



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

---

**DATE OF MEETING:** April 12, 2011

**TITLE:** General Review of the Structure of Governing Board Policies;

Review of Policies Contained in Board Policy Classifications A (Foundations and Basic Commitments); B (School Board Governance and Operations); C (General School Administration); D (Fiscal Management); E (Support Services); and F (Facilities Development).

**SUPPLEMENT # 3:**

Policy Series E (Support Services); and  
Police Series F (Facilities Development).

---

**BACKGROUND:**

*Purpose*

The Arizona School Boards Association (“ASBA”) recommends periodic review of all district policies on a comprehensive and collective basis to ensure policies are updated as new legislation is enacted, and to reflect the intentions of the Governing Board over time.

*Manual Format*

As the Board is aware, the policy manual is organized according to the classification system of the National School Boards Association. This system provides an efficient means of coding, filing, and finding policies. The manual is divided into the following sections:

- A FOUNDATIONS AND BASIC COMMITMENTS
- B SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- D FISCAL MANAGEMENT
- E SUPPORT SERVICES
- F FACILITIES DEVELOPMENT
- G PERSONNEL
- H MEET AND CONFER
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- K SCHOOL - COMMUNITY RELATIONS
- L EDUCATION AGENCY RELATIONS

The Governing Board’s policies are, of course, intended to be broad, overall direction for the operation of the District. Implementation of policy is through administrative function, including the administrative regulations approved by the Superintendent. (Regulations are denoted by a “-R”, “-RA” or similar designation; exhibits are denoted by “-E” or “-EA”, etc.). The Board is only required to approve changes to policies, not regulations or exhibits. Simply put, policies are “theory and intention”; Regulations are those procedural steps necessary to affect the theory; and Exhibits are the forms needed to implement the Policy’s Regulation(s).

### ***Process – Identification of Necessary Revisions***

The process to facilitate identification of necessary changes has been initiated with staff working with the District's ASBA policy consultant to review each page (literally) of every policy/regulative document to identify the following:

1. Suggestions (or needs) for substantive changes (including adoption of entirely new policies or deletions of superfluous, duplicative or outdated ones);
2. Style or language changes (e.g., "pupil" to "student" or "parent" to "parental"); or
3. Reference updates (wherein we change a statutory reference or modify a policy cross-reference).

Through this review, a significant number of policies have been identified where some type of updating is recommended. Many policies, however, do not require change or require changes of little significance – such as the style changes.

### ***Process – Policy Forms***

The draft of changes to these sections is provided in two formats: first, a "final" version showing all the proposed changes incorporated into one "clean" document; second, a "redline" version which shows all the detail of the changes made in traditional editing format.

To aid Board members in conducting their review in a more manageable manner, a summary list relating to Policy Series A and B are also attached. The summary provides a list of those policies that staff believe require no revisions; those policies for which a legal and/or cross reference revision is required; those policies for which minor language changes (for clarity/grammar) are proposed; and those policies for which minor language *and* references are suggested. The summary also provides a listing of proposed deletions of policies, regulations and/or exhibits. Finally, those documents which staff believes require substantial revisions are set forth along with a brief synopsis of the suggested changes.

As the redline and final drafts are reviewed, there are a few clarification statements which the Board may find helpful:

- District identifying information, including name, county, mission statement, district legal status, etc. are not included in the ASBA model package; therefore, they sometimes appear as strikethroughs in red, which would normally suggest deletions. That is simply a function of current ASBA formatting; that language will not be deleted. Otherwise, all recommended deletions are indicated in red with a strikethrough.
- Recommended additions/changes are in blue.
- All sections of the draft which match the current policy language appear in black.
- Many documents have only minor or technical changes that are not substantive. Typically such changes or corrections are made to enhance sentence structure, improve grammatical presentation, correct semantics, accommodate statutory codification adjustments, and so forth.
- Many of the documents have no changes at all.
- If a policy, regulation, or exhibit has substantive changes, these should be reviewed closely since the potential revisions may materially alter an expectation, a practice, or a procedure of the District. These revisions may be the result of changes to federal laws or state statutes, alterations to the rules of regulatory agencies, findings in case law, attorney general opinions, et cetera. In some cases, the changes are the outcome of efforts to clarify the

contents of a document or to more adequately synchronize the District's policies and practices with one another.

- Documents which do not carry the ASBA copyright are either district creations or do not strictly conform to the ASBA proposed model.

---

**RECOMMENDATION:** This item is presented for the Board's study at this time. The policy revisions will be brought back on April 26<sup>th</sup> for the Board's approval.

---

**INITIATED BY:**



---

Todd A. Jaeger, Associate to the Superintendent

Date: April 8, 2011



---

Vicki Balentine, Ph.D., Superintendent

## ***POLICY REVISIONS***

### **Section E (Support Services)**

No revisions: **EA, EBAB, EBAB-R, EBBB-EB, EBBB-EC, EBCD, EDA, EDA-R, EDC-R, EDC-E, EEAA-R, EEAE-R, EEAG, EEAG-R, EEB-RA, EEB-RB, EFE, EGAE, EGAF, EI-R**

Legal/Cross reference only: **ECAD, EEAA, EEAEA, EEAE, EEBD, EF, EHB, EI**

Minor language only: **EBA, EBAA-R, ECAC-R, ED, EDB-R, ED, EDC, EEAEAA-E, EGAD**

Minor language/legal reference: **EDB, EEAEAA, EEAEAA-R, EEAE, EF-E**

Delete: **EBBB-RB, EDA-EA, ECA-EC, ECB-R, ECE, ECE-R, EEAE, EEAE-R, EGAD-R**

**EB (Environmental and Safety Program).** Removes general non-specific language delineating individual safety responsibilities; requires general safety awareness to be made a part of the district's instructional plan.

**EB-R (Environmental and Safety Program).** A new regulation setting forth safety responsibilities for maintenance supervisor: school principals: transportation supervisor: employees, students, and the public using district facilities.

**EBBB (Accident Reports).** Requires on-the-job injuries be reported within five (5) days; deletes language regarding student accident reporting; requires injury reporting procedures be established.

**EBBB-R (Accident Reports).** This regulation sets forth procedures for student accident reporting.

**EBBB-EA (Student Accident Reporting Form).** Proposed form for the reporting of student accidents.

**EBC (Emergencies).** Provides for a fire department review of building emergency drill plans.

**EBC-RA, -RB, -RC, RD, -RE, and -E (Emergencies).** New regulations and an exhibit that direct emergency plans be prepared in case of inside and outside emergencies and which set forth guidelines for emergency drills, emergency-related injuries, bomb threats, and the aftermath of Suicide, Suicide Attempt or other tragedy.

**EBCD-R (Weather-related and Emergency Closings).** A new regulation with procedures for school closings and early dismissal due to inclement weather.

**ECA (Security).** Simplification of purpose for security procedures; direction to prosecute vandals and encourage employee responsibility regarding district property.

**ECA-R (Issuance of Keys).** Language restructuring key issuance and lock management.

**ECA-EA (Room Key Agreement); ECA-EB (Site Master Agreement) and ECA-EC (District Maintenance/Master Key Agreement):** Now ECA-E. Sets misuse of a district key as a Class 3 misdemeanor which is subject to disciplinary action.

**ECAC (Vandalism).** Deletes provision to permit Superintendent-Designee to press criminal charges for vandalism behalf of the district.

**ECB (Building and Grounds Maintenance).** Modifies preventative maintenance guidelines to include systems for plumbing, electrical, heating, ventilation, air conditioning and special equipment; roofing inspection protocols are set forth.

**EE (Transportation Services).** Deletes provision giving preference to service to K-3 students by providing service closer to their homes.

**EEAE (Bus Safety Program).** Updated to align with current state and federal standards applicable to school buses regarding safety inspections and risk management regarding school bus drivers.

**EEAE-RA (Bus Safety Program).** Formerly EEAE-E.

**EEAE-RB (Bus Safety Program).** Formerly EEAE-RA.

**EEAE-RC (Bus Idling).** Formerly EEAE-RB.

**EEAE-EA (Bus Safety Program).** Former EEAE-E language moved to –RA; new language provides guidelines for bus pick-up/drop-up, roadway transit, and conduct.

**EEAE-EB (School Bus Incident Report).** New form for use in student misbehavior incidents.

**EEAF (Special Use of Buses).** Deletes provision permitting Board to lease buses to any other person, group or organization.

**EEB (Business and Personnel Transportation Service: District Travel Policy).** Upon approval of Superintendent, permits:

- an employee's family to be included on an out-of-town
- a school vehicle to be taken to an employee's home at night
- use of a private vehicle for district-related travel
- private vehicle mileage reimbursement for out-of-district business travel

**EF-RA (Food Services).** A new regulation which sets forth directives in operating food service program.

**EF-RB (School Food Safety Program).** Formerly EF-R.

**EFC (Free and Reduced-Price Food Services).** Provides for the Board to authorize the district to enter into an agreement with the Arizona Department of Education to participate in the National School Lunch Program and School Breakfast Program and to receive commodities donated by the United States Department of Agriculture.

**EFC-R (Free and Reduced-Price Food Services).** Language clarifying duties to ensure eligible students/parents are made aware of free and reduced-price food services; simplifies appeal process for those students deemed ineligible.

**EGAEA (Electronic Mail).** New language requiring district-related communications to be maintained and accessible to the public, unless confidential by law

**EGD (Use of Technology in Office Services).** A new regulation setting forth guidelines for use of electronic communications and records management.

**EGE (Office Services Records and Reports).** Reference to policy EHB.

**EHB-R (Data/Records Retention).** New regulation regarding retention schedule revisions and the website location of the library documents.

**Section F (Facilities Development)**

Legal/Cross reference only: **FEA**

Minor language only: **FFB**