruction (1)
4. 500 School Plant (2)
5. 510 Food Service
6. 515 Civic Center
7. 520 Community School
8. 525 Auxiliary Operations
9. 526 Extracurricular Activities Fees Tax Credit
10. 530 Gifts and Donations
11. 535 Career & Technical Education Projects
12. 540 Fingerprint
13. 545 School Opening
14. 550 Insurance Proceeds
15. 555 Textbooks
16. 565 Litigation Recovery
17. 570 Indirect Costs
18. 575 Unemployment Insurance
19. 580 Teacherage
20. 585 Insurance Refund
21. 590 Grants and Gifts to Teachers
22. 595 Advertisement
23. 596 Career Technical Education
24. 597 Arizona Industry Credentials Incentive
25. 639 Impact Aid Revenue Bond Building
26. 650 Gifts and Donations-Capital
27. 660 Condemnation
28. 665 Energy and Water Savings
29. 686 Emergency Deficiencies Correction
30. 691 Building Renewal Grant
31. 700 Debt Service
32. 720 Impact Aid Revenue Bond Debt Service
33. 850 Student Activities
34. Other 855

Internal Service Funds 950-989

1. 9__ Self-Insurance
2. 955 Intergovernmental Agreements
3. 9__ OPEB
4. 9__ _____

	Prior FY	Budget FY
1.	55,913	56,017
2.	0	0
3.	0	0
4.	13,062	13,087
5.	92,268	129,245
6.	3,789	3,796
7.	0	
8.	22,897	22,708
9.	65,588	65,770
10.	65,060	65,215
11.	346	350
12.	0	0
13.	0	0
14.	0	0
15.	1,359	1,361
16.	1,966	1,970
17.	7,391	7,404
18.	0	0
19.	125,000	216,340
20.	9,305	9,322
21.	320	320
22.	0	0
23.	117,195	60,000
24.	0	0
25.	0	0
26.	68,154	68,783
27.	0	0
28.	0	0
29.	0	0
30.	358,410	35,000
31.	0	0
32.	0	0
33.	28,318	23,845
34.	512,000	500,000
1.	0	0
2.	0	0
3.	0	0
4.	0	0

(1) From supplement, line 10 and line 20, respectively.

(2) Indicate amount budgeted in Fund 500 for M&O purposes

\$ -

**Calculation of FY 2027 General Budget Limit
(A.R.S. §15-947.C)**

Instructions	A. Maintenance and Operation	B. Unrestricted Capital Outlay
*1. FY 2027 Revenue Control Limit (RCL) (from BSA55 tab, page 3)	\$ <u>2,627,394</u>	\$ <u>0</u>
*2. (a) FY 2027 district additional assistance (DAA) (from BSA55 tab, page 4)	\$ <u>172,484</u>	
(b) DAA adjustment (from BSA55 tab, page 4)	\$ <u>0</u>	
(c) Total DAA (line 2.a plus 2.b)	\$ <u>172,484</u>	<u>172,484</u>
*3. FY 2027 override authorization (A.R.S. Sections 15-481 and 15-482 or 15-949 if small school adjustment phase down applies, see Calculations page, calculation of maximum override for a district no longer eligible for a small school adjustment, line 6 and calculation of small school adjustment phase down limit, line 6)		
(a) Maintenance and Operation	<u>256,519</u>	
(b) Unrestricted Capital Outlay		
(c) Special Program		
*4. Small school adjustment for Districts with a student count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (Up to \$50,000 if no election is chosen for phase down, see Calculations page, Calculation of small school adjustment phase down limit, line 6)	<u>1,500,000</u>	
*5. Tuition revenue (A.R.S. §§15-823 and 15-824) (Do not include full-day kindergarten or summer school tuition)		
(a) Individuals and other private sources		
(b) Other Arizona districts		
(c) Out-of-state districts and other governments		
(d) Certificates of Educational Convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)		
*6. State Assistance (A.R.S. §15-976) and special ed. voucher payments received (A.R.S. §15-1204)		
*7. Increase authorized by County School Superintendent for accommodation schools [not to exceed amount on Calculations page, Calculation of M&O Fund budget balance carryforward, line 15(e)] (A.R.S. §15-974.B)		
8. Budget increase for:		
(a) Desegregation expenditures (A.R.S. §15-910.G-K)		
* Budget balance carryforward (from Calculations page, Calculation of M&O Fund budget balance carryforward, line 13) (A.R.S. §15-943.01)	<u>440,000</u>	
(c) Dropout prevention programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)		
(d) Registered warrant or tax anticipation note interest expense incurred in FY 2025 (A.R.S. Section 15-910.M, as amended by Laws 2022, Ch. 285, §3)		
* (e) Joint career and technical education and vocational education center (A.R.S. §15-910.01)		
* (f) FY 2026 Performance pay unexpended budget carryforward (from Calculation page, Calculation of M&O Fund budget balance carryforward, line 10.e) (A.R.S. §15-920)	<u>0</u>	
(g) Excessive property tax assessed valuation judgments (A.R.S. §§42-16213 and 42-16214)		
* (h) Transportation revenues for attendance of nonresident pupils (A.R.S. §§15-923 and 15-947)		
*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.		
(a) Prior year over expenditures/resolutions:		
(b) <u>Decrease for transfer from M&O to Energy and Water Savings Fund</u>		
(c) <u>Increase for Energy and Water Savings Fund transfer to M&O</u>		
(d) <u>Noncompliance adjustment</u>		
(e) <u>ADM/Transportation audit adjustment</u>		
(f) <u>Other:</u>		
10. FY 2027 General Budget Limit (column A, lines 1 through 9) (A.R.S. §15-905.F) (page 1, line 32 cannot exceed this amount)	\$ <u>4,823,913</u>	
11. Total amount to be used for capital expenditures (column B, lines 1 through 8) (A.R.S. §15-905.F) (to page 8, line 11)		\$ <u>172,484</u>

* Subject to adjustment prior to May 15 as allowed by A.R.S. revisions are described in the instructions for these lines, as needed.

Instructions

**Calculation of FY 2027 Unrestricted Capital Budget Limit
(A.R.S. Section 15-947.D)**

Unrestricted Capital Budget Limit

1. FY 2026 Unrestricted Capital Budget Limit (UCBL) (from FY 2026 latest revised Budget, page 8, line 12)	\$ <u>435,784</u>
2. Total UCBL adjustment for prior years as notified by ADE on BUDG75 report (for budget adoption, use zero.)	\$ _____
3. Adjusted amount available for FY 2026 capital expenditures (line 1 + 2)	\$ <u>435,784</u>
4. Total budget limit expenditures in Fund 610 in FY 2026 (from FY 2026 latest revised budget, page 4, line 12)	\$ <u>435,784</u>
5. Lesser of line 3 or the sum of line 4 and any positive adjustment on line 2	\$ <u>435,784</u>
6. FY 2026 Fund 610 actual expenditures (for budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ <u>115,784</u>
7. Unexpended budget balance in Fund 610 (line 5 minus 6) If negative, use zero in calculation, but show negative amount here in parentheses.	\$ <u>320,000</u>
8. Interest earned in Fund 610 in FY 2026	\$ <u>16,000</u>
9. Monies deposited in Fund 610 from Division of School Facilities for donated land (A.R.S. §41-5741.F)	\$ _____
10. Adjustment to UCBL for FY 2027 (A.R.S. section 15-905.M) Include year(s) and descriptions, as applicable. (a) Prior year over expenditures/resolutions:	\$ _____
(b) ADM/Transportation audit adjustment	\$ _____
(c) Other:	\$ _____
11. Amount to be used for capital expenditures (from page 7, line 11)	\$ <u>172,484</u>
12. FY 2027 Unrestricted Capital Budget Limit (lines 7 through 11) (1)	\$ <u><u>508,484</u></u>

(1) The amount budgeted on page 4, line 12 cannot exceed this amount.

**Supplement to School District Annual Expenditure Budget for Districts that Budget for English Language Learners
(A.R.S. §§15-756.04 and 15-756.11)**

Instructions	FTE		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Totals		% Increase/ Decrease
	Prior FY	Budget FY							Prior FY 2026	Budget FY 2027	
English Language Learners Supplement											
Expenditures											
English Language Learner Fund 071 (A.R.S. §15-756.04)											
1000 Instruction	1.	0.00							0	0	0.0%
2000 Support services											
2100 Students	2.	0.00							0	0	0.0%
2200 Instructional staff	3.	0.00							0	0	0.0%
2300 General administration	4.	0.00							0	0	0.0%
2400 School administration	5.	0.00							0	0	0.0%
2500 Central services	6.	0.00							0	0	0.0%
2600 Operation & maintenance of plant	7.	0.00							0	0	0.0%
2700 Student transportation	8.	0.00							0	0	0.0%
2900 Other	9.	0.00							0	0	0.0%
Total (lines 1-9) (to Budget, Page 6, Other funds, line 2)	10.	0.00	0.00	0	0	0	0	0	0	0	0.0%
Compensatory Instruction Fund 072 (A.R.S. §15-756.11)											
1000 Instruction	11.	0.00							0	0	0.0%
2000 Support services											
2100 Students	12.	0.00							0	0	0.0%
2200 Instructional staff	13.	0.00							0	0	0.0%
2300 General administration	14.	0.00							0	0	0.0%
2400 School administration	15.	0.00							0	0	0.0%
2500 Central services	16.	0.00							0	0	0.0%
2600 Operation & maintenance of plant	17.	0.00							0	0	0.0%
2700 Student transportation	18.	0.00							0	0	0.0%
2900 Other	19.	0.00							0	0	0.0%
Total (lines 11-19) (to Budget, Page 6, Other funds, line 3)	20.	0.00	0.00	0	0	0	0	0	0	0	0.0%

I certify that the budget of
proposed by the Governing Board on,
LEVI FRYE

Grand Canyon USD#4 District, Coconino County for fiscal year 2027 was officially
June 17, 2026, and that the complete Proposed Expenditure Budget may be reviewed by contacting
at the District office, telephone 928-638-2461 during normal business hours.
Jimelia Talasyousiea

President of the Governing Board

Instructions

1. Average daily membership:		Prior year	Budget year	4. Average teacher salaries (A.R.S. §15-903.E)
	2025 ADM	2026 ADM	2027 ADM	
Attending	241,1454	245,1234	246,5000	
2. Tax rates:		Prior FY	Est. Budget FY	1. Average salary of all teachers employed in FY 2027 (budget year) <u>61,137</u>
Primary rate (equalization formula funding and budget add-ons not required to be in secondary rate)		10,4780	10,4780	2. Average salary of all teachers employed in FY 2026 (prior year) <u>59,937</u>
Secondary rate (voter-approved overrides, bonds, and career technical education districts, and desegregation, if applicable)		1,1244	1,2100	3. Increase in average teacher salary from the prior year <u>1,200</u>
3. Budgeted expenditures and budget limits:		Budgeted expenditures	Budgeted carryforward	Budget limit
Maintenance & Operation Fund	4,323,913	500,000	4,823,913	4. Percentage increase <u>2%</u>
Classroom Site Fund	303,272	300,000	603,272	Comments on average salary calculation (optional):
Unrestricted Capital Outlay Fund	210,784	297,700	508,484	

	Maintenance and Operation expenditures						% Inc./(Decr.) from prior FY
	Salaries and benefits		Other		TOTAL		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
100 Regular education							
1000 Instruction	1,569,289	1,577,380	133,391	80,207	1,702,680	1,657,587	-2.6%
2000 Support services							
2100 Students	122,410	144,800	17,837	17,955	140,247	162,755	16.0%
2200 Instructional staff	0	0	20,000	4,945	20,000	4,945	-75.3%
2300, 2400, 2500 Administration	832,214	840,406	146,651	90,890	978,865	931,296	-4.9%
2600 Oper./maint. of plant	463,337	458,728	225,886	283,163	689,223	741,891	7.6%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. Of noninstructional services	78,803	77,050	0	0	78,803	77,050	-2.2%
610 School-sponsored cocurric. activities	0	0	0	0	0	0	0.0%
620 School-sponsored athletics	13,953	0	6,382	14,084	20,335	14,084	-30.7%
630, 700, 800, 900 Other programs	0	0	0	0	0	0	0.0%
Regular education subsection subtotal	3,080,006	3,098,364	550,147	491,244	3,630,153	3,589,608	-1.1%
200 and 300 Special education							
1000 Instruction	320,000	395,003	22,000	22,108	342,000	417,111	22.0%
2000 Support services							
2100 Students	0	0	186,246	143,243	186,246	143,243	-23.1%
2200 Instructional staff	0	0	1,000	3,703	1,000	3,703	270.3%
2300, 2400, 2500 Administration	0	0	0	0	0	0	0.0%
2600 Oper./maint. of plant	0	0	0	0	0	0	0.0%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of noninstructional services	0	0	0	0	0	0	0.0%
Special education subsection subtotal	320,000	395,003	209,246	169,054	529,246	564,057	6.6%
400 Pupil transportation	129,000	124,358	45,000	45,202	174,000	169,560	-2.6%
510 Desegregation	0	0	0	0	0	0	0.0%
530 Dropout prevention programs	0	0	0	0	0	0	0.0%
540 Joint career and technical education and vocational education center	0	0	0	0	0	0	0.0%
550 K-3 reading program	8,705	0	0	688	8,705	688	-92.1%
Budgeted expenditures	3,537,711	3,617,725	804,393	706,188	4,342,104	4,323,913	-0.4%
Maintained for spending after FY 2027 (budgeted carryforward)					450,000	500,000	
Total budget limit expenditures	3,537,711	3,617,725	804,393	706,188	4,792,104	4,823,913	0.7%

Summary of School District Proposed Expenditure Budget (Concl'd)

Fund	Total expenditures by fund			
	Budgeted expenditures		\$ Increase/(Decrease) from prior FY	% Increase/(Decrease) from prior FY
	Prior FY	Budget FY		
Maintenance & Operation	4,342,104	4,323,913	(18,191)	-0.4%
Instructional Improvement	35,000	150,000	115,000	328.6%
English Language Learner	0	0	0	0.0%
Compensatory Instruction	0	0	0	0.0%
Classroom Site	256,179	303,272	47,093	18.4%
Federal Projects	1,519,941	1,287,615	(232,326)	-15.3%
State Projects	131,725	109,030	(22,695)	-17.2%
Unrestricted Capital Outlay	235,784	210,784	(25,000)	-10.6%
New School Facilities	0	0	0	0.0%
Adjacent Ways	0	0	0	0.0%
Debt Service	0	0	0	0.0%
School Plant Fund	13,062	13,087	25	0.2%
Auxiliary Operations	22,897	22,708	(189)	-0.8%
Bond Building	0	0	0	0.0%
Food Service	92,268	129,245	36,977	40.1%
Other	1,420,114	615,493	(804,621)	-56.7%

CTD number 030204000
Version Proposed

The table below calculates the total amount shown on the total expenditures by fund, other line. This table does not need to be printed as an official part of the budget forms.

From page 6, other funds	Prior FY	Budget FY
050 County, City, and Town Grants	55,913	56,017
515 Civic Center	3,789	3,796
520 Community School	0	0
526 Extracurricular Activities Fees Tax Credit	65,588	65,770
530 Gifts and Donations	65,060	65,215
535 Career & Technical Education Projects	346	350
540 Fingerprint	0	0
545 School Opening	0	0
550 Insurance Proceeds	0	0
555 Textbooks	1,359	1,361
565 Litigation Recovery	1,966	1,970
570 Indirect Costs	7,391	7,404
575 Unemployment Insurance	0	0
580 Teacherage	125,000	216,340
585 Insurance Refund	9,305	9,322
590 Grants and Gifts to Teachers	320	320
595 Advertisement	0	0
596 Career Technical Education	117,195	60,000
597 Arizona Industry Credentials Incentive	0	0
639 Impact Aid Revenue Bond Building	0	0
650 Gifts and Donations-Capital	68,154	68,783
660 Condemnation	0	0
665 Energy and Water Savings	0	0
686 Emergency Deficiencies Correction	0	0
691 Building Renewal Grant	358,410	35,000
720 Impact Aid Revenue Bond Debt Service	0	0
850 Student Activities	28,318	23,845
Other 855	512,000	0
9 Self-Insurance	0	0
955 Intergovernmental Agreements	0	0
9 OPEB	0	0
9	0	0
Total	1,420,114	615,493

M&O Fund special education programs by type		
Program (A.R.S. §§15-761 and 15-903)	Prior FY	Budget FY
Total all disability classifications	520,746	550,057
Gifted education	0	0
Remedial education	0	0
ELL incremental costs	1,500	2,000
ELL compensatory instruction	0	0
Vocational and technical education (non-CTED)	0	0
Career education (non-CTED)	0	0
Career technical education (CTED)	7,000	12,000
Total	529,246	564,057

Proposed staffing summary				
Staff type	Purchased services personnel FTE	Employee FTE	Total FTE	Staff-pupil ratio
Certified --				
Superintendent, principals, other administrators	0	3	3	1 to 82
Teachers	0	21	21	1 to 12
Other	0	1	1	1 to 247
Subtotal	0	25	25	1 to 10
Classified --				
Managers, supervisors, directors	0	3	3	1 to 82
Teachers aides	0	2	2	1 to 123
Other	0	16	16	1 to 15
Subtotal	0	19	19	1 to 13
Total	0	44	44	1 to 6
Special education --				
Teacher	0	3	3	1 to 19
Staff	0	8	8	1 to 7

Instructions

FY 2027 Truth in Taxation Work Sheet (A.R.S. Section 15-905.01)

1.	FY 2027 Truth in Taxation base limit (from FY 2026 TNT work sheet, line 3 + line 11)	\$ <u>0</u>	
2.	Deduction for discontinued programs	<u>0</u>	
3.	Adjusted FY 2027 TNT base limit	<u><u>\$ 0</u></u>	Primary property tax rate related to budgeted expenditures
FY 2027 Budgeted expenditures			
4.	Desegregation (no longer a primary levy, must be zero)	\$ <u>0</u>	
5.	Dropout prevention (from page 1, line 27)	<u>0</u>	
6.	Joint career and technical education and vocational education center	<u>0</u>	
7.	Small school adjustment (from page 7, line 4, columns A and B)	\$ <u>1,500,000</u>	
Adjustments for FY 2026 expenditures			
8.	Desegregation, dropout prevention, and joint career and technical education and vocational education center		
a.	FY 2026 Total actual expenditures for programs above	\$ _____	
b.	Sum of FY 2026 original budget amounts for programs above (from FY 2026 TNT work sheet, sum of lines 4, 5, and 6)	<u>0</u>	
c.	Expenditures over/(under) original budget (line 8.a minus line 8.b)	<u>\$ 0</u>	
9.	Small school adjustment		
a.	FY 2026 final budget for small school adjustment	\$ _____	
b.	FY 2026 original budget for small school adjustment (from FY 2026 TNT work sheet, line 7)	<u>\$ 0</u>	
c.	Amount over/(under) budget for small school adjustment (line 9.a minus line 9.b)	<u>\$ 0</u>	
10.	Total (add lines 4 through 7 and line 8.c. and line 9.c.)	<u>\$ 1,500,000</u>	
11.	Excess over Truth in Taxation limit (1) (Line 10 minus line 3. If negative, enter zero.)	<u><u>\$ 1,500,000</u></u>	
12.	Amount to be levied in FY 2027 for Adjacent Way pursuant to A.R.S. §15-995 (from page 5, footnote 2) (1)	<u>\$ 0</u>	
13.	Amount to be levied in FY 2027 for liabilities in excess of the budget pursuant to A.R.S. §15-907 (1)	<u>\$ _____</u>	
Calculations for Truth in Taxation notice			
A.	Sum of lines 11, 12, and 13	<u>\$ 1,500,000</u>	
B.1.	Current assessed value	<u>\$ _____</u>	
B.2.	(Line 3 divided by line B.1) x \$10,000	<u>\$ _____ (2)</u>	
C.1.	Sum of lines 3, 11, 12, and 13	<u>\$ 1,500,000</u>	
C.2.	(Line C.1 divided by line B.1) x \$10,000	<u>\$ _____ (2)</u>	

- (1) If an amount on line 11, 12, or 13 is greater than zero, the district must publish a Truth in Taxation hearing notice as described in A.R.S. §15-905.01.
- (2) \$10,000 is used in these calculations to determine the amounts to include on the Truth in Taxation hearing notice for a \$100,000 home, as property taxes on residential properties are levied at 10% of the assessed valuation per A.R.S. §42-15003.

This tab presents information on the amount and planned use of the District's fund balance to increase transparency and provide decision-makers, other stakeholders, and the public more complete financial information. Other than the FY 2025 ending fund balance amounts, all amounts included on this tab are estimates.

Instructions	Funds														
	General			Capital projects				Special revenue			Debt Service	Permanent	Enterprise	Internal Services	Total all funds
	Maintenance and Operations	Unrestricted Capital Outlay (if included in the General Fund)	Other funds reported in the General Fund	Unrestricted Capital Outlay (if not included in the General Fund)	Bond Building	Adjacent Ways	Other capital projects	Classroom Site	Federal and State Grant	Other special revenue					
A. Estimated FY 2026 fund balances and planned uses in FY 2027 and thereafter															
1. FY 2025 final ending fund balance	3,220,837	714,823	872,537	0	0	0	60,784	178,598	(201,383)	525,431	0	0	0	0	5,371,627
If the final ending fund balance reported above does not agree with the submitted FY 2025 AFR, revise the AFR and resubmit to ADE.															
2. FY 2026 activity, year-to-date and estimated through June 30															
(a) FY 2026 revenues and other financing sources	4,271,246	264,692	637,803	0	0	0	360,776	303,396	208,571	549,179	0	0	0	0	6,595,663
(b) FY 2026 expenditures and other financing uses	3,923,806	72,368	801,511	0	0	0	358,410	181,178	356,325	393,466	0	0	0	0	6,087,064
3. Estimated FY 2026 ending fund balance	3,568,277	907,147	708,829	0	0	0	63,150	300,816	(349,137)	681,144	0	0	0	0	5,880,226
(a) Nonspendable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(b) Restricted	0	0	0	0	0	0	63,150	300,816	0	681,144	0	0	0	0	1,045,110
(c) Committed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(d) Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(e) Unassigned	3,568,277	907,147	708,829	0	0	0	0	0	(349,137)	0	0	0	0	0	4,835,116
(f) Total (amount must agree to line 3 above)	3,568,277	907,147	708,829	0	0	0	63,150	300,816	(349,137)	681,144	0	0	0	0	5,880,226
4. FY 2026 estimated ending fund balance details and planned uses															
(a) Fund deficit	0	0	0	0	0	0	0	0	(349,137)	0	0	0	0	0	(349,137)
(b) Fund balance exceeding budget capacity in budget controlled funds	2,300,000	472,147		0				0	0						2,772,147
(c) Planned to be spent in FY 2027	768,277	435,000	408,829	0	0	0	63,150	300,816	0	590,000		0	0	0	2,566,072
(d) Maintained for spending after FY 2027	500,000	0	300,000	0	0	0	0	0	0	91,144	0	0	0	0	891,144
(e) Total (amount must agree to line 3 above)	3,568,277	907,147	708,829	0	0	0	63,150	300,816	(349,137)	681,144	0	0	0	0	5,880,226

B. Comments (optional)
 NA

Instructions

Data entry sheet

FY 2027 Legislative amounts

Base level amount (A.R.S. §15-901, includes 2.0% minimum required adjustment in JLBC's FY 2027 Baseline Budget Book)	\$ 5,215.53
State support level per route mile (A.R.S. §15-945, includes 2.0% minimum required adjustment in JLBC's FY 2027 Baseline Budget Book)	
0.5 mile or less OR more than 1.0 mile	\$ 3.07
More than 0.5 mile through 1.0 mile	\$ 2.52
Qualifying tax rate for elementary or secondary (CTEDs use 0.05) (March 16, 2026, JLBC TNT rate memorandum)	1.5128
Classroom Site Fund allocation (March 30, 2026, JLBC CSF estimates memorandum)	\$ 883.00

District information

Student information systems (SIS) vendor SELECT from dropdown
PowerSchool (PowerSchool)

Accounting information system Infinite Visions

Bookstore cash receiving system Infinite Visions

UCO Fund type General

Unweighted student count

All districts must complete lines 1 through 6 below.

Prior years ADM amounts (lines 1 and 2) are used to calculate district additional assistance (DAA), including DAA growth factor if applicable, in accordance with A.R.S. §15-961. Estimated current year ADM (lines 3 through 6) is used to calculate the Group A weighted student count included in the Base Support Level calculation on the BSA55 tab, page 2.

Prior years ADM (A.R.S. §§15-901 and 15-961)

	PSD	K-8	9-12	Total
1. FY 2025 100th-Day ADM				241,145.4
2. FY 2026 100th-Day ADM	1.5000	168,163.4	75,460.0	245,123.4

Check box for type 03 districts that educate high school students.

Current year ADM (A.R.S. §§15-943 and 15-808)

	PSD	K-8	9-12	Total
3. FY 2027 Estimated non-AOI student count	1.5000	170,000.0	75,000.0	246,500.0
4. FY 2027 Estimated AOI full-time student count				0.0000
5. FY 2027 Estimated AOI part-time student count				0.0000
6. Total FY 2027 estimated student count	1.5000	170,000.0	75,000.0	246,500.0

Student count by category

Student counts used to calculate the Group B weighted add-on count used in calculating the Base Support Level.

	Non-AOI student count	AOI Full-time student count	AOI Part-time student count
7. ELL	17,550.0		
8. K-3	59,126.7		
9. K-3 (Reading)	59,126.7		
10. HI	0.5000		
11. MD-R, A-R, and SID-R	5,740.0		
12. MD-SC, A-SC, and SID-SC	1,000.0		
13. MD-SSI	0.0000		
14. OI-R	0.0000		
15. OI-SC	0.0000		
16. P-SD	0.5000		
17. DD*, ED, MIID, SLD, SLI*, and OHI	51,310.0		
18. ED-P	0.0000		
19. MOID	0.0000		
20. VI	0.0000		
21. FRPL	133,050.0		
22. G	0.0000		
23. Total add-on count (lines 7 through 22)	327,903.4	0.0000	0.0000

*School aged students only

Adjustments to base support level/base revenue control limit (A.R.S. §15-944.E)

- K-8 9-12
1. Check box(es) if the district's schools are designated as small isolated by the State Board of Education. (A.R.S. §15-901)
2. Check box if the district has been approved to provide at least 200 days of instruction by ADE. (A.R.S. §15-902.04)

3. Adjusted FY 2027 base level amount	\$5,215.53
4. Actual Teacher Experience Index (TEI) from FY 2026 Teacher Experience Report (if actual TEI is less than 1.0000 use 1.0000) (A.R.S. Section 15-941)	1.0053
5. FY 2025 actual non-federal audit expenditures from all funds (A.R.S. Section 15-914.F)	\$22,500.00
6. FY 2025 actual federal audit expenditures from all funds	\$3,000.00
7. FY 2025 actual total audit expenditures from all funds (line 5 plus line 6)	\$25,500.00

Transportation (A.R.S. §§15-816.01, 15-945, and 15-946)

1. FY 2026 Approved daily route miles	200.00
2. Number of eligible students transported in FY 2026	80.00
3. FY 2026 Annual expenditure for bus tokens	\$0.00
4. FY 2026 Annual expenditure for bus passes	\$0.00
5. Actual route miles traveled in July and August 2025 to transport pupils w/disabilities for extended school year	300.00
6. Estimated route miles traveled in June 2026 to transport pupils w/disabilities for extended school year	300.00

Other information

1. Capital transportation adjustment (A.R.S. §15-963.B)	
a. PSD	
b. K-8	
c. 9-12	
2. Adjustment for remote instructional time calculated by ADE (A.R.S. §15-901.08, leave blank for budget adoption)	
3. Consolidation/unification increase for transitional costs incurred in first year (A.R.S. §§15-912 and 15-912.01)	
4. CTED 9th grade funding adjustment [(A.R.S. §15-393(X) through (Z), leave blank for budget adoption]	
5. CTED continuation 13th grade funding adjustment [(A.R.S. §15-393(X) through (Z), leave blank for budget adoption]	
6. Other BSL adjustment 1	
7. Other BSL adjustment 2	

Assessed property valuations

8. 2026 Primary net assessed valuation (AV)	\$21,200,706
9. 2026 Primary net assessed valuation (AV2)	
10. 2026 Salt River Project (SRP) valuation	
11. 2026 Government Property Lease Excise Tax assessed valuation	\$11,220,793

Instructions

Data entry sheet

Budget balance carryforward (A.R.S. §15-943.01)

12	Adjustments to the General Budget Limit (from FY 2026 BUDG75, leave blank for budget adoption)	
13	FY 2026 M&O Fund actual expenditures (from FY 2026 AFR, amount will be estimated for budget adoption)	\$4,352,104.00
14	FY 2026 M&O Fund actual expenditures (if any) for:	
	a. Special program override	
	b. Desegregation (A.R.S. §15-910)	
	c. Dropout prevention programs	
	d. Joint career and technical education and vocational education center (A.R.S. §15-910.01)	
	e. Performance pay (A.R.S. §15-920)	
15	Budget balance carryforward transferred to the School Opening Fund (if any)	

Districts receiving Federal Impact Aid revenues (A.R.S. §15-905.R):

16	FY 2027 Impact Aid revenue	\$680,000.00
17	Impact Aid revenue deposited in FY 2027 to the Impact Aid Revenue Bond Debt Service Fund for principal and interest payments	
18	Impact Aid revenue transferred in FY 2027 to the M&O Fund to provide cash for the TRCL/TSL difference	
19	Impact Aid revenue transferred in FY 2027 to the M&O Fund to reduce or eliminate taxes	
20	FY 2026 Ending cash balance in the Impact Aid Fund	\$200,000.00

TRCL/TSL difference \$77,298.53

Districts operating under the provisions of the small school adjustment (A.R.S. §15-949):

21 Check box if the district previously operated under a small school adjustment and no longer qualifies based on current year ADM. The phase down limit for an override election pursuant to A.R.S. §15-481 is shown in the appropriate section of the Calculations page. If this box is checked, the district must complete line 22 below.

22	Enter the fiscal year that the district exceeded the allowable student counts for the first time. (A.R.S. §15-949.C and .E)	FY
----	---	----

23 For unified districts that qualified for a phase down limit for K-8 or 9-12 but not both, enter 10% of the RCL attributable to the nonqualifying K-8 or 9-12 weighted student count as provided in A.R.S. §15-971(B)(2)(a).

Districts needing BSL adjustment due to tuition loss (A.R.S. §§15-954 and 15-902.01):

Only complete this section if the district receives less tuition from a district which is inside or outside of this state because the district of residence began to offer instruction in one or more high school grade levels not previously offered.

24	Base year - the fiscal year before the other district began to offer instruction	FY
25	Base year attending ADM grades 9-12	
26	Number of tuitioned students lost in the year after the base year due to district of residence offering instruction in grades 9-12 not offered previously	
27	Tuition received in base year	
28	Tuition received in fiscal year after base year	
29	<input type="checkbox"/> Check box if the district lost student count resulting from the formation of a joint unified school district pursuant to A.R.S. §15-450	
30	Additional number of tuitioned students lost in the second year after the base year (type 05 districts only)	
31	Additional number of tuitioned students lost in the third year after the base year (type 05 districts only)	

Type 03 district information

1.	High school student count transported by district of residence to district of attendance (A.R.S. §15-961.D)	
----	---	--

Accommodation district (TYPE 01) information (A.R.S. §15-974)

1. Check box if the district offers instruction in grades 9-12. **Accommodation districts only.**
Only accommodation districts with a student count of **more** than 125 in grades K-8 or accommodation districts that offer instruction in grades 9-12 and have a student count of **more** than 100 in grades 9-12, should complete lines 2 through 4.

2.	Maintenance & Operation (M&O) Fund FY 2026 ending cash balance	
3.	10% of the FY 2027 RCL calculated using the district's 2026 ADM	
4.	Up to 5% of the FY 2027 RCL calculated pursuant to A.R.S. section 15-482.B	\$

GRAND CANYON UNIFIED SCHOOL DISTRICT #4

WRITTEN QUOTE SUMMARY SHEET

Requisition # _____ **Person Obtaining Quotes** Margaret Lyle

Signature _____

Detail of Items/Services Requested: Occupational Services need for students during the 2026 - 2027 School Year

Requested: _____

Note: Issue requests for price quotations in sufficient time before the purchase is to be made and in adequate detail to allow vendors to effectively respond. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. If identical items/services are not quoted, a reasonable substitute may be considered. If you need assistance selecting vendors to solicit quotes, please contact the Purchasing Department. If you are unable to obtain 3 quotes, document the vendors contacted and their reasons for not providing quotations and retain this with the price quotations. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. The request for quotations may also include: 1. Offer submission requirements, including offer due date and time, where offers will be received, and offer acceptance period; 2. Any purchase description, specifications, delivery or performance schedule, and inspection and acceptance requirements; 3. The minimum information that the offer shall contain; # Date Quote Obtained Vendor Name 4. Whether negotiations may be held; 5. Any contract options, including renewal or extension; 6. Uniform terms and conditions by text or reference; and 7. Any other terms, conditions, or instructions specific to the procurement.

Date Quote Obtained	Vendor Name	Person(s) Contacted	Telephone Number	Email Address	Price Quote/Result of Request
contacted 2/9 and 4/13	ProCare Therapy	Nick Trimboli	904-312-7834	www.procaretherapy.com	\$50,688 Virtual Service
4/22/2026	Northland Rural Therapy Assoc.	Tom Cosner	928-380-7423	cosnert@nrtatherapy.com	\$27,814.00
2/26/2026	Coconino County Educational Services Agency	Lee Irby	928-890-8119	lirby@coconino.az.gov	clinician not available at this time

Recommended Vendor: I recommend NRTA, as ProCare is virtual, and the county had clinician available yet from the other providers . NRTA has been with us for quite some time and they are very easy to work with, professional and provide excellent services. Also they have formed great relationships with our students which is most important when providing therapies.

The District should award the contract to the vendor determined to be the most advantageous to the district in accordance with the factors identified in the request for quotations. If a vendor is selected because of factors other than lower price, the reasons should be fully documented and retained with the price quotations. If only one quotation can be obtained, the requestor should document why the contract award is advantageous to the District before a PO will be awarded to that vendor.

**GRAND CANYON UNIFIED SCHOOL DISTRICT #4
WRITTEN QUOTE SUMMARY SHEET**

Requisition # _____ **Person Obtaining Quotes** Margaret Lyle

Signature _____

Detail of Items/Services

Requested: Psychologist EVAL for the 2026-2027 School Year

Note: Issue requests for price quotations in sufficient time before the purchase is to be made and in adequate detail to allow vendors to effectively respond. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. If identical items/services are not quoted, a reasonable substitute may be considered. If you need assistance selecting vendors to solicit quotes, please contact the Purchasing Department. If you are unable to obtain 3 quotes, document the vendors contacted and their reasons for not providing quotations and retain this with the price quotations. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. The request for quotations may also include: 1. Offer submission requirements, including offer due date and time, where offers will be received, and offer acceptance period; 2. Any purchase description, specifications, delivery or performance schedule, and inspection and acceptance requirements; 3. The minimum information that the offer shall contain; # Date Quote Obtained Vendor Name 4. Whether negotiations may be held; 5. Any contract options, including renewal or extension; 6. Uniform terms and conditions by text or reference; and 7. Any other terms, conditions, or instructions specific to the procurement.

Date Quote Obtained	Vendor Name	Person(s) Contacted	Telephone Number	Email Address	Price Quote/Result of Request
5/17/2026	AZ Behavioral Health Associates	Lee Lusk	928-774-0300	azinfo@psychotherapy.com	\$63,216.00
contacted 2/9 and 4/13	ProCare Therapy	Nick Trimboli	904-312-7834	www.procaretherapy.com	No Response
2/26/2026	Coconino County Educational Services Agency	Lee Irby	928-890-8119	lirby@coconino.az.gov	\$24,216.00

Recommended Vendor (If not lowest quote, written justification must be included) : I recommend using Coconino County services for Evaluations. They are less costly, they are effective and we have worked with the service provider before. She knows the school, the staff and the students.

The District should award the contract to the vendor determined to be the most advantageous to the district in accordance with the factors identified in the request for quotations. If a vendor is selected because of factors other than lower price, the reasons should be fully documented and retained with the price quotations. If only one quotation can be obtained, the requestor should document why the contract award is advantageous to the District before a PO will be awarded to that vendor.

Physical Therapy

WRITTEN QUOTE SUMMARY SHEET

Requisition # _____ **Person Obtaining Quotes** Margaret Lyle

Signature _____

Detail of Items/Services Requested: _____

Requested: Physical Therapy Services needed for Students during the 2026-2027 School Year

Note: Issue requests for price quotations in sufficient time before the purchase is to be made and in adequate detail to allow vendors to effectively respond. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. If identical items/services are not quoted, a reasonable substitute may be considered. If you need assistance selecting vendors to solicit quotes, please contact the Purchasing Department. If you are unable to obtain 3 quotes, document the vendors contacted and their reasons for not providing quotations and retain this with the price quotations. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. The request for quotations may also include: 1. Offer submission requirements, including offer due date and time, where offers will be received, and offer acceptance period; 2. Any purchase description, specifications, delivery or performance schedule, and inspection and acceptance requirements; 3. The minimum information that the offer shall contain; # Date Quote Obtained Vendor Name 4. Whether negotiations may be held; 5. Any contract options, including renewal or extension; 6. Uniform terms and conditions by text or reference; and 7. Any other terms, conditions, or instructions specific to the procurement.

Date Quote Obtained	Vendor Name	Person(s) Contacted	Telephone Number	Email Address	Price Quote/Result of Request
4/22/2026	Northland Rural Therapy Assoc.	Tom Cosner	928-380-7423	cosnert@nrtatherapy.com	\$19,772.00
contacted 2/9 and 4/13	ProCare Therapy	Nick Trimboli	904-312-7834	www.procaretherapy.com	\$6,400 virtual
6/1/2026	Ensemble Services	Jaqueline Ragan	442- 227-8031	jragan@ensembletherapyservices.com	\$6,400 virtual
5/28/2026	Coconino County Educational Services Agency	Lee Irby	928-890-8119	lirby@coconino.az.gov	No Response, clinician not available

Recommended Vendor: I recommend NRTA, ProCare is virtual or no clinician available yet at County. NRTA has been with us for quite some time and they are very easy to work with, professional and provide excellent services. Also they have formed great relationships with our students which is most important when providing therapies.

The District should award the contract to the vendor determined to be the most advantageous to the district in accordance with the factors identified in the request for quotations. If a vendor is selected because of factors other than lower price, the reasons should be fully documented and retained with the price quotations. If only one quotation can be obtained, the requestor should document why the contract award is advantageous to the District before a PO will be awarded to that vendor.

GRAND CANYON UNIFIED SCHOOL DISTRICT #4

WRITTEN QUOTE SUMMARY SHEET

Requisition # _____ **Person Obtaining Quotes** Margaret Lyle

Signature _____

Detail of Items/Services Requested: _____

Requested: Speech Therapy for service minute requirements to support students during the 2026-2027 School Year

Note: Issue requests for price quotations in sufficient time before the purchase is to be made and in adequate detail to allow vendors to effectively respond. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. If identical items/services are not quoted, a reasonable substitute may be considered. If you need assistance selecting vendors to solicit quotes, please contact the Purchasing Department. If you are unable to obtain 3 quotes, document the vendors contacted and their reasons for not providing quotations and retain this with the price quotations. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. The request for quotations may also include: 1. Offer submission requirements, including offer due date and time, where offers will be received, and offer acceptance period; 2. Any purchase description, specifications, delivery or performance schedule, and inspection and acceptance requirements; 3. The minimum information that the offer shall contain; # Date Quote Obtained Vendor Name 4. Whether negotiations may be held; 5. Any contract options, including renewal or extension; 6. Uniform terms and conditions by text or reference; and 7. Any other terms, conditions, or instructions specific to the procurement.

Date Quote Obtained	Vendor Name	Person(s) Contacted	Telephone Number	Email Address	Price Quote/Result of Request
5/16/2026	Dynamic Intervention	Mckenzie Anderson	928-814-2936	www.dynamicinterventionsaz.com	\$69,020.00
4/22/2026	Northland Rural Therapy Assoc.	Tom Cosner	928-380-7423	cosnert@nrtatherapy.com	\$102,420.00
5/13/2026	Speech Solutions	Stephanie	928) 228-5463	stephanie@speechsolutions.com	\$72,504.54

Recommended Vendor: I recommend Dynamic Intervention, as Speech Solutions is higher, and NRTA quote is very high! Dynamic Intervention has been with us for quite some time and they are very easy to work with, professional and they provide excellent services. Also they have formed great relationships with our students which is most important when providing therapies.

The District should award the contract to the vendor determined to be the most advantageous to the district in accordance with the factors identified in the request for quotations. If a vendor is selected because of factors other than lower price, the reasons should be fully documented and retained with the price quotations. If only one quotation can be obtained, the requestor should document why the contract award is advantageous to the District before a PO will be awarded to that vendor.

GRAND CANYON UNIFIED SCHOOL DISTRICT #4

WRITTEN QUOTE SUMMARY SHEET

Requisition # _____ **Person Obtaining Quotes** Margaret Lyle

Signature _____
Detail of Items/Services Requested: Counseling Therapy Quote for the 2026-2027 School Year - 2 days a week, 8-4 pm, with transportation costs. One day of the week is for students K-5, the other day is for 6-12th

Note: Issue requests for price quotations in sufficient time before the purchase is to be made and in adequate detail to allow vendors to effectively respond. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. If identical items/services are not quoted, a reasonable substitute may be considered. If you need assistance selecting vendors to solicit quotes, please contact the Purchasing Department. If you are unable to obtain 3 quotes, document the vendors contacted and their reasons for not providing quotations and retain this with the price quotations. If the contract will be awarded based on price and additional factors, such as quality of the product or work to be performed, those factors should be included in the request for quotations. The request for quotations may also include: 1. Offer submission requirements, including offer due date and time, where offers will be received, and offer acceptance period; 2. Any purchase description, specifications, delivery or performance schedule, and inspection and acceptance requirements; 3. The minimum information that the offer shall contain; # Date Quote Obtained Vendor Name 4. Whether negotiations may be held; 5. Any contract options, including renewal or extension; 6. Uniform terms and conditions by text or reference; and 7. Any other terms, conditions, or instructions specific to the procurement.

Date Quote Obtained	Vendor Name	Person(s) Contacted	Telephone Number	Email Address	Price Quote/Result of Request
5/18/2026	EveryBody Matters	Lori Madrid	602.617.2910	everybodymatters.us	\$35,000 for 16 clients \$70,000 for 32 clients
5/17/2026	AZ Behavioral Health Associates	Lee Lusk	928-774-0300	azinfo@psychotherapy.com	\$58,282.64 30 clients
2/26/2026	Coconino County Educational Services Agency	Lee Irby	928-890-8119	lirby@coconino.az.gov	\$50,482.80 for 24 clients

Recommended Vendor (If not lowest quote, written justification must be included): I would recommend going with AZ Behavioral Associates. Although they are a bit more expensive they can offer a longer day than the county and better consistency. I have gone with the County in the past, and they have been inconsistent with the providers from year to year, which is hard on our students. They have a service provider that is familiar with our school and what our needs are. Everybody Matters is virtual and can only offer service for 16 students. Virtual service involves more manpower to support here at the school and is not the best delivery of personal services for mental health.

The District should award the contract to the vendor determined to be the most advantageous to the district in accordance with the factors identified in the request for quotations. If a vendor is selected because of factors other than lower price, the reasons should be fully documented and retained with the price quotations. If only one quotation can be obtained, the requestor should document why the contract award is advantageous to the District before a PO will be awarded to that vendor.