

**Blackwater Community School
Akimel O’Otham Pee Posh Charter School Inc.
SY 2022-2023 Re-Opening Plan**



“Quality Education Begins Here”

(Approved by GRIC ESC/HSS Committees: 10/31/2022)

Purpose

Our opening plan is guided by keeping in mind the health, safety, and welfare of each member of our community school, as well as their family members.

This revision in the re-opening plan reflects the latest changes as described in the amended GRIC Executive Order #16.

School opening will abide by the Phase Approach below by the Gila River Indian Community COVID-19 Safety Guidelines.

Phase Approach:

The intent of the phase approach is to limit the spread of COVID-19 and ensure a healthy and productive work environment to continue to provide excellence in service to the Gila River Indian Community. Departments, entities and organizations should incorporate these phases into their planning efforts, continue to update their COVID-19 mitigation plans and update their plans as required.




The Gila River Indian Community (GRIC) will transition between phases based upon changing conditions regarding the risk of COVID-19. Phases will be determined by the Tribal Health Department and the COVID-19 Unified Command based on bi-weekly and monthly data reports, benchmarks identified below and rate of infection in the Community. The Community Leadership will work with available health data to determine how long we will remain at each phase, when we will advance to the next phase, and if there is a need to return to a previous phase based on changing conditions. The COVID-19 percent test positivity rate and case rates will be used as a benchmark to help guide GRIC Leadership with moving from one phase to another.

Phase One goal is to limit interaction to rapidly slow the spread of COVID-19. For employees in the workplace, we will limit the number of people entering buildings “in order to maintain strict physical distancing practices.” Mandatory COVID-19 testing implemented on a two-week test cycle for all students and employees and/or according to applicable GRIC Executive Order. Contact Tracing will be strictly enforced as per THD requirements. School administration and School Nurse will work together to share information. School’s Covid-19 coordinator for students and HR Manager will continue to provide updated information on contact tracing to tribal officials.

Phase Two goal is to limit interactions when possible and feasible to rapidly slow the spread of COVID-19 and continue flattening the curve while safely being at work with imposed mandates while monitoring changing outbreak conditions. Mandatory COVID-19 employee and students surveillance testing will continue every 2 weeks for all employees Not Up to Date with their COVID-19 vaccinations. Applicable Executive Orders continue to be in place for school operations. Contact Tracing will be strictly enforced as per THD requirements. School administration and School Nurse will work together to share information. School’s Covid-19 coordinator for students and HR Manager will continue to provide updated information on contact tracing to tribal officials.

Phase Three goal is to resume full operations of school with continued recommended precautions in place. COVID-19 testing for staff and students is not required but recommended. Physical distancing will be enforced throughout the campus as required by the THD guidelines. School will continue to maintain safety until COVID-19 is contained. Recommendation to receive COVID-19 and influenza vaccination.

Contact Tracing will be strictly enforced as per THD requirements. School administration and School Nurse will work together to share information. School’s Covid-19 coordinator for students and HR Manager will continue to provide updated information on contact tracing to tribal officials.

	<u>PHASE II</u>		<u>PHASE III</u>
Phase	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
Benchmarks	Substantial	Moderate	Minimal
Percent Test Positivity Rate per Week	15% +	10 – 14.99%	0 – 9.99%
COVID-19 Positive Case Rates Per Week	200 +	100 – 199	0 – 99
Hospitalization Rates Per Week	30 +	15 – 29	0 - 14
<u>PHASE I</u>			
			
Life-sustaining in-person business and service only	Partial Opening or Partial Closure of the Workforce	Return to Full Workforce while Continuing the Protection of the Workforce	
Goal is to limit interactions to rapidly slow the spread of COVID-19 and continue flattening the curve.	Goal is to limit interactions to rapidly slow the spread of COVID-19 and continue flattening the curve while safely being at work with imposed mandates.	Goal is for a full operation of the GRIC departments, entities, and organizations while continuing to maintain safety until COVID-19 is contained.	
Require face mask within School Campus	Continue to wear a face mask according to Executive Order and Work place policies and protocols. <i>If you are immunocompromised or high risk for severe disease talk to your healthcare provider about whether you need to wear a mask and take other precautions (e.g., testing).</i>	Optional: to wear a face mask according to Executive Order and school approved policies and protocols. <i>If you are immunocompromised or high risk for severe disease talk to your healthcare provider about whether you need to wear a mask and take other precautions (e.g., testing).</i>	
Require Mandatory Physical Distancing protocols within School campus	Require Physical Distancing within GRIC establishments. Physically distance from anyone you do not live with, especially vulnerable co-workers, friends and family.	Physically distance from anyone you do not live with, especially vulnerable co-workers, friends and family.	
Gatherings at school hosted events and field trips are prohibited when GRIC positive case rates continue to be 100 or more cases per week.	Gatherings at school hosted events and field trips are open with health safety measures in place for gatherings under the following conditions or according to Executive Order: Indoor gatherings limited to 100 persons and Outdoor gatherings no in-person limit.	Gatherings at school hosted events & field trips are open with health safety measures in place for gathering under the following conditions: Indoor and Outdoor gatherings have no in-person limit provided physical distancing is maintained to the extent possible.	

This Re-opening plan will continue to be in effect during extended learning sessions such as summer school and intersessions unless an amendment is required from the Tribal Government.

Current federal, state, and tribal government guidance may change, and it is critical to prepare for both in-person and distance learning. We fully expect plans to evolve and adapt over time as further guidance becomes available. All in-school hygiene protocols as established by higher authorities will be implemented to the extent possible as long as the risk of COVID-19 is present. All employees will be trained on best practices for maintaining and promoting the following main safety guidelines at all times:

- (i) Social distancing to the extent possible
- (ii) Frequent handwashing
- (iii) Daily deep cleaning
- (iv) Hand sanitizer available

SEL Support

Some students may have experienced trauma over the previous year, and our staff and community partners will be ready to support those learners. The daily schedule will include additional time built in for Social Emotional Learning, and relationship building among students and their teacher. Counselors will be available at all times for crisis intervention as well as continued individual and small group counseling including family support as needed.

School was awarded a grant to provide teletherapy sessions to our students who may have experienced trauma due to pandemic situation in the community.

Academic Expectations

We will continue to maintain high expectations for academic growth and competency development. In order to measure academic progress, DIBELS, NWEA, TSG and other appropriate assessments will be administered throughout the school year. Daily schedules will allow for additional time to re-teach the standards in a small group setting to account for any additional regression in the student's learning.

The following key areas must be adhered to by BWCS School Administrators, GRHC School Health School Nurses and all parties involved for the health and safety of students and staff.

1. Regardless of vaccination status, all students in Preschool to 5th grade will be eligible to attend in-person.
2. Virtual or remote learning is available to students whose parents choose to do so.
3. All on-site staff are required to remain "Up to Date" with their COVID-19 vaccination status. A person is Up to Date with their COVID-19 vaccinations if they have received all recommended doses when eligible.
4. Surveillance testing will be conducted according to the Community's COVID-19 Phase Approach which is based on COVID-19 transmission rates in the Community provided by the Tribal Health Department.
 - a. **Phase III –Mandatory COVID-19 Surveillance Testing Not Required.**
 - i. Individuals required to test immediately with their healthcare provider if experiencing any COVID-19 symptoms.
 - b. **Phase II - Mandatory COVID-19 Surveillance Testing every 2 weeks for those unvaccinated and Not Up to Date with their COVID-19 vaccinations.**
 - i. Student's complete surveillance testing with GRHC or their healthcare provider.
 - ii. Staff residing within the Community boundaries test with GRHC or their healthcare provider.

- iii. Staff not residing within the Community boundaries test with their healthcare provider.
- c. Phase I - Mandatory COVID-19 Surveillance Testing continues every 2 weeks for all individuals.**
 - i. Student's complete surveillance testing with GRHC or their healthcare provider.
 - ii. Staff residing within the Community boundaries test with GRHC or their healthcare provider.
 - iii. Staff not residing within the Community boundaries test with their healthcare provider.
- 5. Symptomatic testing will be required for any student or staff experiencing any COVID-19 symptoms at their health care provider(s).

Students

- a. If student is on-site, the GRHC School Health Nurse will triage the student and provide guidance to Parent/Guardian on testing requirement and when student can return to in-person learning.
 - i. Student may return to school after he/she receives a COVID-19 negative test result from a licensed healthcare entity and has been symptom-free for at least 24 hours; or he/she has been cleared to return to in-person learning by their health care provider.
 - ii. GRHC School Health Nurse(s) will communicate any guidance and requirements provided to the student's Parent/Guardian(s) to the School Administrators.
- b. If Parent/Guardian informs school their child has COVID-19 symptoms prior to being on-site, the school will provide information to the GRHC School Health Nurse(s). The GRHC School Health Nurse will provide guidance to Parent/Guardian on testing requirement and when student can return to in-person learning.
 - i. Student may return to school after he/she receives a COVID-19 negative test result from a licensed healthcare entity and has been symptom-free for at least 24 hours; or he/she has been cleared to return to in-person learning by their health care provider.
 - ii. GRHC School Health Nurse(s) will communicate any guidance and requirements provided to the student's Parent/Guardian(s) and to the School Administrators.
 - iii. If the student has not been cleared by their health care provider or obtained a negative COVID-19 test result from a licensed healthcare facility, he/she must remain home until one of the requirements is met. It is the Parent/Guardian responsibility to update the School Administration on their status and obtain requirement from their healthcare provider.

Staff

- a. If staff member is on-site, the staff member will be sent home and he/she must remain home and test immediately with a licensed healthcare provider.
 - i. Staff may return to work after he/she receives a COVID-19 negative test result from a licensed healthcare entity and has been symptom-free for at least 24 hours; or he/she has been cleared to return to work by their health care provider.
- b. If staff member is not on-site, he/she must remain home and test immediately with a licensed healthcare provider.
 - i. Staff may return to work after he/she receives a COVID-19 negative test result from a licensed healthcare entity and has been symptom-free for at least 24 hours; or he/she has been cleared to return to work by their health care provider.
- c. If the staff has not been cleared by their health care provider or obtained a negative COVID-19 test result from a licensed healthcare facility, he/she must remain home until one of the requirements is met. It is the staff member's responsibility to update the School Administration on their status and obtain requirement from their healthcare provider.

6. Testing will be performed for an exposure and possible outbreak on a school campus.
 - a. In the event of an outbreak at the school, an investigation will be conducted by the Tribal Health Department.
 - i. The Health Department will require COVID-19 testing with GRHC for affected staff and students in accordance with the GRIC Communicable Disease Ordinance GR-14-09, GRIC Code Title 17. Tribal Health strongly encourages all staff and Parents/Guardians of students to cooperate with the Department and follow the directions of their health care providers in addressing the COVID-19 pandemic.
 - b. In the event of an exposure, staff and students should follow the quarantine guidance of their healthcare provider.
 - i. For students, GRHC School Health Nurses will provide guidance to Parent/Guardian(s) on quarantine and/or testing requirement(s) and when student can return to in-person learning.
 1. GRHC School Health Nurse(s) will communicate any guidance and requirements to the student's Parent/Guardian(s) and to the School Administrators.
 - ii. Staff must follow the testing, quarantine requirement and when they may return to on-site from their health care provider. Staff member must provide a doctor's note to School Administration if he/she is placed on quarantine which identifies when he/she may return to work/on-site.
 - c. It is the Parent/Guardian or staff member's responsibility to update the School Administration on their status.
7. **All staff/students attending classes in-person must provide a negative COVID-19 PCR test taken from a licensed health care provider taken no more than five (5) days before the staff's/student's first day of in-person learning.**
 - a. The COVID-19 Taskforce Unified Command, Tribal Health Department and Tribal Education Department will work with GRHC and Leadership to meet testing requirement.
 - b. The COVID-19 Taskforce Unified Command will provide notification to School Administrators on how testing requirement will be met.
8. **For students or staff that test positive for COVID-19** or have a high clinical suspicion of COVID-19 infection, subsequent follow-up care thru GRHC or other healthcare provider be arranged as soon as possible.

Students

- a. GRHC School Health Nurse will triage student displaying symptoms of COVID-19 and provide guidance to Parent/Guardian on appropriate steps for their child and when their child can return to in-person learning.
 - i. The GRHC School Health Nurse(s) will work with the GRHC COVID-19 Hotline to provide guidance to Parents/Guardians.
 - ii. GRHC School Health Nurse(s) will communicate any guidance and requirements provided to the student's Parent/Guardian(s) and School Administrators.

Staff

- a. Staff must follow the testing, quarantine requirement and when they may return to on-site from their health care provider. Staff member must provide a doctor's note to School Administration if he/she is placed on quarantine which identifies when he/she may return to work/on-site.
- b. If the student or staff has not been cleared by their health care provider or obtained a negative COVID-19 test result from a licensed healthcare facility, they must remain home until one of the requirements is met. It is the Parent/Guardian or staff member's responsibility to update the School Administration on their status and obtain requirement from their healthcare provider.

9. BWCS Administrators will work with the GRHC School Health Nurses to develop a list of all student COVID-19 vaccination status of each student. BWCS School Administrators must develop a list of all staff COVID-19 vaccination status. Both lists are to be maintained and updated consistently.
10. BWCS and GRHC School Health Nurses must work cohesively, collaboratively and communicate on as needed basis, the COVID-19 status of the students, COVID-19 positive cases, and any other issues/concerns pertaining to the health status of students. BWCS' Human Resources office will develop and maintain school employees' Covid-19 vaccination status, positive test results, quarantine status, and return to work day.
BWCS' Attendance Secretary's office will develop and maintain school students' Covid-19 vaccination status, positive test results, quarantine status, and return to work day.

Additional BWCS guidelines provided:

If there is an outbreak in the community, all students and staff will be provided with a digital device to resume online learning.

Parent Educators/Home Visitors

- Training on best practices for hygiene
- Hand sanitizer available
- Disposable masks provided to each family
- Digital devices provided to each family
- Virtual visits available (if needed)

Detailed plans for on-site learning:

Campus:

- New facility with new HVAC system that exchanges interior air every 34 minutes.
- Each classroom and office are equipped with air purifier units with HEPA filters
- Frequently used surfaces (desks, door handles, restrooms, sinks) will be sanitized the night before and throughout the day
- 3 feet social distance will be maintained to the extent possible
- Hand sanitizing stations located throughout the campus

Visitors:

1. School volunteers who have met all requirements as per the Board policies and guidelines pertaining to adjudication as well as about covid-19 vaccination policies, will be permitted to help the students and staff in the classrooms (see appendix for Policy reference). All volunteers are required to get tested for Covid-19 five days prior to volunteering in the classrooms and must wear facemasks as required in Executive Order as amended. School office must receive their negative test results before entering the classrooms.
2. Parents and Guardians who would like to visit their child's classroom are permitted as long as they have tested for Covid-19 within five days before visiting classrooms and willing to provide negative test results to the school office. All parents and guardians will be required to follow the facemasks requirements. Furthermore, parents and guardians must remain in the line of sight as long as they are in the classroom or in school campus. The maximum amount of time the parents/guardians can stay in the classroom or inside the school campus is no more than 3 hours per day.

School Sponsored Field Trips:

School sponsored Field Trips will be permitted only In Phase III with the following requirements:

1. Social distancing must be maintained during the transportation to the extent possible.
2. Any staff or student showing Covid-19 like symptoms will not be allowed to go on a field trip and will be sent home as per the guidelines.
3. Hand-sanitizer must be used during enter and exit times.
4. Parents, Guardians, and Volunteers are allowed to provide chaperone services as long as they meet school's requirements on adjudication and Covid-19 safety guidelines.

School Sponsored Major Events:

School will resume hosting major events on-site as long as community is in Phase III , such as Fall Festival, Feast Day, Christmas Program, staff Appreciation functions, and monthly Parents Literacy Nights. During these major events, school will follow Community's Guidance on hosting gatherings by following all other COVID-19 prevention measures such as physical distancing, hand washing, using hand sanitizer etc. and gathering limitation, if any.

Arrival at School:

- Hand sanitizer will be available to all students & staff
- Prior to eating students will wash hands
- Surfaces will be disinfected after breakfast
- Students will re-wash hands after eating

During School:

- School staff will screen each student in the morning.
- Student desks will face forward.
- Frequently used surfaces will be sanitized throughout the day
- Before designated grade level lunch time, students will wash their hands in assigned sinks

During Lunch:

- Hands will be sanitized before lunch
- Students will get a premade tray and beverage of their choice
- Students will sit in their assigned seats
- Individual shields provided and placed 3 feet in distance when possible
- Students discard their trays
- Cafeteria tables and serving surfaces will be sanitized
- Schools will continue to provide meals for children attending virtual classes. Parents must pick up the meals for their child who are in virtual learning.

Recess

- Designated areas by grade level cohort
- Hand sanitizer will be provided before re-entering the classroom

Dismissal

- Students will board buses and sit in assigned seats

After School Duties

- Teachers/staff will sanitize frequently touched surfaces and door handles
- Cleaning crew will clean and sanitize buildings and common areas
- BWCS will follow the latest and updated Covid-19 Guidance from THD during all phases

<u>PHASE I</u>	<u>PHASE II</u>	<u>PHASE III</u>
Mandatory COVID-19 Surveillance Testing Continues every 2 weeks for all employees. Recommend all employees, students, and visitors complete surveillance testing with their healthcare provider.	Mandatory COVID-19 Surveillance Testing every 2 weeks for employees unvaccinated and employees <u>not</u> Up to Date with their COVID-19 vaccinations. Recommend all employees, students, and visitors complete surveillance testing with their healthcare provider.	Mandatory COVID-19 Surveillance Testing Not Required. Employees required to test immediately with their healthcare provider if experiencing any COVID-19 symptoms i.e., Test and Treat program. Follow school polices to return to work.
Follow THD Guidelines on travel	Travel restrictions in place for individuals unvaccinated and <u>not</u> Up to Date with their COVID-19 vaccinations or in accordance with Executive Order and Work place policies and protocols.	No Travel restrictions or in accordance with Executive Order.
Virtual learning in place or follow the guidelines from THD.	Follow THD Guidelines	Employees and students report to on-site
<p>Closures:</p> <p>Visiting restrictions in place for parents, volunteers and visitors /or in accordance with Executive Order. The Tribal Health Department may determine required closures for the school due to an outbreak or other health related concern due to COVID- 19.</p>	<p>Closures: None</p> <p>Limit in-person visitations as much as possible parents, volunteers and visitors /or in accordance with Executive Order.</p>	<p>Closures: None</p> <p>The Tribal Health Department may determine required closures for an entity/organization/department due to an outbreak or other health related concern due to COVID-19. <i>student or employee is immunocompromised or high risk for severe disease talk to the healthcare provider about whether you need to wear a mask and take other precautions (e.g., testing).</i></p>
Stay up to date with COVID-19 vaccines and boosters; and influenza vaccines	Stay up to date with COVID-19 vaccines and boosters; and influenza vaccines	Stay up to date with COVID-19 vaccines and boosters; and influenza vaccines

<u>PHASE I</u>	<u>PHASE II</u>	<u>PHASE III</u>
<ul style="list-style-type: none"> • Stay at home if you feel ill or have come into close contact with someone with COVID-19 and contact your supervisor immediately. • Get tested immediately by a licensed healthcare facility if you have symptoms or think you have COVID-19 symptoms. • Maintain improved ventilation throughout indoor spaces when possible • Follow Tribal Health guidance on isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19 • Have At-Home COVID-19 test kits available • Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, and monoclonal antibodies if you contract COVID-19. • Additional entity, organization and department capacity restrictions and measures should be followed as well as Executive Orders. • BWCS will follow the latest and updated Covid-19 Guidance from THD 	<ul style="list-style-type: none"> • Stay at home if you feel ill or have come into close contact with someone with COVID-19 and contact your supervisor immediately. • Get tested immediately by a licensed healthcare facility if you have symptoms or think you have COVID-19 symptoms. • Maintain improved ventilation throughout indoor spaces when possible • Follow Tribal Health guidance on isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19 • Have At-Home COVID-19 test kits available • Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, and monoclonal antibodies if you contract COVID-19. • Additional entity, organization and department capacity restrictions and measures should be followed as well as Executive Orders. • BWCS will follow the latest and updated Covid-19 Guidance from THD 	<ul style="list-style-type: none"> • Stay at home if you feel ill or have come into close contact with someone with COVID-19 and contact your supervisor immediately. • Get tested immediately by a licensed healthcare facility if you have symptoms or think you have COVID-19 symptoms. • Maintain improved ventilation throughout indoor spaces when possible • Follow Tribal Health guidance on isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19 • Have At-Home COVID-19 test kits available • Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, and monoclonal antibodies if you contract COVID-19. • Additional entity, organization and department capacity restrictions and measures should be followed as well as Executive Orders. • BWCS will follow the latest and updated Covid-19 Guidance from THD

APPENDIX

School Policies and Guidelines on School Volunteers

SECTION 4 EMPLOYMENT STATUS AND RECORDS

4.1 Employment Classification/Categories

It is the intent of Blackwater Community School to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility pursuant to the Fair Labor Standards Act (“FLSA”).

A. Exempt Employees

Exempt Employees are those executive, managerial, professional and administrative employees who are exempt from coverage from portions of the FLSA, including the requirement for paying overtime, by virtue of the employee's job duties and skills. Employees assigned to exempt positions are not eligible for overtime. Blackwater Community School exempt employees include, but are not limited to:

1. Principal/Assistant Principal
2. Teachers
3. Instructional Coaches
4. Department Heads
5. All other positions that meet the duties test for exemption.

B. Non-Exempt Employees

Non-Exempt positions are non-supervisory and include office staff positions. Employees assigned to non-exempt positions are eligible for overtime under the FLSA when they actually work more than 40 hours in a workweek.

In addition to the above categories, each employee will belong to one other employment category:

1. Full-Time employees regularly scheduled to work thirty (30) or more hours per week are considered full-time. Full-time employees are eligible for benefits.
 2. Part-Time employees are regularly scheduled to work less than thirty (30) hours per week are considered to be part-time employees and are not eligible for benefits.
 3. Change in Status- An employee changing from part-time to full-time will be eligible to receive benefits based on the required waiting periods. The hire date will be the date from which insurance eligibility periods will be determined. An employee changing from full-time to part-time will lose benefits at the end of the month of change, except for any contributions to Arizona State Retirement System, which will terminate at the end of the fiscal year in which the change occurs. Annual Leave earned but not taken will be paid. Unused sick time will not be paid.
- C. Volunteers-Volunteers are required to comply with all School policies and procedures.

4.2 Probationary Period

A. Newly hired employees are probationary employees and shall be subject to a probationary period of ninety (90) calendar days. This probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The School uses the period to evaluate employee capabilities, work habits and over-all performance.

1. Progress reports at one (1) month intervals may be conducted by the immediate supervisor and submitted to the HR Manager.
2. A probationary period maybe extended for an additional thirty (30) calendar day period when recommended by the supervisor.
3. Prior to the completion of the probationary period or any extension of the probationary period, the employee's supervisor shall conduct and complete an evaluation of the employee and provide it to the Human Resources Office.

B. Newly hired probationary employees shall be eligible for worker's compensation insurance as required by law. New qualified employees under probation participate in the Arizona State Retirement System immediately and are eligible for holidays and bereavement. While on probation new employees are not eligible to use paid sick, vacation, personal, or any other leave. When a newly hired employee successfully completes the probationary period and obtains the status of a regular employee, the employee's accrued earned paid

sick, personnel, vacation and other leave during the probationary period shall be fully credited to the employee from that time forward. There shall be no back pay for unpaid leave occurring during the probationary period.

- C. Probationary employees' employment may be terminated pursuant to the termination policies set forth in these policies, and procedures. A probationary employee has no right to appeal or to grieve the Governing Board's decision.

4.3 Volunteers

Volunteers are not employees of the School nor shall they receive compensation or benefits under these policies. Volunteers may apply for employment with the School through one of the above- described categories. The supervising employee must obtain approval from the Principal and HR Manager/Adjudicator to utilize volunteer services in their department/program. Volunteers must be approved by the supervisor, the Principal, and HR/Adjudicator prior to providing services. Volunteers must have successfully completed a background and fingerprint check as set forth in these policies, Section 3.20, prior to providing such services. The volunteer is required to obtain an Arizona Department of Public Safety IVP Fingerprint Clearance Card at their own expense. Once a volunteer has completed ten (10) hours of volunteer service, the School will reimburse the volunteer for the cost of the required Fingerprint Clearance Card. Any volunteer under the age of 18 must fill out an application and have their parent(s) or legal guardian(s) sign a release and waiver of liability.

4.4 Employment Reference Checks

To ensure that individuals who are employed by the School are well qualified and have a strong potential to be productive and successful, it is the policy of the School to check the employment references of all applicants. All requests for information on current or former employees shall be referred to the HR Manager. The HR Manager will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment and position(s) held. No further employment data will be released unless required by law or otherwise authorized by the employee in a signed authorization. Any employee wanting HR to release such confidential information must submit a written request to HR.

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. Copies of material from an employee's or former employee's file will be provided only in response to a legal subpoena or by written permission of the employee. Such cases will be handled on a case-by-case basis. In addition, the School through the Human Resources Manager shall

submit a prospective, new employee's name, social security number and fingerprints to appropriate agencies to ensure the background and fingerprint checks set forth in these policies.

It shall be a minimum qualification for every position at Blackwater Community School for applicants to successfully pass their background investigation by demonstrating a successful work history at their last three (3) employers or for at least the past five (5) years. A successful work history includes positive evaluations, positive conclusion to the employment relationship and successful multi-term employment in which goals were achieved. Further, a minimum qualification for employment with Blackwater Community School is that applicant/employee successfully pass the federal, state, tribal and any local fingerprint check regarding criminal history precluded by the mandatory sections of

P.L. 100-630, the discretionary standards found in P.L. 100-630 and related federal regulations.

Applicants/employees not able to comply with and produce the foregoing record do not meet the minimum qualifications for employment at Blackwater Community School and cannot be employed by the school.

4.5 Personnel Data Changes/Updates

It is the responsibility of each employee to promptly notify the school of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Teachers, administrators and other personnel required to be certified shall supply to the HR office the required certification. It is the responsibility of each teacher and administrator and other personnel required to be certified to obtain such certification, supply proof of such certification to the administrative office and to keep their certification current. Failure to maintain current certifications will result in a minimum of unpaid leave, but may also result in disciplinary action up to and including termination.