

SECTION K

SCHOOL - COMMUNITY RELATIONS

K-0050

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SCHOOL - COMMUNITY - HOME RELATIONS

GOALS / PRIORITY OBJECTIVES

The school not only has state and national obligations, but also has the more immediate obligation of serving the community that supports it. Anything that is accepted by a large majority of the thinking citizens of a community as a general obligation or endeavor and is not inconsistent with the schools' state and national obligations becomes at once a matter in which schools are concerned.

The degree and extent to which the schools participate in general community activities, as well as the manner, must be determined by the Governing Board. Such participation shall not interfere with the primary object for which schools are established.

The school belongs to all the people. It takes no sides in open community controversies and may not be used by one group or faction against another. It should not allow itself to be used to promote the personal, commercial, or selfish desires of any individual or group of individuals as opposed to any other individuals or groups in the community.

The schools are democracy builders. They yield to no pressure - official, financial, or social - to grant favors or concessions to certain groups or individuals that could not or would not be granted to any individual or group on the same terms.

Schools are created to render services not only to the community, the state, and the nation, but to individuals as well. Frequently, public employees on regular salaries and protected by office are prone to become somewhat indifferent to matters of courtesy and accommodation of the public they serve. This should never be the case with teachers. It is within this personal relationship field - being courteous, as well as exhibiting the willingness to do a favor or to render an accommodation - that the greatest power of the teacher lies. A small accommodation done by, and soon forgotten by, a teacher may be remembered always by the student and have a profound effect upon that student's attitude toward school and life.

Adopted: date of manual adoption

K-0081

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KA-E

SCHOOL - COMMUNITY - HOME RELATIONS GOALS / PRIORITY OBJECTIVES

The Governing Board approves the following community relations objectives as a guide to policy development and the monitoring of their consequences:

- ♦ Production and distribution of school-sponsored publications within the school system and the community.
- ♦ Cultivation of open, friendly, effective relations with the press, radio, and television.
- ♦ Utilization of Board meetings, Board members, employees, and students to enhance school-community relations.
- ♦ Utilization of talents and abilities of members of the community in behalf of students and school operations.
- ♦ Utilization of the talents and abilities of students and members of the school staff in behalf of the community.
- ♦ Community use of the school plant and facilities.
- ♦ Productive relations with the police and other branches of local government.
- ♦ Cultivation of beneficial relations with county, state, and federal levels of government.
- ♦ Maintenance of productive relations with associations interested in education.
- ♦ Cooperative relations with private schools, special-purpose schools, colleges, and other school districts.

Adopted: date of manual adoption

**PARENTPARENTAL INVOLVEMENT
IN EDUCATION**

The Superintendent, in consultation with parents, teachers, and administrators, shall develop a procedure for parental involvement in the school(s). ~~This~~These shall include:

- A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline.
- A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
- A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion.
- Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex education curricula if the School District offers any sex education curricula pursuant to A.R.S. 15-711 on the requirement to include instruction to student in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or 15-716 concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.
- Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.
- Procedures by which parents 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.
- Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

- The right to opt in to a sex education curriculum if one is provided by the District.
- Open enrollment rights pursuant to A.R.S. 15-816.01, relating to the District policies on open enrollment.
- The right to opt out of assignments pursuant to A.R.S. 1-601, Parents Bill of Rights. [See Exhibit KB-EB]
- The right to opt out a child out of immunizations as authorized by A.R.S. 15-873, relating to an outbreak of a communicable disease.
- The promotion requirements prescribed in A.R.S. 15-701 for students in grades one (1) through eight (8).
- The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. 15-701.01.
- The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. 15-716.
- The right to review their child's standardized norm-referenced test results pursuant to A.R.S. 15-743.
- The right to participate in gifted programs pursuant as prescribed by A.R.S. 15-779.01.
- The right to access instructional materials as directed by A.R.S. 15-730.
- The right to receive the school's annual report card pursuant to A.R.S. 15-746.
- The school attendance and age requirements for children prescribed in A.R.S. 15-802, 15-803 and 15-821.
- The right to public review of courses of study and textbooks in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721.
- The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.
- Policies related to parental involvement pursuant A.R.S. 15-102 and set out herein.
- The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school

council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352].

- The right to participate in a parental satisfaction survey to be distributed to the parent of every child enrolled at the school, pursuant to A.R.S. 15-353.
- Information about the student accountability information system (SAIS) as prescribed in section 15-1042.
- The right to access the failing schools tutoring fund pursuant to A.R.S. 15-241.

Optional language: The following bulleted items setting out the manner in which parents may be made aware of the District's Parental Involvement Policy are optional in whole or in part as determined by the local Governing Board.

The District plan under this policy may also include:

- Making parents aware of this District parental involvement policy, including:
 - Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.
 - The parent's right to inspect the District policies and curriculum.
- Efforts to encourage the development of parenting skills.
- The communication to parents of techniques designed to assist the student's learning experience in the home.
- Efforts to encourage access to community and support services for children and families.
- The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.
- Identifying opportunities for parents to participate in and support classroom instruction at the school.
- Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.

- The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.
- The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.
- The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.
- Provide to parents the information in this policy in an electronic form.

Resumés of all current and former instructional personnel shall be maintained and available for inspection ~~of~~by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

~~Parent~~For the purposes of this policy *parent* means the natural or adoptive parent or ~~person who has custody of the student~~legal guardian of a minor child.

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

- The Superintendent or principal shall:
 - Deliver the requested information to the parent within ten (10) calendar days, or
 - Provide to the parent a written explanation for denial of the requested information.
- If the requested information is denied or is not received by the parent within fifteen (15) calendar days:
 - The parent may submit to the Governing Board a request for the requested information, and
 - The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

Adopted: ~~January 12, 2010~~date of Manual adoption

LEGAL REF.: A.R.S. [1-601](#)
[1-602](#)
[15-101](#)
15-102
15-341

CROSS REF.: ABA - Community Involvement in Education
IHBD - Compensatory Education
IJ - Instructional Resources and Materials
[JHD - Exclusions and Exemptions from School Attendance](#)
KDB - Public's Right to Know/Freedom of Information

PARENTPARENTAL INVOLVEMENT
IN EDUCATION

**Parent and Teacher Cooperation in
Homework, Attendance, and Discipline**

When homework, attendance, and discipline rules are being considered, a procedure similar to, but not limited to, the following shall be used:

- ♦• An ad hoc committee shall be appointed by the appropriate administrative officer under the provisions of Board policy. The committee will study the issue and make recommendations to the appointing administrator. The committee will be dissolved when the final report is submitted.

- ♦• School staff members, including teachers, will be appointed to study the issues and report to the appointing administrator. The administrator will schedule hearings on the staff report, give parents sufficient notice, and conduct hearings to permit parent reaction to the staff report, copies of which shall be readily available for ~~par—~~
entparent review. Following the hearings, the administrator will prepare recommendations that give careful consideration to the views of teachers and parents. Such recommendations will be submitted to the Superintendent unless the recommendations are prepared by the Superintendent, in which case the recommendations will be submitted to the Board.

**Parents' Access to Courses of Study
and Learning Materials**

Parents who wish to learn about the course of study for their children or to review learning materials shall do so under provisions of Board Policy IJ and supporting regulations.

Parental Objections to Learning Activities or Materials

Parents who wish to object to any learning activities or learning materials may do so under provisions of Board Policy IJ and supporting regulations.

~~*Adopted:—date of manual adoption*~~

Availability of Instructional Employee Resumés

The administration shall inform parents of the availability of each teaching employee's resumé and make that document available for inspection upon request of parents or guardians of pupils enrolled at a school. Such information shall not include teacher address, salary, social security number, and telephone or other personally identifiable information as determined by the District.

EXHIBIT

EXHIBIT

**PARENTAL INVOLVEMENT
IN EDUCATION**

RESUMÉ OUTLINE

Instructor Identification

Name Current
teaching assignment(s)

Professional Preparation

Certificated to teach in current assignment yes no

Emergency or provisional status yes no

Institution

Institution

Bachelor Degree Masters Degree

Doctorate Degree Other

Education/

K-0475 Training

Professional Experience

<u>Grade Level or Academic Content Subject Area*</u>	<u>Years Taught</u>

*Grade Level for self-contained classroom; Subject Area for departmentalized courses.

EXHIBIT

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**PARENTAL INVOLVEMENT
IN EDUCATION**

PARENT'S BILL OF RIGHTS*

**(Enacted by the 49th Arizona Legislature,
2nd Regular Session (2010)
Session Law SB1309, Chapter 307
Arizona Revised Statutes 1-601 and 1-602)**

Parents' Rights Protected

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right.

This state, any political subdivision of this state or any other governmental entity shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

Parents' Bill of Rights; definition

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

- The right to direct the education of the minor child.
- All rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.
- The right to direct the upbringing of the minor child.
- The right to direct the moral or religious training of the minor child.
- The right to make health care decisions for the minor child, including rights pursuant to sections 15-873, 36-2271 and 36-2272, unless otherwise prohibited by law.

- The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
- The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.
- The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.
- The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, during or as part of a forensic interview in a criminal or child protective services investigation or to be used solely for any of the following:
 - Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
 - A purpose related to a legitimate academic or extracurricular activity.
 - A purpose related to regular classroom instruction.
 - Security or surveillance of buildings or grounds.
 - A photo identification card.
- The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor 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 child protective services investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.
- The right to obtain information about a child protective services investigation involving the parent pursuant to section 8-807.
- This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state.

This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law.

- Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel.
- Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied.
- For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child.

**Note: The literal language of the Parents' Bill of Rights is retained as enacted by the Legislature. However, the layout and style has been modified to be consistent with that of the other documents in the District's Manual of Governing Board Policies and Administrative Regulations. Where the term "section" appears it is to be understood as the identified section of the Arizona Revised Statutes (A.R.S.).*

RELATIONS WITH PARENT ORGANIZATIONS

The Governing Board seeks to encourage and facilitate parental involvement in the schools. One means of achieving such participation is the use and encouragement of parent-teacher groups in each individual school. Such parent-teacher groups should have, as a high priority, the goal of increasing parent-teacher cooperation in the areas of homework, school attendance, and school discipline. It is the responsibility of the individual school principal to structure a program that will meet these goals.

A concept that should be kept in mind is the major role that the parent-teacher organization plays in helping large numbers of parents better understand the total school program. All staff members should be encouraged to accept membership in and enthusiastically work with the local school organization. Community support is determined to a great extent by staff participation.

Parent organizations which support school and student programs through financial contributions may engage in fundraising activities on District premises or through the use of District resources, for the benefit of District and student programs. Because the continuity and future success of student programs can be influenced in part by current fundraising efforts, the Superintendent shall develop procedures which facilitate appropriate use of District facilities and resources and which ensure protection of student interests and which comply with applicable financial standards. Compliance by parent organizations with the procedures developed by the Superintendent shall be mandatory for use of District facilities or resources.

Adopted: ~~June 28, 2005~~ date of Manual adoption

RELATIONS WITH PARENT ORGANIZATIONS

Parent/Citizen Group Guidelines

In order for a parent/citizen group to be approved by the school and the District, the following guidelines must be observed. Only approved groups may be granted use of school facilities.

Formation/Structure of Parent/Citizen Groups

Any group of parents or citizens seeking to be approved by the school or District shall submit the Annual Application for Governing Board Approval (Exhibit KBE-EB) to the designated site administrator. If the site administrator approves the group, the site administrator shall submit the form to the Superintendent for District approval.

The administration may terminate privileges of any organizations which deviate from their stated purpose or which contravene law or District policy or regulation.

Finances

For the purpose of operating as an organization and performance of financial obligations, groups that support schools shall obtain their own federal tax identification number. Such groups shall comply with the following financial guidelines:

- All funds shall be deposited and disbursed through the organization's bank account.
- Fund raisers must be approved by the school administration, with designated use(s) and distribution specified for each fund raiser. Monies raised are to be deposited in the account by the organization. Such funds shall not be refunded to an individual who leaves or is dismissed from the program.
- Capital items (over one thousand dollars [\$1,000] purchased by the support group for the school/District are considered a gift to the District and must be

approved by the Governing Board. Gift and donation forms will be available at all schools for this purpose.

Supervision of Students at School-Related Activities or Fund Raisers

School-related activities:

- A staff representative (coach, club sponsor, administrator) must be present. If the staff representative is a nonexempt employee *and* the school *requires* the person's attendance, the employee must be paid through the District payroll. Funds used for wage or salary expenses shall be provided by the parent group or athletic department.

Fund-Raising Activities:

- *Individual-sale type events.* Students shall be informed *in writing* that they shall not sell items door to door.
- *Group events, e.g. car wash, bake sale.* If students are involved, a staff representative must be present.
- Fundraising efforts supported by student effort shall apportion revenues for the use and benefit of students in accordance with law.

Coordination with the School Administration

The initial and annual approval of a group must be confirmed in writing.

A written monthly report must be provided to the principal or designee, to include monthly minutes of meetings, consisting of the calendar and budget statement. A final report is required each year, to include the minutes and a financial report. The year-end minutes should include an assessment of goals.

RELATIONS WITH PARENT ORGANIZATIONS

Parent support organizations requirements for operation and financial responsibility:

- Obtain approval and support from school administrator.
- Principals/teachers/coaches of the school can only play an advisory roll. They cannot be officers of the organization or signatories on the checking account.
- Develop and adopt organization by-laws (governing document). This document should include provisions for amendment.
- Establish officers of the organization (usually: President, vice president, secretary, treasurer).
- Develop annual budget plan and goals for the organization. Plan activities for the year based on the budget and goals.
- Treasurer should produce a monthly financial report after the receipt of each bank statement. (see Exhibit KBE-ED)
 - The report should identify all revenue sources during the month and be reconciled with the deposits on the bank statement.
 - The report should itemize all expenditures paid during the month, listing by date, check number, to whom it was written, description of expense, and dollar amount.
 - Cash balance on report should be reconciled to cash balance on bank statement.
 - Copies of report and bank statement should be made available to all Board members monthly and any other members that request or show interest.
 - Board members should vote approval of the financial report after presented.

- An annual audit should be conducted by an independent third party (does not have to be a Certified Public Accountant).
- Checking account should require two (2) signatures on all checks. Monthly bank statements should be mailed to the school address, not individual's home.
- Money collected through fund-raisers and other organization activities should be accounted for, verified by, and prepared into deposits for the bank by *two* (2) individuals.
- Minutes of each Board and membership meeting should be produced, distributed to members, and maintained for at least three (3) years.
- Arizona School Risk Retention Trust insurance policy includes liability insurance for parent support organizations as long as their meetings and activities are approved and co-sponsored by the school administrator. The organization must be acknowledged annually by the District Governing Board. Internal Revenue Service (IRS) Form 990 must be submitted to the District Finance Department within ninety (90) days of filing, if applicable.
- Fund raising activities must be approved and agreed to by site administrator in advance on approved District form Exhibit KBR-EB.
- Parent support organizations can choose to join the state and national Parent Teacher Association (requires payment of membership dues annually). Organization becomes a local chapter of a national nonprofit corporation.
- If a parent organization wishes to compensate a District employee for services, the request must go through the District so that proper payroll deductions are withheld.

Formal nonprofit corporation:

- File IRS Form SS4 to obtain a taxpayer identification number. Toll free number 1-800-829-4933 or Web Site: www.irs.gov/.
- Contact Arizona Corporation Commission for application for Nonprofit Corporation, 1300 W. Washington St., Phoenix, AZ 85007-2929, (602) 542-3135. Internet information from www.cc.state.az.us/.
- Develop and adopt a set of organization by-laws, establish officers of organization.
- File application and Articles of Incorporation with the Arizona Corporation Commission.
- Establish checking account with two (2) signatures required on all checks.

- After receiving stamped and approved Articles of Incorporation from the Arizona Corporation Commission, publish the Articles in a local newspaper three (3) consecutive days to establish 501(c)(3) Non-Profit Tax Exempt Organization.
- File IRS form 1023 "Application for Recognition of Exemption" with the Internal Revenue Service.
- Annual report required by Arizona Corporation Commission listing current officers and including financial statements.
- Annual Financial Report is required to Internal Revenue Service. (IRS Form 990)
- *Advantages of Formal Nonprofit Corporation status:*
 - Tax deduction for donation to organization.
 - No personal liability for corporation board and officers as long as acting as a reasonable, prudent person.
- *Disadvantages:*
 - Expensive and time consuming to establish.
 - Requires diligent annual reporting by succeeding officers and Board with penalties attached for noncompliance.

Informal nonprofit association:

- File IRS Form SS4 to get a taxpayer identification number.
- Develop and adopt a set of organization by-laws, establish officers of organization.
- Establish checking account with two (2) signatures required on all checks.
- *Advantages of Informal Non-Profit Association:*
 - Inexpensive, simple to establish.
- *Disadvantages:*
 - Donations to organization are not tax deductible.
 - Personal liability can attach to officers and Board if negligence is established.

- Board members can be held personally responsible for contractual obligations which they have signed.
- IRS may determine that annual net income of the organization is subject to federal income tax.

EXHIBIT

EXHIBIT

EXHIBIT

K-0482-0232

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KBE-EB

RELATIONS WITH PARENT ORGANIZATIONS

(Parent Support Organizations Annual Application For Governing Board Approval)

School Year _____

Name of Organization _____ School _____

Related Student Organization
or Club _____ Taxpayer I.D. _____

Officers:

Name: _____ Name: _____

Office Held: _____ Office Held: _____

Address: _____ Address: _____

Phone(s): _____ Phone(s): _____

Date taking office: _____ Date taking office: _____

Name: _____ Name: _____

Office Held: _____ Office Held: _____

Address: _____ Address: _____

Phone(s): _____ Phone(s): _____

Date taking office: _____ Date taking office: _____

For additional officers, please add a separate, attached sheet.

Formal Nonprofit

Please Attach: 1) _____ Articles of Incorporation (first year only)

2) I.R.S. Determination Letter (first year only)

EXHIBIT

EXHIBIT

EXHIBIT

K-~~0483~~-0233

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KBE-EC

RELATIONS WITH PARENT ORGANIZATIONS

FUND RAISING AUTHORIZATION AND APPROVAL FORM

(Copies of this form, with any contracts, written agreements and club meeting minutes attached, should be filed with the school office and the organization.)

Name of Club/Organization: _____ School: _____

Contact Person: _____ Phone No.: _____

Position in Organization: _____

Date of Request: _____ Organization's Meeting Date (of approval):

Purpose of Fund-Raiser:

Fund-raiser method and description (what will be sold, at what function will it be sold, etc.)

If fund-raiser is cosponsored between parent organization and student clubs, description of how the fund-raising activities will be divided:

Location of fund-raiser (specific room, address, etc.):

Start date: _____ *End date:*

All fund-raisers must have the approval of the school administrator. Amphitheater District activities that are done for the purpose of fund-raising must be initiated,

sponsored, and recorded by one (1) of the following groups. Fund-raisers that are co-sponsored must be initialed by both groups. Initial all appropriate:

_____ A. Authorized Student Club (Advisor's and Club Officer's initials required).

We acknowledge that student clubs who sponsor a fund raiser must always deposit funds and record expenditures in the school's student account and follow the Student Activities Handbook guidelines.

_____ B. Recognized Parent Organization (Officer's initials required).

We acknowledge that parent organizations who sponsor a fund-raiser must record receipts and expenditures in the parent organization's checking account. (Joint fund raisers must have the appropriate initials in A and B.)

_____ C. School Site Council (Council Member's initials required).

We acknowledge that site councils who sponsor a fund-raiser must record receipts and expenditures in an Amphitheater donation account, and follow cash handling procedures.

All contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund-raiser, and have been reviewed with the school principal.

Club Advisor/Parent Organization Officer/
Council Member Signature

Date

Authorization:

*I have reviewed this request for compliance with
District policies and approve this activity.*

School Principal Signature

Date

K-~~0484~~ 0234 AUSD10 KBE-ED

RELATIONS WITH PARENT ORGANIZATIONS

SAMPLE TREASURERS FINANCIAL REPORT

SAMPLE ELEMENTARY PTO (Monthly Treasurers Report for Month Ending August 31, 2004)

Beginning balance (July 31, 2004) \$2,500.00

Income (Deposits)

Date	Description	Amount
8/12/04	Membership Dues Collected	\$ 250.00
8/21/04	T-Shirt Sales	430.00
8/27/04	Donation from Mrs. Jones	1,000.00
8/31/04	Interest Earned from Bank	<u>1.50</u>
	TOTAL INCOME	\$1,681.50

Expenses (Checks Written)

Date	Check No.	Payable To	Description	Amount
8/10/04		110	Albertson's	Welcome back
lunch	\$ 232.00			
8/16/04		111	T-Shirt Co.	T-shirts for sale
380.00				
8/30/04		112	Home Depot	Bench for school
250.00				
8/31/04			Wells Fargo Bank	Service Charge
<u>10.00</u>				
			TOTAL	
EXPENSES \$				872.00

Ending Cash Balance (August 31, 2004) \$3,309.50

Outstanding Checks (Have not cleared bank)

Check No.	Payable To	Amount
111	T-Shirt Co.	\$ 380.00
112	Home Depot	<u>250.00</u>
	TOTAL OUTSTANDING CHECKS\$	
630.00		
Reconciled Bank Balance		\$3,939.50

Copy of Bank Statement Attached

**COMMUNITY INVOLVEMENT
IN EDUCATION****(Relations Between the Public
and School Personnel)**

The Governing Board recognizes that teachers and other employees of the School District have community responsibilities both as private citizens and as employees of the District and that this dual role may, from time to time, complicate decisions concerning an employee's responsibility to each role.

Teachers, especially, may have to decide between their responsibilities as professionals employed by the school system on the one hand or as members of the community on the other when issues arise concerning goals or operations of the schools.

The Governing Board believes that the First Amendment rights of free speech for teachers and other employees must be protected; however, all differences with policy and practice or with members of the Board shall be subject to fair and reasonable expressions, aimed at mutual understanding and the resolution of conflicting opinions.

To achieve these two (2) goals, the Governing Board instructs the administration to confer with and work with employees or employee groups in setting up a procedure for handling differences of opinion between Board and staff personnel that meets the following criteria:

- Protects and guarantees each employee's First Amendment rights.
- Sets guidelines for assisting teachers in distinguishing between their professional responsibilities as employees and their responsibilities as citizens.
- Establishes procedures, including arbitration, for handling grievances so that the role of prosecutor, judge, and jury is not centered in one (1) person or group.
- Provides for channels of communication within the school system to provide employees access to the policy positions of the Governing Board, the

regulations of the administration, and prompt notification of events and pertinent facts.

Participation in Community Life

Community living requires participation in community, social, and civic activities aside from and in addition to school activities. Participation by school personnel in church, social, fraternal, and civic activities generally contributes to improved community relations. Person-to-person communications serve to transmit school information and to gather public opinion for future Governing Board reference and guidance. Employees are urged to secure correct and complete information pertaining to the schools in order to represent the school effectively.

Teachers are urged to increase their community contacts; however, a classroom teacher's primary responsibility is to the students in the class. Classroom teachers may not accept community responsibility if such community involvement requires that time be taken from regularly scheduled classroom time, unless approved in advance by the principal.

Administrators are obligated to participate in parent study groups and workshops as part of their jobs.

Regular attendance at service club meetings may be permitted, provided such attendance does not interfere with the duties of the employee.

Adopted: ~~July 3, 2007~~ [date of Manual adoption](#)

K-0500

AUSD10

KCA

SCHOOL COMMUNITY RELATIONS GOALS

(RESPONSIBILITIES OF SCHOOL PERSONNEL)

The public image of the schools and the school program depends in large part upon the daily contacts of pupils, teachers, and employees with other citizens. To facilitate the goal of good communication between the citizens and the District's students, teachers, and other employees, the following priorities for the public-relations program are established:

- ♦ The establishment of effective internal interpersonal relationships among staff personnel and between pupils and staff members.
- ♦ The establishment of effective school-community relations at the neighborhood school level.
- ♦ Recognition and use of generally recognized media communication.

Adopted: date of manual adoption

REGULATION

REGULATION

REGULATION

K-0511

AUSD10

KCA-R

**SCHOOL COMMUNITY
RELATIONS GOALS**

(RESPONSIBILITIES OF SCHOOL PERSONNEL)

Dissemination of School News

Any employee of the District may disseminate school news information to communications media without approval by the administration, provided that the information shall deal specifically with the area of operation in which the employee serves. The employee shall be responsible for the accuracy of any such information given out. The employee shall notify the immediate supervisor in all cases in which information has been given to communications media and shall notify the administrator in charge of public information.

Adopted: date of manual adoption

K-0750 ©
COMMUNITY INVOLVEMENT
IN BOND CAMPAIGNS

KCCA

While the Board may, and should, provide information to the public on school building needs, it may not use District funds to advocate "yes" votes on bond issues.

It shall be the policy of the Board to use the input from a citizens' advisory committee in examining educational and building needs of the District.

As the need for a bond issue arises, a citizens' committee may encourage and promote the passage of the bond issue and collect funds needed for such promotion.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-491

15-492

15-493

A.G.O. I79-192

I83-117

K-0850 ©
PUBLIC GIFTS / DONATIONS
TO SCHOOLS

KCD

The Board has the authority to accept gifts and donations as may be made to the District or to any school in the District.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this District and the ownership of which would tend to adversely affect the District.

Any gift accepted by the Board shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District.

In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

- ♦• Encourage individuals and organizations considering contributions to the schools to consult with the Superintendent on the appropriateness of any such gifts.
- ♦• Report to the Board all gifts that have been offered to the District, for their review and action.
- ♦• Acknowledge the receipt and value of any gift accepted by the District, and prepare fitting means, as appropriate, for recognizing or memorializing gifts to the District.

Gifts shall be recorded in appropriate inventory listing(s) and property records.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-341~~(A)(16)~~
 15-393~~(I)~~
 15-1224
 A.G.O. I80-156

CROSS REF.: DDA - Funding Sources Outside the School System

PUBLIC GIFTS / DONATIONS TO SCHOOLS

~~Any gift presented to the School District must be accompanied by a letter from the donor for official action and recognition by the Governing Board.~~

To be acceptable, a gift must satisfy the following criteria:

- ♦• It will have a purpose consistent with those of the school.
- ♦• It will be offered by a donor acceptable to the ~~Governing~~ Board.
- ~~♦• It will not add to staff load.~~ ♦• It will not begin a program that the Board would be unwilling to take over when the gift or grant funds are exhausted.
- ~~♦• It will not begin a program that the Governing Board would be unwilling to take over when the gift or grant funds are exhausted.~~
- ♦• It will not bring undesirable or hidden costs to the ~~School District's~~school system.
- ♦• It will place no ~~restriction~~restrictions on the school program.
- ~~♦• It will not be inappropriate or harmful to the best education of pupils.~~
- ♦• It will not imply endorsement of any business or product.
- ♦• It will not be in conflict with any provision of the school ~~code~~policy or public law.

~~Any~~All gifts, grants, and bequests shall become ~~School~~ District property:-

~~Before approval by the Governing Board, except if the gift is by will or similar disposition, each donor shall consult with the Superintendent and the principal before the gift is presented to ensure usability of the gift.~~

~~A letter of appreciation signed by the President of the Governing Board and by the Superintendent shall be sent to the donor.~~*Adopted:* ~~date of manual adoption~~ and subject to policies of the District.

^K-0900 ©
**PUBLIC INFORMATION
AND COMMUNICATIONS**

KD

The Superintendent has the responsibility of keeping the public informed as to the purpose, goals, methods, and progress of the educational program. Accuracy, reliability, and leadership in this area will develop confidence and understanding, creating better relationships between the District and the community. All school personnel are responsible for good public relations.

All written notices, bulletins, newsletters, and matters pertaining to students are to be approved prior to release. Matters that pertain to an individual school are to be approved by the principal prior to release. Matters that pertain to the District are to be submitted for approval to the Superintendent prior to release.

Non-school-originated material of a commercial, political, or religious nature shall not be released through the students. ~~Notices from community organizations, such as Camp Fire Girls, Boy Scouts, etc., that directly affect the students of the District may, at the discretion of the principal, be sent home via the students.~~

This policy is not intended to interfere with the responsibility of District personnel to communicate directly with the parents or legal guardians of a particular student in areas affecting that student's progress at school. It is intended to ensure that prompt, reliable, and accurate information is released to the parents and patrons of the District.

Adopted: date of ~~manual~~Manual adoption

[CROSS REF.: KHC - Distribution/Posting of Promotional Materials](#)

K-0911

PUBLIC INFORMATION AND COMMUNICATIONS

~~The administration of each school shall be responsible for all informational services to and from the public except for matters that the Governing Board may from time to time wish to deal with directly.~~

~~The long range objective of the School District's communication program is to improve understanding and develop support for a high quality educational program between the school system and the following publics:~~

- ~~◆ Certificated and classified personnel.~~
- ~~◆ Parents and other residents of the School District.~~
- ~~◆ News media (newspapers, radio, TV).~~
- ~~◆ Community leaders.~~
- ~~◆ Students of the school system.~~

~~All other publicity or other communications endeavors undertaken shall be part of the effort to achieve the above objective.~~

~~*Adopted:*—date of manual adoption~~

^K-1000 ©
**PUBLIC'S RIGHT TO KNOW/
FREEDOM OF INFORMATION**

KDB

The Board recognizes the right of the public to information concerning its actions, its policies, and the details of its educational and business operations. The Board encourages study, discussion, and active participation by all concerned in the promotion of the best possible program of education in the community. It is the practice of the Board to utilize the advice and assistance of interested individuals and groups in the solution of its educational and financial problems.

In recognizing the cooperating organizations in the District and by encouraging their active participation in educational policy making, the Board wishes to make it clear that in no way does it wish to escape its responsibility to the citizens of the community as the official governing body responsible for a final decision on all matters of policy and educational programs. The Board accepts the following basic principles that are essential to a good public-relations program:

- ♦• The Board will transact all official business in open meetings (except as exempted by law), which the press, the public, and school employees are welcome to attend, and at which time communications, both oral and written, may be received and considered when placed on the agenda.
- ♦• The Board will function as speedily and as efficiently as circumstances permit, and always with due regard for the public interest.
- ♦• Board members will familiarize themselves with the work of the school system in all major areas and shall bring to the schools the viewpoint, the knowledge, and the wisdom of the community.
- ♦• The Board will make provision for keeping a record of the proceedings of all meetings. Minutes of all Board meetings (except executive sessions) shall be considered matters of public record.
- ♦• The Board will keep in mind that maintaining the confidence and respect of the community is of paramount importance to the success of the educational program of the District.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 39-121 et seq.
38-431 to 38-431.09

39-101

39-103

A.G.O. I83-006

I86-090

I84-179

I91-004

I85-023

**PUBLIC'S RIGHT TO KNOW /
FREEDOM OF INFORMATION**

Public records of the District will be open for inspection by any person as provided by law.

Public record means any recorded information that is made, maintained, or kept by, or is in the possession of, the District. Such records include minutes of the Governing Board, agendas, financial records, contracts, and statistical summaries.

The office of the Superintendent will be open to receive requests for records inspection or copying during normal business hours on Monday through Friday.

Requests for access to records shall be made in writing and directed to the office of the Superintendent.

All persons requesting inspection and/or copying of public records must attest that they have not requested the public records of the District for a commercial purpose. If the records are requested for a commercial purpose, the requester must provide a statement, verified by the requester, setting forth the commercial purpose for which the materials will be used.

The above declaration will be made and signed on the official form provided by the District for requesting inspection and/or copying of public records.

The Superintendent may permit access to, or provide for the copying of, the records requested within a reasonable period of time following receipt of the signed request or will provide an explanation of a cause for further delay and will give notification of the time the records will be available, or, if access is denied, the Superintendent will provide a written statement of the grounds for denial.

Requirements of access and inspection apply only to existing records and do not require creation of new records, ~~or recreation of a deleted computer file~~. Public inspection of a document that otherwise would be a public record may be denied by the Superintendent if (1) the record is made confidential by statute, (2) the record

involves the privacy interests of persons, or (3) disclosure would be detrimental to the best interests of the District. If a public record contains material that is not subject to disclosure, the District will delete such material and make available to the requester such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

Copies of radio or recording tapes of discs, video or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices will not be furnished unless such items or devices have been shown or played at a public meeting of the Governing Board.

A fee shall be levied on each request to cover the cost of making copies, staff time, computer time, et cetera. Fees will be collected prior to releasing material.

The fees will be based upon the following:

- ♦• 10¢ per copy for materials for a non-commercial purpose and for Board minutes, agendas, financial records, contracts, courses of study, or statistical summaries.
- ♦• 35¢ per copy for materials not listed above and requested for a commercial purpose; ♦• that require additional clerical and/or \$12.50 per hour for clerical/professional time in copying and/or redacting, as necessary, materials.
- ♦• Actual cost, if available, will be assessed.
- ♦• Free copies shall be furnished if they are to be used in claims against the United States.
- ♦• No charge will be assessed if fewer than ten (10) copies for a non-commercial purpose are requested.

School Directory Limitations

A copy of the directory of School District officers and employees will always be available in the office of the Superintendent for review by interested persons.

Distribution of the directory will be guided by a list of categories set forth by the Superintendent. The intent of distribution control is to guard against needless invasion of privacy of the persons named in the directory and to reduce to the fullest extent possible commercial exploitation of the directory.

The directory shall not be distributed for political or commercial uses. Directories are provided by the human resources division of the District for use solely by employees of the District.

No list of students shall be distributed.

~~*Adopted:—date of manual adoption*~~

~~*Revised:—June 12, 2002*~~

~~—————July 31, 2002~~

~~EXHIBIT EXHIBIT EXHIBIT~~

K-1031



KDB-E

~~EXHIBIT EXHIBIT~~

**PUBLIC'S RIGHT TO KNOW /
FREEDOM OF INFORMATION**

REQUEST FOR PUBLIC RECORDS OF THE SCHOOL DISTRICT

~~To: Custodian of Records
Amphitheater School District No. 10 of Pima County, Arizona
701 West Wetmore Road
Tucson, Arizona 85705~~

~~Pursuant to Governing Board Policy KDB, I hereby request that Amphitheater School District No. 10 of Pima County, Arizona, permit me to examine, inspect and/or provide me with copies, printouts, or photographs of the following public records:~~

~~_____

_____~~

~~(Attach extra sheets if additional space is required)~~

~~I hereby certify that the requested records will not be used for any commercial purpose.~~

~~I hereby certify that the requested records will be used for the following commercial purpose:~~

~~_____
_____~~

~~Commercial purpose is defined as the sale, resale or reproduction of all or part of a public record reproduction, or the obtaining of names and addresses from such public records for the purpose of solicitation, or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.~~

~~Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.~~

~~I acknowledge that the use of these records for any commercial purpose may make me liable to pay damages and a penalty as provided by law. I agree to pay a reasonable fee for the retrieval and copying of any such records that are available and public as set forth in Governing Board policy Regulation KDB-R.~~

Date of Request

Signature

Telephone/Email Contact Information

Print Name

Address

City/State/Zip Code

Name _____ Date _____

Address _____
_____ (street) _____ (city)
(state) _____ (zip)

Phone: Home _____ Work _____

E-mail address _____

Nature of request:

- Opportunity to review records (no original record may leave the custodian's office)
- Copies of records.

Please read and sign the following statement:

I have requested public records of the School District for a noncommercial purpose. I understand that if the records should be used for a commercial purpose, a verified statement of the purpose must be submitted per A.R.S. 39-121.03.

_____ (Date)
(Signature)

Notice: A fee will be charged for copying based upon actual cost for providing the information.

Records requested (please be as explicit as possible as to the records you desire):

**K-1050 ©
SCHOOL - SPONSORED
INFORMATION MEDIA**

KDC

Publications issued by and in the name of the schools of this District shall reflect a high quality of editorial content and format. The exercise of appropriate economy in materials and production is expected as long as the main purpose is not jeopardized.

Articles circulated or submitted for publication by District employees in which the District, or employees of the District, are mentioned directly or indirectly must be cleared by the Superintendent.

Adopted: date of ~~manual~~[Manual](#) adoption

K-1061

AUSD10

KDC-R

SCHOOL - SPONSORED INFORMATION MEDIA

The District administration is authorized to utilize a wide variety of media to communicate the District's public business and newsworthy items and events to the school staff members, students, parents, interested citizens, and the general public.

Means of communication will include, among others, radio, television, newspapers, magazines, special bulletins, newsletters, Governing Board meetings, minutes of open Board meetings, and open forums.

Materials for system-wide distribution will be developed in the central office and will carry approval by the Superintendent's staff. Copies of such materials are given to Governing Board members.

Normally, techniques used to develop good public relations shall include the following:

- ♦ School newspapers.
- ♦ Yearbooks.
- ♦ Annual report.
- ♦ Periodic news pieces.
- ♦ Special news releases.
- ♦ Special bulletins and brochures.

Adopted: date of manual adoption

^K-1100 ©
**USE OF STUDENTS IN
PUBLIC INFORMATION PROGRAM**

KDCA

The participation of students in interpreting the educational program of the schools to the community shall be encouraged with the understanding that:

- Students shall not be exploited for the benefit of any individual or group.
- Students shall participate only in appropriate situations.
- The use of students shall always be evaluated in terms of the effect on the students.
- Students shall not speak on behalf of the District or represent District positions without approval by the Superintendent's office.
- The best possible community relations grow from a superior teaching job in the classroom. Enthusiastic students with serious intentions, well directed by sympathetic and capable teachers, communicate positively with parents and the community. This shall be the cornerstone of good community relations in the District.

Adopted: ~~July 3, 2007~~ date of Manual adoption

K-1150 ©
MEDIA RELATIONS

KDD

The Board recognizes its responsibility to provide information to the community and actively seeks to establish a good working relationship with local news media.

To promote a positive relationship between the District and the media, the Board shall provide information to the media concerning the programs and activities of the District as well as matters pending before the Board.

Adopted: date of ~~manual~~Manual adoption

CROSS REF.: KDC - School-Sponsored Information Media

MEDIA RELATIONS

Suggestions and advice from representatives of newspapers, magazines, radio, television, and other mass communication media as how best to facilitate the flow of information to them by the Governing Board and personnel of the School District will be welcomed.

Newscasts, spot announcements, sports, and other school activities coverage and programs dealing with the schools must be presented in the public interest. No identification of the schools with the promotion of any commercial or political enterprise will be permitted.

News solicitation and release thereof shall be handled in the following manner:

- ♦ News releases initiated by or within the school system shall be released through the office of the Superintendent or designee.
- ♦ News solicited by media representatives will be released primarily through the Superintendent or administrative designee.
 - When an individual school is contacted by a representative of the media for information, the media representative shall be referred to the building principal for consultation.
- ♦ Addresses of students shall not be released.

Adopted: date of manual adoption

K-1350

©

KE

PUBLIC CONCERNS AND COMPLAINTS

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and resolution, if possible ~~solution~~.

The administration will develop a procedure for courteously receiving complaints ~~courteously~~, and ~~it~~ will take steps to make proper replies to complainants. If resolution of a problem ~~is not possible~~ cannot be accomplished at the building level, either party may refer the matter to the Superintendent for review.

The Board will consider hearing citizen complaints when they have not been resolved by the administration. Matters referred to the Board as a whole must be in writing ~~and should be specific in terms of the action~~, should clearly identify the problem, and specifically state the desired action. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

Adopted: date of ~~manual~~ Manual adoption ~~CROSS REF.: ——— BEDH — Public Participation at Board Meetings~~

PUBLIC CONCERNS AND COMPLAINTS

If a member of the community has a complaint, the following procedures are intended to assist in its resolution:

- ♦ ~~If~~ If the matter relates to a student, and it is appropriate, talk ~~to your child~~ with the student's teacher. If the matter ~~is not resolved~~ remains unresolved, talk ~~to~~ with the ~~building~~ school administrator.
- ♦ If resolution of a problem ~~is not possible~~ cannot be accomplished at the building level, either party may refer the matter to the Superintendent for review.
- ♦ When a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and resolution, if possible ~~solution~~.
- ♦ ~~The Board as a whole will consider hearing citizen complaints when they have not been resolved by~~

EXHIBIT

EXHIBIT

PUBLIC CONCERNS AND COMPLAINTS

(This Form to be Submitted to the Superintendent)

Person(s) or group filing complaint _____

Complainant's address _____ Phone _____

Complainant's E-mail address _____

Date complaint is filed _____

Has problem been discussed with the administration-

~~◆ The Board as a whole, or individually, will not consider or act on complaints that have not been explored at the appropriate administrative level.?~~

Yes No _____ Date _____

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged problem, and suggested solution):

Identification of other witnesses or persons with information about concern:

The Projected Solution

~~◆——Matters referred to the Board as a whole must be in writing~~Indicate what you think can and should be done to solve the problem. Be as specific in terms of the action desired as possible.

~~Adopted:—date of manual adoption~~

K-1450 ©
PUBLIC CONCERNS / COMPLAINTS
ABOUT PERSONNEL

KEB

Trust in staff members and support for their actions should be such that employees are freed from unnecessary, spiteful, or negative criticisms and complaints.

In spite of this, criticisms and complaints may be forthcoming from the community. These complaints are best handled starting at the school level and, when necessary, should proceed through the various administrative levels.

All complaints shall be referred to the Superintendent for investigation. The employee involved shall be given an opportunity, at each administrative level at which the matter is reviewed, for explanation, comment, and presentation of facts, either formally or informally. The employee will be afforded elements of due process as provided in Arizona law.

Adopted: date of ~~manual~~[Manual](#) adoption

CROSS REF.: BBAA - Board Member Authority and Responsibilities

BEDH - Public Participation at Board Meetings

PUBLIC CONCERNS / COMPLAINTS ABOUT PERSONNEL

Required Information

The following information concerning a complaint is required:

- ♦ The name(s) of the person(s) making the complaint.
- ♦ Whether the person(s) making the complaint represents an individual or a group. If a group is represented, information shall be provided about the nature of the group and the manner in which the group has reviewed and taken a position on the matter.
- ♦ Whether the person(s) making the complaint has discussed the problem with the employee in question.
- ♦ A summary of the complaint(s) and of the above three (3) items.

Processing of Complaint(s) Following Written Summation

The complaint shall be presented to the employee toward whom it is directed, together with a suggested solution, personally and in writing, by the person(s) filing the complaint. It is the responsibility of the employee's supervisor to keep the Superintendent informed as the matter is reviewed at the various administrative levels.

The employee ~~may~~will have a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.

If the complaint is not resolved between the originator of the complaint and the employee, the complaint shall be reviewed by the employee's supervisor. Until the matter is resolved, it may be reviewed at each successive administrative level.

The Superintendent shall be the final administrative level.

Following the decision of the Superintendent, if any of the parties concerned deem it necessary, the matter may be referred to the Board within ten (10) working days following the Superintendent's decision.

The Board shall consider all facts and provide the employee with all elements of due process in reaching a decision.

~~*Adopted:*—date of manual adoption~~

EXHIBIT

EXHIBIT

PUBLIC CONCERNS / COMPLAINTS
ABOUT PERSONNEL

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

(This Form to be Submitted to the Employee's Supervisor)

Person against whom the complaint is made

Employee's position _____ School/dept. _____

Person(s) or group filing complaint

Complainant's address _____ Phone _____

Complainant's E-mail address _____

Date complaint is filed

Has problem been discussed with the employee?

Yes No _____ Date _____

Has problem been discussed with the employee's supervisor?

Yes No _____ Date _____

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged improper conduct, and suggested solution):

K-1500 ©
PUBLIC CONCERNS / COMPLAINTS
ABOUT INSTRUCTIONAL RESOURCES

KEC

Occasional objections to the selection of instructional materials may be made by the public despite the care taken to select materials most valuable for the student and the teacher. The complainant will be asked to complete the form "Citizen's Request for Reconsideration of Instructional Material." Upon receipt of a request for reconsideration, the Superintendent will review the work in question. After review by the Superintendent, copies of the request form and the report will be sent to the principal and the citizen.

If not satisfied with the decision contained in the report, the citizen may appeal the decision to the Board.

Should a complaint reach the Board, the Board may refer the matter back to the Superintendent for further review, or the Board may review the materials in question in the light of its policy establishing criteria for the selection of materials.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-341~~(A)(7)~~

PUBLIC CONCERNS / COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

Members of the challenged materials committee, when reviewing materials that have been challenged, in addition to critical and other resources, shall utilize the guidelines provided below:

- ♦ *Religion.* Factual, unbiased material that represents all major religions should be included in the library collection.
- ♦ *Ideologies.* The library should, without making any effort to sway the reader's judgment, make available basic factual information on the level of its reading public, on any ideology or philosophy that exerts a strong force, either favorably or unfavorably in government, current events, politics, education, or any other phase of life.
- ♦ *Sex and profanity.* Materials including sex and profanity should be subjected to a stern test of literary merit and reality by the librarian, who takes into consideration the affected reading public. While we would not in any case include the sensational or overdramatic, the fact of sexual incidents or profanity appearing should not automatically disqualify a book. Rather, the decision should be made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual material of an educational nature on the level of the reading public should be included in the library collection.
- ♦ *Science.* Medical and scientific knowledge should be made available without any biased selection of facts.

Committee members shall also bear in mind that the principles of the freedom to read and of the professional responsibility of the staff may have to be defended, rather than the materials per se.

~~Adopted:—date of manual adoption~~

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K-~~1531.1~~ 1531 AUSD10 KEC-E

EXHIBIT **EXHIBIT**

**PUBLIC CONCERNS / COMPLAINTS
ABOUT INSTRUCTIONAL RESOURCES**

RECONSIDERATION REQUEST FORM

**request for reevaluation of printed or
audiovisual material**

*Review material in its entirety before completing the following.
Fill in all applicable information*

Author _____

Title _____

Publisher or producer (if known) _____

Date of publication or production _____

Type of material (book, filmstrip, motion picture, etc.) _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zip _____

School(s) in which the item is used _____

Person making the request represents

him/herself group or organization

Name of Group

Address of Group

1. To what in the item do you object? Please be specific; cite pages or frames, etc.) _____

2. In your opinion, what harmful effects upon pupils might result from use of this item? _____

3. Do you perceive any instructional value in the use of this item? _____

4. Should the opinion of any additional experts in the field be considered?
 Yes. Please list suggestions, if any _____

No.

In the place of this item, would you care to recommend other material you consider to be of equal or superior quality for the purpose intended?

5. Do you wish to make an oral presentation to the Challenged Materials committee?
 Yes (a) Please call the office of the librarian _____
(Telephone Number)

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require.

No.

Date

Signature

~~Adopted:—date of manual adoption~~

K-1550 ©
PUBLIC CONCERNS / COMPLAINTS
ABOUT FACILITIES AND SERVICES

KED

The Superintendent shall establish procedures to be used by citizens of the District who have complaints about District facilities or services. Such procedures shall provide for administrative review of such complaints and, further, shall provide for Board review at the request of the complainant if the matter is not resolved by administrative review.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: A.R.S. 15-341

15-342

~~20~~

29 U.S.C. ~~794~~794 Rehabilitation Act of 1973, (Section 504)

PUBLIC CONCERNS / COMPLAINTS ABOUT FACILITIES AND SERVICES

Citizens of the District who have complaints about District facilities or services may register such complaints with the site administrator.*

Required information concerning complaint:

- ♦• Name(s) of person(s) making the complaint.
- ♦• Whether the person(s) represents an individual or group.
- ♦• Whether the person(s) making the complaint has discussed the problem with the site administrator.
- ♦• A summary of the complaint and suggested solution.

*Processing of complaint:**

- ♦• *Level 1.* The complaint shall be presented in writing, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.
- ♦• *Level 2.* If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.
- ♦• *Level 3.* If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Governing Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.

*If the matters of concern are eligibility and related procedures, procedural safeguards, or provision of a free and appropriate public education, the matter may be referred at any juncture in the procedure to the appropriate compliance coordinator.

~~*Adopted:*—date of manual adoption~~

K-1581

©

KED-E

**PUBLIC CONCERNS / COMPLAINTS
ABOUT FACILITIES AND SERVICES**

Complainant _____

Representing _____

Date of presentation _____

School (if appropriate) _____

Prior contacts with the site administrator or teacher _____

~~statement~~Statement of complaint:

~~action~~Action requested:

Signature

~~Adopted: — date of manual adoption~~

^ & ^K-1700 ©
**PUBLIC CONDUCT ON
SCHOOL PROPERTY**

KFA

~~The purpose of this policy is to establish a standard of conduct upon the school properties within the School District that will provide the best possible educational climate for the students; promote a free and constructive interchange of ideas among students, faculty members, staff personnel, and the general public; encourage participation in the educational process by the general public; protect the investment of the public in both the educational process and the physical plant in which it is conducted; and honor and protect the rights of all individuals within the community.~~

~~**Standard of Conduct**~~

~~The standard of conduct required of all persons upon the property of the School District shall be simply that no person shall act in such manner as to deny or interfere with the lawful use and enjoyment of such property by others, or in such manner as to interfere with the peaceful conduct of an educational institution.~~

~~**Definitions for the Purposes
of this Policy**~~

~~**Authorized party.** Any member of the faculty or administrative staff of the District delegated by the Superintendent of the District or by any school principal within the District, or any other person or persons so designated by the Superintendent to administer the provisions of these policies.~~

~~**Governing Board.** The elected members of the school district governing board for the Amphitheater Unified School District No. 10, Tucson, Arizona.~~

~~**School District.** The common school district and the high school district having coterminous boundaries and having common governing board membership, which is officially designated as Amphitheater Unified School District/No. 10, Tucson, Arizona.~~

~~**School property.** All land, buildings, and other facilities and improvements thereon, owned or controlled by Amphitheater Unified School District No. 10.~~

~~**Faculty members, staff personnel, and employees.** All persons employed in any capacity, part-time or full-time, by the School District.~~

~~**Students.**— All persons, both minors and adults, enrolled in educational programs provided or approved by the District on any of its school property.~~

~~**General public.**— All persons not otherwise herein defined as students, employees, or member of the faculty, staff, or Governing Board of the District.~~

~~**Removal.**— A direct order by an authorized party to any person to leave and vacate the school property of the School District.~~

~~**Suspension.**— The temporary withdrawal of the privilege of attending a school for a specified period of time.~~

~~**Expulsion.**— The permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege of attending the school.~~

Penalties

~~The commission of any act by any person upon any School District property that is prohibited by federal law, state statute, city or county ordinance, or the ordinances of any municipality having legal jurisdiction shall constitute good cause for the immediate arrest or removal of said person from such property by an authorized party.~~

~~Reasonable belief by an authorized party that a criminal act has been committed or attempted, or is about to be committed, shall be sufficient cause to justify immediate removal from School District property of the person suspected of committing or attempting or about to commit a criminal act.~~

~~Reasonable belief by an authorized party that any person on, or seeking to enter on, School District property is acting, or intends to act, in such a manner as to deprive or interfere, materially or substantially, with the lawful and reasonable use of such property by any other person or persons shall be sufficient cause to justify immediate removal from School District property of the offending party.~~

~~Any person who knowingly goes upon or remains upon any School District property in violation of any rule, regulation, or policy of the District or any school therein, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property by others, or who refuses to obey a lawful order to leave School District property given by an authorized party shall be in violation of District policy and state statute and shall be subject to arrest and prosecution for interference with the peaceful conduct of educational institutions.~~

Weapons on School Campus

~~No person shall bring, carry, or possess any deadly weapon, whether concealed or not, into or on any campus of the School District, except that this regulation shall not apply to~~

- ~~• Members of any law enforcement agency.~~
- ~~• Persons who:~~
 - ~~▪ Are on campus to attend, teach, or otherwise participate in a weapons safety or use course; and~~
 - ~~▪ Have been authorized by appropriate District personnel to carry such a weapon.~~

~~The school administrator or designee of the school campus or school-sponsored activity will make a reasonable request of the person to remove the weapon from the person or vehicle and place it in the custody of the school administrator or designee. Should that request be refused, the school administrator or designee shall contact the appropriate law enforcement agency for assistance.~~

~~The school administrator will advise the parents and general public of the District's regulation concerning the above prohibition, informing them that this regulation is in accordance with A.R.S. 13-3102, which specifies that, unless specifically authorized by law, a person commits misconduct involving weapons by knowingly entering any public school facility or attending any public school event while carrying a deadly weapon on one's person or within one's vehicle.~~

~~Prohibited Activities~~

~~The following recreational activities are prohibited on all District campuses: skateboarding, rollerskating, rollerblading, bicycle riding, golfing, exercising dogs, and the operation of motorized vehicles off of designated roadways and parking lots or while District facilities are closed or for purposes other than going safely to and from a parking space.~~

~~Reservation of Right to Regulate All Campus Ingress and Egress~~

~~If, in the judgment of the Superintendent and/or any principal, particular circumstances justify regulation of all campus ingress and egress, then, and in such event, the Superintendent and principals are hereby empowered to restrict such ingress and egress to students having class or other regularly scheduled school function upon the property so restricted, staff members and faculty members employed to perform services upon the restricted property, and any member of the general public bearing a standardized form of campus pass issued by the Superintendent or the principal of the restricted school.~~

~~Interpretation and Enforcement of Standard of Conduct Persons Authorized~~

~~The Superintendent and the principal of each of the several schools within the District are hereby authorized and empowered to interpret and enforce the standards and sanctions of the policy concerning standard of conduct, and are further empowered to designate members of their staffs and faculties as authorized parties to act in their stead.~~

~~If, in the judgment of the Superintendent and/or any principal, an emergency exists in which additional authorities are required to prevent unreasonable interference with the use and enjoyment of school property by other persons, the Superintendent is hereby empowered to designate third persons not herein otherwise described as authorized parties.~~

~~Terms of Removal/Expulsion from School Property and Appeals~~

~~It is the intent of this policy and the standard of conduct described herein to regulate the activities of all persons upon property of the District within the framework of Title 13 of the Arizona Revised Statutes. Unless otherwise specifically noted by the authorized party, the term of any removal from school property as herein authorized shall be for a period of not more than twenty-four (24) hours.~~

~~Since provisions exist within the policies of the District for expulsion of students and removal of faculty members, staff personnel, and employees from school property upon a long-term basis, any appeal from such long-term expulsion of a student, employee, staff member, or faculty member shall be governed by such other regulations as exist within the policies of the District. If, however, a member of the general public is aggrieved by any short-term removal under the authority of this policy or long-term exclusion from school property authorized hereunder, such party shall be entitled to an appointment with the Superintendent within two (2) business days following the request, at which time such party shall be entitled to an explanation of the reason or cause of such exclusion from school property. Following such meeting with the Superintendent, any member of the general public still aggrieved with the order of the removal/expulsion issued hereunder shall be entitled to appear before the Governing Board at its next regular meeting and request a public discussion of the reason and/or "good cause" for the expulsion or exclusion from school property.~~

~~Any member of the general public considered by the Superintendent to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey said instruction may subject the person to criminal proceedings.~~

~~pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.~~

~~Interference With or Disruption of an Educational Institution~~

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

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

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

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

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

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

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.

- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate ~~for~~^{to} the limited forum of the public school educational environment. ~~In general, District policy limits speaking activities on school activities to certain locations, certain periods of time, and to school-related topics.~~
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

Additional Requirements of the General Public

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

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.

- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

Adopted: ~~July 3, 2007~~[date of Manual adoption](#)

LEGAL REF.: A.R.S. 13-2905 ~~15-341~~
 13-2911 ~~15-507~~
 13-3102
15-341
15-507

CROSS REF.: GBEB - Staff Conduct
 GCQF - Discipline, Suspension, and Dismissal of
 Professional Staff Members
 GDQD - Discipline, Suspension, and Dismissal of
 Support Staff Members
 JIC - Student Conduct
 JK - Student Discipline

K-1711

AUSD10

KFA-R

PUBLIC CONDUCT ON SCHOOL PROPERTY
(SPECTATOR CONDUCT)

This regulation provides specific rules for dealing with spectator conduct of nonstudent fans in order to prevent unsportsmanlike conduct of such fans, including verbal abuse toward officials, coaches, and other spectators, as well as any other actions deemed disruptive or unruly.

The principal and a few carefully chosen designees will deal with and enforce satisfactory spectator conduct. These individuals will have the authority to remove or arrange for the removal of such disruptive individuals. Such removal should indicate either verbally or in writing that the person(s) is not to return to campus without assuring the principal, in writing, of a guarantee that such misconduct will not be repeated. Refusal to do so would allow the principal to ban the person(s) from future games or other school events.

Adopted: date of manual adoption

^ & ^K-1750 ©
**SMOKING ON SCHOOL PREMISES
AT PUBLIC FUNCTIONS**

KFAA

The possession or use of tobacco products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.
- District support facilities
- District pre-schools

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with Arizona Revised Statute 15-712.

Adopted: ~~July 3, 2007~~[date of Manual adoption](#)

LEGAL REF.: A.R.S. 13-3622
15-341
15-712
36-798.03
20 U.S.C. 6083

CROSS REF.: GBED - Smoking by Staff Members
JICG - Tobacco Use by Students

PUBLIC SALES ON
SCHOOL PROPERTY

Sales by employees or outside vendors - e.g., Avon Products, Stanley Home Products, men's or women's wear, greeting cards, et cetera - shall not be conducted, nor shall deliveries be made, during working hours. Use of District vehicles for this purpose is strictly forbidden.

Employees violating this policy are subject to disciplinary action.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 38-538 et seq.

K-2200 ©
PUBLIC SOLICITATIONS IN SCHOOLS

KHA

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Solicitation of employees and/or students by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals. This policy shall apply particularly to ticket sales and sales of articles or services except those directly sponsored by school authorities or school organizations.

Adopted: date of ~~manual~~[Manual](#) adoption

~~PUBLIC SOLICITATIONS IN SCHOOLS~~

~~Soliciting Funds from and by School Personnel~~

~~Fund-raising drives are discouraged because they divert so much time, energy, and attention of the staff from educational tasks.~~

~~Nonschool Agencies~~

~~Tickets to affairs sponsored by or for nonschool agencies shall not be sold in any public school or on school premises by any student or school organization or by any nonschool organization, except at times and places specified by the administration.~~

~~Raffles or Lotteries~~

~~Money-raising activities may not be in the form of raffles or lotteries.~~

~~Flower Funds~~

~~The participation of an employee in "flower funds," "sickness and bereavement funds," "anniversary funds," and the like shall be a matter of individual discretion.~~

~~*Adopted:* date of manual adoption~~

K-2250 ©
ADVERTISING IN SCHOOLS

KHB

~~School-sponsored publications, announcements, and radio and television programs may, with certain restrictions, carry advertising and promotional material.~~

~~With respect to advertising copy solicited by or submitted to school organizations, the following guidelines pertain:~~

- ~~• Frequently recurring solicitation of the same sources should be avoided.~~
- ~~• Advertising copy promoting the use and sale of materials or services that are inconsistent with school objectives or that advocate superseding lawful parental authority shall not be permitted in school publications.~~
- ~~• The processes of soliciting advertising, preparing copy, and publishing shall be permitted to the extent that, in the judgment of the instructional staff, such processes further the educational well-being of the pupils involved rather than exploitation for financial gain.~~

~~Permissible Activities~~

~~Students shall be protected from possible exploitation arising out of requests that they be used in advertising or promoting the interest of any nonschool agency or organization. Students may participate in such advertisement or promotion of a nonschool agency or organization if such cooperation furthers the work of any nonprofit community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools and provided it conforms with rules and regulations of affiliated agencies. When consistent with this policy, schools may also:~~

- ~~• Use films or other educational materials bearing only limited mention of the producing firm and provided such materials can be justified on the basis of their actual educational values.~~
- ~~• Announce, through the Superintendent, or authorize to be announced, any lecture, community activity, or film of particular educational merit.~~
- ~~• Upon the approval by the Superintendent or designee, cooperate with any agency in promoting activities in the general public interest, which may include the distribution of materials that solicit monies to serve nonprofit organizations or activities, when such activities also promote the public good or the education or other best interests of the students.~~

~~No advertising material may be distributed to students that, in the opinion of school authorities, would contribute to the personal gain of an individual, business, or company except that:~~

- ~~• The advertising materials of an educational nature that can be used by staff personnel for educational purposes may be distributed.~~
- ~~• Samples, calendars, supply catalogs, etc., may be distributed to staff members for study, purchasing, or routine classroom use, with administrative approval.~~
- ~~• Advertisements or promotional materials, when approved by the Superintendent or designee, may be distributed to staff and/or students from "for profit" organizations who have executed an appropriate lease for use of District facilities and who are providing an educational service to the school community and the community at large. Any such advertisement shall be strictly limited to the function(s) occurring on District property.~~

~~At the discretion of the principal or designee, during concerts, competitions, or other special events of school teams/clubs, schools may display signs, banners, or other means of recognition of sponsors who have contributed to said programs. Such displays can occur only during scheduled events and may not remain in place throughout the season of activity for the program.~~

~~Scoreboards and Marquees~~

~~The financial support of sponsors to the purchase and construction of permanent scoreboards and school marquees may be recognized on a continuing basis, provided all other requirements of this policy relating to appropriateness are met. Continuous recognitions shall be secondary to the primary purpose of the scoreboard or marquee. All continuing recognitions shall be approved by the Superintendent. In addition, because of their continuing nature, recognitions shall be approved by the school's site council.~~

~~The terms and conditions of continuing recognitions for sponsor contributions shall be established by written agreement, which shall be approved by the Governing Board. The written agreement shall contain specific plans for the scoreboard delineating the content, location, and size of the recognition. Any such agreement shall reflect the right of the Governing Board to maintain its management of District property, including the right to revoke or modify recognitions of District property. Grounds for revoking or modifying recognition shall include, but are not limited to, inappropriate business practices or immoral behavior by a sponsor.~~

~~Under no circumstances shall recognition be made to a sponsor whose product is restricted for use by minors.~~

~~No materials from outside of the school system used for propaganda purposes (ideas, facts, or allegations spread deliberately to further a cause or to damage an opposing cause) shall be permitted to be posted in school buildings or on school~~

grounds or properties while students are present for instructional or recreational purposes.

School sponsored student government activities, mock elections and promotions are exempt from the prohibition against propaganda posting.

Unless otherwise prohibited by law nothing herein shall be construed to prevent the District or a District school from the sale of advertising space in accordance with A.R.S. 15-342, subject to the following conditions:

- Such advertisements shall be age appropriate and not contain promotion of any substance that is illegal for minors, such as alcohol, tobacco and drugs, or gambling. Advertisements shall comply with the state sex education policy of abstinence.
- Advertising approved by the Governing Board for the exterior of school buses may appear only on the sides of the bus in the following areas:
 - The signs shall be below the seat level rub rail and not extend above the bottom of the side windows.
 - The signs shall be at least three (3) inches from any required lettering, lamp, wheel well or reflector behind the service door or stop signal arm.
 - The signs shall not extend from the body of the bus so as to allow a handhold or present a danger to pedestrians.
 - The signs shall not interfere with the operation of any door or window.
 - The signs shall not be placed on any emergency doors.
- The District shall establish an advertisement fund that is composed of revenues from the sale of advertising. The monies in the advertisement fund are not subject to reversion.

Requests for advertising to promote the merit of any product by brand name or trademark shall be submitted to the Board.

The Governing Board has discretion to decline specific advertisements.

Adopted: July 3, 2007

~~CROSS REF.: IJ—Instructional Resources and Materials
KB—Parental Involvement in Education~~

~~K-2261~~

~~ADVERTISING IN SCHOOLS~~

~~Exclusion of Salespeople~~

~~No unauthorized salesperson or distributor of equipment, materials, services, or any other commodity shall be permitted to give demonstrations or solicit students in any school.~~

~~Distribution of Religious Literature~~

~~No religious literature shall be distributed among the students in the District.~~

~~Distribution of Political Materials~~

~~Political circulars or petitions may not be posted or distributed in school. *Adopted:*~~
~~_____ date of ~~manual~~[Manual](#) adoption~~

~~*Revised:* _____ September 25, 2001~~

LEGAL REF.: A.R.S. 15-342

CROSS REF.: DFF - Income from School Sales and Services

^K-2300 ©
DISTRIBUTION / POSTING OF
PROMOTIONAL MATERIALS

KHC

~~Materials distributed on school campuses in the form of newspapers, brochures, bulletins, posters, pamphlets, leaflets, handbills, decals, etc., should be prepared with the preparer recognizing the ordinary principles of responsible journalism and good taste. In order to protect the educational process and school environment, written or printed material shall meet the following criteria:~~

- ~~♦ The writer or author and the sponsoring organization or group, date of publication, and publication location should be clearly identified.~~
- ~~♦ Material shall not contain defamatory or obscene language, false statements, or innuendoes that would subject any person to hatred, ridicule, contempt, or injury of reputation.~~
- ~~♦ Material shall not contain pornographic art and literature or obscene, lewd, or salacious material—the standard being the generally accepted standard of the community.~~
- ~~♦ Material shall be noncommercial and may not be sold on school property.~~
- ~~♦ Material shall not invade the lawful rights of others.~~
- ~~♦ Material shall not imminently threaten to disrupt the educational process of the school or its programs.~~
- ~~♦ Material shall not advocate illegal action or action that would endanger the health or safety of students or others.~~
- ~~♦ Distributors of materials will be held responsible for cleaning up litter caused by such distribution.~~

In order to avoid interference with or disruption of normal school activities, the distribution of all materials, as are described ~~above~~below, shall be in the manner determined by the ~~associate superintendent~~Associate to the Superintendent. Distribution of materials that violate the ~~above described~~ principles described below may subject the responsible party to appropriate disciplinary action.

~~Adopted:—date of manual adoption~~

~~K-2311.1~~~~DISTRIBUTION / POSTING OF
PROMOTIONAL MATERIALS~~

~~The distribution of all nonschool printed materials in any form shall be in the manner determined by the associate superintendent, subject to the following conditions and procedures:~~

- ~~♦ The distributor shall present a copy of the material to be distributed to the associate superintendent no later than three business days in advance of the anticipated or proposed time of distribution, along with a statement of name, address,~~

Non-school promotional literature is that material not under the control of the school which is on or in a variety of mediums. Without exhaustion this may include but is not limited to pictures, flyers, items with a visual or printed message, electronic representations, and other visual and auditory representations.

Non-school promotional literature soliciting for or promoting participation in commercial offerings, politics or religion will not be allowed on school property during school sessions. Excepted from the category of commercial offerings are approved equipment, naming conventions and legal advertisement that provide financial benefit to the educational program as determined by the Board.

Nonprofit organizations providing instruction and practice for school age students in the areas of instruction listed below shall be permitted limited display or posting of promotional literature for those activities at an individual school site within the guidelines indicated. Authorization shall be premised upon a written assurance and confirming literature received by the distributing/posting school at least two (2) weeks prior to the instruction/ activity that the organization will:

- Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;
- Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;

- Label all material with the name of the organization;
- Display the name, address and telephone number of the person responsible for the material. ~~Upon submission of the material and the statement to the associate superintendent, the distributor shall receive a copy of the "Guidelines for the Distribution of Printed Material."~~
- ♦ ~~The associate superintendent shall review the material that has been proposed for distribution and determine its suitability for distribution and base a decision as to whether or not the material shall be distributed within the school grounds on the following criteria:~~
 - ~~Whether or not the publication contains material that falls within the Arizona definition of obscenity regarding minors pursuant to A.R.S. 13-3501.~~
 - ~~That the material does not contain libelous statements made with intentional or reckless disregard of the truth or accuracy of the information contained therein. *Libelous* is defined as "any false and malicious publication printed for the purpose of defaming one alive or marring the memory of one dead. This includes any false and malicious publication that by printing, writing, signs, or pictures tends to expose a person to public scorn, hatred, contempt, or ridicule . . . and any publication that relates to a person's office, trade, business, or employment, if the publication imputes to such person incapacity or lack of due qualifications to fill the position, or some past misconduct that will injuriously affect such person in it."~~
 - ~~Whether it can reasonably be foreseen that distribution of the material would result in any material and substantial interference with or disruption of the regular school program.~~
 - ~~That the material is noncommercial and nonreligious in nature and content.~~
 - ~~That the distributor, or the entity the distributor represents, is nonprofit making, noncommercial, and/or an entity whose end product is neither an item or items nor a service for which money is charged.~~
- ♦ ~~If the associate superintendent determines that the material is not suitable for distribution under any one or more of the above considerations, the material shall be barred from distribution on any District campus. The associate superintendent shall, at the time of making this decision, set forth the reasons for denial of distribution on the District approval/denial form and provide a copy of the denial and reasons to the potential distributor. The~~

~~distributor can reasonably expect a response within three business days of receipt of the material by the associate superintendent's office.~~

- ~~♦ If the associate superintendent approves distribution of the material, the distributor shall receive a copy of the approval/denial form and a copy of the "Guidelines for the Distribution of Printed Material."~~
- ~~♦ The distributor may appeal the associate superintendent's decision in the following manner:
 - ~~▪ The distributor may request a meeting and conference with the associate superintendent to discuss the decision. At this time, an opportunity will be given for presentation of the distributor's viewpoint and a defense of the proposed distribution of the material.~~
 - ~~▪ If, after meeting with the associate superintendent, the distributor is still dissatisfied with the decision, the distributor may, within three school or working days of notice of the associate superintendent's decision, make an appointment to meet and confer with the Superintendent or designee regarding the matter. Failure to timely seek such an appointment shall constitute a waiver of the right to appeal.~~
 - ~~▪ The Superintendent or designee shall, within three working days of the request, meet with the distributor and, after meeting with the distributor, have three working days in which to present the distributor with written notice and explanation of a final decision concerning distribution of the material.~~~~
- ~~♦ Distribution of the materials shall be in the manner described in the "Guidelines for the Distribution of Printed Material." No school or District site shall distribute material that is not accompanied by the District approval/denial form.~~
- ~~♦ *Distribution* means passing out, handing out, posting, making available, openly or selling materials, before, during, or after school hours, between classes, or in the individual classrooms, homerooms, school buildings, or on the school grounds.~~
- ~~♦ *Distributor* refers to any and all individuals, including students, teachers, employees, residents of the District, or others who wish to distribute printed materials upon or in school grounds or buildings.~~

~~Failure to Comply~~

~~Failure of a distributor, publisher, or author to comply with these guidelines will be construed as a direct violation of school regulations. If the distributor, publisher, or author is a student and these rules are disregarded, that person will be suspended from school for a period of time not to exceed 10 school days. Subsequent refusals to abide by these regulations shall result in the initiation of hearing procedures for the expulsion of the student.~~

~~If the distributor, publisher, or author is a teacher or other employee and these rules are disregarded, that teacher or employee will be subject to disciplinary action.~~

~~If the distributor is not a student or employee, failure to comply with these regulations will result in initiation of appropriate civil and/or criminal action by the school, including, but not limited to, prosecution under A.R.S. 13-2911.~~

~~**Interference with or Disruption of Normal School Operations**~~

~~A material and substantial interference with or disruption of the normal school day includes, but is not limited to, the following:~~

- ~~◆ Agitation of the students or employees to such a degree that order cannot reasonably be maintained within the classroom or school.~~
- ~~◆ Agitation of the students to such a degree that the normal flow of student traffic in hallways and into and out of classrooms and buildings is hampered, thereby endangering the safety of students and personnel.~~
- ~~◆ Agitation of the students to such a degree that a significant proportion fail to attend their regularly scheduled classes.~~
- ~~◆ Agitation of the students or employees to such a degree that one or more disagreements, either verbal or physical, occur that cannot reasonably be controlled.~~
- ~~◆ Agitation of the students or staff members to such a degree that it is reasonably foreseeable that any one of the above is likely to occur.~~

~~**Distribution of Printed Materials Not Requiring Approval**~~

~~Employees and teachers may distribute or circulate notices, invitations, and subscription lists among themselves without prior approval by the associate superintendent if such materials relate to employee organizations, teacher organizations, and parent teacher organizations of national, state, or local standing.~~

~~Adopted:—date of manual adoption~~

EXHIBIT

EXHIBIT

EXHIBIT

K-2331

**DISTRIBUTION / POSTING OF
PROMOTIONAL MATERIALS**

**NOTICE OF APPROVAL/DENIAL FOR DISTRIBUTION
OF PRINTED MATERIAL**

Date: _____

To: _____

Your request to distribute written information to students/staff members has been:

Approved

Denied

Reason for denial _____

Associate to the Superintendent

~~*Adopted:*—date of manual adoption~~

local representative for the organization prominently on the promotional material;
and

- Have an authorized representative of the organization sign the written assurances.

The promotional literature shall be provided to the school office at the same time as the assurance form to evidence compliance. School personnel shall not use the viewpoint expressed in the literature as justification for disallowing the authorization.

Areas of instruction and practice for which promotional literature is permitted to be displayed.

- Language arts
- Literature
- Mathematics
- Science
- Social Studies
- Music
- Visual Arts
- Health
- Physical Education
- Foreign or Native American Language (includes modern and classical)
- Career and Technical (vocational) Education

Manner of display/posting or stacking.

The manner of communication elected by each school shall be either:

- display of a representative item (posting on a bulletin board like structure); or
- stacking flyers or representative materials on a flat surface.

located in an area on the school campus generally accessible to students. Display/posting or stacking will be on a space-available basis.

From a list of signed and dated assurance forms maintained in the school office, the school administrator shall determine the items to be granted permission for

posting/displaying or stacking during a prescribed time period, limited to the available space designated for such purposes.

Materials permitted for display/posting or stacking must be delivered to the approving school office by a person properly authorized to represent the entity providing the materials. The material shall not be larger than a standard eight and one-half by eleven inch (8 1/2" x 11") sheet of paper. Where stacking of materials for pick up is permitted, the quantity of materials stacked at the designated location shall not exceed one hundred (100) copies at any given time.

Times and places for display/posting or stacking. Display/posting or stacking of non-school promotional materials is prohibited in any school location except the designated area or surface for such materials. Materials shall be removed on a date certain not more than one (1) month after it has been posted/stacked or five (5) days after the activity begins, whichever is earlier.

The display/posting and/or stacking location shall be available every day without regard to weather, to students who are in attendance. A description and a map of this location will be posted at the administrative office of each school and made available in the District administrative offices.

Adopted: date of Manual adoption

LEGAL REF.: 20 U.S.C. 9134, The Children's Internet Protection Act
47 U.S.C. 254, Communications Act of 1934 (The Children's
Internet Protection Act)

CROSS REF.: KD - Public Information and Communications

EXHIBIT

EXHIBIT

EXHIBIT

~~^K 2332~~ 2331 ©

KHC-~~EB~~

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EXHIBIT

EXHIBIT

**DISTRIBUTION / POSTING OF
PROMOTIONAL MATERIALS**

~~GUIDELINES FOR THE DISTRIBUTION
OF PRINTED MATERIAL~~

~~Following are the guidelines and procedures that have been implemented for the handling of printed material to be distributed to the staff members/ students of Amphitheater Public Schools. They are as follows:~~

- ~~◆ Submit, for approval, one copy of the printed material you wish to distribute to the office of the Associate Superintendent, 701 West Wetmore Road, Room 188, Tucson, AZ 85705-1547. Please allow three working days to process your request to distribute.~~
- ~~◆ Include~~

REQUEST TO DISPLAY/POST OR STACK MATERIALS

_____, 20____ Date

_____ Name of organization / group

We wish to display/post or stack promotional materials on the following dates: (Not to exceed one [1] month.)

_____ Month _____ Date(s)
_____ Year

There (will) (will not) be a charge for the instruction/activity. _____

The person who may be contacted, if necessary, about the content of this literature, by the school, parent, or other recipient of information is:

Name _____

Address _____

_____ Zip code _____

E-mail address _____

Phone: (work) _____ (home) _____

I/We hereby assure the school that the organization will:

- Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;
- Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;
- Remove the material on a date certain not more than one (1) month after it has been displayed/posted/stacked or five (5) days after the activity begins, whichever is earlier;
- Label all material with the name of the sponsoring organization;
- Provide the name, address and telephone number of the ~~contact person~~ responsible for the printed material. ~~You will be notified by mail (or fax if applicable) that your request has been approved or denied.~~
- ~~♦ You, or your organization, will be solely responsible for delivering your printed material to the schools in which you wish to distribute. The Wetmore Center staff is not able to assist you with the actual distribution. Be sure your approval form accompanies your printed material to each site.~~
- ~~♦ Printed material to be distributed to students. Flyers must be bundled in packages of 30 each. Contact the individual schools for the number of students enrolled. Material should be delivered to the site five working days prior to the date you would like distribution. (Take your approval form with you.) Distribution on a specific date cannot be guaranteed, so allow some leeway. Remember, schools have other priorities to which they must attend.~~

- ~~♦ *Printed material to be distributed to teachers/staff members.* Flyers to be distributed to teachers or posted at school sites must be accompanied by an approval form. Contact the individual school for the number of teachers/staff members employed at each site.~~
- ~~♦ Flyers sent or delivered to schools *without* the approval form will not be distributed and may be discarded. The school is under no obligation to attempt to gain the necessary approval or to return the flyers to the originator.~~

~~*Adopted:* date of manual adoption~~

local representative for the organization prominently on the promotional material;

- Have an authorized representative of the organization sign the written assurances.

The promotional material and assurance form affirming compliance shall be provided to the school office at the same time.

This request must be submitted to the school office at least two (2) weeks prior to the requested date(s).

Signatures and titles of organization representatives

EXHIBIT **EXHIBIT** **EXHIBIT**

K-2333.1

**~~DISTRIBUTION / POSTING OF
PROMOTIONAL MATERIALS~~**

~~(OBSCENITY DEFINED)~~

~~*Obscenity* is defined by A.R.S. 13-3501 as follows:~~

- ~~◆ *Item* includes any book, leaflet, pamphlet, magazine, booklet, picture, drawing, photograph, film, negative, slide, motion picture, figure, object, article, novelty device, recording, transcription, or other similar item.~~
 - ~~▪ *Disclaimer:* Books and other materials used in District-approved sex education courses shall be exempt from the definition of *obscenity* as described herein.~~
- ~~◆ An item is obscene within the meaning herein when:~~
 - ~~▪ The average person, applying contemporary state standards, would find that the item, taken as a whole, appeals to the prurient interest; *and*~~
 - ~~▪ The item depicts or describes, in a patently offensive way, sexual activity as that term is described herein; *and*~~

- ~~The item, taken as a whole, lacks serious literary, artistic, political, or scientific value.~~
- ♦ ~~*Harmful to minors* means that quality of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when to the average adult applying contemporary state standards with respect to what is suitable for minors, it appeals to the prurient interest of minors in sex, which portrays sexual conduct in a patently offensive way, and which does not have serious literary, artistic, political, or scientific value.~~
- ♦ ~~*Knowingly* means having general knowledge of, or reason to know, or a belief or ground for belief that warrants further inspection or inquiry of:~~
 - ~~The character and content of any material described herein that is reasonably susceptible of examination by the defendant, and, if relevant, to a prosecution for violation of A.R.S. 13-3506.~~
 - ~~The age of the minor, provided that an honest mistake shall constitute an excuse from liability under this article if the defendant has made a reasonable bona fide attempt to ascertain the true age of such minor.~~
- ♦ ~~*Nudity* means the showing of the human male or female genitals, pubic area, or buttocks with less than a full opaque covering, or the showing of the female breast with less than a fully opaque covering of any portion thereof below the top of the nipple, or the depiction of covered male genitals in a discernibly turgid state.~~
- ♦ ~~*Sadomasochistic abuse* means flagellation or torture by or upon a person clad in undergarments, a mask, or bizarre costume, or the condition of being fettered, bound, or otherwise physically restrained on the part of one so clothed.~~
- ♦ ~~*Sexual conduct* means acts of masturbation, homosexuality, sexual intercourse, or physical conduct with a person's clothed or unclothed genitals, pubic area, buttocks, or, if such person is a female, breast.~~
- ♦ ~~*Sexual excitement* means the condition of human male or female genitals when in a state of sexual stimulation or arousal.~~
- ♦ ~~*Sexual activity* means:~~
 - ~~Patently offensive representations or descriptions of ultimate sexual acts, normal or perverted, actual or simulated.~~

- ~~Patently offensive representations or descriptions of masturbation, excretory functions, sadomasochistic abuse, and lewd exhibition of the genitals.~~
- ♦ ~~*Ultimate sexual acts* means sexual intercourse, vaginal or anal, fellatio, cunnilingus, bestiality, or sodomy. A sexual act is simulated when it depicts explicit sexual activity that gives the appearance of consummation of ultimate sexual acts.~~

~~*Adopted:* date of manual adoption~~

FOR SCHOOL USE ONLY

Date: _____ Principal _____

Action

_____ Denied or requested alteration for the following reason(s):

_____ Approved

K-2450 ©
VISITORS TO SCHOOLS

KI

The Superintendent shall establish school-visit procedures for the control of persons other than school personnel or students who enter District premises. Such procedures shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds.

~~The Superintendent is authorized to establish regulations to:~~

- ~~♦ Encourage visitors to observe the schools.~~
- ~~♦ Provide for appropriate hospitality of visitors,~~
- ~~♦ Provide methods to communicate approval as well as constructive criticism of school matters to the Governing Board,~~
- ~~♦ Ensure that such visits will not interfere with the goals and methods of the educational program.~~

Adopted: date of ~~manual~~[Manual](#) adoption

LEGAL REF.: A.R.S. 13-1302
13-2905
13-2911
15-341
15-507

CROSS REF.: AD - Educational Philosophy/School District Mission

KFA - Public Conduct on School Property

VISITORS TO SCHOOLS

~~Parents and Registered Visitors~~

Parents are encouraged to visit the schools.

All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

~~Nonregistered—Visitors~~

~~If a staff member observes a person in the building who does not appear to be a student of that school or an employee, the following procedures should be followed:~~

- ~~◆ The individual in question shall be directed to the general office.~~
- ~~◆ If the person admits to not being a student of that school, or an employee on business, but refuses to go to the general office to secure permission to be in the building, the office should be informed of the problem and the person kept in sight, if possible. If not possible to keep visual contact, some aid in identification of the individual in question should be noted. In all cases the office should be notified at once.~~
- ~~◆ An administrator will inform the person that without a just and valid reason for being in the District's building, or upon the District's grounds, that person must leave at once.~~
- ~~◆ Upon refusal to cooperate, that person is to be informed that failure to leave at once will result in arrest. At this point the administrator shall contact the appropriate law enforcement agency.~~

~~Campus—Visitors~~

~~Visitors to any school campus while school is in session must first receive permission from the principal's office. Visiting courtesies will be accorded if merited; however, anyone failing to receive administrative permission may be deemed a vagrant and subject to prosecution under A.R.S. 13-992.~~

~~Vehicles—on—School—Property~~

~~Operation of bicycles and motorized vehicles on school property in other than designated areas is prohibited. Persons guilty of such trespass shall be prosecuted.~~

~~*Adopted:*—date of manual adoption~~

~~RELATIONS WITH COMMUNITY~~
BOOSTER ORGANIZATIONS

~~School-Community Associations~~

~~The Governing Board seeks to encourage and facilitate parental involvement in the schools. One means of achieving such participation is the use and encouragement of a parent teacher group in each individual school. Such parent teacher groups should have, as a high priority, the goal of increasing parent teacher cooperation in the areas of homework, school attendance, and school discipline. It is the responsibility of the individual school principal to structure a program that will meet these goals.~~

~~A concept that should be kept in mind is the major role that the parent teacher organization plays in helping large numbers of parents better understand the total school program. All staff members should be encouraged to accept membership in and enthusiastically work with the local school organization. Community support is determined to a great extent by staff participation.~~

~~Adopted: date of manual adoption~~

K-2561.1

RELATIONS WITH COMMUNITY ORGANIZATIONS

Parent/Citizen Group Guidelines

In order for a parent/citizen group to be sanctioned by the school and District, the following guidelines must be observed. Sanctioned groups may be granted use of school facilities as described in District policy.

Formation/Structure of Parent/Citizen Groups

Any group of parents or citizens seeking to be sanctioned by the school and the District shall submit the following information, in writing, to the designated site administrator. If the group is seeking sanction as a District group, this information should be submitted to the Superintendent.

Upon formation of a group, the following must be submitted in writing to the designated site administrator:

- ◆ Name of group.
- ◆ Written statement of purpose.
- ◆ Officers.
- ◆ Where funds will be deposited and how the funds will be disbursed.
- ◆ Designated signatory(ies).

Once the group is sanctioned, the following must occur:

- ◆ Written monthly report of activities submitted to administration (a monthly meeting is not required).
- ◆ Annual goals and objectives reviewed/annual assessment.
- ◆ Submission of annual budget.
- ◆ Closing report if ad hoc group (e.g., bond support committee) or written reapproval if ongoing group (e.g., PTOs).

Finances

~~Groups that support schools in general (e.g., PTO, school bond committee) shall comply with the following financial guidelines:~~

- ~~♦ All funds shall be deposited and disbursed through the school's auxiliary account.~~
- ~~♦ Fund raisers must be approved by designated administrations with designated use(s) and distribution specified for each fund raiser. Monies raised are to be deposited in the account at the organization. Such funds shall not be refunded to an individual who leaves or is dismissed from the program.~~
- ~~♦ Develop an annual budget which must be approved by administration.~~
- ~~♦ Purchases/expenditures: Capital items/personnel salaries are considered a gift to the District and must have school and Board approval. District hiring procedures and salary guidelines as well as all pertinent laws and regulations must be observed. The owner of such capital items is the District. Supply items, when run through auxiliary accounts, will automatically require administration approval. Supply items run through a separate financial institution will automatically require two signatures; administrative approval is not required.~~

~~Groups that directly support students/student activities (e.g., booster clubs) shall comply with the following financial guidelines:~~

- ~~♦ Funds shall be deposited and disbursed through the bookstore or the school's auxiliary account.~~
- ~~♦ Fund raisers must be approved by designated administrations, with designated use(s) specified for each fund raiser.~~
- ~~♦ Establishment of a target budget is recommended.~~
- ~~♦ *Purchases/expenditures.* Capital items/personnel salaries are considered a gift to the District and must have school and Board approval. The owner of such capital items is the District. Supply items are run through auxiliary accounts and automatically require administration approval.~~

~~**Supervision of Students at School-Related Activities or Fund Raisers**~~

~~*School-related activities:*~~

- ~~♦ A staff representative (coach, club sponsor, administrator) must be present. If the staff representative is a non-exempt employee *and* the school *requires* the person's attendance, the employee must be paid through the District payroll. Funds used for salary expenses shall be provided by the parent group or athletic department.~~

Fund-raising activities:

- ~~♦ *Individual sale-type events.*—Students should be informed *in writing* that they should not try to sell items door to door.~~
- ~~♦ *Group events, e.g. car wash, bake sale.*—If students are involved, a staff representative must be present.~~

~~Coordination with School Administration~~

~~The initial and annual sanction of a group must be confirmed in writing. Included in this would be the name of the organization, the purpose, the officers, the goals and objectives, and the budget.~~

~~A written monthly report must be provided to the principal or designee, to include monthly minutes of meetings consisting of the calendar and budget statement. A final report is required each year, to include the minutes and a financial report. The year-end minutes should include an assessment of goals.~~

~~The site administrator may bring closure to such a group when there is clear indication of deviation from the stated purpose or clear violation of laws or District policies.~~

~~Fund Raising, Gifts, and Donations~~

~~The Governing Board recognizes the need for individual schools to raise funds from time to time to support various activities at their schools. The energy expended by community groups in this endeavor should be applauded and encouraged.~~

~~Because the District is reliant upon numerous federally funded programs, to assure continuity of programs it is imperative that local fund raising not jeopardize those funding sources. The Governing Board recognizes local needs, but also acknowledges larger District requirements. For that reason, any expenditures of funds raised from local resources must be brought before the District administration for review as to the potential impact on federal grants and other resources.~~

~~It is the expectation of the administration that local autonomy be recognized, but in the context of the larger District issues.~~

~~Adopted:—date of manual adoption~~

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Support from booster organizations is encouraged wherever appropriate as a means of involving the public in the activities and goals of the District. School personnel shall seek to strengthen and support booster organizations by cooperating in any way possible to provide assistance, materials, facilities, or other aid to assist them in helping the schools.

Close communication with booster organizations ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or program of the school.

The Superintendent shall develop procedures as necessary for the guidance of school personnel who are involved with booster organizations.

Adopted: date of Manual adoption

CROSS REF.: JJE - Student Fund-Raising Activities

^K-2900 ©
**RELATIONS WITH INDIAN
TRIBAL COUNCILS**

KJG

The Superintendent will maintain formal and informal communication channels ~~with~~between Indian tribal councils. ~~The~~ and the District staff, will keep the Board fully informed of the effectiveness of this policy and will, when necessary, make recommendations for improving its effectiveness.

Once each year a status report based on public school performance measurements shall be made to each Indian Nation with tribal lands located within the school district boundaries and the Arizona Department of Education. The ~~content~~contents of the status report shall be written in brief format, as specified in A.R.S. 15-244, and may be subject to rules developed by the Arizona State Board of Education.

Adopted: ~~July 3, 2007~~date of Manual adoption

LEGAL REF.: A.R.S. 15-244

[CROSS REF.: IHBJ - Indian Education](#)

K-3150 ©
RELATIONS WITH
GOVERNMENT AUTHORITIES

KL

The ~~Governing Board will maintain communication and cooperative~~ District shall seek to establish mutually beneficial relations with ~~any and all community~~ local, county, state, and federal governmental agencies ~~in an effort to:~~ Governmental agencies are an integral part of the community, and their participation shall be sought in matters that affect the educational program and quality of life in the community.

- ~~• Provide services beyond the current school program. Such agencies may include but are not limited to youth service agencies, recreation boards, churches, libraries, museums, philanthropic foundations, associations for the performing and creative arts, service clubs, and the like.~~
- ~~• Protect the best interests of the schools. Such agencies may include but are not limited to public utilities, police, sheriff, and fire departments, and planning and zoning commissions.~~

Adopted: date of ~~manual~~ Manual adoption

LEGAL REF.: A.R.S. 15-342
 15-362
 15-363
 15-364

~~K-3450~~
~~RELATIONS WITH HEALTH AND WELFARE~~
~~AUTHORITIES~~

~~The Governing Board advocates close working relationships with the health department in all school matters. The school staffs shall safeguard the health of the students in schools by supplementing and reinforcing the efforts of the homes and by providing conditions and educational opportunities conducive to good health.~~

~~Pupils in apparent need of welfare assistance may be investigated or referred to the proper community agencies. Referrals shall be made through the attendance counselor's office.~~

~~*Adopted:* date of manual adoption~~

~~K-3750~~

~~RELATIONS WITH LAW ENFORCEMENT AUTHORITIES~~

~~The School District shall endeavor to cooperate fully with law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and the individual be clearly understood and protected.~~

~~Relations between the schools and the police and sheriff's departments and juvenile courts in treatment of alleged delinquents shall be in accord with the principles and procedures set forth in the U.S. Supreme Court decision in the *Gault* case respecting due process.~~

~~*Adopted:*—date of manual adoption~~

~~K-3800~~
~~RELATIONS WITH FIRE AND EMERGENCY~~
~~PREPAREDNESS AUTHORITIES~~

~~Members of the city fire department and rural fire company play a vital role in the school safety program. It shall be the responsibility of the administration to:~~

- ~~◆ Establish and maintain relationship with these agencies.~~
- ~~◆ Work with the faculty in determining the nature and timing of these agencies' participation in the school program.~~
- ~~◆ Coordinate and supervise the planned activities.~~

~~Building principals shall seek the advice and cooperation of the city fire department and the rural fire company in the following matters:~~

- ~~◆ Planning and conducting fire drills.~~
- ~~◆ Fire prevention education.~~
- ~~◆ Fire related and other types of first aid.~~
- ~~◆ Conforming to state and local fire codes.~~
- ~~◆ Any other related matters.~~

~~Adopted:—date of manual adoption~~

~~K-3950~~
~~RELATIONS WITH LOCAL GOVERNMENT ZONING~~
~~AUTHORITIES~~

~~(District Review of and Comment
Upon Rezoning Proposals)~~

~~The Governing Board firmly believes that schools exist for the continuing benefit of students and the community as a whole. Consequently, school facilities should be of a caliber that reflect their importance as places where young people learn to become productive and satisfied citizens. Factors or conditions which negatively impact the physical qualities of school facilities and the abilities of schools to serve the public must be mitigated to every extent possible.~~

~~When the District receives notice of proposed rezonings or zoning changes, the District should examine the proposed action to determine the impact, if any, upon District schools. Such impacts may include, but are not limited to, the proximity of dangerous or otherwise inappropriate uses to students, or a resulting impact upon school enrollment.~~

~~Where a proposed zoning modification would result in conditions which the Superintendent believes are dangerous or otherwise pose a risk in proximity to students, the Superintendent shall express such concerns to the applicable zoning authority and notify the Board of this action.~~

~~Where a proposed zoning modification would result in an increase in student enrollment at (a) District school(s), the Superintendent shall notify the zoning authority of the projected impact on the District's ability to provide appropriate school facilities to absorb the impact. Analysis of the impact of proposed rezoning shall take into account other rezoning actions already approved by the zoning authority. If the proposed zoning modification would result in an enrollment increase which would place the school(s) over their enrollment capacity, the Superintendent may also oppose the requested zoning modification.~~

~~Parties requesting a residential zoning modification are encouraged to enter into a written agreement with the District to provide monetary or land contributions to be used toward new school construction. Where parties do so, the Superintendent shall take the benefit to the District from such a donation into consideration before responding to the rezoning request. The Superintendent shall also consider other factors, such as District growth patterns, School Facilities Board construction~~

~~projections, and bond support for school construction, before responding to any rezoning request.~~

~~The Superintendent shall make quarterly reports to the Governing Board regarding the status of rezoning matters affecting District enrollment.~~

~~*Adopted:* April 10, 2001~~

~~*Revised:* November 15, 2001~~