

LITCHFIELD ELEMENTARY SCHOOL DISTRICT NO. 79

COMMUNITY USE OF FACILITIES HANDBOOK

Telephone: (623)535-6030

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272 E. Sagebrush St., Litchfield Park, AZ 85340

Effective July 1, 2022

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INTRODUCTION

The Litchfield Elementary School District No. 79 Governing Board encourages community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of the school. Residents, staff members, and community groups can make facility use requests on the District site.

The Superintendent through Designees grants permission for such use of school facilities.

A request may be made online to use the facilities at least 14 days in advance.

The applicant must become familiar, agree to abide by and enforce the rules and regulations of the School District concerning the proper use of school facilities and fields.

Responsibility for proper use of school facilities, fields and observance of the rules and regulations shall rest upon the applicant, user groups, sponsors and/or the participants. All irregularities shall be reported by the school employee to their Supervisor as soon as possible.

The School District Administrators reserves the right to cancel any Agreement if, after investigation, it is determined that such use is not in the best interest of the School District.

FILING PROCEDURES FOR USE OF FACILITIES

1. The Use of Facilities Handbook is available online at www.lesd.k12.az.us under Departments, Facilities, Facilities Use Information or upon request to facilities@lesd.k12.az.us.
2. A copy of these policies, regulations and procedures must be available to the Applicant at the time he/she completes the Request. This is essential since the Applicant must state that he/she has read them and understands them.
3. All facility use requests are completed online. The first step needed to make an online facility use request is to create an ML Schedules user account. If your registration is successful you will receive an email confirmation.
4. All applicants are required to provide a Certificate of Insurance in a minimum amount of \$1,000,000. **Litchfield Elementary School District No. 79, Employees, Governing Board and Agents, 272 E. Sagebrush St. Litchfield Park, AZ 85340** must be listed on the Certificate of Insurance as additional insured. The Certificate of Insurance must be uploaded to your online profile before your User Group Classification can be approved when requesting to use District facilities or fields.
5. Once the account is created facility reservations can be made using ML Schedules. The request must be filled out completely so that the School Administrators are able to plan efficiently for the use of facilities. A Custodian will arrive 10 minutes prior to the event time to open the facility. A Custodian will arrive 10 minutes prior to the end of the event to inspect and lock the facility. Custodians do not have authorization to open facility early or change event times.
6. The request for use of the Litchfield Elementary School District No. 79 facilities or fields shall be submitted online at least 14 days prior to the date of the activity.
7. All Applicants requesting Facility or Field use for athletic activities are required to sign and upload a Concussion Certification with their Request that indicates the Applicant understands the rules and guidelines regarding Concussions and Mild Traumatic Brain Injuries.
8. The School Office Manager will determine facility availability and approve the request if facilities are available.
9. The Applicant will receive an email notifying them if the request was approved, denied or if additional information is needed to complete the reservation.
10. Around the first of the month, invoices will be emailed for the previous month.
11. Payment is due based on the invoices. Cashier's checks, certified checks, money orders or checks drawn by established business organizations must be made payable to Litchfield Elementary School District No. 79 and mailed to 272 E. Sagebrush St., Litchfield Park, Arizona 85340 to the attention of the Facilities Use. *When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.*
12. If the facility is used beyond the requested times or there are other factors requiring an additional charge to the User Group, the Custodial Supervisor shall notify facilities@lesd.k12.az.us. An invoice will be sent to the User Group for the additional charges.
13. If you are needing to modify an already approved request, you must first CANCEL the original reservation, and then submit a NEW REQUEST with the changes that you are needing. Requests must be submitted online in ML Schedules a minimum of 14 days prior to the date of your event.

SCHEDULE OF CHARGES

Base Facility Charges

Base facility charges do not apply to school sponsored activities, school clubs, extended day programs, teacher organizations, PTA/Organizations or booster clubs.

The below schedule applies to rental of space and fields. ***There is a minimum of 1 hour per room/field.***

Type of Organization	Classroom	Media Center	Cafeteria	Gym	Fields
Cub Scouts, Boy Scouts, Brownies, Girl Scouts, other youth activities	No Charge *	No Charge*	\$10.00/hour	\$20.00/hour	\$10.00/hour
Governmental entities for youth activities	No Charge *	No Charge*	\$10.00/hour	\$20.00/hour	\$10.00/hour
Governmental entities for public meetings	No Charge	No Charge	\$20.00/day	\$ 20.00/day	No Charge
Meetings for Litchfield Elementary School District Business	No Charge	No Charge	No Charge	No Charge	No Charge
Religious gatherings, homeowner association meetings, other adult activities	\$10.00/hour	\$15.00/hour	\$40.00/hour	\$100.00/hour	\$20.00/hour

* Summer classroom rate is \$10 per hour.

Other Charges

Application Fee

An application fee of \$10.00 will be invoiced for each Request. Governmental entities, school sponsored activities, school clubs, extended day programs, teacher organizations, PTA/Organizations and booster clubs are exempt from the application fee.

Cancellation

If cancellation is made online 6 days prior to the time of the event, the base facility charges and custodial service fees will be waived. **If such notice of cancellation is not given, the User Group will be held responsible for all charges.**

Custodial Services

Custodian - \$30.00 per hour.

A Custodial unlock/lock charge of \$60.00 applies when the services of a custodian are required beyond the normal workday - Saturdays, Sundays, school breaks or holidays. Rental of facilities is subject to the availability of custodial staff.

Restrooms - When a user group requests a space that exceeds four hours of usage a \$30.00 restroom check/restock fee will be invoiced for every four hours of usage if a restroom check/restock is needed.

If the facilities are not left in the same or better condition as they were found, the users will be billed the hourly rate plus materials to clean and or repair damages. After the second time the facilities are not left in the same or better condition as they were found, a custodian will be on duty during the time of use and the User Group will be billed the hourly rate.

An additional charge will be invoiced if the premises are not vacated within fifteen minutes after the time stated on the Agreement.

Deposit

The School District Administrators reserve the right to require, if they deem it necessary, a cash bond or security deposit of \$100, \$500 or more to cover any damages that might be done to any equipment, furniture, or facility.

Fields

Field fees are billed per field per hour. The request should be for actual use. A copy of the approval email must be kept with you at all times. Payment for field usage will be billed at the end of the month.

Field Lights & Court Lights

Field lighting at Western Sky is maintained and operated by the District. Hourly fees of \$20 per hour per field. Lights will be turned on 15 minutes prior to dusk and turned off 15 minutes after schedule time. Please contact facilities@lesd.k12.az.us, for billing details.

The Verrado Assembly provides access to light usage for the Verrado Middle School ball fields. The fields are reserved, owned and operated by the Litchfield Elementary School District; lights are managed by the Verrado Assembly. To request use of the ball field lights and obtain your team PIN, please contact the Verrado Assembly (verradoassembly@coherelife.com or 623.466.7000) for a request form. The current rate for the fields is: \$20.00 per hour for teams that have 60% or more Verrado® residents and \$30.00 per hour for teams with less than 60%. The rate maybe adjusted. A copy of the Litchfield Elementary School District approval email must be provided with request form.

Basketball court lighting at Wigwam Creek is maintained and operated by the District. The lights will be programmed based on the Agreement. The cost is \$10 per use.

Food Service

A Food Service employee must be present for use of the kitchen.

Food Service employee - \$30.00 per hour.

Furniture and Equipment

Full responsibility is assumed for the furniture and equipment. The Applicant will be invoiced for the replacement cost for damaged or lost furniture and equipment.

Set Up/Removal Fee

A fee may apply for furniture and equipment set up and removal. The Custodial Supervisor will determine the time necessary to move equipment. The fee will be \$30.00 per hour.

Goods and Services Contributed

A person, group or organization may contribute goods or render services as full or partial payment of charges (except custodial services and field lights). The value of the goods will be determined by the School District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the School District. Equipment contributions must comply with Consumer Product Safety Guidelines. The value of the services rendered shall be based upon the Arizona Minimum hourly wage. Should disagreement between the contributor and the School District occur as to the value of the goods or services offered, the School District reserves the right to refuse to accept the offer.

If services are going to be contributed as payment, an Application for Volunteer Hours in Lieu of Payment must be submitted to facilities@lesd.k12.az.us when the Request is submitted. The volunteer hours must be spent performing a duty/service that benefits the school district. Parent Organization activities do not qualify. Examples that do qualify include volunteering in the classroom, copy room, cleaning up the facilities and grounds. If the service is approved, the volunteer must provide a volunteer log to be approved and signed by the School Principal. These forms are located on the website. Volunteer hours in lieu cannot be used as payment for custodial services or field lights.

Late Payment

Payment is due 10 days after invoice date. If the invoice is not paid by the due date, a written notice will be sent. If payment is not received in 10 days, use privilege may be suspended until payment is received in full. New Requests will not be approved until all past due payments have been received.

Late Payment Notice

- 10 days late – 1st Notice
- 20 days late – 2nd Notice
- 30 days late – Suspension of use

FACILITIES USAGE

Priority of Building Usage

1. District-sponsored activities
2. Youth activities - Scouts, Parks & Recreation, Y.M.C.A., Verrado Assembly, etc.
3. Other

When more than one applicant requests the use of a facility for the same time, the applicant filing first shall be given first consideration. **If school programs or calendars change, the school program shall take priority, even if the community group activity has been scheduled.** Every effort will be made to reschedule the community group activity as conveniently as possible when such cancellation has occurred.

Priority of Field Usage

1. District-sponsored activities
2. Youth activities - Scouts, Parks & Recreation, Y.M.C.A., Verrado Assembly, etc.
3. Other

The following factors will be considered when allocating the fields: prior improvements made to fields, prior years usage, number of participants expected, ages of participants and violations of rules and regulations in prior years and if necessary, discussions with requestors.

The Request should be for ACTUAL use only – the invoicing will be based on these hours. A copy of the approval email must be kept with you at all times in the event a District employee requests proof of permitted use. Payment for field usage will be billed at the end of the month. Light fees are additional – see Field Lights and Court Lights. Revisions can be made up to 6 days prior to the event.

Parks and Recreation Summer Program

Summer use of the facilities by all non-school groups, including Parks and Recreation, will requested on-line. The needs of the school summer programs will be given first priority.

Additional Information

On school days the facilities are available as follows:

Elementary Schools	6:00 p.m. to 10:00 p.m.
Middle Schools	5:00 p.m. to 10:00 p.m.

Exceptions:

Gym availability during sports season	7:30 p.m. to 10:00 p.m.
Field availability during sports season	7:00 p.m. to 10:00 p.m.

During the summer there are limited schools opened for use due to summer camp, summer school, building repairs/maintenance, and staff trainings.

Whenever possible, events serving refreshments will be held in the cafeteria.

Any advertising for the events shall be approved by the Superintendent or Designee prior to printing. Flyers may be distributed to parents via Peachjar at www.lesd.k12.az.us/content/2036.

The availability of the school kitchen and other special usage areas may be restricted to specific times or activities.

Issued Keys – User groups with a long term use of facilities may be provided with a field and field restroom key for specific campuses. Lost keys are to be reported immediately to facilities@lesd.k12.az.us and costs to replace will be the responsibility of the user group. All keys must be returned to the District Office when no longer needed or upon request by the Facilities Department. If key is not returned by requested date, the user group will be billed \$100.00.

RULES AND REGULATIONS

Applicant must become familiar and agree to abide by the printed rules and regulations of Litchfield Elementary School District No. 79 concerning the public use of school facilities.

ADVERTISING

Any advertising for the promotion of the program, such as newspaper releases, posters, ticket and handbills must indicate the sponsor and contain the following disclaimer. "The Litchfield Elementary School District neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service." **All advertisements must be submitted to the Superintendent or Designee for approval prior to printing. Fliers uploaded to Peachjar at www.lesd.k12.az.us/content/2036 will be emailed to parents. Fliers will not be given to each child unless the activity is sponsored by the Litchfield Elementary Community Education Program.**

ATHLETICS

All Applicants requesting Facility use for athletic activities are required to sign and upload a Concussion Certification with their Request that indicates the Applicant understands the rules and guidelines regarding Concussions and Mild Traumatic Brain Injuries.

FOOD

Whenever possible, events with refreshments will be held in the cafeteria.

If using a caterer, please upload a copy of the company's catering permit when submitting request.

If serving prepared food, the food must come from a County Health Department inspected facility. The servers must be properly ANSI certified either as a Food Service Worker or a Certified Manager and at least one person must be a Certified Manager. Each server should carry their Food Handlers Certificate with them and a copy of the certificate(s) must be submitted with request.

If requesting use of kitchen, a District Food Service Worker is required on site for a minimum of 2 hours. The District also has a complete catering department. Call (623)535-6060 for more information.

INSURANCE

All applicants are required to provide a Certificate of Insurance in a minimum amount of \$1,000,000. **"Litchfield Elementary School District No. 79, Employees, Governing Board and Agents, 272 E. Sagebrush St. Litchfield Park, AZ 85340"** must be listed on the Certificate of Insurance as additional insured. The Certificate of Insurance must be uploaded when requesting to use District facilities or fields.

NON-COMPLIANCE

Failure to observe the Rules and Regulations will result in the following:

First offense	Verbal warning
Second offense	Written warning
Third offense	Suspension of use privilege

The revocation responsibility and judgment in obtaining compliance rests directly with the School District Administrators.

PAYMENT

Payment is due based on the invoices. Cashier's checks, certified checks, money orders or checks drawn by established business organizations must be made payable to Litchfield Elementary School District No. 79 and mailed to 272 E. Sagebrush St., Litchfield Park, Arizona 85340 to the attention of the Facilities Use. *When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.*

GENERAL

1. Responsibility for proper use of school facilities and observance of the terms and conditions shall rest upon the applicant, sponsors and/or participants. All activities must be under the supervision of competent adults and the organization that is using the school facility will assume full responsibility for payment for all damage to facilities and/or equipment while using the facilities and/or equipment. **Facilities cannot be sub leased to other users.**
2. Only facilities (i.e. rooms, buildings, fields, parking lots) specifically approved by the School District Administrators are to be used. Persons attending the activity must confine themselves to the specifically approved facilities. Unlocked building/rooms must not be left unattended. If your organization needs to leave prior to the scheduled time; notify the employee that you have been given the contact information for.
3. Users are responsible for complete cleanup of all debris left as a result of their activity and for returning the facility to the state in which it was found. This includes, but is not limited to sweeping, mopping, picking up trash and emptying trash containers. Specific instructions and supplies should be obtained from the Campus Representative at the time of arrival.
4. Registration and like functions should not interfere with the educational process during the school day.
5. For events scheduled immediately after school a list of children attending program must be provided to school Office Manager at least 24 hours prior to first date of use. Any change of attendees shall be communicated to school Office Manager.
6. All activities involving students as spectators or participants must end by 10:00p.m.
7. Users are responsible for compliance with federal, state, county, and city regulations, laws and, ordinances; including but not limited to, Americans with Disabilities Act, fire codes, discrimination.
8. All User Groups, participants, and spectators must adhere to CDC Health and Safety Guidelines.
9. Organizations renting schools within the City of Avondale (Corte Sierra, Rancho Santa Fe) are required to complete a Temporary Sign Permit Application for signage. This application must be obtained from the City of Avondale.
10. The number of occupants must be limited by the sponsor to the safe seating capacity of the room or facility used. All ordinances of the Fire and Police Departments pertaining to public assemblies must be observed. **Authorized school personnel must have access to all buildings, grounds and facilities at all times.**
11. District policy prohibits gambling and the use, possession, distribution or sale of drugs, tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, vapor products or alcoholic beverages and non-prescription drugs on all school grounds. Enforcement is the responsibility of the sponsoring organization.
12. No person shall possess or engage in the use of medical marijuana on District property. No person shall possess or engage in the use of medical marijuana, smoke marijuana, or operate, navigate, or be in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana except as authorized by A.R.S. §36-2801. Enforcement is the responsibility of the sponsoring organization.
13. The use of open flames, such as candles, is not permitted. Enforcement is the responsibility of the sponsoring organization.
14. Parking will not be permitted in alleyways, in front of dumpsters, or fire lanes due to city ordinances and should not interfere with residential driveways.
15. Household animals are not allowed on school grounds. Exceptions will be made to accommodate animals used by handicapped persons.
16. No event will be held for advancing any theory sub verse to the constitutions or laws of the State of Arizona or the United States or for the purpose of advocating social or political change by violence.
17. Requests for future use may be denied to an organization that fails to comply with established rules.

GENERAL (CONTINUED)

18. No materials or equipment, including lighting, wiring, scenery, decorations, combustible materials, animals or other items of any unusual nature may be brought into a school building without written approval. Any such approved apparatus or equipment provided by the user must be removed from the school premises upon the end of each use so that there will be no interference with the regular school program, unless written permission has been granted otherwise via email to facilities@lesd.k12.az.us.
19. If equipment is determined to be a hazard or safety issue, the User Group(s) will notify in writing. However, the School Principal or Designee will immediately remove the equipment.
20. The use of school-owned equipment is permitted only when operated by school employee, if available, or other qualified personnel specifically authorized by the School Principal.
21. District employees shall be responsible to the School District. No organization granted use of the school facility shall make any payment directly to School District personnel for services performed.
22. Only District employees authorized by the Facilities Coordinator may lock/unlock the facilities
23. Requests for use of school facilities by instructions of higher learning for college level courses to be taught for groups of School District employees shall be issued free of charge only if the request for such course(s) is made by the School District as a phase of in-service training for such employees. For all other such request the regular fee schedule is in effect.
24. User Group covenants and agrees that it shall be liable for and to pay and satisfy every claim and liability arising against the property of the District, or by reason of the operation or the use thereof, and to defend, at its expense, any and all actions brought against either or both of the parties hereto or their Assigns for damage to person or property caused by said property or its use. User Group agrees to hold District and its Assigns harmless from any loss District and its Assigns may incur by reason of any damage to person (including death) or property caused by said property or in the use thereof, or any noncompliance of said property with any applicable building or other local codes or ordinances, including any loss it may incur in the defense of any such claim against it by reason of its being the District hereunder, including, but not limited to, all costs and reasonable attorney's fees. User Group further covenants and agrees that it will, if such may be lawfully done, procure and supply District with evidence of insurance coverage in current force and effect issued to the above named User Group covering any or all of the above stipulated claims and liabilities. This agreement shall in every respect be binding upon the parties hereto and their respective successors and Assigns.
25. The School District and its employees, including the Governing Board, Superintendent or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.
26. The Governing Board and the School Administrator reserve the right to cancel any Agreement if, after investigation, it is determined that such use is not in the best interest of the School District.

GYMNASIUM

1. User Group(s) is required to properly supervise all children whether participating or attending games, practices, etc.
2. Volleyball poles and nets will be provided, when available and requested during the reservation. Returning poles to their storage location in the same manner as found. User Group(s) must provide their own sports equipment.

GYMNASIUM with WOOD FLOOR

1. The use of street shoes should be restricted as much as possible, but street shoes may be worn during stage program type activities.
2. Participants are required to wear athletic shoes, during athletic activities.
3. No food or drink is allowed in a gym with a wooden floor.

FIELDS

1. A field should not be used when the use of the field will cause excessive damage. For example: when the field is saturated with water. If excessive damage is caused, the user will be responsible for repairing the field to the Grounds Supervisor's satisfaction. If the fields are not satisfactory repaired, the District will repair the fields and the user will be charged for the cost of the repair.
2. The playground and ball field areas must be cleaned up on a daily basis following the conclusion of use by the User Group(s). This includes but is not limited to picking up trash and emptying trash containers. Specific instructions and supplies should be obtained from the Campus Representative at the time of arrival. In some cases, the organization may be asked to provide trash containers at the User Group(s) expense.
3. User Group(s) is required to properly supervise all children whether participating or attending games, practices, etc.
4. Field lighting must be turned off no later than 10:00 p.m. to minimize disturbance to residential areas. Use of portable field lighting requires written approval.
5. Sound systems must have speakers directed away from the adjoining neighborhood toward the playing fields and be at a level that does not provide disturbance to neighborhood residences.
6. No vehicle access to playground and fields will be provided.
7. Tackle sleds are not allowed on District fields.
8. Any maintenance or modifications to the fields by the User Groups must be under the supervision of the Grounds Supervisor.
9. No modifications are to be made to school grounds without specific written permission. Written requests must be submitted to facilities@lesd.k12.az.us prior to modification being made. Removal of topsoil, trenching, grading and excavating will be done only after approval. This includes installation of poles, fences, modifications to or tapping into existing sprinkler system, temporary electrical work, i.e., outlets on pitcher's mound, etc. User Groups should fill pit holes with School District approved topsoil only. Because the grounds serve as classrooms for P.E., we cannot permit anything that would disrupt the education program.
10. User Group(s) wishing to assist in improving fields shall contact facilities@lesd.k12.az.us. Use of pesticides (herbicides and insecticides) is prohibited by statute on school grounds without permission and proper licensing. Herbicides may be donated and applied by the Grounds Supervisor upon request. Application of fertilizers shall be prior approved by the Grounds Supervisor to not disrupt current applications made by the District. Active participation in improving fields is encouraged when accomplished with Grounds Supervisor's permission and oversight.
11. Use of weed oil or diesel fuel for line markings on fields is prohibited by the State Health Department. User Group(s) wishing to mark fields may do so with permission first granted by the District. Prior approved field markings shall be done in colors other than white. The District uses white markings for District sponsored activities and sports programs. Semi-permanent markings (paint) shall not contain advertising.

FIELDS (CONTINUED)

12. Temporary fencing constructed by User Group(s) must be sturdy without sharp edges that may provide a possibility for injury. The acceptability of the fencing will be determined by the Grounds Supervisor and must follow School District standards. The placement of the fencing cannot block maintenance equipment access to fields. The User Group(s) will be required to provide a written request to facilities@lesd.k12.az.us for approval prior to installation of any type of fencing.
13. Under no circumstances can T-stake type posts be used. To avoid damages to utilities NO fence posts may be driven into the ground.
14. Soccer goals, District or User Group(s) provided, shall be secured or weighted to not allow tipping over at all times, even when being stored. Failure to secure goals at all times may result in Non-Compliance.

Litchfield Elementary School District #79
2022-2023 School Year Calendar

OPEN HOUSE SCHEDULE

All Middle Schools and White Tanks Learning Center - Thursday, August 4, 2022, 4:00pm-6:00pm
All Elementary Schools and K-8 Schools - Friday, August 5, 2022, 4:00pm-6:00pm

July-22						
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August-22						
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December-22						
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January-23						
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February-23						
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March-23						
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April-23						
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May-23						
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June-23						
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CLASSES ARE IN SESSION ON BOLD DATES

Significant Dates

	Aug. 8	First Day of Class - All Students		Jan. 16	Martin Luther King Jr. Day
	Sept. 5	Labor Day		Feb. 20	Presidents' Day
	Oct. 10-14	Fall Break		March 13-17	Spring Break
	Nov. 11	Veterans Day		May 25	8th Grade Promotion
	Nov. 23-25	Thanksgiving Break		May 26	Last Day of School
	Dec. 26-30/Jan. 2-6	Winter Break			

STATE TESTING DATES: TBD

	Quarters			New Teacher Orientation Days	
	August 8 - October 7	43 Days		July 28-29	
	October 17 - December 23	46 Days		All Teacher Orientation Days	
	January 9 - March 10	41 Days		August 3-5	
	March 20 - May 26	50 Days		Teacher In-Service - No School for Students	
				September 2, January 13, February 17	
	Half-Day Teacher In-Service Days/Early Dismissal: 8/19, 9/23, 10/28, 11/18, 12/23, 3/3, 3/24, 4/7, 4/21, 5/12				
	Half-Day Parent/Teacher Conferences/Early Dismissal: 10/5, 10/6, 10/7, 1/27				
	Early Dismissal Release Times: BRE, LES, MPE, PVE, RSF, VES - 12:25pm; CSE & DSE - 1:00pm; SLE - 1:05pm; BSES & VHES - 1:15pm; LTHMS, WSMS & WCMS - 1:50pm; WTLC - 12:25pm (K-5) & 1:05pm (6-8); VMS - 2:00pm				
	Last Day of School (5/26/23): BRE, LES, MPE, PVE, RSF, VES - 10:55am; CSE & DSE - 11:30am; SLE - 11:35am; BSES & VHES - 11:45am; LTHMS, WSMS & WCMS - 12:20pm; WTLC - 10:55am (K-5) & 13:35am (6-8); VMS - 12:30pm				

STUDENT INSTRUCTIONAL DAYS - 180

TEACHER SERVICE DAYS - 186

GB Approved 1/11/2022 Rev 5/10/2022

Litchfield Elementary School District #79
2022-2023 School Year Calendar

SPECIAL DAYS

1.	New Teacher Orientation Days	Thursday and Friday, July 28-29
2.	All Teacher Orientation Days	Wednesday thru Friday, August 3-5
3.	Open House: Middle Schools & White Tanks Learning Center	Thursday, August 4 (4:00pm-6:00pm)
4.	Open House: All Elementary Schools & All K-8 Schools	Friday, August 5 (4:00pm-6:00pm)
5.	First Day for Students	Monday, August 8
6.	Teacher In-Service Day, Early Dismissal **	Friday, August 19
7.	Teacher In-Service Day, School Closed	Friday, September 2
8.	Labor Day, School Closed	Monday, September 5
9.	Teacher In-Service Day, Early Dismissal **	Friday, September 23
10.	40th Day	Tuesday, October 4
11.	Parent/Teacher Conferences, Early Dismissal **	Wednesday thru Friday, October 5-7
12.	Fall Break, School Closed	One Week, October 10-14
13.	Teacher In-Service Day, Early Dismissal **	Friday, October 28
14.	Veterans Day, School Closed	Friday, November 11
15.	Teacher In-Service Day, Early Dismissal **	Friday, November 18
16.	Thanksgiving, School Closed	Wednesday thru Friday, November 23-25
17.	Teacher In-Service Day, Early Dismissal **	Friday, December 23
18.	Winter Break, School Closed	One Week, December 26-30
19.	Winter Break, School Closed	One Week, January 2-6
20.	Teacher In-Service Day, School Closed	Friday, January 13
21.	MLK Jr. Day, School Closed	Monday, January 16
22.	100th Day	Thursday, January 26
23.	Parent/Teacher Conferences, Early Dismissal **	Friday, January 27
24.	Teacher In-Service Day, School Closed	Friday, February 17
25.	Presidents' Day, School Closed	Monday, February 20
26.	Teacher In-Service Day, Early Dismissal **	Friday, March 3
27.	Spring Break, School Closed	One Week, March 13-17
28.	Teacher In-Service Day, Early Dismissal **	Friday, March 24
29.	Teacher In-Service Day, Early Dismissal **	Friday, April 7
30.	Teacher In-Service Day, Early Dismissal **	Friday, April 21
31.	Teacher In-Service Day, Early Dismissal **	Friday, May 12
32.	8th Grade Promotion Ceremonies	Thursday, May 25
33.	Last Day of School, Early Dismissal ***	Friday, May 26
34.	Total Days in Session	Students - 180 days, Teachers - 186 days

Early Dismissal Release Times:

****Half-Day Teacher In-Service Days and Parent/Teacher Conferences:** BRE, LES, MPE, PVE, RSF, VES - 12:25pm;
CSE & DSE - 1:00pm; SLE - 1:05pm; BSES & VHES - 1:15pm; LTHMS, WSMS & WCMS - 1:50pm;
WTLC - 12:25pm (K-5) & 1:05pm (6-8); VMS - 2:00pm

*****Last Day of School (5/26/23):** BRE, LES, MPE, PVE, RSF, VES - 10:55am; CSE & DSE - 11:30am; SLE - 11:35am;
BSES & VHES - 11:45AM; LTHMS, WSMS & WCMS - 12:20pm; WTLC - 10:55am (K-5) & 11:35am; VMS - 12:30pm

GB Approved 1/11/2022 Rev 5/10/2022

GOVERNING STATUTE

15-1105. Lease of school property; immunity; civic center school fund; reversion to school plant fund; definitions

A. The governing board, or the superintendent or chief administrative officer with the approval of the governing board, may lease school property, including school buildings, grounds, buses and equipment, to any person, group or organization for any lawful purpose, including recreational, educational, political, economic, artistic, moral, scientific, social, religious or other civic or governmental purpose in the interest of the community, including extended day resource programs. The governing board, superintendent or chief administrative officer shall charge a reasonable use fee for the lease of the school property, which may include goods contributed or services rendered by the person, group or organization to the school district.

B. The governing board, or the superintendent or chief administrative officer with the approval of the governing board, may permit the uncompensated use of school buildings, grounds, buses, equipment and other school property by any school related group, including student political organizations, or by any organization whose membership is open to the public and whose activities promote the educational function of the school district as determined in good faith by the school district's governing board, or the superintendent or chief administrative officer with the approval of the governing board, including extended day resource programs, except as provided in section 15-511.

C. A school district and its employees, including the governing board, superintendent or chief administrative officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the school district or its employees are guilty of gross negligence or intentional misconduct. This subsection does not limit any other immunity provisions that are prescribed by law.

D. A person, group or organization that is otherwise eligible to lease school property shall not be denied use of or charged differentiated fees for school property on the basis of the person's, group's or organization's beliefs, expression of beliefs or exercise of the rights of association that are protected under the laws of this state, the Constitution of Arizona, the laws of the United States or the United States Constitution.

E. The governing board shall annually approve a fee schedule for the lease of school property. The fee schedule shall include a designation of the persons, groups or organizations that shall have uncompensated use of the school property, and a procedure for determining the value of goods and services being provided as compensation for the use of school property. The governing board, superintendent or chief administrative officer shall require proof of liability insurance for such use or lease of school property.

F. Except as provided in section 15-1102, monies received for and derived from the use or lease of school property under this section shall be promptly deposited with the county treasurer who shall credit the deposits to the civic center school fund of the respective school district. Monies placed to the credit of a civic center school fund may be expended for civic center school purposes by warrants drawn upon order of the school district governing board, or the superintendent or chief administrative officer with the approval of the governing board. The civic center school fund of a school district or multiple school district civic center school program is a continuing fund not subject to reversion, except upon termination of a civic center school program. Upon termination of a civic center school program, any remaining funds shall revert to the school plant fund of the school district or districts.

GOVERNING STATUTE (CONTINUED)

G. For the purposes of this section:

1. "Educational function" means uses that are directly related to the educational mission of the school district as adopted by the school district governing board and includes parent-teacher organizations, youth organizations and school employee organizations.

2. "Extended day resource programs" means activities offered on school property before or after school or at times when school is not customarily in session for children who are of the age required for kindergarten programs and grades one through eight. The program may be offered for children who are of the age required for a kindergarten program or for one grade or for any combination of kindergarten programs and grades. Activities may include physical conditioning, tutoring, supervised homework or arts activities.

3. "Reasonable use fee" means an amount that is at least equal to the school district's cost for utilities, services, supplies or personnel that the school provides to the lessee pursuant to the terms of the lease.

**KF©
COMMUNITY USE OF
SCHOOL FACILITIES**

Leasing (renting)

School facilities and property may be leased to extended day resource programs and any person, group or organization for any lawful purpose in the interest of the community. The purposes include but are not limited to the following:

- | | |
|------------------|---------------------|
| A. recreational, | G. scientific, |
| B. educational, | H. social, |
| C. political, | I. religious, |
| D. economic, | J. other civic, |
| E. artistic, | K. or governmental. |
| F. moral, | |

A reasonable use fee shall be charged for the lease of school facilities and property and this fee may be offset by goods contributed or services rendered by the lessee. "Reasonable use fee" means an amount that is at least equal to the cost for utilities, services, supplies or personnel provided to the lessee pursuant to the terms of the lease.

Uncompensated Use

The Superintendent may permit the uncompensated use of facilities and property by any school related group, including student political organizations, or by any organization whose membership is open to the public and whose activities promote the educational function of the District. "Education function" means uses that are directly related to the educational mission of the District as adopted by the Board and includes the educational mission related uses of parent - teacher organizations, youth organizations and school employee organizations. Use of facilities or property by organizations indicated above that will require a substantial District cost for utilities, services, supplies and/or personnel may be permitted only if goods contributed, services rendered or payments are made to reimburse these costs to the District.

The mission of the District is found in section A of the policy manual (see cross referenced policies below). The mission statement and the group's or organization's promotion of the educational function through the activity, as interpreted by the Superintendent in good faith, will be the basis upon which uncompensated use of District facilities and property shall be approved or denied.

Generally

The Superintendent shall annually recommend a fee schedule to the Board for the lease of school property and such schedule shall include a procedure for determining the value of goods and services being provided as compensation for the use of school property. The schedule shall include a designation of those groups whose activities promote the educational function of the School District as determined in good faith by the Superintendent and presented for Board review.

Property not associated with the use of facilities is covered in section E of the policy manual (see cross referenced policies below). The District will use its best efforts to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation, or rescheduling of a school-sponsored activity.

Proof of liability insurance shall be required for the use or lease of school property pursuant to A.R.S. [15-1105](#). The School District and its Governing Board, employees, and agents shall be named an additional insured under the liability insurance policy during the use of the facilities and property.

The School District and its employees, including the Governing Board, Superintendent or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.

The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.

The lessee of school facilities must affirm knowledge of and enforce the requirements and restrictions set out in Chapter 28.1 of A.R.S. Title 36 related to medical marijuana.

The lessee of school facilities to be used for athletic activities must confirm knowledge of and compliance with the requirements and restrictions for such use as set out in Board Policy JJIB.

Adopted: September 13, 2016

LEGAL

REF.:

A.R.S.

[15-511](#)

[15-1105](#)

[15-1141](#)

[16-411](#)

[36-2801](#) *et seq.*, Arizona Medical Marijuana Act

to

[15-1143](#)

CROSS

REF.:

[A](#)

-

District

Mission

and

Belief

Statement

[AC](#)

-

Nondiscrimination/Equal

Opportunity

[EDC](#)

-

Authorized

Use

of

School-Owned

Materials

and

Equipment

[KFA](#) - Public Conduct on School Property

PUBLIC CONDUCT ON SCHOOL PROPERTY

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
 - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. [13-2911](#).

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.

- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

Additional Requirements of the General Public

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. [13-2911](#) and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.
- No person shall possess or engage in the use of medical marijuana on District property, at a District event, or in a District vehicle.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[13-2905](#)

[13-2911](#)

[13-3102](#)

[15-341](#)

[15-507](#)

[36-2801](#) *et seq.*

[36-2802](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff
Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[JIC](#) - Student Conduct

[JK](#) - Student Discipline

[KI](#) - Visitors to Schools