



**Governing Board
Study Session Minutes
March 29, 2018**

- I. **CALL TO ORDER:** The study session was called to order by Mr. Sunn, Governing Board President at 4:30 p.m.

Roll Call: Mr. Delson Sunn, Mrs. Stacy Marchelli and Mrs. Nubia Briceno were all in attendance.

Administration Present:

Lorah Neville, Superintendent

Carrie Brandon, Director of Student Services

Annamarie Dowling-Garrott, Dos Rios Principal

Susan O'Rielly, Executive Director of Business Services

Laurie Richards, Hurley Ranch Assistant Principal

Melanie Block, Director of Academic Services

Dr. Randy Watkins, Hurley Ranch Principal

Ana M. Elizalde, Director of Human Resources

Leticia Castro, Dos Rios Assistant Principal

II. **DISCUSSION ITEM**

A. Student discipline and communication

The purpose of the study session was to review the student discipline and communication procedures at Dos Rios Elementary and Hurley Ranch Elementary. Mrs. Melanie Block along with site administrators presented to the Governing Board the student discipline data on timeliness of administrator response to referrals and follow up communication to teachers when student were referred. Discussion focused on each of the school site's data and percentages of referrals processed within 48 hours. Mrs. Briceno noted that her child reports that students do not take the Responsibility Room seriously because nothing happens and that in the past many students seem to be in the office area for discipline and eating lunch. Dos Rios administrators explained how students are processed and that not all students are in the office for discipline and that there are few students in the office now. There is a concerted effort to keep the area clear so that the office ladies can do their work. Dr. Watkins shared in depth how the Responsibility Room at Hurley Ranch is utilized to support students and teachers.

The team discussed how procedures have changed this year to get ready for the transition to Positive Behavior Intervention and Supports implementation next year. There will be a Board presentation for this on April 12, 2018.

The administration and staff will continue to audit and monitor discipline monthly and reports will be available upon request. District staff will provide the Board with a copy of the AZSafe definitions for discipline infraction coding.

See attached document for information related to the discipline and communication.

III. CLOSING REMARKS - Mrs. Stacy Marchelli shared the Arizona School Boards Association (ASBA) code of ethics for school Board members and noted that she was not comfortable with the Board pulling contracts as the Board evaluates the Superintendent, not other employees.

IV. ADJOURNMENT

Motion by Mrs. Marchelli, seconded by Mr. Sunn, to adjourn the study session at 5:44 p.m. Vote was unanimous. Motion carried.

Mr. Delson Sunn, President of the Board

Date

DRAFT

Study Session Student Discipline

Background

Governing Board member requests student discipline data on timeliness of administrator response to referrals and follow up communication to teachers when students were referred.

Process

Melanie Block worked with Jessica Begazo to identify a report or query to run within Synergy to gather the requested data. None exists; a request was submitted to Edupoint the Synergy vendor to create a report that would allow us to pull this data.

In order to gather the data, Melanie Block and Melanie Blaum pulled the times manually using the student incident portion of Synergy.

Incident Date	Incident Time
12/08/2017	3:40 PM

Student Incident Information

Incident Role	School of Residence	Last Change Date
Offender		12/12/2017 08:02:00

The incident data and time were entered into the excel spreadsheet that was emailed on Monday, March 26 and Tuesday, March 27, 2018. The last change date and time were entered into the excel spreadsheet as the completed time and date.

Data

The dates and times were cataloged into the excel spreadsheet, any times that were more than 48 hours after the incident were highlighted and provided to the Assistant Principal of the school. The Assistant Principal conducted a paper search in order to provide rationale for dates that went beyond the 48-hour window of the incident based on the last date change within Synergy. Items used were the Discipline Action Form (DAF), which has a date and time stamp at the bottom of an incident, student reports with dates on them, or administrative notes with dates and/or times on them.

Results (of referrals processed within 48 hours)

Dos Rios

August	September	October	November	December	January	February
19/33	38/56	38/46	41/58	15/20	22/29	33/41
57%	67%	83%	71%	75%	76%	80%

Hurley Ranch

August	September	October	November	December	January	February
23/36	44/66	39/80	69/104	54/89	18/37	24/42
64%	67%	49%	66%	61%	48%	57%

Identified Areas of Growth

- Paperwork systems strengthened
- Add this data pull to monthly discipline reports
- Increase communication with parents and teachers
- Continue to audit and monitor discipline monthly

Suggestions or Questions

DOS RIOS

August

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time		
20078385	8/23/2017	2:12 PM	8/23/2017	2:35 PM		
20076292	8/11/2017	3:00 PM	8/14/2017	3:16 PM	student statements not dated	
20073580	8/28/2017	8:30 AM	1/3/2018	11:48 PM	AzSafe correction, tardies, teacher handled	
20077875	8/28/2017	11:50 AM	8/28/2017	4:57 PM		
20077385	8/22/2017	8:35 AM	8/24/2017	9:35 AM		
20077385	8/29/2017	1:20 PM	9/5/2017	4:39 PM	* suspended	
20075928	8/29/2017	3:00 AM	8/29/2017	10:20 AM	change to PM	
20071906	8/20/2017	3:00 PM	8/29/2017	10:32 AM	student statements not dated	
20073781	8/22/2017	12:30 PM	8/24/2017	8:05 AM	student statement, date 8/23	
20073781	8/24/2017	1:09 PM	1/3/2018	11:44 PM	AZSafe correction, moved class	
20078741	8/31/2017	12:36 PM	8/31/2017	1:24 PM		
20075733	8/23/2017	2:30 PM	8/30/2017	11:28 AM	8/24 student suspended	
20075274	8/30/2017	2:45 PM	12/9/2017	10:03 PM	referred to ADG	
20074198	8/11/2017	1:00 PM	1/3/2018	11:20 PM	AZSafe correction, student statements no date	
20078296	8/29/2017	3:00 PM	8/29/2017	10:36 AM		
20078297	8/22/2017	11:02 PM	8/22/2017	3:32 PM		
20078297	8/24/2017	12:43 PM	8/25/2017	9:41 AM		
20078297	8/29/2017	8:15 AM	8/29/2017	9:29 AM		
20078297	8/29/2017	9:51 AM	8/29/2017	5:47 PM		
20072722	8/28/2017	8:17 AM	8/31/2017	4:19 PM	*	
20071873	8/11/2017	1:00 PM	8/18/2017	9:25 AM	student statements not dated	
20071886	8/22/2017	8:35 AM	8/22/2017	1:57 PM		
20073509	8/28/2017	8:29 AM	1/3/2017	11:47 PM	AzSafe correction, tardies, teacher handled	
20073509	8/29/2017	12:28 PM	9/8/2017	11:03 AM	student statement not dated	
20077326	8/22/2017	12:30 PM	1/3/2017	11:29 PM	AZSafe correction, student statements no date	
20072954	8/16/2017	2:00 PM	8/16/2017	10:46 AM		
20074380	8/22/2017	8:35 AM	8/22/2017	12:02 PM		
20077322	8/23/2017	1:25 AM	8/31/2017	4:25 PM	*	
20078600	8/17/2017	11:25 AM	8/17/2017	4:24 PM		
20078552	8/29/2017	12:28 PM	1/3/2017	11:59 PM	AzSafe Correction, referral entered by administrator	
20077398	8/11/2017	10:30 AM	8/24/2017	9:42 AM	inschool suspension	
20077909	8/23/2017	11:06 AM	8/23/2017	2:43 PM		
20077909	8/30/2017	2:45 PM	9/1/2017	10:08 AM		

19/33

57!

September

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time				
20072459	9/8/2017	12:00 PM	9/8/2017	4:28 PM				
20076969	9/6/2017	3:00 AM	1/3/2018	10:48 PM	AzSafe correction, inschool suspended			
20077059	9/7/2017	9:00 AM	9/8/2017	10:53 AM				
20073580	9/1/2017	9:00 AM	9/1/2017	11:48 AM				
20074681	9/27/2017	3:10 AM	9/27/2017	9:48 PM	change to PM			
20078491	9/22/2017	1:15 PM	9/22/2017	2:42 PM				
20078491	9/29/2017	10:50 AM	9/29/2017	2:41 PM				
20077385	9/25/2017	9:00 AM	9/25/2017	6:21 PM				
20077385	9/28/2017	2:00 PM	10/24/2017	9:36 AM	AzSafe Correction, parent communication			
20077001	9/5/2017	9:00 AM	9/6/2017	4:26 PM				
20074417	9/20/2017	2:00 AM	9/21/2017	5:09 PM				
20077196	9/25/2017	12:43 PM	9/27/2017	10:54 AM				
20078334	9/21/2017	12:30 PM	9/21/2017	3:59 PM				
20078371	9/12/2017	10:35 AM	9/15/2017	12:32 PM	student statement without date			
20076846	9/21/2017	3:39 PM	9/22/2017	5:27 PM				
20076846	9/22/2017	1:50 AM	9/22/2017	5:29 PM				
20078741	9/21/2017	10:41 AM	1/5/2017	9:51 PM	DAFT printed 9/27/18			
20078318	9/22/2017	1:50 PM	9/22/2017	2:54 PM				
20075733	9/25/2017	2:20 PM	11/17/2017	4:04 PM	AzSafe correction, student statement			
20075733	9/28/2017	12:35 PM	9/28/2017	5:59 PM				
20077268	9/25/2017	12:15 AM	9/25/2017	6:15 PM				
20074327	9/27/2017	3:00 AM	9/27/2017	9:50 PM	change to PM			
20071861	9/26/2017	11:20 AM	9/26/2017	5:31 PM				
20078513	9/25/2017	9:02 AM	9/25/2017	5:51 PM				
20078297	9/7/2017	10:39 AM	9/7/2017	1:18 PM				
20078297	9/20/2017	1:12 PM	9/20/2017	2:56 PM				
20078297	9/25/2017	12:50 PM	9/27/2017	9:04 PM				
20078297	9/26/2017	7:59 PM	9/27/2017	9:03 PM				
20078297	9/26/2017	2:20 PM	9/27/2017	9:02 PM				
20078297	9/29/2017	3:40 PM	10/11/2017	1:21 PM	*			
20078793	9/21/2017	10:45 AM	9/21/2017	5:04 PM				
20078290	9/28/2017	3:10 AM	9/28/2017	8:51 AM	change to PM			
20072722	9/15/2017	1:22 PM	9/19/2017	5:08 PM				
20078534	9/15/2017	2:00 AM	9/18/2017	2:05 PM	weekend			
20071873	9/6/2017	3:00 AM	9/6/2017	9:00 PM	change to PM			
20078592	9/26/2017	12:00 AM	12/9/2017	9:13 PM	change to PM, AzSafe correction,			
20078504	9/19/2017	7:18 AM	9/19/2017	5:07 PM				
20078504	9/21/2017	7:32 PM	9/27/2017	10:00 PM				
20073509	9/26/2017	11:33 AM	9/27/2017	11:27 AM				
20078213	9/27/2017	12:30 PM	10/2/2017	11:25 AM	*			
20078453	9/22/2017	1:46 PM	9/22/2017	2:14 PM				
20075725	9/18/2017	11:00 AM	11/30/2017	5:18 PM	student statement without date, AzSafe correction			
20076701	9/15/2017	11:00 AM	9/15/2017	11:11 AM				
20072497	9/26/2017	12:10 PM	9/27/2017	10:22 AM				
20078278	9/29/2017	9:36 AM	9/29/2017	2:30 PM				
20074380	9/26/2017	12:00 AM	1/3/2017	9:40 PM	AzSafe correction, student statement			
20077322	9/5/2017	2:00 PM	9/5/2017	3:00 PM				
20077322	9/5/2017	3:53 PM	1/5/2017	10:14 PM	AZSafe correction, referral same day, resulted in suspension			
20072638	9/26/2017	12:00 AM	9/26/2017	5:37 PM	change to PM			
20078505	9/12/2017	10:35 AM	9/15/2017	12:36 PM	no recess on 9/14 and 9/15			
20076731	9/25/2017	12:15 AM	9/25/2017	6:16 PM	change to PM			
20077398	9/8/2017	12:00 PM	9/8/2017	3:51 PM				
20077398	9/22/2017	1:50 AM	9/22/2017	5:37 PM	change to PM			
20078172	9/26/2017	9:15 AM			entered by administrator a day after			
20077909	9/18/2017	1:20 PM	9/18/2017	3:07 PM				

38 / 56
607:

OCTOBER

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time			
20074982	10/23/2017	10:59 AM	10/23/2017	5:08 PM			
20077385	10/3/2017	4:35 PM	10/6/2017	11:15 AM	student absent		
20077385	10/3/2017	2:00 PM	10/3/2017	3:00 PM			
20077385	10/24/2017	8:30 AM	10/24/2017	9:28 AM			
20077385	10/30/2017	12:16 PM	10/30/2017	4:34 PM			
20072459	10/6/2017	2:15 PM	10/6/2017	11:06 AM	referral date 10/5		
20072459	10/27/2017	1:40 PM	10/27/2017	2:00 PM			
20078758	10/12/2017	2:30 PM	10/12/2017	4:20 PM			
20077953	10/30/2017	12:51 PM	11/1/2017	12:27 PM			
20073072	10/3/2017	1:40 PM	10/5/2017	2:08 PM			
20075924	10/23/2017	10:17 AM	10/23/2017	12:42 PM			
20075227	10/24/2017	12:00 PM	10/25/2017	4:50 PM			
20075227	10/30/2017	12:20 PM	10/30/2017	4:43 PM			
20077847	10/6/2017	2:30 AM	10/6/2017	10:49 AM			
20072809	10/31/2017	10:52 AM	10/31/2017	11:40 AM			
20075274	10/9/2017	10:00 AM	10/9/2017	11:53 AM			
20077394	10/12/2017	10:41 AM	10/12/2017	4:16 PM			
20078297	10/3/2017	3:40 PM	10/6/2017	11:20 AM			
20078297	10/3/2017	4:09 PM	10/6/2017	11:20 AM			
20078297	10/5/2017	11:30 AM	10/6/2017	11:18 AM			
20078297	10/6/2017	11:50 AM	10/11/2017	1:23 PM			
20078297	10/9/2017	1:18 PM	10/11/2017	1:24 PM			
20078297	10/10/2017	12:15 PM	11/9/2017	10:00 AM	Updated for LTS packet, student statement not dated		
20078297	10/10/2017	12:21 PM	11/9/2017	10:00 AM	Updated for LTS packet, student statement not dated		
20078297	10/12/2017	1:30 AM	1/3/2018	9:10 PM	AzSafe correction, student statement not dated		
20078297	10/13/2017	7:30 AM	11/9/2017	10:02 AM	Updated for LTS packet, student statement not dated		
20078297	10/24/2017	11:30 AM	10/25/2017	4:58 PM			
20078297	10/24/2017	1:40 PM	10/27/2017	3:46 PM			
20074142	10/6/2017	11:50 AM	10/6/2017	5:09 PM			
20072722	10/5/2017	3:53 PM	1/3/2018	10:28 PM	AZSafe correction, referred to ADG, inschool suspension 10/11/18		
20078590	10/4/2017	2:53 PM	10/5/2017	2:04 PM			
20078590	10/6/2017	9:45 AM	10/6/2017	5:04 PM			
20078590	10/24/2017	11:47 AM	10/26/2017	2:52 PM			
20078504	10/5/2017	7:55 AM	10/6/2017	11:26 AM			
20078504	10/23/2017	3:00 PM	10/25/2017	5:12 PM			
20073509	10/3/2017	1:15 PM	10/6/2017	2:49 PM			
20073509	10/26/2017	11:23 AM	10/27/2017	3:59 PM			
20077053	10/3/2017	2:00 PM	10/5/2017	2:07 PM			
20074341	10/3/2017	9:00 AM	10/3/2017	4:58 PM			
20074380	10/24/2017	11:30 AM	10/25/2017	5:00 PM			
20072953	10/30/2017	8:45 AM	10/30/2017	4:35 PM			
20077322	10/6/2017	10:46 AM	10/6/2017	5:05 PM			
20077322	10/31/2017	9:57 AM	10/31/2017	10:35 AM			
20078645	10/25/2017	10:58 AM	10/25/2017	2:46 PM			
20078856	10/5/2017	8:18 AM	10/5/2017	2:24 PM			
20077398	10/12/2017	2:53 PM	10/23/2017	5:08 PM	10/12-Thursday, then spring break, then followed up after break		

38/46

83%

November

41/58
7:12

on referral staff stated that student was at office

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time	
20074380	11/3/2017	3:27 PM	11/9/2017	4:37 PM	
20074380	11/6/2017	12:29 PM	11/6/2017	1:55 PM	
20076292	11/17/2017	9:26 AM	11/30/2017	5:21 PM	lead to staff investigation, on referral
20076292	11/28/2017	10:45 AM	11/28/2017	5:39 PM	
20078153	11/2/2017	9:00 AM	11/2/2017	2:33 PM	
20078153	11/9/2017	11:38 AM	11/3/2017	12:39 PM	
20078153	11/28/2017	11:35 AM	11/28/2017	1:59 PM	
20077059	11/2/2017	9:04 AM	11/2/2017	9:52 AM	
20078317	11/20/2017	8:09 AM	11/20/2017	2:07 PM	
20073580	11/9/2017	8:03 AM	11/20/2017	1:45 PM	tardy teacher addressed
20073580	11/30/2017	12:36 PM	11/30/2017	5:11 PM	
20073943	11/1/2017	10:00 AM	11/1/2017	1:04 PM	
20073943	11/14/2017	9:51 AM	11/14/2017	2:35 PM	
20073943	11/21/2017	11:15 AM	11/21/2017	4:49 PM	
20072821	11/1/2017	11:59 AM	11/2/2017	9:58 AM	
20072821	11/2/2017	2:40 PM	11/9/2017	11:00 AM	
20072821	11/29/2017	2:02 PM	11/30/2017	5:06 PM	
20076079	11/3/2017	11:38 AM	11/9/2017	12:36 PM	
20075227	11/17/2017	10:39 AM	11/20/2017	9:20 AM	
20078741	11/8/2017	11:00 AM	11/9/2017	10:57 AM	11/9-inschool suspension
20073871	11/14/2017	3:00 PM	11/14/2017	10:43	
20073871	11/21/2017	8:31 AM	11/30/2017	5:30 PM	
20073871	11/29/2017	3:10 PM	11/30/2017	5:49 PM	
20072680	11/21/2017	11:00 AM	11/21/2017	4:47 PM	
20078889	11/30/2017	10:20 PM	12/9/2017	10:24 PM	
20075732	11/21/2017	9:12 AM	11/21/2017	10:42 AM	
20077186	11/16/2017	3:05 PM	11/20/2017	1:40 PM	student statement dated 11/16/18
20074993	11/30/2017	9:00 AM	11/30/2017	4:52 PM	
20073805	11/13/2017	8:20 AM	11/20/2017	1:47 PM	tardy teacher addressed
20077394	11/20/2017	2:45 AM	11/20/2017	10:37 AM	
20077396	11/1/2017	9:28 AM	11/1/2017	12:42 PM	
20077396	11/13/2017	9:54 AM	11/14/2017	2:42 PM	
20077396	11/29/2017	3:10 AM	11/30/2017	5:52 PM	
20078297	11/1/2017	12:47 PM	11/9/2017	9:05 AM	LTS packet update, student statement no date
20078297	11/2/2017	4:17 PM	11/9/2017	9:01 AM	LTS packet update, student statement no date
20078297	11/3/2017	11:00 AM	11/9/2017	9:00 AM	LTS packet update, student statement no date
20078297	11/7/2017	12:45 PM	11/28/2017	9:30 AM	Synergy update, 11/7 DAF date
20071294	11/28/2017	8:00 AM	11/30/2017	9:16 AM	
20071294	11/30/2017	2:00 AM	11/30/2017	5:26 AM	
20078292	11/30/2017	3:00 AM	11/30/2017	5:44 PM	
20078590	11/13/2017	12:00 PM	11/13/2017	3:11 PM	
20078590	11/27/2017	3:15 AM	11/28/2017	5:25 PM	
20078592	11/2/2017	4:11 PM	11/20/2017	1:43 PM	student statement not dated
20078592	11/9/2017	4:23 PM	11/20/2017	1:43 PM	tardy teacher addressed
20075856	11/1/2017	10:21 AM	11/1/2017	12:19 PM	
20073509	11/1/2017	10:00 AM	1/5/2018	8:10 PM	AZsafe correction, DAFI dated 11/1/18
20073509	11/9/2017	8:06 AM	11/20/2017	1:48 PM	weekend AP notes 11/13
20073509	11/13/2017	1:32 PM	11/20/2017	1:46 PM	AP notes dated 11/15
20073509	11/30/2017	12:36 PM	11/30/2017	5:16 PM	
20077053	11/15/2017	9:45 AM	11/20/2017	4:25 PM	student statement 11/16/18
20077053	11/21/2017	11:00 AM	11/21/2017	4:41 PM	
20074341	11/17/2017	3:00 AM	11/30/2017	5:36 PM	11/20-student statements
20078278	11/13/2017	1:38 PM	11/13/2017	2:26 PM	
20072152	11/6/2017	1:30 AM	11/6/2017	3:13 PM	
20077398	11/15/2017	9:43 AM	11/20/2017	1:49 PM	
20077909	11/30/2017	12:36 PM	11/30/2017	5:19 PM	
20074337	11/29/2017	10:30 AM	12/4/2017	9:23 AM	LTS packet update
20076709	11/8/2017	11:00 AM	11/8/2017	11:15 AM	

December

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time				
20078153	12/15/2017	10:12 AM	12/19/2017	9:21 AM	student statement dated 12/15/18			
20076969	12/14/2017	12:36 PM	12/19/2017	9:18 AM	Mr. B followed up			
20077059	12/1/2017	9:37 AM	12/1/2017	11:28 AM				
20073343	12/18/2017	3:15 PM	12/20/2017	11:24 AM				
20077953	12/5/2017	12:06 PM	12/5/2017	2:53 PM				
20072821	12/5/2017	11:58 AM	12/5/2017	2:52 PM				
20072821	12/18/2017	2:02 PM	12/20/2017	11:19 AM				
20078741	12/7/2017	11:54 AM	12/9/2017	5:38 PM				
20072680	12/1/2017	12:21 PM	12/9/2017	10:22 PM	processed by ADG			
20075732	12/4/2017	3:00 PM	12/8/2017	9:15 AM	student statement dated 12/4/18			
20077268	12/6/2017	11:24 AM	12/9/2017	5:39 PM				
20077268	12/14/2017	1:51 PM	12/19/2017	9:17 AM				
20077268	12/19/2017	1:25 PM	12/19/2017	9:16 AM				
20077396	12/20/2017	9:30 AM	12/20/2017	5:06 PM				
20077396	12/21/2017	12:06 PM	12/21/2017	12:59 PM				
20078296	12/4/2017	3:10 PM	12/6/2017	5:30 PM				
20078590	12/5/2017	12:00 PM	12/5/2017	2:44 PM				
20078590	12/12/2017	2:00 PM	12/13/2017	9:54 AM				
20078590	12/14/2017	7:30 AM	12/14/2017	10:01 AM				
20077069	12/8/2017	3:05 PM	12/11/2017	12:00 PM	weekend, student statement dated 12/11/18			

15/20 75%

January

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time	
20078769	1/16/2018	3:15 PM	1/23/2018	11:55 AM	
20077781	1/10/2018	11:27 AM	1/10/2018	11:54 AM	
20078504	1/31/2018	3:17 PM	1/31/2018	4:54 PM	
20078667	1/17/2018	8:24 AM	1/17/2018	8:35 AM	
20078667	1/23/2018	10:18 AM	1/25/2018	6:08 PM	
20078317	1/31/2018	3:17 PM	1/31/2018	4:58 PM	
20073580	1/29/2018	11:00 AM	1/31/2018	2:54 PM	
20078144	1/25/2018	12:00 PM	1/25/2018	6:12 PM	
20078870	1/23/2018	12:32 PM	1/25/2018	6:06 PM	
20077260	1/17/2018	1:49 PM	2/14/2018	9:53 AM	student statement not dated
20072821	1/9/2018	2:26 PM	1/12/2018	7:28 AM	
20072821	1/18/2018	10:44 AM	2/12/2018	4:47 PM	1/26 parent meeting
20072821	1/26/2018	10:30 AM	1/26/2018	2:01 PM	
20073871	1/31/2018	9:00 AM	2/5/2018	10:36 AM	
20072680	1/24/2018	3:10 PM	1/25/2018	6:21 PM	
20078778	1/30/2018	12:49 PM	2/12/2018	4:43 PM	
20078474	1/17/2018	11:15 AM	2/16/2018	7:23 AM	assigned to ADG
20074142	1/10/2018	11:10 AM	1/10/2018	12:06 PM	
20071294	1/18/2018	2:29 PM	2/12/2018	4:51 PM	Azsafe correction, phone call translated
20073509	1/29/2018	11:00 AM	1/31/2018	2:50 PM	
20073495	1/25/2018	11:30 AM	1/25/2018	6:03 PM	
20073495	1/26/2018	10:25 AM	2/12/2018	4:46 PM	
20072954	1/24/2018	5:19 PM	2/12/2018	4:47 PM	
20078419	1/29/2018	11:00 AM	1/29/2018	5:43 PM	
20074325	1/29/2018	1:00 PM	1/31/2018	9:29 AM	
20078645	1/18/2018	11:55 AM	2/14/2018	9:48 AM	*
20077398	1/18/2018	11:02 AM	2/12/2018	4:50 PM	*
20078789	1/12/2018	2:57 PM	1/16/2018	4:51 PM	
20078789	1/29/2018	3:35 PM	2/12/2018	4:44 PM	after school snacks multiple students problem, addressed with all students

22/29 70!

February

33/41

80%

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time		
20076343	2/5/2018	3:30 PM	2/6/2018	2:21 PM	adjusted to PM, DAFT- after school tutoring	
20074064	2/5/2018	6:15 PM	2/6/2018	2:08 PM		
20078667	2/2/2018	11:18 AM	2/12/2018	4:38 PM	AZSafe correction, student statements 2/2/18	
20076557	2/23/2018	12:35 PM	2/23/2018	12:55 PM		
20072459	2/27/2018	12:15 PM	2/27/2018	2:05 PM		
20078207	2/27/2018	10:49 AM	2/27/2018	11:01 AM		
20077915	2/2/2018	2:00 PM	2/12/2018	4:36 PM	AZSafe correction, Mr. B followed up	
20072489	2/15/2018	3:15 PM	2/16/2018	10:44 AM		
20078144	2/22/2018	11:06 AM	2/23/2018	8:37 AM		
20072821	2/6/2018	2:23 PM	2/12/2018	4:33 PM	AZSafe correction, parent meeting scheduled, responsibility room log, student absences	
20076324	2/5/2018	6:15 PM	2/6/2018	1:48 PM		
20078666	2/26/2018	3:08 PM	2/27/2018	9:11 AM		
20078638	2/16/2018	11:50 AM	2/16/2018	2:09 PM		
20078638	2/5/2018	2:17 PM	2/12/2018	4:36 PM	AZSafe correction, student served inschool suspension on 2/6/18	
20073981	2/27/2018	11:00 AM	2/27/2018	4:07 PM		
20078778	2/1/2018	2:00 PM	2/1/2018	2:34 PM		
20077202	2/8/2018	2:53 PM	2/8/2018	3:18 PM		
20077268	2/27/2018	7:39 AM	2/27/2018	9:21 AM		
20074327	2/22/2018	1:15 PM	2/23/2018	10:27 AM		
20075567	2/26/2018	2:00 PM	2/26/2018	2:25 PM		
20078513	2/27/2018	12:38 PM	2/27/2018	2:19 PM		
20077903	2/12/2018	12:36 PM	2/12/2018	4:20 PM		
20071873	2/26/2018	1:28 PM	3/5/2018	5:11 PM	parent meeting, student absences, with Dr. Clouse	
20078213	2/2/2018	11:18 AM	2/12/2018	4:37 PM		
20078213	2/26/2018	12:00 PM	2/26/2018	2:08 PM		
20072954	2/14/2018	2:27 PM	2/16/2018	7:18 AM		
20075725	2/16/2018	11:55 AM	2/17/2018	9:36 PM		
20078508	2/6/2018	11:03 AM	2/6/2018	12:22 PM		
20077053	2/28/2018	11:00 AM	3/5/2018	5:19 PM	* weekly communication with parent	
20074341	2/16/2018	10:00 AM	2/16/2018	2:00 PM		
20077686	2/15/2018	1:20 PM	2/15/2018	2:01 PM		
20074325	2/5/2018	6:15 PM	2/6/2018	3:01 PM		
20074325	2/26/2018	12:00 PM	2/26/2018	2:07 PM		
20072152	2/20/2018	4:00 PM	2/21/2018	11:50 AM		
20077912	2/13/2018	11:00 AM	2/13/2018	3:58 PM		
20077912	2/13/2018	11:45 AM	2/13/2018	3:55 PM		
20077398	2/27/2018	12:15 PM	2/27/2018	1:56 PM		
20077398	2/27/2018	1:11 PM	Incomplete		2/27/18- DAFT timed 1:56 pm-suspension	
20078789	2/27/2018	4:30 PM	2/27/2018	5:20 PM		
20076104	2/2/2018	11:29 AM	2/2/2018	12:16 PM		
20077767	2/2/2018	8:45 AM	2/12/2018	4:39 PM	AZSafe correction, pulled student from class 2/2, parent meetings scheduled	

Hurley Ranch

August

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time
20072671	8/14/2017	9:00 AM	8/14/2017	12:57 PM
20073212	8/25/2017	9:00 AM	8/25/2017	12:10 PM
20073819	8/17/2017	2:43 PM	9/7/2017	10:10 PM
20074124	8/17/2017	11:48 AM	8/17/2017	3:12 PM
20074124	8/28/2017	1:59 PM	9/24/2017	1:48 PM
20074287	8/29/2017	1:30 PM	8/29/2017	2:41 PM
20074506	8/22/2017	3:00 PM	8/23/2017	8:19 AM
20075008	8/30/2017	12:00 PM	9/1/2017	12:00 PM
20075483	8/22/2017	8:15 AM	8/22/2017	1:11 PM
20075798	8/24/2017	1:00 PM	8/31/2017	9:23 PM
20075798	8/25/2017	1:05 PM	8/31/2017	9:24 PM
20075798	8/28/2017	2:00 PM	8/29/2017	12:05 PM
20075887	8/31/2017	4:09 PM	9/1/2017	12:12 PM
20076466	8/23/2017	1:30 PM	8/28/2017	12:51 PM Statement dated 8/24
20076663	8/8/2017	3:10 PM	8/15/2017	7:46 PM
20076663	8/17/2017	2:41 PM	8/24/2017	6:43 PM
20076663	8/24/2017	10:10 AM	8/24/2017	6:41 PM
20076663	8/28/2017	1:09 PM	8/31/2017	10:01 AM
20077243	8/11/2017	9:33 AM	8/15/2017	7:37 PM Statement dated 8/10
20077243	8/29/2017	2:05 PM	9/1/2017	10:27 AM
20077243	8/31/2017	2:10 PM	9/1/2017	10:40 AM
20077258	8/23/2017	10:00 AM	8/24/2017	7:33 PM
20077258	8/23/2017	3:30 PM	8/24/2017	7:39 PM
20077425	8/31/2017	4:14 PM	9/1/2017	12:14 PM
20077575	8/15/2017	2:43 PM	8/17/2017	2:59 PM
20077721	8/31/2017	11:15 AM	8/31/2017	11:42 AM
20077977	8/21/2017	11:17 AM	8/21/2017	1:23 PM
20078015	8/23/2017	12:29 PM	8/24/2017	6:42 PM
20078160	8/28/2017	3:45 PM	8/29/2017	1:55 PM
20078185	8/18/2017	1:58 PM	8/18/2017	2:57 PM
20078200	8/23/2017	1:09 PM	8/24/2017	6:42 PM
20078215	8/25/2017	1:43 PM	9/7/2017	10:02 PM
20078215	8/31/2017	2:00 PM	8/31/2017	9:21 PM
20078369	8/28/2017	10:57 AM	8/28/2017	12:48 PM
20078699	8/23/2017	2:04 PM	8/28/2017	12:50 PM
20078731	8/21/2017	3:06 PM	8/24/2017	7:13 AM

29/30

Lat

September

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time
20078237	9/19/2017	10:15 AM	3/23/2017	5:43 PM
20078215	9/6/2017	9:24 AM	9/7/2017	7:49 AM
20078215	9/7/2017	2:00 PM	9/7/2017	10:02 PM
20078502	9/11/2017	3:21 PM	10/13/2017	10:11 AM
20078502	9/19/2017	12:45 PM	10/13/2017	10:11 AM
20078502	9/22/2017	1:00 PM	10/12/2017	2:05 PM
20077243	9/6/2017	3:30 PM	9/7/2017	9:30 PM
20077243	9/21/2017	2:00 PM	9/27/2017	5:34 PM
20077243	9/29/2017	3:45 PM	10/2/2017	1:05 PM
20077642	9/29/2017	3:45 PM	10/2/2017	12:56 PM
20078015	9/6/2017	2:49 PM	9/20/2017	7:46 AM
20078015	9/20/2017	12:55 PM	9/20/2017	5:24 PM
20078015	9/28/2017	7:55 PM	9/29/2017	2:03 PM
20076663	9/22/2017	2:25 PM	9/27/2017	11:20 AM
20076663	9/26/2017	4:14 PM	9/27/2017	11:21 AM
20076663	9/28/2017	3:30 PM	9/29/2017	9:15 AM
20073819	9/26/2017	4:15 PM	9/27/2017	10:46 AM
20077344	9/6/2017	4:07 PM	9/7/2017	9:32 PM
20075483	9/25/2017	11:37 AM	9/26/2017	6:18 PM
20075411	9/22/2017	7:45 AM	9/29/2017	6:56 PM
20078200	9/20/2017	12:22 PM	9/27/2017	5:47 PM
20078200	9/27/2017	10:45 AM	9/28/2017	9:52 AM
20078200	9/29/2017	4:08 PM	10/2/2017	9:20 AM
20078237	9/19/2017	10:15 AM	3/23/2017	5:43 PM
20075008	9/12/2017	2:30 PM	9/26/2017	11:00 AM
20075008	9/21/2017	8:47 AM	9/21/2017	11:40 AM
20075008	9/25/2017	3:29 PM	9/26/2017	10:41 AM
20077382	9/22/2017	1:05 PM	9/22/2017	1:28 PM
20077382	9/25/2017	9:52 AM	9/27/2017	5:36 PM
20077382	9/29/2017	12:56 PM	9/29/2017	2:44 PM
20077721	9/29/2017	10:45 AM	9/29/2017	2:46 PM
20078601	9/19/2017	10:46 AM	9/20/2017	5:44 PM
20078601	9/26/2017	10:15 AM	9/27/2017	5:42 PM
20073212	9/19/2017	2:15 PM	9/20/2017	2:46 PM
20073212	9/25/2017	10:02 AM	9/26/2017	2:16 PM
20073212	9/26/2017	2:00 PM	9/26/2017	5:07 PM
20077425	9/14/2017	12:25 PM	9/14/2017	2:29 PM
20078737	9/28/2017	11:15 AM	10/2/2017	10:17 PM
20073662	9/19/2017	10:40 AM	9/19/2017	11:10 AM
20077575	9/26/2017	1:50 PM	9/27/2017	5:50 PM
20074876	9/20/2017	3:00 PM	9/20/2017	2:15 PM
20077275	9/19/2017	2:10 PM	9/20/2017	5:39 PM
20076787	9/1/2017	8:40 AM	9/21/2017	3:00 PM
20076804	9/28/2017	11:05 AM	9/29/2017	12:20 PM
20075418	9/19/2017	9:32 AM	9/19/2017	10:05 AM
20075418	9/22/2017	12:45 PM	9/24/2017	1:34 PM
20078263	9/25/2017	2:14 PM	9/25/2017	5:37 PM
20074677	9/19/2017	12:36 PM	9/20/2017	3:03 PM
20074677	9/25/2017	10:40 AM	9/25/2017	2:58 PM
20074677	9/25/2017	1:30 PM	9/26/2017	6:12 PM
20074677	9/29/2017	12:38 PM	9/29/2017	1:56 PM
20077979	9/6/2017	3:30 PM	9/7/2017	9:31 PM
20077377	9/21/2017	2:00 PM	9/27/2017	5:34 PM
20075887	9/27/2017	10:30 AM	9/27/2017	11:38
20074401	9/27/2017	10:27 AM	9/27/2017	12:17 PM
20072674	9/20/2017	3:44 PM	9/27/2017	5:44 PM
20075071	9/1/2017	2:55 PM	9/14/2017	12:33 PM
20075071	9/26/2017	4:16 PM	9/27/2017	11:22 AM
20078726	9/14/2017	2:23 PM	9/15/2017	9:25 AM
20078738	9/28/2017	11:35 AM	10/8/2017	4:01 PM
20078713	9/5/2017	2:00 PM	9/14/2017	12:36 PM
20077981	9/28/2017	12:04 PM	9/29/2017	1:58 PM
20076696	9/14/2017	10:41 AM	9/24/2017	1:51 PM
20075043	9/29/2017	2:54 PM	9/29/2017	3:15 PM
20074362	9/18/2017	12:29 PM	9/20/2017	7:55 AM
20074362	9/26/2017	1:45 PM	9/27/2017	5:31 PM

44/600 = 67%

October

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time
20074541	10/2/2017	11:00 AM	10/2/2017	10:29 PM
20077721	10/2/2017	8:30 AM	10/8/2017	3:52 PM
20078263	10/2/2017	2:49 PM	10/8/2017	3:51 PM
20073178	10/3/2017	12:45 PM	10/24/2017	3:21 PM dated statement 10/4- AZ Safe correction
20078200	10/3/2017	1:18 PM	10/4/2017	10:07 AM Timestamp supports finished in less than one day
20077243	10/3/2017	11:55 AM	10/4/2017	4:41 PM
20078574	10/3/2017	2:05 PM	10/8/2017	3:53 PM
20076165	10/4/2017	2:10 PM	10/8/2017 3:56 PM	Statement dated 10/4
20076842	10/4/2017	11:15 AM	10/4/2017	12:14 PM
20078015	10/4/2017	3:49 PM	10/8/2017	3:55 PM
20078724	10/4/2017	1:21 PM	10/8/2017	3:54 PM
20073212	10/5/2017	4:09 PM	10/6/2017	5:18 PM
20077425	10/5/2017	3:08 PM	11/5/2017	9:22 AM
20074541	10/6/2017	1:39 PM	10/8/2017	4:00 PM
20075483	10/6/2017	11:34 AM	10/9/2017	2:15 PM Started Friday- Finished Monday Timestamp
20078238	10/6/2017	1:24 PM	10/9/2017	1:47 PM Started Friday- Finished Monday Timestamp
20078272	10/6/2017	2:18 PM	10/10/2017	10:32 AM Started Friday- Finished Tuesday Timestamp
Docs printed on 10/24- docs were sent home with him he failed to bring back, re-printed on 10/24 after fall break- parent responded and met with us- she corrected her number				
20073178	10/9/2017	12:30 PM	11/5/2017	9:31 AM
20074677	10/9/2017	12:14 PM	10/9/2017	2:01 PM
20077258	10/9/2017	1:22 PM	10/10/2017	10:34 AM
20078200	10/9/2017	3:06 PM	10/10/2017	10:35 AM
20077896	10/9/2017	10:20 AM	11/5/2017	9:26 AM
20078238	10/9/2017	12:12 PM	10/9/2017	2:03 PM
20077238	10/9/2017	2:25 PM	10/12/2017	2:19 PM
20078679	10/9/2017	1:05 PM	10/10/2017	10:33 AM
Docs printed on 10/24- docs were sent home with him he failed to bring back, re-printed on 10/24 after fall break- parent responded and met with us- she corrected her number, statement also present 10/4				
20073178	10/10/2017	12:30 PM	10/24/2015	3:16 PM
20075483	10/10/2017	3:45 PM		Watkins - Staff issue- no disposition was entered
20072786	10/11/2017	9:55 AM	10/13/2017	1:19 PM
20076781	10/11/2017	8:48 AM	11/5/2017	9:41 AM student statement date 10/11
20078200	10/11/2017	11:21 AM	10/12/2017	11:48 AM
20078502	10/11/2017	10:24 AM	10/13/2017	9:56 AM
20078238	10/12/2017	11:38 AM	10/13/2017	1:18 PM
20078263	10/12/2017	1:38 PM	10/12/2017	2:15 PM
20078502	10/12/2017	1:42 PM	10/13/2017	9:56 AM
20073819	10/13/2017	11:15 AM	10/13/2017	4:15 PM
20075485	10/13/2017	2:00 PM	10/23/2017	2:08 PM Started Friday before Spring Break- Finished Monday following- Timestamp
20076400	10/13/2017	11:15 AM	10/13/2017	3:05 PM
20077977	10/13/2017	8:00 AM	10/13/2017	12:21 PM
20078238	10/23/2017	12:18 PM	11/3/2017	10:18 AM AZ Safe update-
20075418	10/24/2017	11:13 AM	10/24/2017	3:11 PM
20076783	10/24/2017	9:17 AM	10/24/2017	10:49 AM
20076841	10/24/2017	12:13 PM	10/26/2017	12:35 PM
20076050	10/24/2017	10:50 AM	11/5/2017	9:54 AM
20072686	10/24/2017	10:18 AM	10/30/2017	2:50 PM
20078200	10/24/2017	3:46 PM	10/26/2017	2:58 PM
20078502	10/24/2017	11:42 AM	10/25/2017	10:32 AM
20075043	10/25/2017	2:41 PM	10/30/2017	3:25 PM Statement dated 10/26- AZ Safe corrected 10/30
20077040	10/25/2017	11:16 AM	10/27/2017	3:48 PM
20078015	10/25/2017	9:43 AM	10/26/2017	2:57 PM
20074541	10/26/2017	11:07	10/30/2017	2:50 PM Started Thursday, Finished Monday- timestamp
20076089	10/26/2017	10:54 AM	10/30/2017	2:50 PM Started Thursday, Finished Monday- timestamp
20074650	10/26/2017	2:43 PM	11/3/2017	2:36 PM
20077642	10/26/2017	11:05 AM	10/26/2017	1:30 PM
20073212	10/27/2017	2:20 PM	10/27/2017	2:50 PM
20073212	10/27/2017	3:00 PM	10/31/2017	10:56 AM Reported at end of day- followed up by Tuesday- timestamp
20073432	10/27/2017	1:30 PM	10/30/2017	9:54 AM Reported at end of day- followed up by Tuesday- timestamp
20074677	10/27/2017	3:41 PM	10/31/2017	3:11 PM Reported at end of day- followed up by Tuesday- timestamp
20075411	10/27/2017	1:30 PM	10/30/2017	9:54 AM Started Friday, Finished Monday- Time Stamp
20078263	10/27/2017	3:14 PM	10/30/2017	1:26 PM Started Friday, Finished Monday- Time stamp
20076663	10/27/2017	12:43 PM	10/31/2017	9:31 AM Started Friday, Finished Tuesday am- Time stamp
20077040	10/27/2017	11:43 AM	10/31/2017	9:31 AM Started Friday, Finished Tuesday am- Time stamp
20078866	10/27/2017	9:39 AM	10/31/2017	9:30 AM Started Friday, Finished Tuesday am- Time stamp
20077425	10/27/2017	2:00 PM	10/27/2017	2:32 PM
20074489	10/27/2017	3:46 PM	11/16/2017	3:07 PM
20077537	10/27/2017	3:46 PM	11/8/2017	11:28 AM
20074650	10/27/2017	3:46 PM	11/3/2017	2:36 PM
20075043	10/30/2017	3:11 PM	10/30/2017	3:24 PM
20076400	10/30/2017	3:09 PM	10/31/2017	10:04 AM
20076841	10/30/2017	11:00 AM	10/31/2017	3:19 PM
20078650	10/30/2017	4:14 PM	11/3/2017	9:52 AM
20074878	10/30/2017	11:04 AM	11/3/2017	1:48 PM
20078263	10/30/2017	9:54 AM	10/30/2017	1:24 PM
20075007	10/31/2017	1:00 PM	11/1/2017	11:00 AM
20075008	10/31/2017	10:35 AM	11/1/2017	10:45 AM
20077425	10/31/2017	2:24 PM	11/1/2017	11:02 AM
20077721	10/31/2017	1:27 PM	11/1/2017	10:42 AM
20073432	10/31/2017	12:03 PM	11/3/2017	2:37 PM
20073432	10/31/2017	3:14 PM	11/3/2017	1:52 PM
20077537	10/31/2017	3:47 PM	11/8/2017	11:27 AM
20078866	10/31/2017	12:55 PM	10/31/2017	3:20 PM

39/80 49%

November

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time	
20078866	11/1/2017	8:23 AM	11/3/2017	9:46 AM	49 hours- entered Wednesday- finished Friday morning- Timestamp
20078866	11/1/2017	8:15 AM	11/1/2017	8:18 AM	
20075411	11/3/2017	12:48 PM	11/3/2017	2:43 PM	
20077040	11/3/2017	11:52 AM	11/3/2017	9:41 AM	
20074932	11/3/2017	8:45 AM	11/3/2017	2:42 PM	
20078650	11/3/2017	9:49 AM	11/3/2017	9:52 AM	
20077537	11/2/2017	4:20 PM	11/8/2017	11:26 AM	no statement
20078866	11/2/2017	10:00 AM	11/6/2017	10:01 AM	
20078502	11/2/2017	1:44 PM	11/3/2017	9:39 AM	
20078015	11/2/2017	11:56 AM	11/3/2017	2:45 PM	
20072585	11/2/2017	12:04 PM	11/2/2017	1:10 PM	
20078137	11/2/2017	11:45 AM	11/3/2017	1:51 PM	
20074876	11/2/2017	9:00 AM	11/2/2017	1:27 PM	
20072839	11/2/2017	12:12 PM	11/2/2017	1:08 PM	
20078238	11/3/2017	10:15 AM	11/3/2017	10:24 AM	
20075411	11/3/2017	12:00 PM	11/3/2017	1:23 PM	
20077721	11/3/2017	11:00 AM	11/3/2017	1:00 PM	
20072786	11/3/2017	11:47 AM	11/3/2017	2:48 PM	
20073432	11/3/2017	12:00 PM	11/3/2017	1:25 PM	
20075043	11/3/2017	11:18 AM	11/3/2017	2:47 PM	
20078238	11/6/2017	1:54 PM	11/6/2017	2:25 PM	
20077425	11/7/2017	10:28 AM	11/13/2017	1:54 PM	Undated statement
20078881	11/7/2017	1:30 PM	11/16/2017	7:50 PM	Watkins- No Statement
20072751	11/7/2017	9:01 AM	12/1/2017	8:19 PM	
20074272	11/7/2017	11:41 AM	11/13/2017	1:55 PM	
20076663	11/7/2017	2:30 PM	11/13/2017	2:03 PM	
20078015	11/7/2017	8:19 AM	11/9/2017	9:01 AM	
20075411	11/7/2017	12:15 PM	11/8/2017	9:23 AM	
20078411	11/8/2017	2:45 PM	11/16/2017	3:21 PM	
20074677	11/9/2017	1:51 PM	11/13/2017	1:57 PM	Entered end of day thurs- finished Monday- timestamp
20073212	11/9/2017	9:29 AM	11/13/2017	8:33 AM	statement on file
20077825	11/9/2017	3:30 PM	11/13/2017	2:57 PM	Thursday start, Tuesday finish- entered at end of day Thursday
20076066	11/9/2017	10:45 AM	11/13/2017	1:56 PM	Thursday to Monday- time stamp
20073432	11/9/2017	2:38 PM	11/16/2017	8:38 AM	
20076227	11/9/2017	1:00 PM	11/28/2017	11:40 AM	
20076663	11/9/2017	2:39 PM	11/13/2017	2:04 PM	
20078822	11/9/2017	2:38 PM	11/16/2017	8:38 PM	
20074362	11/13/2017	3:08 PM	11/30/2017	1:38 PM	
20075584	11/13/2017	11:46 AM	11/20/2017	8:18 AM	
20078502	11/13/2017	11:24 AM	11/16/2017	3:23 PM	
20078830	11/13/2017	8:15 AM	11/13/2017	2:04 PM	
20072585	11/13/2017	12:16 PM	11/13/2017	1:50 PM	
20078679	11/14/2017	3:01 PM	11/27/2017	3:14 PM	
20078881	11/14/2017	9:00 AM	11/16/2017	7:40 PM	
20078866	11/14/2017	12:45 PM	11/14/2017	2:59 PM	
20075008	11/14/2017	12:15 PM	11/14/2017	4:06 PM	
20078137	11/14/2017	3:40 PM	11/16/2017	8:39 PM	
20077040	11/14/2017	12:45 PM	11/14/2017	2:58 PM	
20076593	11/14/2017	3:14 PM	11/16/2017	4:44 PM	
20077537	11/14/2017	12:34 PM	11/16/2017	3:26 PM	
20075699	11/15/2017	12:10 PM	12/1/2017	8:39 PM	statement on file 11/15
20078881	11/15/2017	10:15 AM	11/16/2017	7:42 PM	
20076593	11/15/2017	3:35 PM	11/16/2017	4:44 PM	
20071815	11/15/2017	5:06 PM	11/16/2017	6:55 PM	
20074153	11/15/2017	10:35 AM	11/16/2017	8:39 PM	
20078502	11/16/2017	9:07 AM	11/20/2017	8:19 AM	Started Friday- finished Monday am Timestamp
20078238	11/16/2017	11:45 AM	11/20/2017	8:20 AM	Thursday report- resolved Monday morning Time stamp
20078738	11/16/2017	11:45 AM	11/21/2017	1:20 PM	
20078881	11/16/2017	10:00 AM	11/16/2017	7:36 PM	
20076663	11/16/2017	10:25 AM	11/16/2017	8:34 PM	
20073648	11/16/2017	11:25 AM	11/16/2017	3:33 PM	
20078737	11/16/2017	1:44 PM	11/16/2017	2:29 PM	
20074401	11/16/2017	11:05 AM	11/20/2017	8:23 AM	
20075168	11/17/2017	1:03 PM	11/20/2017	8:24 AM	Started Friday- finished Monday am
20076227	11/17/2017	10:30 AM	12/1/2017	8:45 PM	
20078015	11/17/2017	11:50 AM	11/17/2017	1:44 PM	
20077896	11/17/2017	8:00 AM	11/17/2017	8:56 AM	
20075348	11/20/2017	3:15 PM	11/28/2017	1:06 PM	
20078881	11/20/2017	8:30 AM	11/20/2017	2:13 PM	
20078866	11/20/2017	12:08 PM	11/20/2017	3:04 PM	
20076663	11/20/2017	2:07 PM	11/20/2017	3:13 PM	
20075008	11/21/2017	3:15 PM	11/28/2017	3:00 PM	Entered at end of day before thanksgiving- finished Tuesday- time stamp
20078650	11/21/2017	11:46 AM	11/28/2017	12:35 PM	Started Tuesday before Thanksgiving - finished Tuesday after-Timestamp
20078502	11/21/2017	3:15 PM	11/27/2017	12:41 PM	Started Tuesday before Thanksgiving (entered at the end of the day) - finished Monday after-Timestamp
20077258	11/21/2017	1:05 PM	11/27/2017	1:21 PM	
20078015	11/21/2017	10:00 AM	11/21/2017	11:44 AM	
20078015	11/21/2017	11:44 AM	11/21/2017	11:50 PM	
20076663	11/21/2017	10:45 AM	11/21/2017	1:13 PM	
20076593	11/21/2017	10:45 AM	11/21/2017	1:26 PM	
20076842	11/21/2017	11:28 AM	11/28/2017	12:18 PM	
20077537	11/21/2017	10:45 AM	11/21/2017	12:47 PM	
20076035	11/27/2017	6:25 PM	12/1/2017	10:10 AM	Entered after hours- three day completion to time stamp
20078601	11/27/2017	2:45 PM	11/27/2017	3:10 PM	
20078238	11/28/2017	1:47 PM	11/29/2017	2:31 PM	
20075411	11/28/2017	3:30 PM	11/30/2017	12:03 PM	
20075411	11/28/2017	3:30 PM	11/30/2017	12:06 PM	
20075008	11/28/2017	2:35 PM	11/28/2017	2:55 PM	
20076593	11/28/2017	3:30 PM	11/30/2017	11:51 AM	
20074153	11/28/2017	11:55 AM	11/28/2017	12:27 PM	
20078502	11/29/2017	10:29 AM	11/29/2017	2:58 PM	
20078015	11/29/2017	1:10 PM	11/29/2017	3:07 PM	
20076663	11/29/2017	11:37 AM	12/1/2017	8:50 PM	
20073819	11/29/2017	2:34 PM	12/1/2017	3:51 PM	
20078713	11/29/2017	9:00 AM	12/1/2017	3:59 PM	
20074153	11/29/2017	10:36 AM	12/1/2017	3:24 PM	
20078200	11/30/2017	10:50 AM			Missing victim denotation and disposition, aggressor time stamp listed at 11/30-13:02
20076400	11/30/2017	1:50 PM	12/7/2017	10:59 AM	
20078238	11/30/2017	10:50 AM	11/30/2017	1:02 PM	
20078015	11/30/2017	8:30 AM	11/30/2017	11:44 AM	
20078679	11/30/2017	11:59 AM	11/30/2017	12:15 PM	
2007645	11/30/2017	10:26 AM	11/30/2017	12:13 PM	
20077122	11/30/2017	8:54 AM	11/30/2017	11:44 AM	
20077537	11/30/2017	2:59 PM	12/1/2017	9:33 AM	
20075245	11/30/2017	10:15 AM	11/30/2017	12:14 PM	

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December

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time	Notes
20078502	12/13/2017	12:34 PM	1/15/2018	2:04 PM	addressed the same day- updated later with violation correction- no statement
20074932	12/13/2017	12:09 PM	1/23/2018	11:31 AM	AZ Safe correction, Watkins worked with him
20075952	12/13/2017	10:14 AM	12/10/2017	10:30 AM	Consequence assigned same day- parent contacted. Received one consequence- corrected gap in information later- no statement
20075951	12/11/2017	10:17 AM	12/20/2017	10:31 AM	Consequence assigned- parent numbers not working- signed up for touchstone- corrected once parent was contacted 12/20 Referral denied on 12-22 at meeting
20078866	12/15/2017	12:09 PM	12/10/2017	5:56 PM	Corrected disposition dates- 505
20076165	12/5/2017	11:15 AM	12/18/2017	11:04 AM	Dr. Watkins had intervened, AZ Safe Correction- No statement
20077377	12/15/2017	1:30 PM	12/19/2017	2:31 PM	Dr. Watkins had intervened, I assisted in updating the disposition- suspension
20077382	12/15/2017	8:54 AM	12/20/2017	7:19 PM	Dr. Watkins handled- I assisted in updating the disposition when I saw it was not done as of 12/20 upon checking data
20076237	12/13/2017	8:12 AM	12/20/2017	5:36 PM	Dr. Watkins handled- I assisted in updating the disposition when I saw it was not done as of 12/20 upon checking data- no statement
20077495	12/5/2017	8:32 AM	12/18/2017	11:01 AM	Dr. Watkins handled- no statement
20075043	12/8/2017	3:34 PM	12/19/2017	11:39 AM	Entered disposition later found it was missing. Met with grandma and Mr. Schmidt that afternoon- B Card
20073748	12/20/2017	12:23 PM	12/20/2017	10:12 AM	Entered the next day- handled on 12/20, corrected date to sync up today
20076663	12/5/2017	12:44 PM	12/7/2017	10:57 AM	Finished within 48 hours- occurred Tuesday and finished Thursday- time stamp accurate, no statement
20077753	12/11/2017	1:57 PM	12/20/2017	7:12 PM	Handled on 12/11- Tracking sheet contact- Jenkins collects. Very supportive. Updated violation
20074401	12/13/2017	2:44 PM	1/23/2018	11:32 AM	Handled the next day- assigned lunch detention for 12/15. AZ Safe update showed that the violation was missing text for contraband- corrected later- no statement
20073791	12/13/2017	3:05 PM	12/20/2017	7:09 PM	handled the same day- spoke to parent right away- missed entering it due to it being so close to dismissal and corrected later- no statement
20078015	12/15/2017	11:47 AM	12/18/2017	1:56 PM	Happened Friday- finished Monday- Timestamp
20078358	12/15/2017	9:04 AM	12/18/2017	1:15 PM	Happened Friday, assigned consequence- finished incident entry Monday- Parent supportive- Timestamp is accurate
20075043	12/21/2017	4:45 PM	1/25/2018	2:15 PM	Met with student the next day- added a correction to the incident later after a safe report pulled
20077981	12/5/2017	11:08 AM	12/18/2017	11:03 AM	No Doc- AZ Safe Correction
20074677	12/8/2017	3:40 PM	12/12/2017	8:02 AM	Occurred on a Friday- Finalized by the following Tuesday- No statement
20078679	12/15/2017	3:11 PM	1/23/2018	11:38 AM	Randy escorted student out and worked with him- I spoke to student and parent the same day. Made a correction on 12/7 to missing information/violation- no statement
20073810	12/4/2017	2:11 PM	12/7/2017	11:02 AM	Spoke to the parent and student on 12/14- missed entering a piece of data and cleaned it up before winter break- no statement
20073662	12/14/2017	1:19 PM	12/20/2017	7:18 PM	
20074124	12/4/2017	2:15 PM	12/18/2017	11:00 AM	talked to him that day and his parent the next day- conferred on 12/8 as written on disposition date, AZ Safe correction- statement- no date
20072147	12/19/2017	3:01 PM	1/23/2018	11:42 AM	This was handled the same day- but updated later to correct an error- no statement- spoke to dad that day
20076015	12/13/2017	10:29 AM	1/27/2018	10:04 PM	Updated due to AZ Safe
20078252	12/13/2017	3:20 PM	12/20/2017	6:52 PM	Updated due to AZ Safe- no statement
20072425	12/20/2017	3:25 PM	1/25/2018	2:13 PM	updated- entered the disposition for the other student and forgot to do his. Spoke to parent- this was right before winter break
20078731	12/20/2017	11:16 AM	1/20/2018	1:37 PM	Updated error report- missing information
20078824	12/7/2017	10:22 AM	1/25/2018	1:49 PM	Updated victim Disposition- AZ Safe Correction no statement
20076923	12/15/2017	3:40 PM	1/25/2018	2:07 PM	Updated victim disposition- caught in AZ Safe report
20074541	12/15/2017	8:38 AM	12/20/2017	6:47 PM	Updated violation to be correct- no statement
20075411	12/12/2017	9:45 AM	12/20/2017	8:17 PM	Watkins spoke to student- no statement- absences impacted dates
20078550	12/14/2017	11:15 AM	12/18/2017	10:58 AM	worked with students on the next day- just lagged in entering the disposition- no statement, no statements
20078015	12/4/2017	10:54 AM	12/4/2017	1:52 PM	
20078300	12/4/2017	10:54 AM	12/4/2017	1:53 PM	
20074677	12/5/2017	1:47 PM	12/7/2017	10:58 AM	
20075043	12/5/2017	11:42 AM	12/7/2017	5:43 PM	
20077988	12/5/2017	11:12 AM	12/7/2017	5:48 PM	
20078015	12/5/2017	1:53 PM	12/7/2017	11:02 AM	
20078679	12/5/2017	1:25 PM	12/7/2017	5:40 PM	
20074677	12/6/2017	12:35 PM	12/7/2017	5:38 PM	
20077377	12/6/2017	11:16 AM	12/6/2017	11:37 PM	
20078866	12/6/2017	10:38 AM	12/6/2017	10:52 AM	
20073810	12/7/2017	11:55 AM	12/7/2017	5:36 PM	
20073748	12/8/2017	1:24 PM	12/8/2017	3:15 PM	
20074978	12/8/2017	1:24 PM	12/8/2017	3:16 PM	
20076466	12/8/2017	7:44 AM	12/8/2017	12:24 PM	
20077298	12/8/2017	2:41 PM	12/8/2017	3:04 PM	
20077645	12/8/2017	7:32 AM	12/8/2017	12:20 PM	
20078262	12/8/2017	12:59 PM	12/8/2017	3:02 PM	
20078731	12/8/2017	7:47 AM	12/8/2017	12:16 PM	
20078866	12/8/2017	1:30 PM	12/8/2017	5:32 PM	
20078881	12/8/2017	1:17 PM	12/8/2017	3:06 PM	
20071852	12/11/2017	12:30 PM	12/12/2017	7:57 AM	
20078063	12/11/2017	1:00 PM	12/11/2017	2:23 PM	
20078185	12/11/2017	12:45 PM	12/11/2017	2:27 PM	
20078186	12/11/2017	3:45 PM	12/12/2017	7:58 AM	
20078731	12/12/2017	9:45 AM	12/13/2017	12:45 PM	
20078866	12/12/2017	11:15 AM	12/13/2017	12:52 PM	
20072786	12/15/2017	10:58 AM	12/15/2017	1:00 PM	
20078731	12/15/2017	10:15 AM	12/20/2017	7:07 PM	
20073748	12/18/2017	1:21 PM	12/18/2017	1:32 PM	
20075043	12/18/2017	3:01 PM	12/20/2017	6:46 PM	
20078502	12/18/2017	11:08 AM	12/18/2017	1:12 PM	
20072000	12/19/2017	1:45 PM	12/20/2017	7:11 PM	
20075043	12/19/2017	10:41 AM	12/19/2017	1:26 PM	
20075952	12/19/2017	8:43 PM	12/20/2017	10:31 AM	
20076990	12/19/2017	10:15 AM	12/20/2017	10:35 AM	
20077275	12/19/2017	10:25 AM	12/19/2017	2:12 PM	
20077920	12/19/2017	12:30 PM	12/19/2017	1:14 PM	
20073648	12/20/2017	2:49 PM	12/20/2017	3:09 PM	
20078227	12/20/2017	2:53 PM	12/20/2017	5:39 PM	
20076990	12/20/2017	1:09 PM	12/20/2017	1:30 PM	
20076990	12/20/2017	9:35 AM	12/20/2017	10:34 AM	
20077379	12/20/2017	8:22 AM	12/20/2017	10:50 AM	
20077645	12/20/2017	8:18 AM	12/20/2017	6:32 PM	
20077896	12/20/2017	12:46 PM	12/20/2017	6:38 PM	
20078262	12/20/2017	9:25 PM	12/21/2017	1:18 PM	
20078272	12/20/2017	2:00 PM	12/21/2017	10:44 AM	
20078502	12/20/2017	11:18 AM	12/20/2017	2:13 PM	
20078706	12/20/2017	9:34 AM	12/20/2017	10:36 AM	
20074362	12/21/2017	4:47 PM	12/22/2017	9:55 AM	
20077281	12/21/2017	1:23 PM	12/21/2017	1:18 PM	
20077453	12/21/2017	1:41 PM	12/21/2017	2:15 PM	
20078714	12/21/2017	12:54 PM	12/21/2017	1:10 PM	
20077574	12/22/2017	9:38 AM	12/22/2017	10:01 AM	
20076400	12/5/2018	1:50 PM	12/7/2017	10:39 AM	

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January

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time	
20072147	1/23/2018	1:15 PM	1/25/2018	2:41 PM	
20074292	1/23/2018	11:30 AM	1/23/2018	12:28 PM	
20076109	1/29/2018	12:45 PM	1/29/2018	1:18 PM	
20076227	1/30/2018	1:45 PM	1/31/2018	9:39 AM	
20076500	1/23/2018	1:45 PM	1/25/2018	7:32 AM	
20076750	1/23/2018	12:58 PM	1/25/2018	7:33 AM	
20076750	1/23/2018	1/23/2018	1/23/2018	5:00 PM	
20076841	1/19/2018	12:52 PM	1/20/2018	9:35 AM	
20076990	1/23/2018	1:15 PM	1/25/2018	2:43 PM	
20076990	1/25/2018	7:53 AM	1/25/2018	10:48 AM	
20077322	1/24/2018	10:45 AM	1/24/2018	11:10 AM	
20077753	1/18/2018	8:15 AM	1/18/2018	8:32 AM	
20077981	1/23/2018	12:14 PM	1/25/2018	2:40 PM	
20078015	1/17/2018	12:25	1/17/2018	10:11 PM	
20078302	1/17/2018	1:48 PM	1/17/2018	9:15 PM	
20078502	1/23/2018	11:06 AM	1/23/2018	12:04 PM	
20078713	1/24/2018	11:35 AM	1/25/2018	7:29 AM	
20078737	1/16/2018	11:34 AM	1/18/2018	9:15 AM	
20072522	1/23/2018	4:30 PM	2/27/2018	2:23 PM	Logged in resp log- no statement. Entered after it was called in and addressed. AZ Safe update later
20073212	1/30/2018	10:31 AM	2/15/2018	8:32 PM	No Statement
20073453	1/11/2018	2:00 PM	1/23/2018	11:44 AM	Watkins set parent meetings- no statement, Rep. log entry-
20073453	1/18/2018	1:30 PM	1/25/2018	7:46 AM	Issue Investigated and completed on 1/18- ISS. AZ Safe Correction
20074153	1/19/2018	8:36 AM	1/25/2018	2:37 PM	I investigated and followed up on that day- contacting the family. I updated the incident later. No doc on file
20074153	1/26/2018	3:45 PM	2/1/2018	12:59 PM	occurred on Friday after school, investigation could not begin until Monday, waiting for information from the bus footage. Parents were contacted the day of and the next week as we investigated. Bus change recorded on 2/1 after bus suspension. Transportation updated route folder.
20074932	1/18/2018	1:30 PM	1/25/2018	7:47 AM	Issue Investigated and completed on 1/18, ISS Parents were met with regarding the behavior. I made a correction to the incident on 1/25
20075251	1/11/2018	12:26 PM	1/23/2018	11:43 AM	The teacher entered the incident for documentation purposes, but did not want me to call him down because her conversation with the parent made an impact and his behavior changed. She requested me not to talk with him unless it occurred again and just wanted it documented that she had addressed the situation.
20075511	1/22/2018	11:50 AM	2/1/2018	11:41 AM	Student was spoken to about slime that day and mediation occurred. No statements. Update to the entry based on AZ Safe reports.
20076227	1/26/2018	3:45 PM	2/1/2018	12:58 PM	Situation occurred on Friday after school, investigation could not begin until Monday, it took a few days to finalize the disposition due to waiting for information from the bus footage. Parents were contacted the day of and the next week as we investigated. Bus suspension- parents drove. No statement- Behavior plan set on 2/5 when grandma could meet.
20076500	1/10/2018	2:40 PM	1/17/2018	10:01 PM	Dealt with on the same day- Parent conference that afternoon. Parent supportive. I updated it later to correct violation error. ISS no statement
20076786	2/21/2018	1:08 PM	2/27/2018	2:45 PM	Issue was address on the same day- but I had forgotten to update the victim's disposition and updated that later. No statement
20077275	1/23/2018	2:59 PM	2/5/2018	1:55 PM	Student served consequence the very next day- error in violation entry- Statement on file
20078015	1/12/2018	2:25 PM	1/17/2018	9:07 PM	The situation was addressed on the same day- His parent came in that day and picked him up and spoke with administration. No statement
20078015	1/25/2018	12:30 PM	1/25/2018	12:16 PM	Error in Incident date- it was on 1/19- that has been corrected at this time. Statement on file- no date
20078128	1/31/2018	12:54 PM	2/15/2018	8:40 PM	student and parent were spoken to on the next day- updated synergy to correct a violation blank later - No statement
20078647	1/26/2018	3:45 PM	2/1/2018	12:58 PM	Situation occurred on Friday after school, investigation could not begin until Monday, it took a few days to finalize the disposition due to waiting for information from the bus footage. Parent came to school that afternoon with him. Verbal statement with parent
20078706	1/18/2018	8:30 AM	1/23/2018	3:48 PM	Note was made in synergy about student being chronically truant. A number of students were contacted this day- I left messages for parents and updated the incident when each called back. This was entered for documentation purposes prior to referring to CUTS if needed. Attendance
20078866	1/26/2018	12:39 PM	1/31/2018	9:41 AM	Was updated on 1/31 because a decision was made to look at an alternate placement based on his academic and behavioral needs. -SUS

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February

Student ID	Referral Input Date	Referral Start Time	Referral Completed Date	Referral End Time	
20074506	2/13/2018	2:58 PM	2/23/2018	2:35 PM	Edited using AZ Safe pull. Student did not write statement due to learning challenge- parent assisted in
20075008	2/2/2018	3:30 PM	2/2/2018	12:34 PM	The incident had occurred the day before. It has been corrected. 2/1 is when it occurred, 2/2 is when I worked
20075008	2/12/2018	11:43 AM	2/15/2018	8:35 PM	AZ Safe Updated- No statement on file
20075245	2/15/2018	9:30 AM	2/23/2018	2:33 PM	No statement on file. Parent was called. (no statement
20075245	2/23/2018	10:45 AM	2/27/2018	2:47 PM	I witnessed it and dealt with it on the field at the time it occurred. He was too angry to write statement. enter it to Synergy until the following Monday. (no statement on
20075511	2/21/2018	1:08 PM	2/27/2018	2:44 PM	Students did not write statements- logged into Responsibility room log, but I had forgotten to update
20076165	2/15/2018	2:12 PM	2/27/2018	2:36 PM	Statement 2/15
20076184	2/13/2018	1:25 PM	2/21/2018	10:16 AM	AZ Safe Updated- Statement/plan- no date
20077238	2/6/2018	12:45 PM	2/22/2018	11:11 AM	AZ Safe- undated statement
20077276	2/2/2018	3:30 PM	2/15/2018	8:30 PM	Statement on file- date error in incident date
20078137	2/2/2018	1:45 PM	2/15/2018	8:38 PM	Az Safe- no statement- entered into Reponsibility log
20078262	2/2/2018	3:30 PM	2/7/2018	12:37 PM	incorrect incident date- 2/1, no doc on file
20078272	2/27/2018	1:25 PM	3/8/2018	7:56 PM	AZ Safe- No statement on file.
20078648	2/15/2018	12:57 PM	2/22/2018	11:06 AM	Watkins spoke to boys- no statement. Parent conferenced
20078648	2/22/2018	10:30 AM	3/23/2018	5:40 PM	Parent contacted. ISS, AZ Safe Corrections
20078713	2/15/2018	11:48 AM	2/26/2018	10:32 AM	Responsibility log- Doc on file.
20078950	2/2/2018	12:00 PM	2/27/2018	2:30 PM	Dr. Watkins spoke with his guardian- AZ Safe reports. No statement
20072522	2/6/2018	12:45 PM	2/6/2018	2:01 PM	
20072899	2/27/2018	10:47 AM	2/27/2018	1:45 PM	
20073748	2/22/2018	11:30 AM	2/22/2018	1:24 PM	
20074153	2/28/2018	10:53 AM	2/28/2018	11:32 AM	
20074797	2/15/2018	3:26 PM	2/15/2018	8:12 PM	
20074847	2/1/2018	10:00 AM	2/1/2018	5:37 PM	
20075008	2/5/2018	8:23 AM	2/5/2018	10:26 AM	
20075183	2/22/2018	3:20 PM	2/23/2018	1:53 PM	
20075418	2/26/2018	1:37 PM	2/26/2018	2:29 PM	
20075952	2/6/2018	12:55 PM	2/6/2018	2:08 PM	
20076048	2/26/2018	10:30 AM	2/26/2018	2:48 PM	
20077275	2/27/2018	3:00 PM	2/27/2018	3:09 PM	
20077322	2/5/2018	1:35 PM	2/5/2018	1:45 PM	
20077574	2/27/2018	2:00 PM	2/27/2018	3:00 PM	
20077977	2/22/2018	11:30 AM	2/22/2018	1:26 PM	
20077977	2/27/2018	2:19 PM	2/28/2018	9:19 AM	
20078137	2/27/2018	2:00 PM	2/27/2018	2:58 PM	
20078262	2/21/2018	12:20 PM	2/22/2018	9:06 AM	The referral came in on 2/21 and occurred at the end of a half day I spoke to both girls the next morning and they
20078262	2/27/2018	10:45 AM	2/27/2018	1:58 PM	
20078263	2/27/2018	10:49 AM	2/27/2018	1:52 PM	
20078650	2/5/2018	11:05 AM	2/5/2018	1:54 PM	
20078724	2/21/2018	12:20 PM	2/23/2018	9:07 AM	
20078731	2/20/2018	11:16 AM	2/20/2018	1:27 PM	
20078731	2/26/2018	10:30 AM	2/26/2018	2:40 PM	
20078963	2/28/2018	12:33 PM	2/28/2018	1:35:00 PM	

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Code of Ethics for School Board Members

The ASBA Board endorses the following code for local school board members:

As a member of my local Board of Education I will strive to improve public education, and to that end I will:

- Attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that a board member should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;
- Communicate to other Board members and the Superintendent expression of public reaction to Board policies and school programs;
- Inform oneself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;
- Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law, and
- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

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Quality leadership and advocacy for children in public schools

Abide by a Code of Ethics

A **code of ethics** for board members is included in the policies adopted by most school boards for their districts, and it is incumbent on individual board members to follow it.

Specific Duties

Specific duties of school boards may relate to employment, purchasing, budget preparation, students and policies. They may include:

- Hiring and evaluating the district superintendent.
- Providing guidance in the development of the budget to ensure funding needed to meet board established goals.
- Approving the budget.
- Monitoring the budget.
- Setting salaries for employees.
- Approving purchases.
- Establishing and approving policies.
- Approving curriculum materials.
- Adopting the school calendar.
- Reviewing regulations for compliance with policy.
- Approving personnel actions based on the superintendent's recommendation.
- Closing or constructing schools.
- Assessing board effectiveness.
- Monitoring progress toward goals.

Mandatory duties of school boards are defined in A.R.S. §15-341. Discretionary powers are defined in A.R.S. §15-342.)

What School Board Members and Boards DON'T Do

School board members do not:

- Implement policy; school boards make policy and superintendents carry it out.
- Manage the day-to-day operations of the school district; school boards see to it that the district is managed by professionals.
- Evaluate staff, other than the superintendent, nor do they become involved in employment interviews, other than those for superintendent.