

DRAFT

DRAFT

Coordinator for Community Relations



Reports to:	Coordinator for Community Relations	
Classification:	Classified	Job Site: Community Center
FSLA Status:	Full-time, Non-Exempt position	Supervisory Responsibilities: Community Center
Governing Board Approval:	Pending	

JOB SUMMARY

At Wilson School District, we believe that education should be shaped by a sense of purpose. The job of the Coordinator for Community Relations is responsible for the coordination and implementation of the district comprehensive community relations plan. In addition, the Coordinator for Community Relations will assist with the Wilson Coalition and the Wilson Foundation to assist these organizations in completing their mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for developing and implementing a community relations plan which reflects the goals and mission of the district.
- Responsible for implementing a plan to create and enhance business and community partnerships with the district.
- Represent the District and the Superintendent at appropriate community meetings and activities.
- Provide the Superintendent with monthly reports on the progress and implementation of plans which relate to the job responsibilities of this position.
- Ensure that special programs and activities initiated by the Superintendent's office, when directed to supervise, are appropriately planned, and implemented.
- Edit, produce, and distribute brochures and newsletters relating to district and community center programs.
- Assist the Coalition chairperson in developing formal/informal linkages with agencies and organizations who may provide resources for essential services.
- Provide on-site leadership, guidance, and motivation for Coalition activities.
- Plan, implement, and participate in the evaluation of the Communities in School operations at the school site. Suggest and assist in the development of an evaluation model for CIS.
- Provide overall scheduling and coordination of assigned school personnel and volunteers.
- Coordinate the services of participating health and human services agencies.
- Collect data and statistics relating to community service programs.
- Participate in personal and professional development. Provide data to the Curriculum office for report compilation.
- Provide cooperation between faculty, school administration and the Coalition whenever possible. Collaborate with school personnel in order to integrate social and educational services and keep abreast of pertinent activities taking place in the schools and community.
- Responsible for center activities and programs on a full 12-month schedule.
- Responsible for building capacity for the Community Center by, soliciting partnerships, and soliciting donations of time, services, or money.
- Reports Center activities and outcomes to the school Governing Board.
- Develops and disseminates activity participation logs, needs assessments, and surveys.
- Evaluates programs, projects and activities sponsored by the Center. Coordinates the assignment of project staff and teachers for Center activities.
- Solicits volunteers to teacher recreational, nutritional, and social courses. Assists in the development of rules and regulations for Center patrons.
- Coordinates with collaborative partners to insure ongoing services. Fosters the development of family-school-community, and business partnerships.
- Responsible for supervising project staff.

- Responsible for the scholarship program Project 2000.
- Performs other duties as directed by Superintendent.

<p>MINIMUM EDUCATION AND/OR EXPERIENCE:</p> <ul style="list-style-type: none"> • Bachelor's Degree • Strong interpersonal and communications skills • Bilingual in Spanish/English, desirable. • Strong communication skills. Proficient with Microsoft Word, Excel and PowerPoint. 	<p>PREFERRED EDUCATION AND/OR EXPERIENCE:</p> <ul style="list-style-type: none"> • Preferred Bachelor's Degree in Public Administration, Education, Social Work, and Social Sciences, or related field • One (1) year supervisory role experience. • Strong interpersonal and communications skills • Desire to work with others, being creative, broker of services and works well with the community. • Bilingual in Spanish/English, desirable. • Strong communication skills. <u>Proficient with Microsoft Word, Excel and PowerPoint.</u> • Experience in dealing with media/T.V. & newspaper interview requests. • Ability to work without close supervision.
--	--

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic activities pertaining to the daily functions of the Community Center.
- Knowledge of pertinent laws, codes, policies and/or regulations pertaining to grant program planning, financial management, and compliance.
- Knowledge in programs and resources that support student achievement and teacher effectiveness in public school.

Skilled in:

- Maintaining accurate, efficient record keeping processes
- Mathematical and analytical thinking
- Critical thinking and problem-solving
- Excellent written and verbal communication skills

Ability to:

- Work independently and prioritize from a variety of tasks
- Adapt to changing technology and utilize available tools and resources
- Promote a harmonious working environment

Core Competencies:

- Accountability
- Teamwork
- Attention to Detail
- Flexibility



At Wilson School District, we believe that education should be shaped by a sense of purpose. We are dedicated to the total personal development of each student in our district. We believe that the ultimate goal in education should be to prepare a stable, yet adaptive student for a world of rapid change. Our instruction will maintain flexibility in adapting to this ever-changing society. Working together with parents and community, we will strive to develop each student's intellectual, physical, moral, emotional, aesthetic, creative, and social growth so that the student may become a useful and responsible member of home, community, and society while leading a personally rewarding life.

Every member of our Wilson family—from our top leadership team to our bus drivers, our nutrition team to our nurses, and our teachers to our technology gurus—is shaping the lives of our students every day. It's not just our work; it is our passion!

We are a Pre-K through 8th grade school district in Phoenix, Arizona, established as the seventh school district organized in Maricopa County in 1879 and named for Mr. W. J. Wilson, a school board member. The district name was changed in the mid-1930's to Hawkins School. From Wilson to Hawkins to Ward to Skiff, the District was bought by Phoenix Sky Harbor International Airport and relocated to its current location in the early 1980's and named Wilson Primary and Wilson Elementary, opening on Martin Luther King Day in 1985. The district boundaries cover an area from Roosevelt Street to the north; the Salt River to the south; 40th Street to the east; and 16th Street to the west.

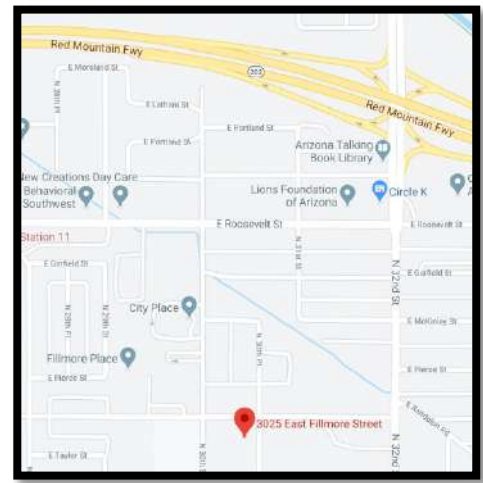
WHAT YOU'LL LOVE ABOUT US:

- Our two-school community offers a close-knit feel.
- We offer job-embedded professional development as well as a variety of career pathways.
- We have an exciting STEM program with amazing community partners.

There's always something to do or see in the Phoenix area. Whether you enjoy watching sports, touring a museum, or hiking and playing outdoors, you'll find plenty of enjoyable activities to keep you busy.

NOTICES

The statements in this job description describe the essential function and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job descriptions are subject to change. Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. WSD is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Alex Dumas, Human Resources Director, at (602) 681-2204 at least 3 days in advance.



PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms and fingers to input data, handle, feel or reach; employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception.

The noise level in the work environment is moderate to loud and can vary in temperature. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents.

DRAFT

DRAFT

K - 8 Online Certified Teacher



Reports to:	School Principal
Classification:	Certified Job Site: District Office
FSLA Status:	Full-time, Exempt position Supervisory Responsibilities: Yes
Governing Board Approval:	Pending Revision

JOB SUMMARY

At Wilson School District, we believe that education should be shaped by a sense of purpose. As the K-8 Online Certified Teacher, you help ensure students have access to high quality education by providing direct supervision to those responsible for maintaining a clean, safe and healthy environment. The Online Certified Teacher effectively manages the learning environment to prepare lesson plans, instruct online students, evaluate and monitor students' performance in order to advance student achievement. Understand and appreciate diversity. Work collaboratively with a team to plan successful online instruction. Demonstrate commitment to continuous learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implements by instructions and action the district's philosophy of education and instructional goals and objectives.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes desired student performance objectives for all lessons, units, and projects, and communicates these objectives to students.
- Assesses student performance to determine whether or not the objectives are being achieved, and refers students for specialized help when necessary.
- Plans a program of study based on identified student needs.
- Employs instructional methods and materials that are most appropriate for meeting stated objectives.
- Evaluates conscientiously and fairly the accomplishments of students and provides progress reports as required by law, district policy, and administrative regulation.
- Maintains accurate permanent academic and attendance records of students.
- Makes the decision to promote or retain a pupil in grade.
- Provides a physical and psychological atmosphere conducive to learning, and holds students to strict account for disorderly conduct.
- Supervises pupils on playgrounds before and after school, during recess, and all other periods of the school day.
- Upholds and enforces school rules, administrative regulations, and Governing Board policy.
- Attends and participates in general faculty and department meetings and serves on school and district committees.
- Confers with colleagues, students, and/or parents on a regular basis.
- Cooperates with other staff members in planning instructional goals, objectives, and methods.
- Enforces the course of study, uses adopted textbooks, and assists in the selection of books equipment and other instructional material.
- Establishes and maintains cooperative relations with others and is actively and harmoniously involved in community activities.
- Prepares all reports required by law, policy and administrative regulation.
- Performs other reasonable duties as may be directed by the Principal.

MINIMUM EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from an accredited four-year college or university.
- Appropriate teaching certificate issued by the State of Arizona.

PREFERRED EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree
- Master's degree
- Experience teaching in a virtual environment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic activities pertaining to the daily supervised activities of the students toward the attainment of their potential for academic, intellectual, emotional, and psychological growth and maturation.
- Effective classroom management and discipline procedures.

Skilled in:

- Maintaining accurate, efficient record keeping processes
- Written and verbal communication

Ability to:

- Work independently and grade level and prioritize from a variety of tasks.
- Adapt to changing technology and utilize available tools and resources.
- Promote a harmonious working environment.

Core Competencies:

■ Communication ■ Teamwork ■ Initiative & Persistence ■ Accountability



At Wilson School District, we believe that education should be shaped by a sense of purpose. We are dedicated to the total personal development of each student in our district. We believe that the ultimate goal in education should be to prepare a stable, yet adaptive student for a world of rapid change. Our instruction will maintain flexibility in adapting to this ever-changing society. Working together with parents and community, we will strive to develop each student's intellectual, physical, moral, emotional, aesthetic, creative, and social growth so that the student may become a useful and responsible member of home, community, and society while leading a personally rewarding life.

Every member of our Wilson family—from our top leadership team to our bus drivers, our nutrition team to our nurses, and our teachers to our technology gurus—is shaping the lives of our students every day. It's not just our work; it is our passion!

We are a Pre-K through 8th grade school district in Phoenix, Arizona, established as the seventh school district organized in Maricopa County in 1879 and named for Mr. W. J. Wilson, a school board member. The district name was changed in the mid-1930's to Hawkins School. From Wilson to Hawkins to Ward to Skiff, the District was bought by Phoenix Sky Harbor International Airport and relocated to its current location in the early 1980's and named Wilson Primary and Wilson Elementary, opening on Martin Luther King Day in 1985. The district boundaries cover an area from Roosevelt Street to the north; the Salt River to the south; 40th Street to the east; and 16th Street to the west.

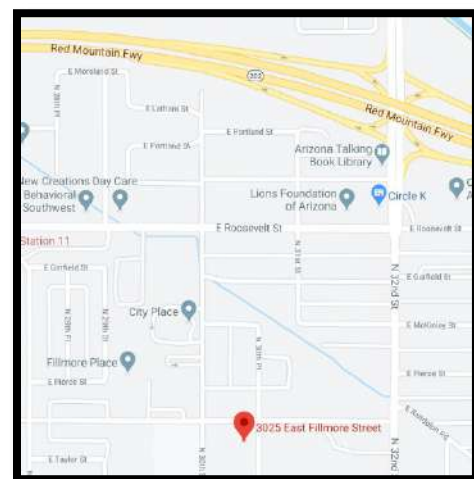
WHAT YOU'LL LOVE ABOUT US:

- Our two-school community offers a close-knit feel.
- We offer job-embedded professional development as well as a variety of career pathways.
- We have an exciting STEM program with amazing community partners.

There's always something to do or see in the Phoenix area. Whether you enjoy watching sports, touring a museum, or hiking and playing outdoors, you'll find plenty of enjoyable activities to keep you busy.

NOTICES

The statements in this job description describe the essential function and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job descriptions are subject to change. Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. WSD is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Alex Dumas, Human Resources Director, at (602) 681-2204 at least 3 days in advance.



PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms, and fingers to input data, handle, feel or reach; employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision, and depth perception.

The noise level in the work environment is moderate to loud and can vary in temperature. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents.



Arizona Department of Education School Finance

School Finance – Initial Guidance on H.B. 2862 for SY 2021-2022 7/12/2021

The guidance below describes School Finance processes to implement [H.B. 2862](#) (Laws 2021, Chapter 299) as amended by H.B. 2898. This guidance is intended to be initial guidance for School Year 2021-2022, additional guidance may be issued for subsequent school years. In addition to this guidance document, the Department will be compiling and posting a Frequently Asked Questions document to address questions related to this guidance.

Instructional Time Models

H.B. 2862 sets forth the definition of a school year as beginning July 1 and ending June 30 with a school month composed of twenty school days, or four weeks of five days each. In addition to setting forth this definition, H.B. 2862 allows school districts and charter districts to adopt an Instructional Time Model (ITM) to meet the instructional hour requirements in A.R.S. §§ 15-808 and 15-901 which provides flexibility for a school district or charter district to determine the manner in which instructional hours are provided to students, including: remote courses, project-based learning, mastery-based learning, weekend courses, or evening courses. Before a school district adopts an ITM, the school district must hold at least two public hearings. For an ITM, all the following apply:

- To be considered full-time and generate 1.0 average daily membership (ADM), students enrolled in a brick and mortar school district and charter school **MUST** be enrolled in the following minimum number of instructional hours required pursuant to A.R.S. § 15-901:
 - For high school students, 720 hours;
 - For Grade 4-8 students , 890 hours;
 - For Grade 1-3 students , 712 hours; and
 - For Kindergarten students, 356 hours (limited to 0.5 ADM)
- To be considered full-time and generate 1.0 ADM, students enrolled in an Arizona Online Instruction school (AOI) must log the following minimum number of instructional hours required pursuant to A.R.S. § 15-808:
 - For high school students, 900 hours;
 - For Grade 4-8 students, 890 hours;
 - For Grade 1-3 students, 712 hours; and
 - For Kindergarten students, 356 hours (limited to 0.5 ADM)



Arizona Department of Education School Finance

- Instructional hours may be delivered in any day, week, and course length increments adopted in the ITM.
- Instructional hours may be delivered through any combination of direct instruction, project-based learning, independent learning, and mastery-based learning.
- Instructional hours may be defined to include any in-person instruction and remote instruction.
- Schools may reallocate any minimum instructional time or hours required per course under A.R.S. §§ 15-808 or 15-901 on a per-student basis to allow students to spend more or less time as needed in an individual course.
- Instructional times and schedules may be staggered for students and courses or other instructional time options may be offered on the weekends or in the evenings to allow students to not attend or complete school days or instructional time at the same time.
- Attendance policies must be aligned to reflect the instructional time and hour policies prescribed in the adopted ITM.

School districts and charter schools intending to adopt an ITM must document how attendance will be tracked and taken for each setting in which a student is provided instructional time for auditing purposes. School districts and charter schools operating through an adopted ITM are still responsible for the identification of English Language Learners and provision of the required minutes in the Structured English Immersion model the school district or charter school has adopted pursuant to Title 15, Chapter 7, Article 3.1, Arizona Revised Statutes.

Remote Learning

Any school district or charter district wishing to offer remote learning must do so through an adopted ITM or through AOI pursuant to A.R.S. §§ 15-808. In addition to authorizing remote learning as part of an ITM, H.B. 2862 establishes the following parameters on offering remote instruction through an ITM:

- For School Year 2021-2022, each school may provide up to 50% of total instructional time in a remote setting without any impact on funding. Beginning in School Year 2022-2023, that threshold is lowered to 40% of the school's total instructional time.
- For instructional time provided over the threshold, the Department is instructed to calculate the additional time at 95% of the Base Support Level that otherwise would



Arizona Department of Education School Finance

have been calculated. For example, a school that has provided 60% of its total instructional time in a remote setting for School Year 2021-2022 will receive a 5% Base Support Level (BSL) reduction for 10% of the total weighted student count.

- In addition to receiving a 5% BSL reduction, the Department is additionally directed to annually report any school that provides remote instruction over the prescribed threshold to the State Board of Education or State Board for Charter Schools who will determine whether or not the school must apply to become an AOI provider.

Beginning in School Year 2021-2022, districts and charters will report remote learning through an ITM at the student-level in a manner that is similar to reporting absences. When attendance is taken on any given day, a student may be reported as participating in remote instruction for all or part of the day. Students receiving instruction that is not classroom-based should be reported as receiving remote instruction in most circumstances. The specific process that will be used to report distance learning in the district or charter Student Information System (SIS) will vary by vendor and districts and charters should reach out directly to the SIS vendor for guidance. It is not necessary to aggregate and report remote instruction at the district or charter level. The Department will use the submitted student-level data to calculate and report the total percentage of instructional time spent in a remote setting. At the conclusion of the school year, the Department will provide a report to the State Board of Education or State Board for Charter Schools of any school that provided remote instruction in excess of the thresholds established in H.B. 2862.

LEAs Operating a Traditional Four or Five-Day Instructional Week

H.B. 2862 repealed A.R.S. § 15-861, which authorized schools to operate on a four-day week after two public governing board hearings. Schools that previously approved and intend to operate on a four-day week without any other changes to the instructional model may provide the Department with a governing board-approved statement indicating that the governing board previously held two public meetings to adopt the four-day week and plans to continue to use a four-day week as an instructional model going forward. The statement should be uploaded through [Help Desk](#) using the Account Analyst Support Request template (please select subcategory "Other").



Arizona Department of Education School Finance

If additional changes are made to the ITM pursuant to H.B. 2862, including utilizing remote learning, mastery-based learning or project-based learning, or if a Local Education Agency plans to implement a 4-day week in the future, the governing board must hold two public hearings on the new model.

Instructional Calendar

All schools, with the exception of those providing AOI pursuant to A.R.S. § 15-808, are required to submit an instructional calendar to the Department. The Superintendent, or authorized representative, must certify that the calendar has met the minimum instructional time requirements defined in A.R.S. § 15-901 through traditional in-person instruction or an alternate modality through an ITM. The instructional calendar must be entered into the district or charter SIS and uploaded to AzEDS before students enrolled in the school will generate funding.

Schools that have implemented an ITM and are not providing AOI must submit a school calendar that reflects the days on which instruction will be provided through any learning modality. If an ITM includes asynchronous learning, such as project-based learning or mastery-based instruction, the asynchronous learning time must be designated to replace synchronous instruction that would otherwise be provided on specific instructional days. The ITM model must identify how asynchronous learning is used to replace synchronous instruction. For example, an instructional time model might designate every other Friday as project-based learning time and the ITM will specify that six hours of project-based learning completed during a specified window of time will replace the in-person instruction that day. Schools must link instructional provided through an ITM back to a calendar, this may include providing instructional time on a weekend or evening--but linking instruction back to a Monday through Friday calendar. Calendars must define instructional days for the school year. However, there is flexibility within an ITM to provide instructional time outside of the submitted calendar and link attendance back to calendared instructional days.

H.B 2862 provides the ability to reallocate any minimum instructional time or instructional hours per course required under A.R.S § 15-808 and 15-901 on a per-student basis so that students are able to spend more of their required instructional time on courses of greater depth or courses that require additional learning time to catch up to a grade level or stay on pace. A.R.S. § 15-901 outlines the requirement that for a high school student to generate 1.0 ADM, the



Arizona Department of Education School Finance

student must be enrolled in an instructional program that meets for at least 720 hours over a 180 day school year and be enrolled in at least four subjects that count toward graduation that meet at least 123 hours per year. A.R.S. § 15-808 does not establish a per-course instructional hour requirement for funding purposes that may be reallocated, rather funding is based on the total number of instructional hours a student generates and number of subjects enrolled. If a school intends to utilize the ability to reallocate minimum instructional hours per subject on a per-student basis under H.B. 2862, the ITM should describe how reallocation would occur and must ensure that students are still enrolled in at least four courses that count towards graduation and receive a total of 720 hours of instruction to generate 1.0 ADM.

Please keep in mind that ADM, and ultimately funding, for non-AOI students is calculated based on days of enrollment during the first 100 or 200 days of the school year as determined by the submitted calendar. Providing a calendared instructional day outside of the traditional five-day school week will affect ADM and funding calculations by shifting the 100th day sooner in the school year. For example, the 100th day of instruction for a school operating on a four-day per week calendar typically occurs about two months later than the 100th day of instruction for a school operating on a five-day per week calendar. Schools are encouraged to submit a Monday through Friday calendar to not shift ADM calculations. Instruction provided outside of the submitted calendar will still count towards the total instructional time and may be reported through the calendar on a different day than the instructional time was provided.

Attendance Tracking

School districts and charter districts must describe their plan for tracking student attendance in the submitted ITM. The model must establish clear course time expectations for students participating in project-based learning, independent learning, or mastery-based learning. Course time expectations may shift based on the needs of a student or cohort, but to receive a full 1.0 ADM, the student must still receive the required total number of instructional hours over the school year.

- There must be an instructional time value associated with the ITM to ensure the student has received the total number of hours to fulfil statutory requirements for full or part-time status.



Arizona Department of Education School Finance

- School districts and charter schools must provide access to a full curriculum with instruction and academic tasks that are determined to meet the minimum instructional hours and number of subject requirements in A.R.S. § 15-901 for full-time or part-time status.
- Coursework provided through an ITM must still provide adequate time for students to receive quality instruction and demonstrate mastery of the grade-level standards.

The school district or charter district shall describe in its ITM the criteria for being marked as present or absent for each day. If a student does not meet the criteria laid out in the ITM, they should be marked absent. Just as with in-person instruction, attendance does not impact basic state aid funding until a student has been withdrawn for more than ten consecutive unexcused absences or has generated absences in excess of 10% of the school year ([School Finance Absence Guidance](#)).

School districts and charter districts have flexibility to design attendance tracking procedures to connect their ITM to existing attendance systems. In designing attendance tracking procedures, districts and charters should consider which activities best represent student participation/engagement in remote instruction, independent learning, mastery-based learning, or project-based learning. Additionally, districts and charters should consider the ability of staff to track and record this information, and the extent to which chosen activities demonstrate the appropriate amount of instructional time for the day.

School districts and charter districts are not required to report minutes logged for students participating in an ITM. However, documentation must be maintained for students participating in an ITM to support the reported attendance. Student attendance should be reported to the Department through the student information system used to report attendance for traditional in-person instruction and each school district and charter district must maintain records for audit purposes that demonstrate student attendance based on meeting the criteria established in the ITM. Student attendance documentation maintained for audit purposes will vary based on the adopted ITM and the manner in which instruction is provided. The tracking of the percentage of time spent on remote instruction will be done through an SIS vendor by marking a student as present for in-person or remote instruction for a given day.

- Attendance tracking MAY include methods such as:



Arizona Department of Education School Finance

- Communication with a teacher, such as via telephone, ZOOM, MS Teams, or other digital meeting software;
- Student participation in a virtual meeting or classroom session (ZOOM, MS TEAMS, Google Meets, etc.);
- Daily assignments completed and submitted by the student; or
- Time spent working on projects with a method for reporting participation during a given timeframe.
- Completion of a project.
- Each method of taking attendance through an ITM must outline the number of instructional hours associated with each day of education and be maintained by the school district or charter district. For example, this may include associating a certain number of minutes per project. To be considered full-time, a student should be enrolled in sufficient instructional hours to meet the total instructional hour requirement for full-time status pursuant to A.R.S. § 15-901 by the end of the year.
 - LEAs must maintain attendance records for students in alignment with attendance tracking procedures outlined in an ITM.
 - This does NOT require school districts and charter districts to report minutes logged for each student participating in remote, project-based, or mastery-based learning.
- Absences shall be reported for each day or portion of each day that a student does not meet the requirements in the identified method for tracking attendance in the school's ITM.
 - Schools should look to existing procedures on tracking absences to determine how to map absence tracking for remote, mastery-based, or project-based learning.
- Attendance and absences must be recorded by day and shall be reported to the Department at least monthly. School districts and charter schools with an ITM that does not call for student contact each day must still disaggregate attendance data by day in reports to the Department for computing the percentage of time spent in a remote setting.

Submitting an ITM to ADE



Arizona Department of Education School Finance

The Department will be providing a template for school districts and charter districts to complete and provide information to the Department on adopted ITMs. The template will contain fields indicating which components of an ITM apply to each school within the school district or charter district. The Department intends for school districts and charter districts to submit one document per district or charter that contains all the ITM components that the district or charter will be utilizing to operationalize the flexibility authorized in H.B. 2862. The submission may indicate differing components of the ITM that each school within the district intends to utilize and does not limit all schools to the same model of instruction. Additionally, there will be a narrative component to describe how each district and charter intends to operationalize its ITM. Submitted ITMs should describe, to the greatest extent, the deviations to traditional in-person instruction the school district or charter school intends to operationalize for the upcoming year. ITMs should also describe any way the school district or charter district intends to provide instructional hours outside of traditional in-person instruction to ensure those instructional hours count towards ADM calculations. It will be crucial for the ITM to fully describe the types of procedures a district or charter will be utilizing to offer instruction outside of a traditional in-person schedule and the associated types of attendance tracking procedures. The submitted ITM will be utilized for audit purposes when future audits occur.

The Department intends to collect ITMs at the same time as calendar submissions for the upcoming school year. The date for submission will be by August 31, 2021 for School Year 2021-2022.

Approved AOI

- If a school district or charter district operates an approved AOI and submits an ITM, students may participate in remote instruction under either, subject to the provisions of A.R.S § 15-808 and H.B. 2862.
 - AOI students should be reported as enrolled in the AOI and meet the requirements of A.R.S. § 15-808.
 - Time logged in an AOI may not also be reported as remote learning in an ITM.
- If a student is participating in AOI part-time with a different school district or charter district than the student will attend in person, the student should be enrolled in an AOI school with its own CTDS number.



Arizona Department of Education
School Finance

- Minutes of instruction must be logged and submitted for students enrolled in AOI schools in accordance with A.R.S. § 15-808.
- Students enrolled in AOI should be reported as specified in A.R.S. § 15-808. Please contact School Finance through the Help Desk ([Help desk ticket](#)) with questions. .
- School Finance will update ADM to reflect full-time and part-time AOI periodically throughout the year.

PUBLIC HEARING

DATE: July 27, 2021

ITEM: Presentation of the Instructional Time Models

SUBMITTED BY: _____
Rebecca Willey, Curriculum Director

RECOMMENDED: _____
Ernest Rose, Superintendent

INFORMATION:

Following is the backup

ACTION ITEM**DATE: July 27, 2021**

ITEM: It is recommended the Governing Board approve Mr. Ernest Rose as authorized check signer for all accounts at Desert Financial Credit Union and to remove Mr. Antonio Sanchez from all accounts at Desert Financial Credit Union.

SUBMITTED BY: _____
Beth Strickler, Director of Business Services & Technology

RECOMMENDED: _____
Mr. Ernest Rose, Superintendent

DISCUSSION: Bank accounts are prescribed by Arizona Revised Statutes (A.R.S.) and must be authorized by the Governing Board. A list of authorized check signers designated by the Governing Board for each bank account should be kept current.

Desert Financial Credit Union Bank Accounts:

- Flexible Spending (xx6895)
- General Clearing (xx6893)
- Insurance Flow Thru (xx6901)
- Tax Withholding (xx6894)
- Savings Account (x5593)

RECOMMENDED: It is recommended the Governing Board approve Mr. Ernest Rose as authorized check signer for all accounts at Desert Financial Credit Union and to remove Mr. Antonio Sanchez from all accounts at Desert Financial Credit Union.

ACTION ITEMS

DATE: July 27, 2021

ITEM: Job Descriptions

SUBMITTED BY: _____
Alex Dumas, Human Resources Director

RECOMMENDED BY: _____
Ernest Rose, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the following revised and new job descriptions: Coordinator for Community Relations (revised), K-8 Online Certified Teacher (New).

RATIONALE:

To continue providing the highly qualified services for the Wilson School District, it is recommended that Governing Board approve the revised Coordinator for Community Relations and new K-8 Online Certified Teacher job description.

ACTION ITEMS

DATE: July 27, 2021

ITEM: Revised Policies GCCG Professional Staff Voluntary Transfer of Accrued Sick Leave and GDCG Support Staff Voluntary Transfer of Accrued Sick Leave

SUBMITTED BY: _____
Alex Dumas, Human Resources Director

RECOMMENDED BY: _____
Ernest Rose, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the following revised policies: GCCG Professional Staff Voluntary Transfer of Accrued Sick Leave and GDCG Support Staff Voluntary Transfer of Accrued Sick Leave.

RATIONALE:

To continue providing the highly qualified services for the Wilson School District, it is recommended that Governing Board approve the revised policies for GCCG Professional Staff Voluntary Transfer of Accrued Sick Leave and GDCG Support Staff Voluntary Transfer of Accrued Sick Leave.

ACTION ITEMS

DATE: July 27, 2021

ITEM: Rescind of Termination and Approval of Position Change for Gabriela Duran to the Coordinator for Community Relations.

SUBMITTED BY: _____
Alex Dumas, Human Resources Director

RECOMMENDED BY: _____
Ernest Rose, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board Rescind the Termination and approve the Position Change for Gabriela Duran to the Coordinator for Community Relations with an annual salary of \$51,311.84 to be effective 07/26/2021.

RATIONALE:

The Coordinator for Community Relations is responsible for the coordination and implementation of the district comprehensive community relations plan. In addition, the Coordinator for Community Relations will assist with the Wilson Coalition and the Wilson Foundation to assist these organizations in completing their mission.

It is recommended that the Governing Board Rescind the Termination and approve the Position Change for Gabriela Duran to the Coordinator for Community Relations with an annual salary of \$51,311.84 to be effective 07/26/2021.

ACTION ITEM

DATE: July 27, 2021

ITEM: Approval for Substitute pay to be increased from \$100 to \$150 for all Regular Substitutes and Long-Term Substitute pay to \$175 beginning August 3, 2021, to May 20, 2022, using ESSER funds.

SUBMITTED BY: _____
Ernest Rose, Superintendent

RECOMMENDED BY: _____
Ernest Rose, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the Substitute pay be increased from \$100 to \$150 for all regular substitutes and long-term substitute pay to \$175 beginning August 3, 2021, to May 20, 2022, using ESSER funds.

ACTION ITEM

DATE: July 27, 2021

ITEM: Approval of the acceptable Use of Electronic Informational Resources.

SUBMITTED BY: _____
Beth Strickler, Director of Business Services & Technology

RECOMMENDED BY: _____
Ernest Rose, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the acceptable Use of Electronic Informational Resources.

ACTION ITEM

DATE: July 27, 2021

ITEM: Approval of the Technology Physical Access Policy.

SUBMITTED BY: _____
Beth Strickler, Director of Business Services & Technology

RECOMMENDED BY: _____
Ernest Rose, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the Technology Physical Access Policy.

ACTION ITEM

DATE: July 27 2021

ITEM: Approval of the Instructional Time Model.

SUBMITTED BY: _____
Rebecca Willey, Curriculum Director

RECOMMENDED BY: _____
Ernest Rose, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the Instructional Time Model.

ACTION ITEM

DATE: July 27, 2021

ITEM: Approval of updates to the Mitigation Plan.

SUBMITTED BY: _____
Ernest Rose, Superintendent

RECOMMENDED BY: _____
Ernest Rose, Superintendent

RECOMMENDATION:

It is recommended that the Board approve the updates to the Mitigation Plan.

ACTION ITEM**DATE:** July 27, 2021**ITEM:** Approval of New Employment**SUBMITTED BY:** _____
Alex Dumas, Human Resources Director**RECOMMENDED BY:** _____
Ernest Rose, Superintendent

ADMIN	CLASS. ADMIN	CERTIFIED	CLASSIFIED	Name	FTE	Assignment	Effective Date	Contract Amount
			X	Ivana Montesinos	1.0	Spec. Ed. Secretary (Elementary)	07-21-2021	\$16.46 phr
			X	Mariana Melendrez	1.0	McKinney Vento Homeless Liaison (Community Center)	07-21-2021	\$14.50 phr
			X	Deandra Gary	1.0	Custodian (Maintenance)	07-26-2021	\$12.92 phr
			X	Veronica Ramos	.88	Nurse Assistant (Primary)	07-28-2021	\$14.88 phr

RECOMMENDATION:

It is recommended that the Governing Board approve the following individual contracts.

ACTION ITEM**DATE:** July 27, 2021**ITEM:** Approval of Discontinuance of Employment**SUBMITTED BY:** _____
Alex Dumas, Human Resources Director**RECOMMENDED BY:** _____
Ernest Rose, Superintendent

ADMIN	CLASS. ADMIN	CERTIFIED	CLASSIFIED	Name	FTE	Assignment	Effective Date	RESIGNATION	NONRENEWAL	DECEASED	RETIREMENT	TERMINATION	LEAVE OF ABSENCE
			X	Jill Plattner	.94	Preschool IA (Primary)	07-19-2021	X					
			X	Neil Rosanoff	.94	Instructional Asst. (Elementary)	07-21-2021	X					
			X	Barbara Chandler	.94	Spec Ed. Instructional Asst. (Elementary)	07-21-2021	X					
		X		Mine Mustafa	1.0	School Nurse (Elementary)	07-21-2021	X					
			X	Maria Cisneros	.69	Food Service Worker (Elementary)	07-21-2021				X		
			X	Karin Hallock	.94	Instructional Asst. (Primary)	07-23-2021	X					

RECOMMENDATION:

It is recommended that the Governing Board approve the following Discontinuance of Employment.

PROFESSIONAL STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of certificated employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism will be termed *banked sick leave*, or a *sick leave bank*. It is considered of benefit to the District to establish this mechanism because it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service.

Limits:

- The value of banked sick leave will be limited to the equivalent of the number of contract days multiplied by the daily base salary of a teacher with a baccalaureate degree and no experience, or less, depending on contributions.
- No employee shall be entitled to receive banked sick leave by reason of contribution or employment.
- Each approved applicant is limited to the one-time use of no more than fifty (50) consecutive days of the available limited sick leave from the sick leave bank in any school year.
- Additional leave will not be earned/accrued during use of banked sick leave.
- Any unused leave shall be returned to the leave bank.
- Donations to the sick leave bank shall be made ~~in October and/or February,~~ yearly.

Voluntary contributions:

- Certificated staff members may voluntarily contribute a maximum of ten (10) days of earned/accrued sick leave to the sick leave bank annually. Such contribution must be from the current year's sick leave *earned/accrued*, the value of which will be determined by the number of days multiplied by the daily base teacher salary.
- Each certificated staff member contributing leave to the sick leave bank must acknowledge an uncoerced, voluntary release of the leave and the value it represents.

- In case of contributions exceeding the value of the sick leave bank limit, each contribution will be accepted on a first-come, first-served basis by date of signature.

Eligibility (for use of sick leave bank). The approved applicant shall:

- Be a full-time teaching employee.
- Have a non-job-related, seriously incapacitating, and extended illness or injury.
- Have exhausted all earned/accrued leave of any nature or kind.
- Be presently on unpaid leave status with the District.
- Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.
- Be one whose return to duty is projected to occur within a period no longer than six (6) months.

Determining eligibility:

- The Superintendent shall receive the applications and shall screen for and determine eligibility.

No continuing rights are established by this policy. In compliance with established procedure, the Governing Board reserves the right to modify or rescind any policy in accord with its own guidelines.

Adopted: date of manual adoption

LEGAL REF.: A.G.O. I91-027

REGULATION**REGULATION****PROFESSIONAL STAFF VOLUNTARY
TRANSFER OF ACCRUED SICK LEAVE****(Application)**

The application must be in writing.

The application must be supported by a physician's letter confirming the conditions required for receipt of sick-leave bank assistance.

Data in the application shall include the nature of the illness, diagnosis, and prognosis for return to duty.

The application shall be received by the District office within ten (10) days following the applicant beginning unpaid leave status.

REGULATION**REGULATION****PROFESSIONAL STAFF VOLUNTARY
TRANSFER OF ACCRUED SICK LEAVE****(Application Screening Committee)**

A committee consisting of Director of Business/Personnel appointed by the Superintendent shall review each application and submit a recommendation to the Superintendent. The applications are to be reviewed in accord with the guidelines found in policy and as presented below:

- The application must be in writing.
- The application must be supported by a physician's letter confirming the conditions required for receipt of sick leave bank assistance.
- Data in the application shall include the nature of the illness, diagnosis, and prognosis for return to duty.
- The application shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid-leave status.

For approval, the applicant shall:

- Be a full-time employee.
- Have a non-job-related, seriously incapacitating, and extended illness or injury.
- Be presently on unpaid-leave status with the District.
- Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.
- Be one whose return to duty is projected to occur within a period no longer than six (6) months.
- Submit an application, which shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid-leave status.

SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of support staff employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism will be termed *banked sick leave*, or a *sick leave bank*. It is considered of benefit to the District to establish this mechanism because it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service.

Limits:

- The value of banked sick leave will be limited to the equivalent of fifty (50) days multiplied by the federal minimum wage rate times eight (8) hours, or less, depending on contributions.
- No employee shall be entitled to receive banked sick leave by reason of contribution or employment.
- Each approved applicant is limited to the one-time use of no more than fifty (50) consecutive days of the available limited sick leave from the sick leave bank in any school year.
- Additional leave will not be earned/accrued during use of banked sick leave.
- Any unused leave shall be returned to the leave bank.
- Donations to the sick leave bank shall be made ~~in October and/or February~~, yearly.

Voluntary contributions:

- Support staff members may voluntarily contribute a maximum of ten (10) days of earned/accrued sick leave to the sick leave bank annually. Such contribution must be from the current year's sick leave *earned/accrued*, the value of which will be determined by the number of days multiplied by the federal minimum wage rate times eight (8) hours.
- Each staff member contributing leave to the sick leave bank acknowledges an uncoerced, voluntary release of the leave and the value it represents.

- In case of contributions exceeding the value of the sick leave bank limit, each contribution will be accepted on a first-come, first-served basis by date of signature.

Eligibility (for use of sick leave bank). The approved applicant shall:

- Be a full-time employee.
- Have a non-job-related, seriously incapacitating, and extended illness or injury.
- Have exhausted all earned/accrued leave of any nature or kind.
- Be presently on unpaid leave status with the District.
- Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.
- Be one whose return to duty is projected to occur within a period no longer than six (6) months.
- Submit an application, which shall be received by the District office within ten (10) days following the applicant's beginning unpaid leave status.

Application:

- The application must be in writing.
- The application must be supported by a physician's statement confirming the conditions required for receipt of sick leave bank assistance.
- Data in the application shall include the nature of the illness, the diagnosis, and the prognosis for return to duty.

Determining eligibility:

- The Superintendent shall receive the applications and shall screen for and determine eligibility.

No continuing rights are established by this policy. In compliance with established procedure, the Governing Board reserves the right to modify or rescind any policy in accord with its own guidelines.

Adopted: date of manual adoption

LEGAL REF.: A.G.O. I91-027

SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE

Application Screening Committee

A committee consisting of Director of Business/Personnel appointed by the Superintendent shall review each application and submit a recommendation to the Superintendent. The applications are to be reviewed in accord with the guidelines found in policy and as presented below:

- The application must be in writing.
- The application must be supported by a physician's letter confirming the conditions required for receipt of sick leave bank assistance.
- Data in the application shall include the nature of the illness, diagnosis, and prognosis for return to duty.
- The application shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid-leave status.

For approval, the applicant shall:

- Be a full-time employee.
- Have a non-job-related, seriously incapacitating, and extended illness or injury.
- Be presently on unpaid-leave status with the District.
- Not be eligible for disability benefits, including but not limited to Social Security.
- Be one whose return to duty is projected to occur within a period no longer than six (6) months.
- Submit an application, which shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid-leave status.

**PROFESSIONAL / SUPPORT STAFF VOLUNTARY
TRANSFER OF ACCRUED SICK LEAVE
SICK LEAVE DONATION FORM**

Directions:

Please read the information below, sign, and submit it to the Personnel Department. A copy of this form will be returned to you.

Employee Name _____ Date _____

School/Department _____ SS # _____

I desire to make a donation of sick leave and verify the following:

1. I have currently accrued thirty (30) or more days of sick leave.
2. I understand that I may donate no more than ten (10) days of sick leave.
3. I understand that my donated leave becomes the permanent property of the receiving employee and will not be returned to me if unused.
4. I understand that days of leave, not my actual wage/salary, will be donated.
5. Information relative to this donation will remain confidential.
6. I make this donation voluntarily.

Number of days to be donated _____

Employee Signature

Date

Director of Business/Personnel

Date

Signature of Superintendent

Date

**PROFESSIONAL / SUPPORT STAFF VOLUNTARY
TRANSFER OF ACCRUED SICK LEAVE**

SICK LEAVE BANK APPLICATION

Directions:

Please carefully read the requirements, listed below, for participation in the banked sick leave policy; sign, and submit this to the Personnel Department, along with the Verification of Serious Illness or Injury Form, signed by your licensed health care practitioner. A copy of this form will be returned to you.

Employee Name _____ Date _____

School/Department _____ SS # _____

I request to participate in the banked sick leave policy and verify the following:

1. I have depleted my accrued sick and personnel and/or vacation leave as a result of a serious non-job-related illness or injury.
2. I understand that “serious illness of injury” is defined as a “non-work-related illness that is anticipated to last for the continuous period of time of four (4) or more weeks as verified by my licensed health care practitioner.” (Ordinary childbirth is not considered a serious illness.)
3. I understand that I am not eligible for this program once I qualify for long-term disability coverage.
4. I give my permission, if necessary, for the director of personnel to verify or request additional information and/or documentation from the office of my attending licensed health care practitioner.
5. Based on the latest medical prognosis, I anticipate I will need _____ days.

Employee Signature
Approved

Date
Disapproved

Director of Business/Personnel

Date

Signature of Superintendent

Date

**PROFESSIONAL / SUPPORT STAFF VOLUNTARY
TRANSFER OF BANKED SICK LEAVE**

VERIFICATION OF SERIOUS ILLNESS OR INJURY

In order for employee _____
to qualify for the voluntary of banked sick leave policy, the Wilson School District requires
written verification by a physician of serious illness or injury requiring the employee to be
confined to bed or to his/her home.

Please furnish the information requested below:

1. Nature of illness or injury _____

2. Beginning date of serious illness or injury _____

3. Expected date employee may return to work _____
(Applicant shall be one whose return to duty is projected to occur within a period no longer
than six [6] months from the first day of absence.)

I certify that this illness/injury renders this patient incapable of performing his/her normal
work duties and that the projected date of return is no longer than six (6) months from the
first day of absence.

Physician's Typed or Printed Name

Telephone Number

Physician's Signature

Date

Wilson District Mitigation Plan 2021-2022



Wilson School District Governing Board

Anna Martinez, President

Mario Martinez, Member

Wilson School District

COVID-19 Protocols for Re-Opening Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. The protocols that follow do not address whether a district should reopen, but instead include recommendations for mitigating risk once the decision to reopen has been made.

The following protocols are to be implemented across all district sites. Normal procedures for students who qualify for homebound or chronic ill services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

STAFFING ASSIGNMENTS

At the district level, the School Safety Assessment and Prevention Team will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The Point of Contact (POC) will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, a site administrator or designee will encourage social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, the Plant Foreman will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse/health associate, or other designee will coordinate and implement the protocols set forth in the **Protocols: Employees** section of this document for screening of staff. That individual will be responsible for:

- Communicating any reported case of COVID-19 among the school population to Human Resources who will inform the Superintendent.
- Informing the site supervisor if absences of students and staff on any given day are above average or if there appears to be a cluster of respiratory-related illnesses.

The Director of Special Education and Special Education Coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

In conjunction with Director of Curriculum & Instruction, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will review the Mitigation plan and protocols.

Communication

Prior to students returning to campus, parents will be sent a copy (or directed to review a copy on the district or school website) of the portions of these protocols that relate to students and visitors. As part of this process, the district will send communication to all parents that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting any symptoms.

Each school site has a person to be the designated to be the COVID-19 point of contact. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

The COVID-19 Points of Contact are:

District Office: Alex Dumas

Wilson Primary, PAC: Maki Wojcicki

Wilson Elementary: Cindy Campton

Head Start: Kim Pollins

Cafeteria: Candice Whitbeck

Maintenance: Roy Sukanick

*If the supervisor is unavailable, contact Alex Dumas.

Procedures and communication regarding COVID-19 exposure is found in the final section of this document.

PROTOCOLS: STUDENTS

Protocols are established based on CDC Guidelines along with any federal, state, or local orders. These practices are put in place as part of a general scale-up of operations.

Face Coverings

Recently Governor Ducey signed HB2898. Included in this budget bill is a provision that prohibits counties, cities, towns, schools, and school districts from requiring students or staff to wear a face-covering during school hours and on school property, effective July 1, 2021. Therefore, WSD's face-covering requirement should no longer be enforced for students or employees. They should be considered optional.

Wilson School District, along with federal, state, and local health officials, continue to recommend face coverings be worn by anyone who is not vaccinated.

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face shields, which provide protection for the wearer, will not be required, but will be permitted.

BEFORE SCHOOL ARRIVAL

The CDC provides a 'self-check' to help individuals make a decision and seek appropriate medical care. The self-checker can be used for children and found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

At Home- Daily Health Screenings and Reporting

Students must **not** come to school if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- congestion or runny nose;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. A student with a runny nose or congestion due to allergies **should not be kept at home.*

The District will inform parents via registration documents, on the District and school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present or have a household member who has contracted COVID-19. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

For the health and safety of other students and of teachers and staff, parents/families are required to conduct daily health screenings prior to sending their children to school. Students who are ill or have a household member with COVID-19 will not be allowed to come to school. Parents/Guardians are required to report if their child has been exposed to a COVID-19 positive individual.

If a parent believes their child has been exposed to COVID-19 but has not been tested or experiencing COVID-19 symptoms, they must inform their school principal and nurse/health aide for further guidance.

Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

On the bus

[CDC's Order](#) applies to all public transportation conveyances including school buses. Regardless of the mask policy at school, passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in CDC's Order.

Students will stand together, at the bus stop, while still observing social distancing guidelines. Signage will be posted on the exterior of the bus which communicates to parents which symptoms may be seen with COVID-19 and that students exhibiting symptoms should not enter the bus. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained.

If a bus driver or aide observes a student exhibiting visible symptoms,¹ the following steps will be taken:

- The driver will notify school staff that a potentially symptomatic student is arriving and should see the school nurse/health assistant.
- The driver will ensure that the student is socially distanced.

If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition. If staff has been so informed, students with symptoms of runny nose or cough should be permitted to ride the bus.

¹ Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

Bus Seating

Wilson will transport those who rely on busing services and will spread out riders as much as possible to create distancing given bus capacity. Drivers, aides, and students will be required to wear a face mask.

- All students will be required to hand sanitize prior to boarding the bus and wear a mask for the duration of the route.
- The bus driver will instruct students to load the bus from the back to front to avoid students passing one another. When unloading, they will unload from front to back.
- The driver will keep the seat immediately behind them unoccupied, if possible.
- Students will sit next to the window and aisle which will increase social distancing.
- Bus windows will be slightly open during routes.
- The front seat, passenger side, will be reserved for students who may display symptoms.

Transportation will follow the same face covering guidelines outlined for all students and staff. If students are not wearing a face covering when entering the bus, then one will be provided for them.

Additional Bus Information

Bus drivers or custodial staff will disinfect the buses at a minimum before and after daily routes.

Students riding the bus will be dismissed up to 5 minutes ahead of their classmates and buses will depart before the remaining students are dismissed. Updated schedules will be available on the district website and the Wilson app in mid-July.

SCHOOL ARRIVAL

A staff member will visually check each student prior to students entering the school or classroom. Any student with visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be taken to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

Drop-Off/Pick-Up Procedures

Students will be dropped off and picked up from school **without parents getting out of the car, with very limited exception** and with expressed permission from a site administrator that is provided for good cause. If a parent has prior permission to get out of the car during drop-off/pick-up, the student's arrival/dismissal to/from school may have assigned times different than the majority of students. If the parent walks a student to school, the parent will not be allowed to enter the school or grounds and must drop off the student outside of the school campus. If parent's families ride a bike to school with student bike riders, parents will not be allowed to enter the school grounds and must drop off the student outside of the campus.

Each campus will have more specific drop-off/pick-up procedures since each campus is unique.

Enhanced Social Distancing

Basic social distancing practices

Staff members will educate and remind students regularly to maintain at least 3 feet of distance between individuals at all times possible.

Classroom Layout

Per CDC guidelines, all classrooms will physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction, when possible. Students will be assigned a seat within the classroom. Teachers will provide a seating chart to the front office to aid in contact tracing in the event of a positive case.

Playgrounds

Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash their hands before and after recess. If playground equipment is used, cleaning of equipment will be aligned to CDC recommendations.

Cafeterias and Other Areas during Lunch

Schools will use the cafeteria to eat breakfast and lunch. Students will be prohibited from sharing lunch items with each other and, unless there is prior administrative permission, outside food cannot be delivered to the school.

When eating in the cafeteria, students with food allergies may need appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternate location).

When eating in the cafeteria, increased safety measures will include the following:

- Limit cafeteria seating to the number of assigned seats.
- If students line up for lunch service, only one class per serving line will line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, serve food to each student at their assigned seat.
- Prohibit students from sharing lunch items with one another.

Bathrooms

Students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom. Posters reminding students of proper handwashing techniques will be displayed. Bathrooms will be cleaned several times a day if feasible.

Front offices

Plexiglas divider may be installed and adhesive tape will be placed on the floor 3 feet from the front desk. Signage directing visitors regarding social distancing will remain.

Hand Washing

All students and staff will wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- Prior to and after removing and putting on a face mask.

Student Belongings/Materials

Sharing of technology devices, school supplies and belonging among students will be very limited and only if it is absolutely necessary. Students at the Primary campus will be permitted to carry a backpack. Students at the 4-8 campus will be permitted to carry

a backpack. Students are encouraged to use the Wilson backpack that were provided to them as it contains a padded area for the laptop.

Trips and Activities

Field trips will be permitted. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may occur. Physical distancing will be required during the assembly.

Large-scale school events such as "Open House" or fall carnivals will be scheduled. Community transmission will be monitored closely to determine if adjustments need to be made. Small-scale activities like parent-teacher conferences may take place in person, over the phone or other electronic means.

Specialized Classes

Some classes, such as choir, dance, art, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

Visitors and Volunteers

The District will limit nonessential visitors and volunteers at school except for the safety and well-being of students. Parents will report to the front office and not go beyond unless it is for safety or well-being of their child and must follow all safety protocols including physically distancing, as feasible.

STUDENT REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting.

If a student becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation ONLY to:
 - a. If a student: School Principal or Nurse
Confidentiality must be maintained to the greatest extent possible.
2. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
3. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. School administration will notify maintenance to ensure the classroom is deep cleaned when staff or students are quarantined.
4. ADHS and Maricopa County Department of Public Health (MCDPH) follow CDC guidelines and define a contact of a COVID-19 case as being "within 6 feet of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period or had physical contact with a person with COVID-19. Students, staff, and educators who are determined to have been in close contact with someone who has COVID-19 and who are not fully vaccinated (or have not tested positive for and recovered from COVID-19 in the prior 3 months) should receive diagnostic testing and are required to quarantine away from others. They also cannot attend extracurricular activities during this time. The duration of quarantine is either for 10 full days or for 7 full days, as long as a COVID-19 test performed on day 6 or 7 is negative and the contact has no symptoms. Importantly, anyone who has been fully vaccinated (starting 2 weeks after the final COVID-19 vaccine dose) does not need to quarantine, even if identified as a close contact of a COVID-19 case per CDC, ADHS, and MCDPH. Regardless of vaccination status or prior infection, any close contacts who test positive for SARS-CoV-2 or who have symptoms should begin isolation.

* An outbreak is defined as, two or more students or staff who have tested positive for COVID-19 within a 14-day period-

- Could have had some close contact such as in a classroom or on a school sports team;
 - Do not live in the same household; and
 - Were not identified as close contacts of each other in another setting during a Public Health case investigation (e.g. friends who play together in each other's homes).

5. Students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the school site until they have met the CDC or State/County Health department's guidelines at that moment. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

<https://www.maricopa.gov/5512/Sick-or-Exposed-to-COVID-19>

PROTOCOLS: EMPLOYEES

Face Coverings

Recently Governor Ducey signed HB2898. Included in this budget bill is a provision that prohibits counties, cities, towns, schools, and school districts from requiring students or staff to wear a face-covering during school hours and on school property, effective July 1, 2021. Therefore, WSD's face-covering requirement should no longer be enforced for students or employees. They should be considered optional.

Wilson School District, along with federal, state, and local health officials, continue to recommend face coverings be worn by anyone who is not vaccinated.

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face shields, which provide protection for the wearer, will not be required, but will be permitted.

Note: Wearing cloth face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible. Accordingly, the greater number of employees wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but are permitted.

Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19.

Daily Screening

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees will not be allowed to work onsite if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- congestion or runny nose;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

Hand Washing

Employees are required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- Prior to and after removing and putting on a face mask.

Enhanced Social Distancing

Employees are required to maintain a distance of at least 3 feet between individuals at all times, unless this is not physically possible or, for a student’s or other person’s safety. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), the staff member will resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

School and District Visitors

The District will limit nonessential visitors at each site except for the safety and well-being of students and staff. Staff will limit their visits and meetings outside of their work location. Meetings outside of the work location will be held virtually, as feasible. Staff visitors will report to the front office, not go beyond unless it is absolutely necessary and must follow all safety protocols. District office employees will need to follow all protocols when visiting schools.

PROTOCOLS: CLEANING AND DISINFECTING

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cleaning will be maintained to the greatest extent possible. Custodial schedules will be adjusted to place focus on cleaning routinely throughout the day. An EPA-registered hospital grade cleaner and disinfectant will be used daily on frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, all staff will be provided with cleaner to be used as needed in between classes, at workstations and in common areas.

REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting.

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation ONLY to:
 - a. If a student: School Principal or Nurse
 - b. If an employee: Supervisor and Human Resources

Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, separate the employee from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, have the employee leave the site. If the employee is not able to safely self-transport, contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines.
5. ADHS and Maricopa County Department of Public Health (MCDPH) follow CDC guidelines and define a contact of a COVID-19 case as being "within 6 feet of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period or had physical contact with a person with COVID19. Students, staff, and educators who are determined to have been in close contact with someone who has COVID-19 and who are not fully vaccinated (or have not tested positive for and recovered from COVID-19 in the prior 3 months) should receive diagnostic testing and are required to quarantine away from others. They also cannot attend extracurricular activities during this time. The duration of quarantine is either for 10 full days or for 7 full days, as long as a COVID-19 test performed on day 6 or 7 is negative and the contact has no symptoms. Importantly, anyone who has been fully vaccinated (starting 2 weeks after the

final COVID-19 vaccine dose) does not need to quarantine, even if identified as a close contact of a COVID-19 case per CDC, ADHS, and MCDPH. Regardless of vaccination status or prior infection, any close contacts who test positive for SARS-CoV-2 or who have symptoms should begin isolation.

* An school outbreak is defined as, two or more students or staff who have tested positive for COVID-19 within a 14-day period-

- Could have had some close contact such as in a classroom or on a school sports team;
- Do not live in the same household; and
- Were not identified as close contacts of each other in another setting during a Public Health case investigation (e.g. friends who play together in each other's homes).

6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until they have met the CDC or State/County Health department's guidelines at that moment. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

<https://www.maricopa.gov/5512/Sick-or-Exposed-to-COVID-19>

Potential School Closures

At this time, MCDPH will determine if school closure is necessary.

Wilson School District #7

Acceptable Use of Electronic Information Resources

Date: July 06, 2021

Version: 01.2021

Overview

Wilson School District #7 provides electronic information resources (including, but not limited to, computers, computer accounts and services, networks, software, electronic mail services, electronic information sources, video and voice services, servers, web pages, cellular phones, and related services) to assist members of the Wilson School District #7 community in the pursuit of public education. This policy, in conjunction with other applicable Wilson School District #7 policies, sets forth the acceptable use of all electronic information resources owned or managed by Wilson School District #7, and describes the rights and responsibilities of Wilson School District #7 and of students and staff of the Wilson School District #7 community with respect to the use of these resources.

Scope

The Wilson School District #7 Acceptable Use of Electronic Information Resources Policy applies to all students, staff, and contractors of Wilson School District #7. All students, staff, and contractors will be required to review and agree to the terms and conditions of this policy, annually.

Technology Devices for Staff

Devices issued to staff are issued to facilitate student instruction and to enhance student achievement. The device may be available for use at and away from school. It is the individual's responsibility to care for the equipment in such a manner as to prevent loss or damage. All fees owed by a staff member will be listed on the staff members SIS (student information system) account. It is recommended that each individual insure the device in case it is lost, stolen or damaged. Listed below are a few recommendations:

1. <https://upsie.com/>
2. <https://www.safeware.com/Products-Services/K-12>
3. <https://www.asurion.com/homeplus/>

Technology Devices for Students

Devices issued to students are issued to facilitate student instruction and to enhance student achievement. The device may be available for use at and away from school. It is the individual's responsibility to care for the equipment in such a manner as to prevent loss or damage. Student devices, such as Laptops or iPads are insured by a 3rd party vendor for the 2021-2022 school year. Although student devices are insured, a fee may be charged for processing an insurance claim for a damaged device or to replace any missing accessories or the device itself. All fees owed by a parent or guardian will be listed on the student SIS (student information system) account.

Student Device Fees:

FEE DESCRIPTION	FEE COST
INSURANCE CLAIM PROCESSING – FIRST OCCURRENCE	\$35
INSURANCE CLAIM PROCESSING – MULTIPLE OCCURRENCES	\$50
MISSING CHARGER	\$35
HOTSPOT DAMAGED OR NOT RETURNED	\$150
LAPTOP OR IPAD NOT RETURNED	\$300

Device Checkout

Device checkout recipients must complete and return the “Wilson School District #7 Device Checkout Agreement” before they are permitted to check out a device. All device checkouts will be tracked through “Snipe IT”. If a Parent or Guardian has multiple students attending Wilson School District #7 a “Device Checkout Agreement” must be completed for each student.

Personal Responsibility

Electronic information resources provided by Wilson School District #7 are intended to be used to carry out the legitimate business of Wilson School District #7, although some incidental personal use is permitted. Passwords issued to users are for their use only and are not to be shared with others. Users assume responsibility for the appropriate use of Wilson School District #7’s electronic information resources and agree to comply with all relevant Wilson School District #7 policies and all applicable local, state, and federal laws. Inappropriate or unauthorized use of Wilson School District #7’s electronic information resources include but not limited to the following:

- sending a communication or using electronic information resources, including web pages, that illegally discriminate against, harass, defame, or threaten individuals or organizations;
- engaging in illegal conduct or conduct that violates Wilson School District #7 policy;
- destruction of or damage to equipment, software, or data belonging to others;
- disruption or unauthorized monitoring of electronic communications;
- interference with use of Wilson School District #7 systems;
- violations of computer security systems;
- unauthorized use of accounts, access codes, or identification numbers;
- use that intentionally impedes the legitimate computing activities of others;
- use for commercial purposes;
- violation of copyrights, software license agreements, patent protections and authorizations, or protections on proprietary or confidential information;
- unauthorized use of Wilson School District #7’s trademarks;
- violating copyright laws by downloading and sharing copyrighted files;
- violations of privacy;
- academic dishonesty;
- sending chain mail;
- spamming;
- downloading, viewing, and/or sharing of materials in violation of Wilson School District #7’s policy regarding unlawful harassment, including gender-based misconduct;
- intrusion into computer systems to alter or destroy data or computer programs (e.g., hacking or cracking); or
- sending communications that attempt to hide the identity of the sender or represent the sender as someone else

Policy Compliance

Wilson School District #7 will apply this policy consistent with applicable requirements under Federal and State law and its obligations under the European Union General Data Protection Regulation with respect to protection of personal data of individuals located in the European Union. This policy will not be construed or applied in a manner that improperly interferes with employees’ rights under the National Labor Relations Act.

Privacy

Wilson School District #7's electronic information resources are Wilson School District #7's property and users should not have an expectation of privacy with respect to their use of these resources or any of the data, files, or other records generated by, stored, or maintained on them. Password capabilities and other authentication measures are provided to users to safeguard electronic messages, data, files, and other records (including computer files and records, electronic mail, and voice mail) from unauthorized use. These safeguards are not intended to provide confidentiality from Wilson School District #7 with respect to personal messages or files stored on electronic information resources owned and managed by Wilson School District #7.

Monitoring

While Wilson School District #7 does not routinely examine the content of electronic mail messages or otherwise monitor individual usage, it does routinely monitor the normal operation of computing and networking resources, including network activity patterns, system logs, general and individual usage patterns, and other indicators necessary to ensure the integrity and stability of its electronic information resources. Wilson School District #7 will investigate suspected abuse, misuse, or compromise of its resources, systems, and services.

Content Access

Wilson School District #7 typically does not access the content of electronic messages or other data, files, or records generated, stored, or maintained on its electronic information resources; however, it retains the right to inspect, review, or retain the content of any such messages, data, files, and records at any time without prior notification. Any such action will be taken for reasons Wilson School District #7, within its discretion, deems to be legitimate. These legitimate reasons may include, but are not limited to, responding to lawful subpoenas or court orders; investigating misconduct (including research misconduct); determining compliance with Wilson School District #7 policies and the law; and locating electronic messages, data, files, or other records related to these purposes. Users must therefore understand that any electronic messages, data, files, and other records generated by, stored, or maintained on Wilson School District #7 electronic information resources may be electronically accessed, reconstructed, or retrieved by Wilson School District #7 even after they have been deleted.

Administrative Access Procedure

Wilson School District #7 access to the content of electronic mail, data, files, or other records generated, stored, or maintained by any user for reasons such as those described in the previous paragraph must be authorized as follows:

- By the Superintendent or Director of Business Services and Technology for any situations that require access to electronic resources associated with Administrators or Principals.
- By the Technology Supervisor for any situations that require access to electronic resources associated with Support Staff, Teachers, or Students.
- By General Counsel for the purposes of complying with legal process and requirements or to preserve user electronic information for possible subsequent access in accordance with this policy. In all cases, the Office of the General Counsel should be consulted prior to deciding on whether to grant access.

In the case of a time-critical matter, if the authorizing official is unavailable for a timely response, the General Counsel may authorize access.

Privilege

The use of Wilson School District #7 electronic information resources is a privilege, not a right, and Wilson School District #7 may revoke this privilege or decline to extend this privilege at any time.

Consequences

Inappropriate use of Wilson School District #7 resources may result in administrative discipline, up to and including termination from Wilson School District #7. Suspected illegal acts involving Wilson School District #7 electronic information resources may be reported to state and/or federal authorities and may result in prosecution by those authorities.

Any questions concerning the appropriate use of any of Wilson School District #7's electronic information resources or relevant Wilson School District #7 policies should be directed to the Superintendent, Director of Business Services and Technology, Director of Human Resources, or the Technology Supervisor.

Wilson School District #7
Staff Device Checkout Agreement

2021-22

Borrower: _____

Site: **District Office** **Wilson Primary** **Wilson Elementary**

Device: _____ **Serial Number:** _____ **Asset Tag Number:** _____

This Device Checkout Agreement (the "Agreement") ensures that equipment supplied by the Wilson School District #7 (the "District") will be used and maintained in its original condition, reasonable wear and tear excepted, by the designated borrower named below ("Borrower"). By signing this form, Borrower will demonstrate reasonable care with the respect to the security and physical well-being of the equipment signed to his/her care. In the absence of reasonable care or if the equipment is returned in a condition different than the original condition, Borrower will be financially responsible. In addition, in the event the Wilson School District #7 determines in its sole discretion that the Borrower did not utilize reasonable care in the use of the equipment, the Borrower will be responsible for any damaged, lost, or stolen equipment. All specified equipment is and shall remain the property of the District and must be returned by the last contracted day of employment.

By signing this agreement, the Borrower acknowledges the receipt of the above equipment and agrees:

- To abide by the Wilson Elementary School District Acceptable Use Policy.
- To use the equipment primarily for educational use.
- That while the equipment is connected to the District network, Internet use will be filtered and logged.
- Web content filtering beyond the District network will be the responsibility of the Borrower.
- To not remove any software without prior authorization from the District.
- To not install virtual private networks (VPN) or other software that circumvents District filters on District provided devices.
- To report any problems, damages, misuse, or misconduct immediately to the Administrator.
- That the equipment is the property of the District and must be returned or inspected prior to the Borrower's last contracted day of the current school year.
- That if the equipment is not returned to the District in its original condition, reasonable wear and tear excepted, or if the equipment is damaged, lost, or stolen, due to Borrower's negligence or not utilizing reasonable care in the use of the equipment, reasonable wear and tear excepted as determined exclusively by the District, Borrower agrees to be financially responsible for the replacement value of the equipment as determined by the District.
- That all information stored on equipment carries no expectation of privacy and is the property of the District. The District reserves the right, at all times and without prior notice, to inspect and search any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for purposes of promoting safety or compliance with state and federal laws.

Borrower Signature: _____ **Date:** _____

Wilson School District #7
Student Device Checkout Agreement

2021-22

Student Name: _____ **Student ID Number:** _____

School: **Wilson Primary** **Wilson Elementary**

Device: _____ **Serial Number:** _____ **Asset Tag Number:** _____

This Device Checkout Agreement (the "Agreement") ensures that equipment supplied by the Wilson School District #7 (the "District") will be used and maintained in its original condition, reasonable wear and tear excepted, by the designated borrower named below ("Borrower"). By signing this form, Borrower will demonstrate reasonable care with the respect to the security and physical well-being of the equipment signed to his/her care. In the absence of reasonable care or if the equipment is returned in a condition different than the original condition, Borrower will be financially responsible. In addition, in the event the Wilson School District #7 determines in its sole discretion that the Borrower did not utilize reasonable care in the use of the equipment, the Borrower will be responsible for any damaged, lost, or stolen equipment. All specified equipment is and shall remain the property of the District and must be returned by the last day of the school year or the student's last day of enrollment in the school, whichever comes first.

By signing this agreement, the Borrower acknowledges the receipt of the above equipment and agrees:

- To abide by the Wilson Elementary School District Acceptable Use Policy.
- To use the equipment primarily for educational use.
- That while the equipment is connected to the District network, Internet use will be filtered and logged.
- Web content filtering beyond the District network will be the responsibility of the Borrower.
- To not remove any software without prior authorization from the District.
- To not install virtual private networks (VPN) or other software that circumvents District filters on District provided devices.
- To report any problems, damages, misuse, or misconduct immediately to the Administrator.
- That the equipment is the property of the District and must be returned or inspected prior to the Borrower's last day of the school year or enrollment in the school, whichever comes first.
- That if the equipment is not returned to the District in its original condition, reasonable wear and tear excepted, or if the equipment is damaged, lost, or stolen, due to Borrower's negligence or not utilizing reasonable care in the use of the equipment, reasonable wear and tear excepted as determined exclusively by the District, Borrower agrees to be financially responsible for the replacement value of the equipment as determined by the District.
- That all information stored on equipment carries no expectation of privacy and is property of the District. The District reserves the right, at all times and without prior notice, to inspect and search any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for purposes of promoting safety or compliance with state and federal laws.

If the student is under the age of 18 years old, a parent or guardian must accept responsibility for this agreement.

Borrower Name: _____

Borrower Signature: _____ **Date:** _____

Staff User Agreement

As a user of Wilson School District #7's electronic information resources, I understand and agree to the terms listed above and that my use of Wilson School District #7 Information Services, including internet and e-mail, is a privilege. I understand that my work on District technology is NOT private. Administration may review all files and communications at any time without notice. Wilson School District #7 may terminate access, review, and delete files at any time.

I understand and agree that I am responsible for the cost of repair or replacement of a unit that is damaged, lost or stolen as a result of my intentional act, neglect, or abuse of the device.

Name

X

Signature:

Date:

X

Student User Agreement

As the parent or guardian of a student attending a school of Wilson School District #7's, I understand and agree to the terms listed above and that my students use of Wilson School District #7 Information Services, including internet and e-mail, is a privilege. I understand that my students work on District technology is NOT private. Administration may review all files and communications at any time without notice. Wilson School District #7 may terminate access, review, and delete files at any time.

I understand and agree that I am responsible for any fees associated with the repair or replacement of a unit that is damaged, lost or stolen as a result of my student's intentional act, neglect, or abuse of the device.

Parent or Guardian Name

X

Signature:

Date:

X

Review

This policy shall be reviewed annually by the Technology Supervisor and Director of Business Services and Technology and approved by the Wilson School District #7 Governing Board.

Approvals

Board Approved:

Effective Date:

Superintendent

Director of Business Services and Technology

Technology Supervisor

Wilson School District #7

Technology Physical Access Policy

Date: July 20, 2021

Version: 01.2021

Policy Statement

Wilson School District #7 Technology support staff, security administrators, system administrators, and others may have information resource physical facility access requirements as part of their job function. The granting, controlling, and monitoring of the physical access to information resources and technology facilities is extremely important to the overall security posture.

Purpose and Scope

The purpose of the Wilson School District #7 Technology Physical Access Policy is to establish the rules for the granting, control, monitoring, and removal of physical access to information resource and technology facilities. To the extent this policy conflicts with existing District policy, the existing policy is superseded by this policy.

The Wilson School District #7 Technology Physical Access Policy applies to all individuals within Wilson School District #7 who are responsible for the installation and support of information resources and technology, individuals charged with information resources and technology security, and data owners.

Policy Provisions

1. All physical security systems must comply with applicable regulations including, but not limited to, building and fire prevention codes.
2. Physical access to information resources and technology restricted facilities must be documented and managed.
3. All information resource and technology facilities must be physically protected in proportion to the criticality or importance of their function at the District.
4. Access to information resources facilities must be granted only to District support personnel and contractors whose job responsibilities require access to that facility.
5. The process for granting card and/or key access to information resources and technology facilities must include the approval of the Director of Business Services and Technology or Technology Supervisor.
6. Each individual who is granted access rights to an information resources and technology facility must sign the secure access agreement.
7. Requests for access must come from the applicable District data/system owner.
8. Access cards and/or keys must not be shared or loaned to others.
9. Access cards and/or keys that are no longer required must be returned to the person responsible for the information resources and technology facility. Cards shall not be reallocated to another individual bypassing the return process.
10. Lost or stolen access cards and/or keys must be reported to the person responsible for the information resources and technology facility.
11. Cards and/or keys must not have identifying information other than a return mail address.
12. All information resources and technology facilities that allow access to visitors will track visitor access with a sign in/out log.
13. A service charge may be assessed for access cards and/or keys that are lost, stolen or are not returned.
14. Card access records and visitor logs for information resources and technology facilities must be kept for routine review based upon the criticality of the information resources and technology being protected.
15. The person responsible for the information resources and technology facility must remove the card and/or key access rights of individuals who change roles within the District or are separated from their relationship with the District.
16. Visitors must be escorted into secure or card access-controlled areas of information resources and technology facilities.
17. The person responsible for the information resources and technology facility must review access records and visitor logs for the facility on a periodic basis and investigate any unusual access.
18. The person responsible for the information resources and technology facility must review card and/or key access rights for the facility on a periodic basis and remove access for individuals that no longer require access.
19. Signage for restricted access rooms and locations must be practical although minimal discernible evidence of the importance of the location should be displayed.
20. Violation of this policy may result in immediate disciplinary action, up to and including termination.

List of Secure Areas

List of Secure Areas		
Wilson District Office	Wilson Elementary School	Wilson Primary School
IDF 9 – Room	IDF 1 – Room 523 B	IDF 5 – Room 108
	IDF 2 – Room	IDF 6 – Room 708
	IDF 3 – Room	IDF 7 – Room 504 B
	IDF 4 – Room 421	IDF 8 – Room 404 B
	IDF 11 – Room 109	IDF 10 – Room 943
	IDF Fiber – Room	IDF 606 – Room 606 (Cabinet)
		MDF – Room 918

Access Agreement

As a staff member with access to any of the above listed secure areas, I understand and agree to the terms listed in this policy. Inappropriate access or use of these areas may result in disciplinary action. Wilson School District #7 may revoke access to any secure area at any time for any reason.

Employee Name:

X

Employee Signature:

X

Date:

Granted Access List

Name	Phone Number	E-Mail	Company	Department
Matthew Felix	480.862.4217	matt.felix@wsd7.org	Wilson School District #7	Technology
Randy Weaver	602.819.4736	randy.weaver@wsd7.org	Wilson School District #7	Technology
Eric Atwell	480.261.8565	eric.atwell@wsd7.org	Wilson School District #7	Technology
Roy Sukanick	602.722.8880	roy.sukanick@wsd7.org	Wilson School District #7	Maintenance
Mark Sikora	602.723.7216	mark.sikora@wsd7.org	Wilson School District #7	Maintenance
Beth Strickler	602.885.2402	beth.strickler@wsd7.org	Wilson School District #7	Business Services

Access Log Template

Name	Time and Date In	Company	Reason	Granted By	Time and Date out

Review

This policy shall be reviewed every year by the Technology Supervisor and Director of Business Services and Technology and approved by the Wilson School District #7 Governing Board.

Approvals

Board Approved:

Effective Date:

Superintendent

Director of Business Services and Technology

Technology Supervisor