

## **Policy © 1-302 Governing Board Meetings and Open Meeting Law Requirements**

### Compliance with Arizona's Open Meeting Laws

The Governing Board recognizes its responsibility to ensure that its meetings are conducted openly. Notices and agendas for such meetings shall contain sufficient information as is reasonably necessary to inform the public of the matters to be discussed or decided. The Board shall comply with Arizona's open meeting laws as set forth in [A.R.S. § 38-431](#) *et seq.*

Newly elected or appointed Board members shall, at least one (1) day before taking office, review the Arizona open meeting law material prepared by the Attorney General.

### Definitions

"Advisory committee" or "subcommittee" means any entity, however designated, that is officially established; on motion and order of the Board or by the Board President, and whose members have been appointed for the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the Board.

"Business" means any District-related budgetary, personnel, or other question that comes before the Board.

"Emergency meeting" means a meeting held upon shorter notice than otherwise required by law because of an "actual emergency." An actual emergency exists when, due to unforeseen circumstances, immediate action is necessary to avoid some serious consequence that would result from waiting until the required notice could be given. The existence of an actual emergency does not dispense with the need to give twenty-four (24) hour notice to an employee who is to be discussed in executive session.

"Executive session" means a gathering of a quorum of the Board from which the public is excluded for one or more reasons set forth in [A.R.S. § 38-431.03](#) (describing permissible reasons for an executive session). In addition to the Board members, only those whose presence is reasonably necessary for the Board to carry out its executive session responsibilities may attend an executive session.

"Legal action" means a collective decision, commitment or promise made by the Board in accordance with Arizona law.

"Meeting" means the gathering, in person or through technological devices, of a quorum of the Board at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to that action. A meeting includes one-way electronic communication by one (1) Board member that is sent to a quorum of the Board and that proposes legal action. It also includes an exchange of electronic communications among a quorum of the Board that involves a discussion, deliberation or the taking of legal action concerning a matter likely to come before the Board for action.

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“Quorum” means a majority of the Board. If there is a vacancy or vacancies on the Board, a quorum means a majority of the remaining Board members. A single Board member does not constitute a quorum.

“Regular meeting” means a recurring meeting that is scheduled by the Board for the consideration of business and/or for the Board to take any legal action.

“Special meetings” are those held in addition to regular meetings.

### Frequency and Location of Board Meetings

The Board shall hold at least one regular meeting per month during the regular school year and may hold special meetings as often as called.

Board meetings shall be held at the most convenient public facility in the District. However, if a public facility within the District is not available, the Board may meet at any available public facility that is convenient to all Board members, regardless of the county or school district in which the public facility is located. The location shall provide for an amount of seating sufficient to accommodate reasonably anticipated attendance, but the District need not relocate a meeting outside of the District’s largest regular meeting room.

### Board Meeting Notices

1. If the Board intends to meet for a specified calendar period, ~~on a regular day, date or event during the calendar period~~, **on a regular day or date, or at a recurring event during the calendar period** and at a regular time and place, it may post public notice of the meetings at the beginning of the period. Such notice shall specify the period for which the notice is applicable.
2. The Board shall conspicuously post a statement on its website indicating where all public notices of its meetings will be posted, including the physical and electronic locations, and shall give additional public notice as is reasonable and practicable as to all meetings.
3. The Board shall post all public meeting notices on the District’s website and give additional public notice as is reasonable and practicable as to all meetings.
4. A technological problem or failure that either prevents the posting of public notices on a website or that temporarily or permanently prevents the use of all, or part of the website does not preclude holding the meeting if the Board complies with all other public notice requirements.
5. Except for emergency meetings or previously recessed meetings with appropriate notice, no Board meeting shall be held without at least twenty-four (24) hours’ notice to the Board and the public. The twenty-four (24) hour notice period includes Saturdays if the public has access to the physical posted location in addition to any website posting but excludes Sundays and other holidays prescribed in [A.R.S. § 1-301](#).

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6. In the case of an actual emergency, a meeting, including an executive session, may be held on such notice as is appropriate to the circumstances. In such cases, the Board must adhere to the requirements of [A.R.S. § 38-431.02](#) pertaining to emergency meetings.

### Board Meeting Agendas

1. The Superintendent is authorized to develop the agenda for each Board meeting, in collaboration with the Board President or the Board. Board members may also request that specific items be considered for placement on a Board meeting agenda.
2. Notice of Board meetings shall include an agenda of the matters to be discussed or decided at the meeting or information on how the public may obtain a copy of the agenda. The agenda will be available to the public at least twenty-four (24) hours before the meeting, except in the case of an emergency meeting.
3. Unless a Board meeting is entirely remote, the agenda shall include notice of the time that members of the public will have physical access to the Board meeting.
4. Generally, the Board may discuss, consider, or make decisions only on those matters listed on the agenda and other matters related thereto.
5. Board members may present a brief summary of current events without the need to list them on the agenda if the summary is listed on the agenda and the Board does not propose, discuss, deliberate, or take legal action at the meeting on any matter in the summary unless the specific matter is properly noticed for legal action.
6. For Special Meetings, whenever possible, the procedures for agenda preparation and dissemination used for regular meeting will be used for special meetings. These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.
7. For executive sessions, the notice and agenda shall include a general description of the matters to be considered and a recitation of the legal authority authorizing the executive session. The general description is not required to contain information that would defeat the purpose of the executive session, compromise the legitimate privacy interests of a public officer, appointee or employee, or compromise attorney-client privilege.
8. **The agenda may include a consent agenda as a time-saving device. The Board may not place any proposal to impose or increase a tax rate, assessment or fee on a consent agenda. All final decisions regarding matters discussed in an executive session must also be listed on the regular agenda and not on a consent agenda.**

### Applicability to Advisory Committees, Standing and Special Committees, and Subcommittees of the Board

The provisions of Arizona's open meeting laws apply to advisory committees, standing and special committees of the Board, and subcommittees of the Board. Pursuant to [A.R.S. § 38-431.08](#), communication among a quorum of a three-member advisory committee is exempt if the three-member committee does not include more than one Board member.

### Resuming Recessed Meetings

The Board may recess a meeting during a meeting and resume it with less than twenty-four (24) hours' notice if:

1. public notice of the initial session of the meeting was given; and
2. before recessing, notice is publicly given as to the time and place of the resumption of the meeting or the method by which notice shall be publicly given.

### Emergency Board Meetings

1. The Board is not required to provide twenty-four (24) hours' notice of a Board meeting in the case of an actual emergency. An actual emergency may exist when, due to unforeseen circumstances, immediate action is necessary to avoid some serious consequences that would result from waiting until the required notice could be given.
2. In such event, the Board will provide notice as is appropriate under the circumstances. If the Board holds an emergency meeting, the Board will post a public notice within twenty-four (24) hours declaring that an emergency session was held, **and along with** an agenda that sets forth the specific matters discussed, considered or decided at the meeting. If the Board held an executive session during the emergency meeting, the agenda shall include a general description of the matters considered and a recitation of the legal authority authorizing the executive session.

### Meeting Minutes

1. The Board shall provide for the taking of written minutes or a recording of all its meetings, including executive sessions. For meetings other than executive sessions, the minutes or recording shall include:
  - the date, time, and place of the meeting;
  - the members of the Board recorded as either present or absent;
  - a general description of the matters considered;
  - an accurate description of all legal actions proposed, discussed or taken, including a record of how each member voted;
  - the names of the members who propose each motion;
  - the names of the persons, as given, who make statements or present material to the Board and a reference to the legal action **regarding about** which they made statements or presented material;
  - a statement of the reasons for emergency consideration of any matters not on the agenda, including a full description of the nature of the emergency; and

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- if a prior act was ratified during the meeting, a copy of the disclosure statement required for ratification pursuant to [A.R.S. § 38-431.05](#).
2. The minutes or a recording of a public meeting shall be available for public inspection within three (3) working days after the meeting. Minutes the Board has not approved may be marked as “draft,” “unapproved,” or in any other manner to reflect that the Board has not approved or accepted the minutes as drafted.
  3. Minutes from an executive session shall include:
    - the date, time, and place of the meeting;
    - the members of the Board recorded as either present or absent;
    - a general description of the matters considered;
    - an accurate description of all instructions given pursuant to A.R.S. § 431.03(A), paragraphs 4, 5, and 7;
    - other matters as deemed appropriate by the Board; and
    - a statement of the reasons for emergency consideration of any matters not on the agenda.

The minutes of an executive session are confidential and may not be disclosed except to certain authorized persons, as set forth and permitted by law. To ensure confidentiality and avoid inadvertent disclosure, minutes of executive sessions should be stored separately from general session minutes.

Adopted:

Legal Authority:

[A.R.S. § 15-321](#)

[A.R.S. § 15-323](#)

[A.R.S. §§ 38-431 - 38-431.09](#)

Participating Trust member districts should review each policy with their school board legal counsel before adoption.

## **Policy © 1-401 Parents/Legal Guardian Rights in Education**

### Definitions

“Harmful material” means educational material that questions a parent or legal guardian’s or student’s beliefs or practices in sex, morality, and/or religion or is based on sexual content, violent content, or profane or vulgar language.

“Parent or Legal Guardian” means the natural or adoptive parent or legal guardian of a minor child who is a student in the District.

“Parents’ Bill of Rights” means [A.R.S. § 1-602](#).

### Parents’ Protected Rights and Bill of Rights

In accordance with [A.R.S. § 1-601](#), the Governing Board recognizes that parents or legal guardians have a fundamental right to direct the upbringing, education, health care and mental health of their children. The District shall not infringe on these rights without demonstrating that a compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise serviced by a less restrictive means.

The Board and all District employees shall respect and comply with all rights enumerated in the Parents’ Bill of Rights.

In accordance with [A.R.S. § 1-602](#), the Parents’ Bill of Rights does not: (a) authorize or allow a parent or legal guardian to engage in conduct that is unlawful or to abuse or neglect a child in violation of Arizona laws; (b) prohibit courts, law enforcement officers or District employees from acting within the official scope of their authority; or (c) prohibit a court from issuing an order that is otherwise permitted by law.

A student’s parent or legal guardian shall be promptly notified if any employee of the District suspects that a criminal offense has been committed against the student by a person other than the parent or legal guardian, unless the incident has been reported to a law enforcement agency and in the opinion of the law enforcement agency investigating the incident, notification of the parent or legal guardian would impede the investigation.

### Development of Procedures

The Board shall adopt and periodically review procedures promoting the involvement of parents or legal guardians in educational activities and curriculum development. Such adoption and review shall be in consultation with parents or legal guardians, teachers, and administrators in the District. Procedures shall include the following:

1. A plan for parent or legal guardian participation in the schools that is designed to improve parent or legal guardian and teacher cooperation in such areas as homework, attendance and discipline. The plan shall have the following elements:
  - a. provide for the administration of a parent or legal guardian teacher satisfaction survey; and
  - b. if applicable, the requirements of [20 U.S.C. § 6318](#) – Strengthening and Improvement of Elementary and Secondary Schools - Parent and family engagement.
2. Procedures by which parents or legal guardians may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

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3. Procedures by which parents or legal guardians who object to any learning material or activity on the basis that the material or activity is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to learning material or an activity on the basis that the material or activity is harmful includes objection to the material or activity because it questions beliefs or practices in sex, morality or religion.
4. For schools that offer sex education curricula pursuant to [A.R.S. §§ 15-711 or 15-716](#) or pursuant to any rules adopted by the Arizona State Board of Education, procedures to prohibit the District from providing sex education instruction to a student unless the student's parent or legal guardian provides written permission for the student to participate in the sex education curricula.
5. Procedures by which parents or legal guardians will be notified in advance of and be given the opportunity to opt their children into any instruction, learning materials or presentations regarding sexuality, in courses other than formal sex education curricula.
6. Procedures by which parents or legal guardians may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs and activities that have been approved by the school.
7. Procedures by which parents or legal guardians may learn about parental rights and responsibilities under the laws of this state.

### Access to Information

The Superintendent shall ensure that the District conveys the following information to parents or legal guardians at least annually:

1. a copy of this Policy;
2. information on where to find procedures adopted in accordance with this Policy; and
3. the availability of the educational teaching background and experience in academic content subject areas for all instructional staff.

Delivery of information required by [A.R.S. § 15-102](#) shall be provided to parents/legal guardians either electronically or on a printed form.

Pursuant to [A.R.S. §15-160.03](#) **A.R.S. § 15-160.04**, a parent/legal guardian may request the health care credentials of an individual who provides routine health care services to students in a school's health office, including any license, certificate, permit or registration to practice a health care profession. The District is not required to release personally identifiable information about the individual.

A parent/legal guardian may also request information regarding emergency response training District employees are required to complete, including cardiopulmonary resuscitation training.

The Superintendent and principal of each school shall accept written requests for information during regular business hours. All requests from parents or legal guardians for information relating to the procedures and parental rights set forth herein shall be processed within ten (10) calendar days of receiving a written request. A parent or legal guardian who does not receive such information within ten (10) calendar days may

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submit a request in writing to the Board for consideration at the next regular Board meeting if the request can be properly noticed. Otherwise, the Board shall consider the request at the next Board meeting.

For the purpose of this Policy, standardized testing materials do not constitute “learning materials or activities” subject to procedures regarding inspection and objection.

Adopted:

Legal Authority:

[A.R.S. § 1-601](#)

[A.R.S. § 1-602](#)

[A.R.S. § 15-102](#)

[A.R.S. § 15-104](#)

[A.R.S. § 15-110](#)

[A.R.S. § 15-113](#)

[A.R.S. § 15-117](#)

[A.R.S. § 15-143](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-351](#)

[A.R.S. § 15-160-03](#)

**[A.R.S. § 15-160.04](#)**

[A.R.S. § 15-730](#)

Participating Trust member districts should review each policy with their school board legal counsel before adoption.

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## **Procedure © 1-401.A Parent/Legal Guardian Rights in Education—Parental Involvement**

The Superintendent shall annually send a survey to parents or legal guardians, teachers, and administrators seeking input regarding parental involvement in educational activities and curriculum and in areas such as homework, attendance, and discipline. The survey shall ask survey participants about their satisfaction with the current plan and provide opportunities for participants to ~~provide~~ offer specific suggestions. The Superintendent may send the survey to all parents or legal guardians, teachers, and administrators or may use a representative, randomly selected sample.

The Parent or Legal Guardian Plan required by [A.R.S. § 15-102](#) shall consist of the procedures below (the “Parent or Legal Guardian Plan”).

1. *Parent or legal guardian satisfaction survey*
  - a. The [Position] shall develop and administer a parent or guardian-teacher satisfaction survey that shall be sent to parents or guardians and teachers annually. The [Position] shall present the survey to and obtain approval from the Board prior to administering the survey and shall share the results of the survey with the Board promptly upon completion.
2. *Curriculum transparency*
  - a. [SEE POLICY 5-207 “CURRICULUM ADOPTION” AND POLICY AND PROCEDURES FOR POLICY 5-208 “AVAILABILITY OF AND ACCESS TO INSTRUCTIONAL MATERIALS AND ACTIVITIES”]
3. *Objections to learning materials*
  - a. [SEE POLICY AND PROCEDURES FOR POLICY 5-208 “AVAILABILITY OF AND ACCESS TO INSTRUCTIONAL MATERIALS AND ACTIVITIES”]
4. *Sex education—courses*
  - a. [SEE POLICY 5-218 “SEX EDUCATION”]
5. *Sex education—curriculum*
  - a. [SEE POLICY 5-218 “SEX EDUCATION”]
6. *Clubs and activities*
  - a. [SEE POLICY 5-212 “STUDENT CLUBS AND ACTIVITIES”]
7. *Parental rights and responsibilities*
  - a. The District shall prominently post a link to the [Arizona Department of Education Parental Rights Handbook](#) on the District’s website.
8. *Access to student records*
  - a. [SEE POLICY AND PROCEDURES FOR POLICY 5-303 “STUDENT RECORDS”]

The District shall keep copies of the following forms and distribute them to parents or guardians upon request:

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1. ~~R~~request to review curriculum and instructional materials;
2. ~~R~~request to withdraw their student from activities involving ~~H~~harmful ~~M~~materials;
3. ~~P~~permission to participate in sex education;
4. ~~P~~permission to participate in a mental health screening;
5. ~~R~~request for a waiver ~~for~~ of immunization requirements;
6. ~~R~~request to withdraw their student from participation in an AIDS education program;
7. ~~R~~request for information regarding the educational and teaching background and experience of instructional staff; and/or
8. ~~P~~permission to participate in surveys covered by [A.R.S. § 15-117](#).

**The District shall inform parents or legal guardians of State Board of Education–approved resources regarding the prevention and recognition of inappropriate forms of contact (including sexual contact) pursuant to A.R.S. § 15-160.05.**

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## **Policy © 2-101 Duties of the Superintendent**

The Superintendent is the chief administrative officer of the District. The Superintendent shall oversee the day-to-day operations of the District and shall ensure that the District operates in accordance with Governing Board policy and applicable law and regulations.

~~The Superintendent may develop and enforce procedures to implement Board policy and applicable law and regulations.~~

The Superintendent is responsible for making recommendations to the Board on matters that will come before the Board for discussion and/or legal action.

The Superintendent shall represent the District in all matters of concern to employee organizations and individual employees.

The Superintendent may assign any employee to any position in the District for which the employee is qualified but may not reduce or increase an employee's salary or wage without the approval of the Board.

The Superintendent may close any or all schools, buildings, or other facilities as permitted by law.

### **Delegation of Powers**

The Superintendent may develop and enforce procedures to implement Board policy and applicable law and regulations.

Pursuant to [A.R.S. §§ 15-536.B](#) and [15-538](#), the Governing Board delegates to the Superintendent and Director of Human Resources the authority to issue preliminary notices of inadequacy of classroom performance to certificated teachers without the need for prior approval of the Board.

Pursuant to [Arizona Administrative Code Rule R7-2-1007](#) and Board Policy 3-109, the Board delegates to the Superintendent the authority to procure goods, services or construction in an amount not to exceed \$100,000.00 without prior approval of the Board. All procurement shall comply with the State Board of Education's procurement code for school districts (School Procurement Code) and the Uniform System of Financial Accounting.

~~The Superintendent may assign any employee to any position in the District for which the employee is qualified, but may not reduce or increase an employee's salary or wage without the approval of the Board.~~

~~The Superintendent may close any or all schools, buildings, or other facilities as permitted by law.~~

The Superintendent may designate another individual or individuals to perform or assist in the performance of duties set forth in this Policy or in other Board policies unless applicable law requires that a specific delegation be made only by the Board.

### **Weapons Detection System**

**The Board authorizes the Superintendent to modify any District operated weapons detection system without prior Board approval. The Superintendent must report each modification to the Board within twenty-four (24) hours after the modification is made. The Superintendent is the only individual authorized to modify any weapons detection system. No person other than the Superintendent shall be authorized by the Board to modify the weapons detection system without prior approval by the Board.**

Adopted:

Legal Authority:

[A.R.S. § 15-213](#)

**A.R.S. § 15-341**

[A.R.S. § 15-536](#)

[A.R.S. § 15-538](#)

[A.R.S. § 15-539](#)

[A.R.S. § 15-806](#)

[Ariz. Admin. Code R7-2-1001](#) *et seq.*

## **Policy © 3-109 Procurement**

The District shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. In connection with the District's procurement of goods, services, or construction, the District shall comply with the [Arizona Constitution](#), [A.R.S. § 38-501 et seq.](#), [A.R.S. § 15-213 et seq.](#), the State Board of Education's procurement code for school districts (School Procurement Code), and the Auditor General's Uniform System of Financial Records (USFR).

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests in accordance with state and federal law. Competitive procurement is required for every expenditure of public monies in excess of the limits specified in [A.R.S. § 41-2535](#).

### Governing Board Approval

The Governing Board shall approve all procurements of \$100,000 or more. The Board delegates authority to the Superintendent to approve all procurements under the \$100,000 threshold.

### Delegation of Procurement Authority

Pursuant to [Arizona Administrative Code R7-2-1007](#), the Board delegates procurement authority to the Superintendent, who shall serve as the District representative in procurement matters. The Board may separately delegate procurement responsibilities to other employees and permits the Superintendent to delegate authority to other employees according to the process outlined in the School Procurement Code.

### Multi-Year Purchases

Subject to Board approval, the District may enter into purchase contracts for up to five (5) years if a multiyear agreement is in the District's best interest. The District shall include requisite findings in the procurement file regarding availability of funding and benefit to the District.

### Public Inspection

The District shall make available for public inspection all information, bids, proposals, ~~and~~ qualifications ~~submitted~~, findings and other information considered in issuing procurement.

### Conflict of Interest

In connection with the District's purchase of goods, services, or construction, Board members and District employees shall annually disclose conflicts of interest as required by state and federal law.

Board members and District staff shall file the disclosure of any conflict of interest. If a Board member or District employees or their relatives have a conflict of interest in any procurement of services, equipment, or construction, the Board member or District employee shall refrain from participating in any way in the procurement, including but not limited to making recommendations, giving advice or communicating with anyone involved in the procurement process.

#### Vendor Relations

District employees who supervise or participate in contracts, purchases, payments, claims, or other financial transactions or who supervise or participate in the planning, recommending, selecting, or contracting for materials, services, goods, construction, or construction services for the District shall not solicit or accept any personal gift or benefit, except as permitted below and by law.

A gift or benefit means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property. ~~A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this Policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen, food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement are invited.~~ A gift or benefit does not include an item of nominal value, such as a greeting card, T-shirt, mug, or pen; food or beverages; or expenses or sponsorships relating to a special event or function involving individuals identified in this Policy or to which individuals involved in procurement are invited. Board members and District employees may accept gifts or benefits of nominal value from a vendor as permitted by statute.

#### Purchase from District Employees or Board Members

The District must use competitive bidding when purchasing any equipment, material, supplies, or services from District employees regardless of dollar amount. This applies to any purchase using District monies, including extracurricular activities fees tax credit, student activities monies, gifts, and/or donations.

The Board authorizes purchases from Board members as authorized pursuant to [A.R.S. § 15-323](#). The District must follow all procurement requirements with respect to any purchase from a Board member. Each purchase must be specifically approved by the Board after the appropriate procurement process. The minutes of the Board meeting shall reflect the amount of the purchase. Unless otherwise permitted by statute, the District shall not exceed \$300 for any single transaction with a Board member and the total purchases from any Board member within any twelve (12) month period shall not exceed \$1000.

#### Job Order Contracting

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The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be \$1,000,000 unless otherwise specifically authorized by the Board.

Adopted:

Legal Authority:

[Ariz. Const. Art. IX](#), § 7

[A.R.S. § 11-952](#)

[A.R.S. § 15-213](#) *et seq.*

**[A.R.S. §15-271](#)**

[A.R.S. § 15-323](#)

[A.R.S. § 15-382](#)

[A.R.S. § 15-765](#)

[A.R.S. § 38-501](#) *et seq.*

[A.R.S. § 35-393](#) *et seq.*

[A.R.S. § 41-2535](#)

[Ariz. Admin. Code R7-2-1001](#) *et seq.*

Uniform System of Financial Records

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## Procedure © 3-203.A Visitors—Prohibition Regarding Disruption

### A. Definitions

“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 District or the postponement, cancellation, or suspension of any class or other school activity. An actual evacuation, closure, postponement, cancellation, or suspension is not required for the act to be considered an interference or disruption.

“Property of the District” means all land, buildings, vehicles, and other facilities that are owned, operated, or controlled by the District and that are devoted to educational purposes.

### B. Interference Prohibited

No person on District property may interfere with or disrupt the District’s educational mission.

The following actions constitute interference with or disruption of an educational institution under Arizona’s criminal code and under this procedure:

1. Threatening to cause physical injury to any employee or student of the District or any person on the property of the District.
2. Threatening to cause damage to any district property or the property of any employee or student at the District. The threat does not need to be directed at any specific property of the District to be a violation.
3. Intentionally or knowingly refusing to leave the property after being ordered to do so by the Superintendent, school principal, or District employee designated by the Superintendent or school principal to maintain order.

In addition to the above, a person may also interfere with or disrupt the maintenance of public order in the District by **doing engaging in** any of the following:

1. Physical or verbal abuse of any person on school property.
2. Use of tobacco, tobacco products including e-cigarettes, alcohol, marijuana, or illegal drugs or controlled substances not authorized for use on the premises.
3. Use of profanity or similarly inappropriate speech given the school’s educational environment.
4. Visiting a classroom or other school activity without approval of the principal or principal’s representative.
5. Conduct that interferes with or disrupts educational or extracurricular activities.
6. Failure to comply with lawful directions of school officials exercising control over the educational environment.
7. Possession of a deadly weapon, deadly instrument, or explosive unless the individual is a peace officer or otherwise has lawful possession.

8. **Operation of a model aircraft, an unmanned aircraft or an unmanned aircraft system over school property when school is in session or school activities are occurring, in violation of A.R.S. § 13-3729.**
9. Any infraction of state or municipal law or District policy.

Pursuant to [A.R.S. § 13-2907](#), all persons are prohibited from initiating a false report of a serious offense involving an educational institution knowing that the report is false and intending that it cause an emergency response.

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## **Procedure © 3-402.A Records - Disclosure of Public Records**

Any person is entitled to inspect (during regular office hours) public records in the custody of the District or to be furnished copies, printouts, or photographs of any public record, subject to applicable legal requirements and payment of relevant costs.

To submit a public records request, the requesting party may send the request in the District form provided or by e-mail and shall include as much detail as possible, such as the date range of the request, what specific public record or information is being requested, and any other supporting details to assist with identifying the requested records. Pursuant to [A.R.S. § 39-121.03](#), the requesting party must indicate whether the request is for a commercial purpose.

The District shall provide the name, telephone number and email address of an employee or department that is authorized to respond to public records requests. This information shall be posted on the District's website. **Pursuant to A.R.S. § 39-171, the District shall acknowledge receipt of a public records request within five (5) business days if a receipt is not generated through a centralized online portal.**

After a request is made, and before the records are produced, the custodian of the records must determine whether:

1. the documents requested are public records;
2. any authorized grounds exist for denying public inspection; and
3. a charge should be imposed.

The District shall respond to all requests within a reasonable period of time in a manner that does not cause disruption to the District. What is a reasonable time and manner must in all cases be a factual determination depending upon the volume of the request, the accessibility of the material, and the amount of review/redaction required.

Once the records are ready:

1. Records will be available for inspection or copying only during regular working/business hours Monday through Friday.
2. The requester will be provided adequate space to inspect public records or information at no cost.
3. If a copy charge is assessed, the requester will pay in full prior to receiving material.
4. The requesting party may ask the District to mail records that are not available on the District's website after payment in advance for any copying and posting charges.

### Public Records Request for a Commercial Purpose

"Commercial purpose" means the use of a public record for the purpose of sale, resale or solicitation as defined in [A.R.S. § 39-121.03](#).

Pursuant to [A.R.S. § 39-121.01](#) and [A.R.S. § 39-121.03](#), a requesting party who requests records for a commercial purpose must provide a statement that explains the intended use.

Upon receipt of a request for records to be used for a commercial purpose, the District may include the following charges:

1. a portion of the cost for obtaining the original or copies of the documents, printouts, or photographs;
2. a reasonable fee for the cost of time, materials, equipment, and personnel in producing such reproduction; and
3. the value of the reproduction on the commercial market as best determined by the District.

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## **Procedure © 3-404.A Insurance - Liability Coverage**

The Superintendent shall review the District's insurance program, follow any statutory requirements for procuring insurance; ~~consider alternatives, and report~~ make recommendations to the Board; ~~recommend specific insurance placement and prepare specifications for bidding of the same if necessary~~; assist the Board in the establishment and maintenance of property valuation and insurance records; assist in processing all claims; and recommend such measures as may reduce the cost of insurance programs including assumption of risk, loss prevention, wellness programs, transfer of risk, and self-insurance.

The Superintendent may establish insurance coverage in the following general areas:

1. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
2. Workers' Compensation according to the statutory limits.
3. Employers' Liability Coverage of at least \$500,000.
4. Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.
5. Professional Liability: Not less than \$1,000,000 per occurrence.
6. Umbrella or Excess Liability Coverage: Not less than \$5,000,000 per occurrence and in the aggregate.
7. Cyber Risk Insurance: Not less than ~~\$2,000,000~~ \$1,000,000 per claim.
8. ~~Environmental Liability~~ Underground Storage Tank Coverage: Not less than \$2,000,000 per claim and in the aggregate.

## **Policy © 4-204 Mandatory Reporting**

All school employees and Governing Board members are mandatory reporters under state law.

### Child Abuse Reports

Any employee (including substitute teachers) or Board member who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment shall immediately report this information to a peace officer, the Department of Child Safety, or tribal law enforcement as applicable in accordance with this Policy.

Reportable offenses are defined in [A.R.S. § 13-3620](#) and include a reasonable belief that a minor has been the victim of a crime such as sexual offense, sexual assault, molestation, sexual exploitation of children, child sex trafficking, incest, child prostitution, surreptitious recording or viewing of a minor, and unlawful mutilation. Employee and Board member obligations as mandatory reporters also extend to conduct between students or minors.

Mandatory reporters must report directly to the law enforcement agency with jurisdiction. Reporting to a school resource officer or school safety officer is insufficient **and their authority to investigate is limited by A.R.S. § 15-514**. Mandatory reporters do not meet their statutory obligation by reporting to a District supervisor or another District employee. ~~Reports to the Department of Child Safety are sufficient only when the report involves an allegation of abuse or neglect alleged to be inflicted by the minor's parent, legal guardian, or custodian.~~

**All mandatory reporters who have a duty to report as outlined in [A.R.S. § 13-3620](#) and have direct knowledge that a minor is or has been the victim of abuse or neglect shall immediately report the abuse or neglect to the Department of Child Safety and may not delegate this responsibility to another person.**

Pursuant to [A.R.S. § 15-514](#), District employees and Board members must also file a report with the State Board of Education when the employee or Board member reasonably suspects or receives a reasonable allegation that a certificated or non-certificated District employee or an individual providing services through a third-party contractor has engaged in conduct involving minors that would be subject to the reporting requirements set forth above and in state law. The report shall be made in writing as soon as is reasonably practicable, but not later than three (3) business days after the person first suspects or receives an allegation of this conduct.

### Vulnerable Adult Abuse or Neglect

An employee who, when acting in the scope of his or her employment, reasonably believes that a vulnerable adult (age 18 years or older) is or has been the victim of abuse or neglect must report or cause a report to be made of such information to a law enforcement officer or an Adult Protective Services worker of the Arizona Department of Economic Security (ADES). For the purpose of this reporting duty:

- “Vulnerable adult” means an adult who is unable to protect himself or herself from abuse, neglect, or exploitation by others because of a physical or mental impairment.
- “Abuse” means intentional infliction of physical harm, injury caused by negligent acts or omissions, unreasonable confinement, or sexual abuse or sexual assault.
- “Neglect” means a pattern of conduct without the person’s informed consent, resulting in deprivation of food, water, medication, medical services, shelter, or other services necessary to maintain minimum physical or mental health.

Such reports must be made immediately by telephone, in person, or by other means as prescribed by ADES or a local law enforcement agency.

### Reporting of Suspected Crimes or Incidents

District employees must report when the employee has been arrested for or charged with a nonappealable offense as listed in [A.R.S. § 41-1758.03](#).

District employees have specific statutory obligations to report criminal activity on District property or using District equipment, including but not limited to:

1. Any suspected crime against a person or property that is a serious offense as defined in [A.R.S. § 13-706](#).
2. Any conduct that involves a deadly weapon, dangerous instrument, or serious physical injury, or any conduct that poses a threat of death or serious physical injury to an employee, student, or other person on District property.
3. Anyone who possesses, uses, or intends to sell any marijuana, peyote, or dangerous, narcotic or prescription-only drugs in a drug free school zone. A drug free **school** zone is defined as the area within three hundred **(300)** feet of a school or its accompanying grounds, any public property within one thousand **(1000)** feet of a school or its accompanying grounds, a school bus stop, or on any school bus or bus contracted to transport pupils to any school.

Reports of suspected crimes or incidents shall be made to local law enforcement. Employees shall inform their supervisors when a report has been made.

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### Mandatory Posting

Each school shall post a sign in a clearly visible location in a public area of the school that is readily accessible to students that contains all of the following:

1. in boldfaced type, the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children;
2. instructions to call 911 for emergencies; and
3. directions for accessing the website of the Department of Child Safety for more information on reporting child abuse, child neglect, and the exploitation of children.

### Reports to Arizona Department of Education

If the Superintendent reasonably suspects or receives a reasonable allegation that a certificated or non-certificated District employee has committed an immoral or unprofessional act that would constitute grounds for dismissal or criminal charges, the Superintendent is required to report that conduct to the State Board of Education. The District must make this report prior to accepting the individual's resignation.

### Reports regarding Bullying, Harassment, Intimidation, or Hazing

District employees are responsible for reporting conduct that is considered to be bullying, harassing, intimidating, or hazing. Reports shall be made in conformance with Policy 5-408 or Policy 5-409.

### Reports of Injury

District employees are required to immediately report **to their supervisor immediately** any exposure, accident, or injury that occurs in the course and scope of the performance of their job duties ~~to their supervisor immediately~~. Failure to do so may preclude a workers' compensation claim.

### Reports of Communicable Diseases

District employees are required under administrative regulation to report suspected or confirmed communicable diseases contracted by a student or staff member to the local and state health authorities.

### Reports to Parents

The parent or legal guardian of a student has the right be notified promptly if a District employee suspects that a criminal offense has been committed against the child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or Department of Child Safety investigation.

### Training

The District shall conduct training regarding mandatory reporting responsibilities in compliance with [A.R.S. § 15-245](#).

### Retaliation Prohibited

A District employee or public officer who has control over personnel decisions shall not take unlawful reprisal or retaliation against an employee because the employee reports, in good faith, information as required by this Policy or state law.

### Immunity

A person who furnishes a report, information, or records required or authorized by law or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information, or records required or authorized by law is immune from any civil or criminal liability, unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

District employees are expected to report conduct to assist with the orderly operation of District services. This Policy is not all inclusive.

Adopted:

Legal Authority:

[A.R.S. § 1-602](#)  
[A.R.S. § 8-201](#)  
[A.R.S. § 13-705](#)  
[A.R.S. § 13-706](#)  
[A.R.S. § 13-3411](#)  
[A.R.S. § 13-3620](#)  
[A.R.S. § 15-153](#)  
[A.R.S. § 15-160.01](#)  
[A.R.S. § 15-341](#)  
[A.R.S. § 15-514](#)  
[A.R.S. § 23-905](#) *et seq.*  
[A.R.S. § 41-1758.03](#)  
[A.R.S. § 46-454](#)  
[Ariz. Admin. Code R7-2-1308](#)  
[Ariz. Admin. Code R9-6-201](#) *et seq.*

## **Policy © 5-201 Patriotic Exercises and Observance Days**

### U.S. Flag Display

The District shall display a United States flag in each classroom and on or near the outside of the school building during school hours and at such other times as school authorities direct. The flags must be manufactured in the United States, be at least 2x3 feet, and use appropriate hardware.

The District shall set aside a specific time each day for students who wish to recite the pledge of allegiance to the flag.

### U.S. Constitution and Bill of Rights

For grades seven (7) through twelve (12), the District shall place a legible copy of the U.S. Constitution and Bill of Rights adjacent to each classroom flag. The documents must be manufactured in the United States.

### Period of Silence

A period of silence shall be observed at the beginning of the day. The teacher in charge of the room shall announce that a period of silence for at least one minute but not more than two minutes will be observed. During that time, no activities shall take place and silence shall be maintained.

### Declaration of Independence

Each student in grades four (4) through six (6) shall recite the following passage from the Declaration of Independence at the commencement of the first class of the school day:

*We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed.*

Should a parent/legal guardian of a student object to the recitation of the passage set forth above, the student shall not be required to participate.

### Observance Days

#### 1. 9/11 Education Day

September 11<sup>th</sup> of each year shall be observed as 9/11 Education Day. On 9/11 Education Day, the District shall provide age-appropriate instruction for grades seven (7) through twelve (12) on the terrorist attacks of September 11, 2001.

#### 2. Sandra Day O'Connor Civics Celebration Day

## Proposed Changes to Trust Model Policy and Procedure Templates 25

September 25<sup>th</sup> of each year shall be observed as Sandra Day O'Connor Civics Celebration Day. On Sandra Day O'Connor Civics Celebration Day, each school shall dedicate the majority of the school day to civics education.

If 9/11 Education Day or Sandra Day O'Connor Civics Celebration Day falls on a day when the District is not in session, the observance shall take place on the preceding or following school day.

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education that aligns to the academic standards in social studies pursuant to [A.R.S. §§ 15-701](#) and [A.R.S. § 15-701.01](#).

### **Patriotic Youth Groups**

**Building principals may permit patriotic youth groups to address students and distribute materials during the first quarter of the academic school year in accordance with the provisions of A.R.S. § 15-120.08.**

Adopted:

Legal Authority:

**A.R.S. § 15-120.08**

[A.R.S. § 15-203](#)

[A.R.S. § 15-506](#)

[A.R.S. § 15-701](#)

[A.R.S. § 15-701.01](#)

[A.R.S. § 15-710.02](#)

[Ariz. Admin. Code R7-2-305](#)

## **Procedure © 5-216.B Promotion and Retention of Students; Passing Grades—Advanced Math NEW**

Pursuant to A.R.S. § 15-708, the District shall enroll any student who is in the sixth, seventh or eighth grade in an advanced mathematics course (if available) for the next math course in which the student enrolls if:

- A. the student's parent/legal guardian does not object; and
- B. the student meets at least one of the following criteria:
  - 1. demonstrates the highest proficiency in grade level mathematics on the state-wide assessment; or
  - 2. demonstrates the highest proficiency in grade level mathematics on a benchmark assessment aligned to the state-wide assessment.

On the student's enrollment in the advanced mathematics course, the District shall provide notice to the student's parent/legal guardian that includes the purpose and goals of the automatic enrollment in an advanced mathematics course and instructions on how the parent/legal guardian may object to such enrollment.

Participating Trust member districts should review each procedure with their school board legal counsel before adoption.

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## **Policy © 5-402 Department of Child Safety Interview and Custody**

### **Department of Child Safety Interview**

When a Department of Child Safety (DCS) case worker seeks to interview a student on school grounds, staff will notify the principal. Staff will request that the DCS case worker complete the “Form for Signature of Interviewing Case Worker.” Staff will collect and retain the completed “Form for Signature of Interviewing Case Worker.” Staff will not impede a DCS case worker from performing the DCS case worker’s duties. Staff shall notify a student’s parent/legal guardian when a DCS case worker seeks to interview a student unless:

1. the offense was allegedly committed by the student’s parent/ ~~or~~ legal guardian, or
2. the offense was already reported to the police or DCS and the investigator has determined that notifying the parent/legal guardian would impede the investigation.

**The District may not prohibit a DCS case worker from speaking to any school employee, contractor or volunteer.**

### **Department of Child Safety Custody of Student**

If the DCS case worker intends to take custody of the student or otherwise remove the student from the campus, staff will request that the DCS case worker complete the “Form for Student Custody by Case Worker.” Staff will collect and retain the completed “Form for Student Custody by Case Worker.”

### **Identification Requirements**

When a DCS case worker visits a school for the purpose of an interview, the District shall require the DCS case worker to present their DCS identification. The District may also request the DCS case worker to present a valid driver license or nonoperating identification license. The District shall not keep a digital or physical record of the DCS case worker’s personal identifying information but may keep a record of the DCS identification.

If the DCS case worker does not provide the forms of identification listed above, the District shall contact DCS and verify the case worker’s identification and employment.

### **Access to Records**

**To the extent permitted by the Family Educational Rights and Privacy Act (FERPA) and A.R.S. § 15-141, a DCS caseworker shall have access to educational records related to a student who is or was enrolled at the school.**

Adopted:

Legal Authority:

[A.R.S. § 1-602\(A\)\(10\)](#)

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[A.R.S. § 8-530.08](#)

**A.R.S. § 15-141**

[A.R.S. § 15-160.03](#)

Participating Trust member districts should review each policy with their school board legal counsel before adoption.

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## **Policy © 5-410 Interscholastic Athletics**

### Definitions

“AIA” means the Arizona Interscholastic Association.

“Interscholastic athletic activity” means an interscholastic extracurricular activity consisting of a sport or other athletic competition, including all practice sessions, games and other activities for interscholastic athletics.

“Interscholastic athletics” does not include dance, rhythmic gymnastics, competitions or exhibitions of academic skills or knowledge, or other forms of physical noncontact activities, civic activities, or academic activities.

### Interscholastic Athletic Activities

All interscholastic athletic activities require Board approval.

No student may participate in an interscholastic athletic activity unless the District has first obtained and placed on file a consent form signed by the student and the student’s parent/legal guardian ~~which that~~ indicates that both the student and the student’s parent/legal guardian have received information regarding: the provision of water; concussions and head injuries; heat-related illnesses; sudden cardiac death; and prescription opioid use. Written consent shall be required each school year for each interscholastic athletic activity in which the student participates. The Superintendent shall develop procedures to provide the required education and obtain the required consent forms.

### Water

Student athletes shall have access to drinking water at all times.

### Concussion & Head Injury

The District shall develop guidelines and materials to inform and educate coaches, student athletes, and parents/legal guardians ~~of on~~ the dangers of concussions and head injuries and the risks of continued participation in athletics after a concussion.

Before a student athlete may participate in an athletic activity, the student athlete and his/her parent/legal guardian must sign an information form at least once each school year acknowledging their awareness of the nature and risk of concussion.

A student athlete suspected of sustaining a concussion shall be immediately removed from athletic activity with notice to the student athlete’s parent/legal guardian. Any of the following may remove a student athlete from athletic activity for a suspected concussion: coach, official/referee, health care provider, or the student athlete’s parent/legal guardian. Once removed from athletic activity, the student athlete may only

return to play once a health care provider trained in the evaluation and management of concussions and head injuries has evaluated the student athlete and provided written clearance.

A health care provider means a duly licensed physician, athletic trainer, nurse practitioner, or physician assistant.

#### Heat-Related Illnesses, Sudden Cardiac Death, and Prescription Opioid Use

Before a student athlete may participate in an athletic activity, the student athlete and his/her parent/legal guardian must be provided with information at least once each school year on the risks of heat-related illnesses, sudden cardiac death, and prescription opioid addiction.

**Beginning August 1, 2027, the District shall ensure that at least one employee at each campus during regular school hours has successfully completed a training course in cardiopulmonary resuscitation and first aid that follows nationally recognized cardiovascular care guidelines.**

#### Automated External Defibrillators

**Beginning on August 1, 2026, If** the District provides instruction to students in grades 9–12 and sponsors an athletic team or sports program, the District shall provide an automated external defibrillator (AED) on each school campus and at each school-sponsored athletic event, including all practices, trainings and competitions. The District shall maintain and display the AED as required by [A.R.S. §15-120.07](#). **As of August 1, 2027, the District shall ensure that at least one (1) employee has successfully completed a training course in the use of AEDs that follows nationally recognized cardiovascular care standards if there is an AED at the school campus.**

#### Interscholastic Athletic Activities

District personnel shall **follow adhere to** the following AIA policies, which are incorporated into these Procedures:

1. 43.3—Concussion Education
2. 43.4—Concussion Policy
3. 43.5—Heat Acclimatization & Exertional Heat Illness Management Policy

The incorporated AIA policies shall apply to all athletic activities directly sponsored by the District, but shall not apply to dance; rhythmic gymnastics; competitions or exhibitions of academic skills or knowledge; or other similar forms of physical noncontact activities, civic activities or academic activities, whether engaged in for the purposes of competition or recreation.

#### Outside Groups/Organizations

An Arizona-based group or organization that uses District property or facilities for athletic activities shall comply with the above requirements.

#### Permission Forms and Education

The [Position] shall ensure that there is written consent from a parent/legal guardian on file for each student participating in an interscholastic athletic activity and that all students participating in an interscholastic athletic activity and their parents have received educational materials related to the provision of water; concussions and head injuries; heat-related illnesses; sudden cardiac death; and prescription opioid use, which information shall consist of materials developed by the AIA and any additional materials relevant to the interscholastic athletic activity as determined by the faculty sponsor, principal, or athletic director.

#### Designation of Teams by Sex

All athletic events shall be designated as one of the following: (1) “boys”; (2) “girls”; or (3) “mixed.” Teams and events for girls shall be reserved for students whose biological sex as determined at birth is female as required by [A.R.S. § 15-120.02](#).

Adopted:

Legal Authority:

[A.R.S. § 15-341](#)

[A.R.S. § 15-120.02](#)

[A.R.S. §15-120.07](#)

[Ariz. Admin. Code R7-2-808](#)

Participating Trust member districts should review each policy with their school board legal counsel before adoption.