



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

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**DATE OF MEETING:**            March 6, 2012

**TITLE:**                    **Review of Proposed Governing Board Policies Contained in Policy Classification J (Students), JA through JJJ; Discussion of Specific Policies in J Series (Part One)**

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**BACKGROUND:** The District is currently conducting a periodic review of the entire Governing Board and Administrative Regulation system. This periodic review is intended to ensure that the policies of the District continue to reflect intentions of the Governing Board over time.

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).

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 current review of the J Series on "Students" will be broken down into two separate reviews, due to the large number of individual policy documents contained in that series. The attached policy manual documents represent the first half of the J Series.

**In preparing this Board item, it was readily apparent that presentation of the revisions in the redline format used in previous submissions was too difficult to read. Given the sheer size of documents involved, this includes a draft of policy documents *inclusive* of their proposed revisions in a "clean" format. That is, all changes are incorporated into the attached draft without redlining to make the review process simpler for the Board Members.<sup>1</sup>**

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<sup>1</sup> A redline version, for Board members who prefer that level of revision detail, is being provided by separate report.

## **How to Search for Specific Policies**

With documents as large as those attached, discussion of specific provisions by the Board Members can be complicated, particularly when it is important to have everyone “on the same page” – literally. As individual Board Members add comments and notes to their electronic Board agenda items, pagination numbers within the original documents may be altered, preventing Board Members from accurately referring other Board Members or staff to a specific page number.

Therefore, during discussion of a particular policy, Board Members may wish to make reference to the policy index number of a certain policy. These numbers appear to the top left at the first page of every policy and appear like “**J-0050**”. Other board members can then enter this index number into the term search window at the top right of their Board book viewing window. This will automatically take the Board Member to the first page of the same policy being discussed.

As in previous submissions in this review process, many of the policy documents included in the attachment to this item have only minor or technical changes. Typically such changes or corrections are made to enhance sentence structure, improve grammatical presentation, correct semantics, accommodate statutory codification adjustments, and so forth. Some simply correct references to state law or other policies that may have changed.

Many of the documents have no changes at all.

### **Substantive Changes**

There are several policies that do have substantive changes or may represent entirely new policies. These are addressed below.

#### **JEB — Entrance Age Requirements**

Policy JEB, Entrance Age Requirements, has been modified to align with revisions to A.R.S. 15-821 that enables a school district or charter school to receive a portion of basic state aid when a child who has not reached the age of five (5) before September 1 is admitted to a kindergarten program but does not remain, then returns to kindergarten in the subsequent year.

Policy JEB has also been revised to conform with the changes to A.R.S. 15-802 added by Senate Bill 1142 stating that school districts and charter schools are to require and maintain verifiable documentation of Arizona residency for students who enroll in the school district or charter school.

**Policy JFAA — Admission of Resident Students and Policy JFAB — Admission of Transfer Students.** A.R.S. 15-802 now requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon a student’s enrollment in an Arizona Public school. State Board of Education Residency Guidelines establish that residency shall be reaffirmed during the district or charter’s annual registration process via the district or charter’s annual registration form. This reaffirmation can be as simple as a statement to the effect placed on the district’s annual registration form. A parent or guardian can then reaffirm Arizona residency by initialing adjacent to the statement.

Under this new requirement, students will generally fall into two groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent or legal guardian cannot document his or her own residence because of extenuating circumstances including the family’s household being multi-generational. Different documentation is required for each circumstance. Two policy exhibits have been provided that address such circumstances.

## **JICH — Drugs and Alcohol Use by Students**

School administrators have been inquiring if policy could be created or revised to provide the authority or mechanism for restricting student use of the ever changing array of chemical compounds and components, regardless of their street names, that when combined produce effects similar to those of controlled substances. Chapter 34.1, Imitation Substance or Drug Offenses, in A.R.S. Title 13, actually provides some guidance in this respect and has been used to create policy modifications incorporated in Policy JICH.

## **JICK, JICK-R, JICK-EA and JICK-EB — Student Violence/Harassment/Intimidation/ Bullying**

This set of *new documents* ensures compliance with A.R.S. 15-341, as modified by House Bill 2415 (Laws 2011, Chapter 195). The new set of documents is particularly important as they address a high profile area in today's public education arena. Revised A.R.S. 15-341 contains expanded language related to bullying, harassment and intimidation. New language in the law addresses:

- use of electronic communication used to bully,
- availability of reporting forms,
- incident reporting by students,
- employee reporting and conditions for failure of reporting,
- dissemination of related information,
- documentation of reports,
- notice of student rights,
- disclosure of information related to investigations, and
- required record retention.

HB2415 assigns to districts responsibility for defining bullying, harassment, and intimidation for which document model JICK includes recommended definitions. The District has, of course, previously defined these terms by policy. Changes included in this proposed revision ensure inclusion of social media and a means by which harassment can occur:

"Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation/preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media."

The primary thrust of Policy JICK derived from, and in compliance with, A.R.S. 15-341(A)(37) and House Bill 2415, is unchanged in that bullying in any form for any reason is not tolerated as "The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society."

Additionally, JICK-EB indicates below the title of the exhibit in parentheses that the exhibit is "To be displayed in school buildings and in student handbooks." More precisely, the information shall be disseminated to students, parents, guardians, and district employees as indicated in the policy. Posting and notification are required.

## **JII, JII-R, JII-EA, and JII-EB — Student Concerns, Complaints, and Grievances**

In 2005, the Legislature revised A.R.S. section 15-341 to first include intimidation and bullying as cited reasons about which students could make a complaint or grievance. The 2011 Legislature further modified section 15-341 to substantially increase the particular requirements that school districts and charter schools must adopt and implement related to bullying, intimidation, and

harassment. To address these statutory revisions, JICK – Student Violence/ Harassment/Intimidation/Bullying, discussed above has been modified. Comparison of the same to Policy JII, however, disclosed internal conflicts between certain provisions covered in both JII and JICK. Consequently, JII and its associated regulation and exhibits have been revised to remove bullying, intimidation, and harassment with reference to JICK, as well as modifying its suggested rules and procedures to better align with those in JICK and eliminate noted conflicts between JII and JICK. JII is now more focused on civil rights protections while JICK is essentially dedicated to dealing with alleged acts of bullying, intimidation and harassment. This will help avoid confusion.

#### **JJE —Student Fund-Raising Activities**

Policy JJE, Student Fund-Raising Activities, in its current form, may be misleading and possibly inconsistent with statutory requirements. A.R.S. 15-1121 defines student activities monies as being those funds raised from activities approved by the District Governing Board. Therefore, to promote full compliance with the statutory provision document model, JJE has been revised to indicate the types of fund-raising activities in which students may be engaged must be those approved by the Governing Board. The specific fund-raising activities, within the types approved by the Governing Board that student groups and organizations may pursue, remain subject to approval by the Superintendent.

#### **JJIB, JJIB-R and JJIB-E — Interscholastic Sports**

Senate Bill 1521 addresses interscholastic activities related to the dangers of concussions, head injuries and the risks of continued participation in athletic activity after concussion. Language has been inserted into A.R.S. 15-341 that requires the Board to develop, in consultation with a statewide private entity that supervises interscholastic activities (AIA), procedures to inform and educate coaches, pupils and parents, of the dangers of concussions and head injuries and the risks of continued participation in athletic activity after a concussion. The revisions included here were developed after consultation with AIA.

It is critical to communicate to pupils, parents/guardians and coaches the necessity to participate in the developed program prior to participation in an athletic activity. Thus, appropriate language has been added to JJIB, Interscholastic Sports, and regulation JJIB-R.

In addition, AIA's Statement and Acknowledgement Form is reproduced as exhibit document model JJIB-E.

A.R.S. 15-341 also establishes that a group or organization that uses property or facilities owned or operated by a district for athletic activities shall comply with the statutory requirements addressed in document models JJIB, JJIB-R, JJIB-E, KF and KF-EB.

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**RECOMMENDATION:** This item is presented for the Board's study at this time. The policy revisions will be brought back at a later date for the Board's approval.

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**INITIATED BY:**



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**Todd A. Jaeger, Associate to the Superintendent**

**Date: March 1, 2012**



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**Vicki Balentine, Ph.D., Superintendent**