

## SECTION K SCHOOL - COMMUNITY RELATIONS

K-0050

AUSD10

KA

### SCHOOL - COMMUNITY - HOME RELATIONS GOALS / PRIORITY OBJECTIVES

The Governing Board supports the district's involvement in its community while still striving to exceed the educational expectations of that community, the state and the nation. The degree and extent to which the district's student and employee populations participate in general community activities must not be permitted to interfere with the primary object for which schools are established.

The Governing Board directs that schools:

- Take no sides in open community controversies.
- Not allow itself to be used to promote the personal, commercial, or selfish agenda of any individual or group.
- Work toward democratic resolution of community issues.

In promotion of its educational mission, the Governing Board encourages:

- Effective multi-media communication with students, their families, and the larger community.
- Utilization of the talents and abilities of students and employees of the district on behalf of the community.
- Utilization of talents and abilities of members of the community on behalf of students and school operations.
- Community access to the district's recreational fields and school facilities.
- Foster positive interactions with the police and other branches of government.
- Cultivate productive relations with associations interested in education.

*Adopted:* date of manual adoption

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## **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.

**PARENTAL INVOLVEMENT IN EDUCATION**

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

For the purposes of this policy *parent* means the natural or adoptive parent or 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:* 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

K-0161 © KB-R  
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**PARENTAL 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 parent 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.

**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.



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**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/ \_\_\_\_\_

Training \_\_\_\_\_  
\_\_\_\_\_

—  
*Professional Experience* Grade Years Taught

Level or Academic Content

Subject Area\*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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:* date of manual adoption



*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.

**EXHIBIT EXHIBIT EXHIBIT**

**K-0481**

**KBE-EA**

**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/](http://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/](http://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                    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.

o Formal Nonprofit

    Please Attach:

- 1) Articles of Incorporation (first year only)
- 2) I.R.S. Determination Letter (first year only)
- 3) Annual budget, goals and objectives
- 4) Current operating by-laws
- 5) Last fiscal year AZ Corporation Commission Annual Report
- 6) Last fiscal year I.R.S. Form 990 Annual Report
- 7) Most recent treasurers financial report
- 8) Most recent bank statement

o Informal Nonprofit

    Please Attach:      1) Annual budget, goals and objectives

                          2) Current operating by-laws

                          3) Most recent treasurers financial report

                          4) Most recent bank statement

Are two (2) signatures required on disbursements?    oYes    o No

By-laws reviewed annually?    o Yes    o No

Member meetings held how often? \_\_\_\_\_

Executive meetings held how often? \_\_\_\_\_

As officers, we hereby agree to abide the by-laws of our organization, attend annual District-provided Parent Support Group training, and follow the District's Guidelines For Operation And Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

\_\_\_\_\_  
Signature                                      Date                                      Signature                                      Date

\_\_\_\_\_  
Signature                                      Date                                      Signature                                      Date

Site Administrator's Approval:

\_\_\_\_\_  
Signature      Date  
For District use:      Finance                      Department                      recommendation:

\_\_\_\_\_  
Governing Board Agenda date: \_\_\_\_\_

**EXHIBIT    EXHIBIT    EXHIBIT**  
**K-0483                    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/ Date  
Council Member Signature

Authorization:

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

\_\_\_\_\_  
School Principal Signature Date

**EXHIBIT    EXHIBIT    EXHIBIT**  
**K-0484                    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	1.50
	<b>TOTAL INCOME</b>	<b>\$1,681.50</b>

Expenses (Checks Written)

Date	Check No.	Payable To	Description	Amount
8/10/04	110		Albertson's    Welcome back lunch	\$ 232.00
			for school staff	
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	10.00
			<b>TOTAL EXPENSES</b>	<b>\$ 872.00</b>

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	250.00
	<b>TOTAL OUTSTANDING CHECKS</b>	<b>\$ 630.00</b>

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 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 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:      date of manual adoption

Revised: July 3, 2007

K-0500

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



K-0750

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KCCA

**COMMUNITY INVOLVEMENT IN BOND CAMPAIGNS**

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 adoption

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

15-492

15-493

A.G.O. I79-192

I83-117

**PUBLIC GIFTS / DONATIONS TO SCHOOLS**

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 adoption

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

15-393

15-1224

A.G.O. I80-156

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

**RREGGUULLAATTIOONN RREGGUULLAATTIOONN**  
**PUBLIC GIFTS / DONATIONS TO SCHOOLS**

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 Board.
- 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 bring undesirable or hidden costs to the District.
- It will not be inappropriate or harmful to the best education of pupils.
- It will not bring undesirable or hidden costs to the District.
- It will not be in conflict with any provision of school policy or public law.

All gifts, grants, and bequests shall become District property and subject to policies of the District.

**PUBLIC INFORMATION AND COMMUNICATIONS**

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.

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 adoption

CROSS REF.: KHC - Distribution/Posting of Promotional Materials



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

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 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

**RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN****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. Confidential student records are not public records and will be available only as required by law.

**Form of Requests**

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

*Commercial purpose* means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of a copy, printout, or photograph for sale 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.

**Response Time**

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.

**Applicable Records**

Requirements of access and inspection apply only to existing records and do not require creation of new records. 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.

### **Fees**

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.

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

**REQUEST FOR PUBLIC RECORDS**

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:

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(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:

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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	Print Name
Address	City/State/Zip Code

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

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 adoption

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**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.

**USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM**

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:* date of Manual adoption



**K-1150 © KDD**  
**MEDIA RELATIONS**

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 adoption

CROSS REF.: KDC - School-Sponsored Information Media

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**K-1181**

**AUSD10**

**KDD-E**

**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.

**K-1200 © KDDA**  
**PRESS RELEASES, CONFERENCES, AND INTERVIEWS**

All communication with the news media for the purposes of seeking or arranging news coverage, providing official statements from the District, or responding to requests from the news media shall be channeled through the office of the Associate to the Superintendent.

*Adopted:* date of Manual adoption

CROSS REF.: KD - Public Information and Communications  
KDC - School-Sponsored Information Media

**K-1350 © KE**  
**PUBLIC CONCERNS AND COMPLAINTS**

The Governing Board is committed to addressing the concerns of its community. It will investigate complaints, work towards resolution of problems and take appropriate action on all confirmed violations of policy.

Issues of concern regarding classroom performance should first be presented to the appropriate teacher. If the matter is not resolved, the problem should be discussed with the school principal.

Issues of concern regarding employee performance should be presented to the school/site administrator.

Concerns regarding maintenance of a site or its grounds should be presented to the site administrator.

If a problem is not resolved at the school/site level, either party may refer the matter to the appropriate Associate Superintendent for resolution.

A problem unresolved by an Associate Superintendent may be referred to the Superintendent.

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 Superintendent for investigation and appropriate action.

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, 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 adoption

## RREEGGUULLAATTIOONN RREEGGUULLAATTIOONN PUBLIC CONCERNS AND COMPLAINTS

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

- If appropriate, talk with your child's teacher. If the matter remains unresolved, talk with the school administrator.
- If resolution of a problem 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 possible resolution.
- The Board as a whole will consider hearing citizen complaints when they have not been resolved by 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.
- Matters referred to the Board as a whole must be in writing and should be specific in terms of the action desired.

**EEXHHIIBBITT EEXHHIIBBITT**

**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?

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**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

\_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date

*The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.*

**K-1450 © KEB**  
**PUBLIC CONCERNS / COMPLAINTS ABOUT PERSONNEL**

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 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 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.



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**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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**The Projected Solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Signature

\_\_\_\_\_ of complainant Date

*The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.*

**K-1500 © KEC**  
**PUBLIC CONCERNS / COMPLAINTS ABOUT INSTRUCTIONAL**  
**RESOURCES**

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 adoption

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

15-721

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RREGGUULLAATTIOONN

K-1511

AUSD10

KEC-R

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.

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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

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

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 adoption

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

15-342

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

K-1561 © KED-R  
**RREEGGUULLAATTIIOONN RREEGGUULLAATTIIOONN**  
**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.

K-1581

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

Complainant \_\_\_\_\_

Representing \_\_\_\_\_

Date of presentation \_\_\_\_\_

School (if appropriate) \_\_\_\_\_

Prior contacts with the site administrator or teacher \_\_\_\_\_

\_\_\_\_\_

**Statement of complaint:**

\_\_\_\_\_

**Action requested:**

\_\_\_\_\_

Signature \_\_\_\_\_



**PUBLIC CONDUCT ON SCHOOL PROPERTY**

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

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

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

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

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

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

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by 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 to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

### **Additional Requirements of the General Public**

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

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction

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

- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. 13-2905

13-2911

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

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**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.

**SMOKING ON SCHOOL PREMISES AT PUBLIC FUNCTIONS**

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:* 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

K-2150

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**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 © KHA**  
**PUBLIC SOLICITATIONS IN SCHOOLS**

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 adoption

## ADVERTISING IN SCHOOLS

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:* date of Manual adoption

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

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

**DISTRIBUTION / POSTING OF PROMOTIONAL MATERIALS**

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

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 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

**EEXHHIIBBITT EEXHHIIBBITT**

**DISTRIBUTION / POSTING OF PROMOTIONAL MATERIALS**

**REQUEST TO DISPLAY/POST OR STACK MATERIALS**

Date \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
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 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).

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Signatures and titles of organization representatives

**FOR SCHOOL USE ONLY**

Date: \_\_\_\_\_ Principal \_\_\_\_\_

**Action**

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

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\_\_\_\_\_ Approved

**VISITORS TO SCHOOLS**

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.

*Adopted:* date of 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

K-2461 © KI-R  
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VISITORS TO SCHOOLS

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.



**RELATIONS WITH BOOSTER ORGANIZATIONS**

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

**RELATIONS WITH INDIAN TRIBAL COUNCILS**

The Superintendent will maintain formal and informal communication channels between Indian tribal councils 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 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:* date of Manual adoption

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

CROSS REF.: IHBJ - Indian Education

**RELATIONS WITH GOVERNMENT AUTHORITIES**

The District shall seek to establish mutually beneficial relations with all local, county, state, and federal governmental agencies. 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.

*Adopted:* date of Manual adoption

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

15-362

15-363

15-364