

# POLICY MANUAL AND ADMINISTRATIVE REGULATIONS

AMPHITHEATER SCHOOL DISTRICT NO. 10

TUCSON, PIMA COUNTY, ARIZONA

## INTRODUCTION

This ~~manual~~ Manual contains the policies of the Governing Board and administrative regulations of the Superintendent. Policy and administrative regulation development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing ~~need~~ necessity to develop new policies and regulations or to revise existing ones. ~~This is why the District employs the~~ The loose-leaf format has been selected for this ~~manual. It is easy to keep~~ Manual to facilitate its being kept up to date.

Each person holding to whom a copy of this ~~manual should make a diligent effort to keep~~ Manual is assigned is charged with keeping it up to date as new policies and regulations are distributed by the central office.

### How to Use This Manual

The Amphitheater Unified School District No. 10 ~~operates according to~~ is operated in accordance with policies established by the Board and regulations developed by the Superintendent. The Board, which represents the state and local community, adopts policies after careful deliberation, and the school administration implements ~~them~~ the policies through specific regulations and procedures. The Board and administration ~~then appraise~~ evaluate the effects of ~~its~~ the policies and procedures and ~~make revisions~~ revise them as necessary.

~~In the interests of~~ To promote harmony, efficiency, uniformity of interpretation, coordination of effort, and ~~in~~ fairness to all concerned, this ~~manual~~ Manual will be accessible at the District office and at such other places as designated by the Superintendent.

*How the ~~manual~~ Manual is organized.* The ~~manual~~ Manual is organized according to the classification system of the National School Boards Association.

The system provides an efficient means of coding, filing, and ~~finding~~locating policies.

*Please note:* All copies of this ~~manual~~Manual are the property of the Amphitheater Unified School District No. 10.

There are twelve (12) major classifications, each bearing identified by an alphabetical code:

- 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

Subclassification under each heading is based on logical sequence and alphabetical subcoding. For an example of the subcoding system, examine the ~~white~~ page immediately following the tab for Section A: FOUNDATIONS AND BASIC COMMITMENTS.

The ~~white~~ pages that follow the tabs for each major section present the classification system, section by section, and serve as the tables of contents for the sections or "chapters" of this ~~manual~~ Manual.

**How to find a policy.** ~~There are two ways to~~ To find a policy in the ~~manual~~:  
~~Consider~~ Manual, consider where the policy would be filed among the twelve (12) major classifications. ~~Turn~~ Refer to the table of contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for the term to locate the ~~sheet~~ document that ~~will appear~~ appears in alphabetical order by code within the particular section. (All ~~pages of~~ documents in the ~~manual~~ Manual are coded in the upper right-hand corner.) ~~Or~~

- ♦ ~~Turn to the Code Finder Index at the end of the manual. The code finder is an alphabetical index of terms used in education. Look up your topic as in any index, find the code, and use the code to locate the sheet in the manual.~~

~~What if~~ If you can't find ~~the term you are seeking?~~ ~~The code finder lists more than 1,800 terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or a more general or specific term appropriate~~ other term you believe is related to the topic.

What if you can find the term and code, but there is no policy? This probably means that the school system has ~~not adopted a~~ written policy in the particular area. All terms used in the classification system appear in the sectional tables of contents and code finder to accommodate the coding, insertion, and finding location of policies that may be adopted later. But there is ~~one other~~ another possibility. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy that covers the more general area ~~generally~~. This "superior" policy will be coded under ~~a more general term~~ the broader category. To find it, read up the classification system. For example, a policy statement that ~~relates to~~ encompasses all meetings of the Board might be filed under "School Board Meetings" (BE) rather than the more restrictive heading "Regular Board Meetings" (BEA).

**Using the ~~signs and~~ symbols.** Various ~~signs and~~ symbols are used in connection with the classification system. They are for your use in locating and/or ~~examining~~ recognizing the authority of the statements. Included are the following:

-R This symbol following a code indicates that the statement is a regulation, not a policy, and is generally the direction of the Superintendent to the staff for the implementation of a Policy. If there is more than one regulation, the "-R" will be followed by a letter; e.g., "-RA," "-RB," ~~ete~~ et cetera.

**REGULATION**

**REGULATION**

-E Exhibit. This symbol following a code indicates that the statement is a reference document, The exhibit is there to show the form to be used or for the purpose of information which may support the policy or regulation. If there is more than one reference document, the "-E" will be followed by a letter; e.g., "-EA," "-EB," ~~ete~~ et cetera.

**EXHIBIT**

**EXHIBIT**

**Using References.** Implementation of policies requires coordination with other policies and regulations. A policy does not usually stand alone, rather, there are other policies or regulations that may apply. For example the policy on Suspension is an integral part of the implementation of the policy on Weapons in the School. The Weapons policy specifies what weapons are and how extensive the discipline may be but does not contain the step by step due process procedure necessary to accomplish the suspension of the student. That is found in the policy on Student Suspension. To assist districts with this complexity of policy, there may be a side heading at the bottom of each policy (not regulation) identifying cross referenced material and/or legal references. When implementing policies, these cross references and laws should be reviewed for applicability to the circumstances or fact pattern bringing about the use of the policy.

LEGAL REF.: Pertinent legal references are given to ~~to~~inform the reader where in ~~state~~-law certain statutes that relate to a policy may be found. ~~Unless otherwise noted, all references~~References direct the reader to the ~~Arizona Revised Statutes~~federal or state laws, pertinent regulatory pronouncements, important legal opinions and will occasionally cite case law. It is important to mention here that other laws and/or court decisions may also be applicable to a particular policy but not all can be cited. The following abbreviations are used in legal references:

A.A.C.	Arizona Administrative Code
A.G.O.	Attorney General Opinion
A.R.S.	Arizona Revised Statutes
C.F.R.	Code of Federal Regulation
P.L.	Public Law (federal law as it is identified by Congress). Such laws will at some time after passage be codified in the United States Code; <u>USFR</u>
	<u>Uniform System of Financial Records</u>
U.S.C.	United States Code

CROSS REF.: Certain policies ~~relate~~are related to ~~others~~other policies. Cross references are provided following many statements to help the reader find ~~all of~~ the related information ~~sought~~. This related information should be referenced for an in depth understanding of policy.

## About Board Policies

Generally, the role of a Board is to set policy, and the role of the administration is to execute it. ~~Here is the~~The basic distinction as set forth by the National School Boards Association is:

- ♦• Policies are principles adopted by the Board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems; they need to be narrow enough to give the administration clear guidance.
- ♦• Regulations are the detailed directions developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.
- ♦• Exhibits are checklists, sample documents, forms, and other informational ~~documents~~items to assist in implementing policies or procedures.

- ♦• The state and federal governments at times require governing boards to make detailed rules, or the Governing Board may decide that such rules are necessary. In spite of the detailed nature of such rules, once adopted by the Board they become policy.

Therefore:

- ♦• Where the Board has voluntarily adopted statements of principle or written regulations required by law or has established a position in particularly sensitive areas, and they one or more of them are incorporated into policy, the entire statement is presented as policy.
- ♦• Where the Board has adopted rules concerning its *own operations* (for instance, how it conducts meetings), these statements concerning operations of the Board also appear as policy.

As long as the administration operates within the guidelines of policy adopted by the Board, it may issue regulations without prior Board approval unless Board action is required by law or unless the Board has specifically ~~asked~~directed that certain types of regulations be given Board approval. The Board, of course, is to be kept informed of all District regulations issued by the administration, and all are subject to Board review.

In keeping with the definitions and rules of thumb, the current policies of the Board are presented in this ~~manual~~Manual.

### Is the Manual Complete?

No. The ~~manual~~Manual contains all of the current written policies of the Board ~~to date. But, continually, the need for putting additional policies in writing, adopting new ones, and revising old ones becomes apparent.~~ However, there is an almost continual need to draft and adopt new written policies and revise the existing ones. Additionally, changes in state law and State Board of Education regulations may ~~change~~necessitate policy modifications. No matter how well a policy manual is conceived and ~~how well~~ developed, a policy manual can never be ~~100 percent complete and 100 percent up to date. Policy development is a continuing process. From time to time it will be necessary for~~ totally comprehensive and absolutely up to date. Therefore, as new policies ~~to be~~are developed, they will be coded according to the classification system, and issued for insertion ~~in~~into the ~~manual~~Manual.

**Order of precedence.** Board policies must be read and interpreted in ~~the light of the Arizona~~conformance with the applicable state and federal statutes and ~~state~~ regulations. Wherever inconsistencies of interpretation arise, the law and ~~state~~ regulations prevail.

### Terminology

Whenever the term *Superintendent* appears in this ~~manual~~Manual it is to be interpreted as "Superintendent or a person designated by the Superintendent."

Whenever the term *principal* appears in this ~~manual~~Manual it is to be interpreted as "principal or a person designated by the principal."

Whenever the term *District* appears in this ~~manual~~Manual it is to be interpreted as the "Amphitheater Unified School District No. ~~10.10~~."

Whenever the terms *Board* or *Governing Board* appear in this ~~manual~~Manual they are to be interpreted as the "Governing Board of the Amphitheater Unified School District No. ~~10.10~~."

Whenever the term *day* appears in this Manual it is to be interpreted as any day in which the District or School Administrative Offices conduct business.

Whenever the term *school day* appears in this Manual it is to be interpreted as any day in which the students are present for instruction.

Whenever the term *parent* appears in this Manual it is to be interpreted as parent or legal guardian and the legal guardian is a person to whom custody of the child has been given by order of a court.

It is the ~~hope~~expectation of the Board that this collection of policies ~~will make a greater~~provides a platform for harmony and efficiency ~~possible~~ in all areas of school operations. This ~~will enable~~enables the Board to ~~devote more time to~~focus on its primary duty—: the development of long-range plans and policies ~~and planning~~ for the future of the School District.

Governing Board

Date of Manual Adoption: ~~September 22, 1998~~

## SECTION A

## FOUNDATIONS AND BASIC COMMITMENTS

### A-0000 AUSD10 A DISTRICT MISSION AND BELIEF STATEMENT

#### **Mission**

To empower all students to become contributing member of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

#### ***We believe:***

- All students can learn and achieve.
- Everyone has unique strengths, talents and needs.
- All students and staff should be responsible for and dedicated to educational excellence.
- Education requires cooperation, honesty, and respect among the students, parents, staff, school, and community.
- The school community deserves a safe and caring environment.
- Our actions reflect our values and our dedication to meeting student needs fairly and equitably.
- Ample resources are essential to accomplish the Mission.

#### ***We value:***

- Diversity, creativity, curiosity, diligence, achievement, honesty, caring, fairness, respectfulness, and service to the community.

*Adopted:* ~~September 6, 2005~~



date of Manual adoption

**A-0050**                    ©  
**SCHOOL DISTRICT LEGAL STATUS**

**AA**

The legally designated name of the District is School District No. 10 of Pima County. The official name shall be Amphitheater Unified School District No. 10.

*Adopted:* ~~March 6, 2007~~date of Manual adoption

LEGAL REF.: A.R.S. 15-101

15-441

15-442

Arizona Constitution, Art. XI, Sections 1 - 4

Arizona Constitution, Art. XX, Paragraph 7

**EXHIBIT**

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## SCHOOL DISTRICT LEGAL STATUS

**(LEGAL DESCRIPTION)**

(Legal Description)

AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10  
TUCSON, ARIZONA

BEGINNING at the Northwest corner of Section 4, Township 11 South, Range 13 East;

THENCE East along the North lines of Sections 4, 3, 2, and 1 of Township 11 South, Range 13 East;

THENCE continuing East along the North line of Township 11 South, Range 14 East, to the Northeast corner of Section 1;

THENCE South along the East line of Section 1;

THENCE West along the South line of Section 1 to the South 1/4 corner of said Section 1;

THENCE South along the North-South quarter line of Section 12;

THENCE West along the South line of Section 12;

THENCE South along the East lines of Sections 14, 23, and 26 of Township 11 South, Range 14 East;

THENCE West along the South line of Section 26;

THENCE South along the East line of Section 34 of Township 11 South, Range 14 East;

THENCE continuing South along the East line of Section 3 of Township 12 South, Range 14 East;

THENCE West along the South line of said Section 3;

THENCE South along the East line of Section 9;

THENCE West along the South line of said Section 9;

THENCE South along the East line of Section 17;

THENCE West along the South line of said Section 17 and continuing West along the South line of Section 18, all in Township 12 South, Range 14 East;

THENCE South along the East lines of Sections 24 and 25 of Township 12 South, Range 13 East, to the South 1/16 corner of 25-30;

THENCE East along the South 1/16 line of Section 30, Township 12 South, Range 14 East, to the south 1/16 corner of Sections 30-29;

THENCE South along the East line of Section 30;

THENCE East along the North line of Section 32;

THENCE South along the East line of Section 32 to the 1/4 corner of Sections 32 and 33;

THENCE East along the East-West quarter line of Section 33;

THENCE South along the East line of Section 33;

THENCE West along the South lines of Sections 33, 32, and 31 of Township 12 South, Range 14 East;

THENCE South along the East lines of Sections 1 and 12 of Township 13 South, Range 13 East;

THENCE East along the North line of Section 18 of Township 13 South, Range 14 East;

THENCE South along the East lines of Sections 18, 19, 30, and 31 to the South 1/16 corner of Sections 31 and 32;

THENCE West along the South 1/16 line of Section 31 to the Center South 1/16 of Section 31;

THENCE South along the quarter line to the South 1/4 corner of said Section 31;

THENCE West along the South line of Section 31 of Township 13 South, Range 14 East;

THENCE continuing West long the South lines of Sections 36 and 35 to the South 1/4 corner of Section 35 of Township 13 South, Range 13 East;

THENCE North along the quarter lines of Sections 35 and 26 to the Southeast corner of the Northeast 1/4 of the Northeast 1/4 of the Southwest 1/4 of Section 26;

THENCE West to the Southwest corner of said Northeast 1/4 of the Northeast 1/4 of the Southwest 1/4;

THENCE North to the Northwest corner of said Northeast 1/4 of the Northeast 1/4 of the Southwest 1/4;

THENCE West to the Southwest 1/16 corner of said Section 26;

THENCE North along the West 1/16 line to the West 1/16 corner, 23 and 14;

THENCE West along the North line of Sections 23 and 22 to its intersection with the Rillito River;

THENCE Northwesterly along the Rillito River to its intersection with the West line of Section 16, Township 13 South, Range 13 East;

THENCE North along the West lines of Sections 16, 9, and 4 of Township 13 South, Range 13 East;

THENCE continuing North along the West lines of Sections 33, 28, 21, 16, 9, and 4 of Township 12 South, Range 13 East;

THENCE continuing North along the West lines of Sections 33, 28, 21, 16, 9, and 4 of Township 11 South, Range 13 East to the true point of beginning.

*Adopted:* date of manual adoption

**A-0150                    ©**  
**COMMUNITY INVOLVEMENT**  
**IN EDUCATION**

**ABA**

The Board recognizes that the public has substantial resources of training and experience that could be useful to schools. The strength of the local District is in large measure determined by the manner and degree to which these resources are utilized in an advisory capacity and to the degree that these resources are involved in supporting the improvement of the local educational program.

The advice of the public will be given careful consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects the students. The final decision may depart from this advice when in the judgment of the staff and the Board such advice is not consistent with goals adopted by the Board, consistent with current educational practice, or within the reach of the financial resources available.

*Adopted:* ~~March 6, 2007~~ date of Manual adoption

LEGAL REF.: A.R.S. 15-321  
15-327

CROSS REF.: IJ - Instructional Resources and Materials

~~CROSS REF.: IJ - Instructional Resources and Materials~~

~~KB - Parent~~ KB - Parental Involvement in Education

A-0200

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ABAA

~~PARENT~~PARENTAL INVOLVEMENT

Based on the philosophy of the District, it is the intent of the Board that ~~parent~~parental involvement in the District, at both the District and site levels, be defined in the broadest possible terms.

Further, it is the intent of the Board, under such a definition, that the Superintendent will, within the capabilities of the District staff and the financial limitations of the District, at both the District and ~~site~~school levels, incorporate, to the maximum extent possible, a variety of activities, strategies, and mechanisms into the District and ~~site~~school structures that provide for the:

active involvement of,

active support to,

effective interaction with, and

development of

parents as active partners in a student support team effort that will enhance the capacity of all students to reach their optimum potential.

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

LEGAL REF.: A.R.S. 15-341  
15-342

CROSS REF.: IHBD - Compensatory Education  
KB - ~~Parent~~Parental Involvement in Education

A-0250

AUSD10

AC

**NONDISCRIMINATION / EQUAL OPPORTUNITY**

The Board is committed to a policy of nondiscrimination in relation to race, color, religion/religious beliefs, gender, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

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

~~*Revised: August 13, 2002*~~

LEGAL REF.: A.R.S. 23-341

41-1463

20 U.S.C. ~~1401~~,1400 et seq., Individuals with Disabilities  
Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

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

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 *et seq.*, Americans with Disabilities Act

Arizona Constitution, Ordinance Art. XX, Par. Seventh

CROSS REF.: ACA - Sexual Harassment

GBA - Equal Employment Opportunity

[GCQF - Discipline, Suspension, and Dismissal of  
Professional Staff Members](#)

[GDQD - Discipline, Suspension, and Dismissal of  
Support Staff Members](#)

IHBA - Special Instructional Programs and  
Accommodations for Disabled Students

JB - Equal Educational Opportunities

[JII - Student Concerns, Complaints and Grievances](#)

[JK - Student Discipline](#)

[JKD - Student Suspension](#)

KED - Public Concerns/Complaints about Facilities or  
Services

## NONDISCRIMINATION / EQUAL OPPORTUNITY

### Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

### Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board. ~~If there is reason to believe that the Superintendent has violated policy, the complaint shall be made to the President of the Governing Board.~~

If the person alleged to have violated ~~this regulation~~policy is a teacher or an administrator, the due- process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 *et seq.* may be initiated.

If the person alleged to have violated ~~this regulation~~policy is a ~~classified~~support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may



~~impose~~recommend a suspension without pay, ~~or~~ recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe ~~that this regulation~~ policy has been violated, the Superintendent shall so inform the complaining party in writing.

### Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall ~~so inform~~ require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party ~~in writing~~ within five (5) working days.

~~Adopted:—date of manual adoption~~

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

**EXHIBIT** \_\_\_\_\_ **EXHIBIT** \_\_\_\_\_ **EXHIBIT**

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AC-E

**EXHIBIT** \_\_\_\_\_ **EXHIBIT**

## NONDISCRIMINATION / EQUAL OPPORTUNITY

### COMPLAINT FORM

(To be filed with the compliance officer as provided in AC-R)

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

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

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

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

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Date of the action against which you are complaining \_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

~~name~~ ~~address~~ ~~telephone number~~

Name Address Telephone Number

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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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I certify that this information is correct to the best of my knowledge.

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Signature of Complainant

*The compliance officer, as designated in AC-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file. ~~Adopted: date of manual adoption~~*

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- ♦• Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- ♦• Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- ♦• Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- ♦• Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- ♦• Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- ♦• Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- ♦• Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual

behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, ~~ete~~.[et cetera](#), in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

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

LEGAL REF.: A.R.S. 41-1461 *et seq.*  
20 U.S.C. 1681, Education Amendments of 1972, Title IX  
20 U.S.C. 1703, Equal Employment Opportunity Act of 1972  
42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF.: AC - Nondiscrimination/Equal Opportunity

GBA - Equal Employment Opportunity

[GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members](#)

[GDQD - Discipline, Suspension, and Dismissal of Support Staff Members](#)

IHBA - Special Instructional Programs and

Accommodations for Disabled Students

JB - Equal Educational Opportunities

[JII - Student Concerns, Complaints and Grievances](#)

[JK - Student Discipline](#)

[JKD - Student Suspension](#)



KED - Public Concerns/Complaints about Facilities or  
Services

KFA - Public Conduct on School Property

## SEXUAL HARASSMENT

### Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or ~~to have~~who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

### Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board. ~~If there is reason to believe that the Superintendent has violated policy, the complaint shall be made to the President of the Governing Board.~~

If the person alleged to have violated ~~this regulation~~policy is a teacher or an administrator, the due- process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 *et seq.* may be initiated.

If the person alleged to have violated ~~this regulation~~policy is a ~~classified~~support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may

~~impose~~recommend a suspension without pay, ~~or~~ recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe ~~that this regulation~~policy has been violated, the Superintendent shall so inform the complaining party in writing.

### Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall ~~so inform~~require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party ~~in writing~~within five (5) working days.

~~Adopted:—date of manual adoption~~

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

## SEXUAL HARASSMENT

### ~~(OPTIONAL GRIEVANCE PROCEDURE – STAFF MEMBERS)~~

~~Due to the sensitive nature of sexual discrimination or harassment claims the following procedure may be followed by a grievant in prior preference to, but not in place of, the formal procedures set forth in Policy ACA–~~

- ~~◆ An informal complaint shall be lodged in writing or orally with the employee's principal or immediate supervisor, either individually or through the association's grievance representative. Except to the extent required to conduct a thorough investigation of the complaint, the identity of a complainant shall be kept confidential.~~
- ~~◆ Upon receipt of such complaint, the principal or immediate supervisor shall discuss the complaint with the party accused of the alleged discrimination or harassment. Such investigation shall be complete within three working days of the complaint.~~
- ~~◆ The principal or immediate supervisor of the complainant shall meet with the complainant at or before the end of the three-day time period for investigation and shall discuss the conclusion and the options that are available as a result of the investigation. The complainant will be given an opportunity to express an opinion regarding the preferred action to be taken if the investigation indicates that sexual harassment or discrimination has occurred.~~
- ~~◆ The principal or immediate supervisor shall prepare a written report of the findings made and deliver a copy to each of the parties involved as well as to the Superintendent.~~
- ~~◆ The Superintendent may conduct further investigation or another hearing of the facts before rendering a decision.~~
- ~~◆ The Superintendent shall review the report and, if disciplinary action beyond oral reprimands is appropriate, present the report to the Governing Board with the Superintendent's findings and recommendations or, in the case of a classified employee, shall render a final decision in writing.~~

- ~~♦ All records will be kept confidential to the greatest extent possible.~~
- ~~♦ If the complaint is lodged against the employee's principal or immediate supervisor, the employee will so advise the Superintendent, who will, in turn, select an impartial designee to proceed with the investigation as hereinabove set forth.~~

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

~~A-0313~~

## ~~SEXUAL HARASSMENT~~

### ~~(GRIEVANCE PROCEDURE - STUDENTS)~~

~~Due to the sensitive nature of sexual discrimination or harassment claims, the following procedure has been established and may be followed by a student and/or the student's parent(s) or legal guardian:~~

- ~~◆ An informal complaint shall be lodged in writing or orally with the student's principal or counselor, either individually or through the student's parent(s) or legal guardian.~~
- ~~◆ Upon receipt of such complaint, the principal shall discuss the complaint with the party accused of the alleged discrimination or harassment. Such investigation shall be complete within three school days of the complaint.~~
- ~~◆ The principal shall meet with the student complainant and/or the student's parent(s) or legal guardian at or before the end of the three-day time period for investigation and shall discuss the conclusion and the options that are available as a result of the investigation. The student complainant and the student's parent(s) or legal guardian will be given an opportunity to express an opinion regarding the preferred action to be taken if the investigation indicates that sexual harassment or discrimination has occurred.~~
- ~~◆ The principal shall prepare a written report of the findings made and shall deliver a copy to each of the parties involved, as well as to the Superintendent.~~
- ~~◆ The Superintendent may conduct further investigation or another hearing of the facts before rendering a decision.~~
- ~~◆ The Superintendent shall review the report and, where disciplinary action beyond oral reprimand is appropriate in the case of a certificated employee, present the report to the Governing Board with the Superintendent's findings and recommendations or, in the case of a classified employee, shall render a final decision in writing.~~
- ~~◆ All records will be kept confidential to the greatest extent possible.~~

- ~~♦ If the complaint is lodged against the student's principal, the student and/or the student's parent(s) or legal guardian will so advise the Superintendent, who will, in turn, select an impartial designee to proceed with the investigation as hereinabove set forth.~~

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



COMPLAINT FORM

(To be filed with the compliance officer as provided in ACA-R)

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

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

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

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

Date of the action against which you are complaining \_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name Address Telephone Number

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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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I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
\_\_\_\_\_  
Signature of Complainant

*The compliance officer, as designated in ACA-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.*

A-0650

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**EDUCATIONAL PHILOSOPHY /  
SCHOOL DISTRICT MISSION**

Public schools in a democracy have evolving unique functions in addition to the major tasks of preparing youth for gainful employment and useful roles in a self-governing society. The Governing Board accepts the responsibility for public school programs and operations as specified in the Arizona Revised Statutes. The Board recognizes the necessity of seeking direction from the public when setting goals for virtually all aspects of school activities. The Board realizes that the results of its efforts are evaluated by the public. Requiring evaluation of school programs and personnel based on appropriate performance indicators is an important part of the Board's tasks. Such evaluations allow the Board to reallocate school resources in its endeavor to attain the public-identified goals for the District.

The Board recognizes the variability inherent in our student population. Thus, the instructional program must be adaptable to meet the needs of each student in order to encourage development of the students' unique talents to their fullest potential. An articulated educational program throughout the grades is necessary, with all phases of the total program being evaluated continually to determine whether community-established objectives and goals are being met. Cooperation with all agencies and institutions, private and governmental, that are interested in the welfare of our citizenry is needed, for all are striving toward the same goal - the best education possible for all the citizens of the District. Equal opportunity, depends upon allocation of resources appropriate to meeting the diverse needs of all youth and all other ~~citizens~~residents of the District in each school service area.

Finally, the Board recognizes the need to encourage and promote in-service training techniques that complement school programs, and to maintain a school climate that is enjoyable.

*Adopted:* ~~March 6, 2007~~date of Manual adoption

LEGAL REF.: Arizona State Constitution, Article XI, Section 1

A-0700

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ADA

## SCHOOL DISTRICT GOALS AND OBJECTIVES

The Governing Board has adopted the following guiding principles to set the tone and direction of the entire school system:

- ♦ Prepare youth for gainful employment and useful roles in a self-governing society.
- ♦ Operate programs as specified by the Arizona Revised Statutes.
- \* Provide a well-rounded educational program that includes regular and consistent opportunities for students in art, music, and foreign language.
- ♦ Seek direction from the public on goals and all activities.
- ♦ Evaluate programs and personnel on the basis of appropriate performance indicators.
- ♦ Reallocate resources on the basis of these indicators.
- ♦ Support programs to meet the needs of each student relevant to the skills students will need for the 21st Century.
- ♦ Encourage the development of the students' unique talents to their fullest potential as life long learners and citizens.
- ♦ Encourage an articulated, evaluated total program.
- ♦ Cooperate with all agencies and institutions in developing the best education for all of the students.
- ♦ Provide ~~equivalent~~ throughout the district programs and ~~comparable~~ facilities ~~throughout~~ appropriate to meeting the diverse needs of the youth and all other residents in the District.
- ♦ Maintain a community education program.
- ♦ Encourage and promote in-service training techniques that complement school programs.
- ♦ Maintain a school climate that is enjoyable.

*Adopted:* date of manual adoption

A-0750

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ADAA

**SCHOOL DISTRICT PRIORITY  
GOALS AND OBJECTIVES**

**(Goals for Student Attainment)**

The Governing Board expects the school system to effect the following goals (product goals) for the students:

- Each student should develop a sense of self-worth.
- Each student should develop skills needed to enter the world of work with an awareness of opportunities and requirements related to specific vocations and advanced education.
- Students should acquire attitudes, knowledge, and habits that permit them to function effectively as responsible citizens.
- Students should acquire good health habits and an understanding of conditions necessary for maintaining their physical and emotional well-being.
- Each student should have the services of an effective and comprehensive counseling and guidance program in grades kindergarten (K) through twelve (12).
- Each student should have the opportunity to develop a wide variety of interests.
- Students should be exposed, through active participation, to situations that will encourage them to express leadership, participate in collaborative tasks, make decisions, accomplish personal tasks, test new things, examine alternatives, and express creative thinking.
- Each school should establish a code of discipline commensurate with community and legal standards. The students should develop self-discipline by becoming aware of the benefits of good discipline and should be willing to assume responsibility for their actions.
- The students should develop, to the maximum level of individual abilities, their skills in mathematics, reading, writing, speaking, listening, the arts, athletics, and other kinetic activities.
- The District should have a comprehensive system of constructive evaluation whereby school programs and student progress can be continually appraised.

- Students should have opportunities for the development of understanding and appreciation of human achievement in the humanities, fine arts, and sciences.

*Adopted:* ~~March 6, 2007~~[date of manual adoption](#)

## SECTION B SCHOOL BOARD GOVERNANCE AND OPERATIONS

### B-0050 © SCHOOL BOARD OPERATIONAL GOALS

BA

The Governing Board is responsible to the people of the District and, therefore, should be aware of opinions and attitudes in the community and of identified District needs.

As representatives of the people who own and support the schools, the Board accepts the responsibility to identify community attitudes and opinions and District needs and to require short- and long-range strategies that are responsive within the budgetary limitations of the District.

*Adopted:* ~~March 6, 2007~~ date of Manual adoption

LEGAL REF.: A.R.S. 15-321  
15-341



**B-0100**                    ©  
**EVALUATION OF SCHOOL BOARD /**  
**BOARD SELF-EVALUATION**

**BAA**

The Board may meet for the purpose of appraising its functioning as a Board and to evaluate Board performance.

Evaluation instruments for Board operation may be used in the process.

Areas of Board operations and relationships that may be appropriate to consider during the evaluation of Governing Board procedures may include, but are not limited to:

- Board meetings/decision-making process<sub>u</sub>
- Policy development/implementation<sub>u</sub>
- Board/District goal setting<sub>u</sub>
- Curriculum and instruction management/program<sub>u</sub>
- Fiscal management/resource allocation<sub>u</sub>
- School plant planning/management<sub>u</sub>
- Board member orientation<sub>u</sub>
- Board member development<sub>u</sub>
- Board officer performance<sub>u</sub>
- Board member relationships<sub>u</sub>
- Board-Superintendent relationship<sub>u</sub>
- Board-community relationship<sub>u</sub>
- Legislative and governmental relationships<sub>u</sub>

*Adopted:* ~~March 6, 2007~~ date of Manual adoption

LEGAL REF.: A.R.S. 15-321

CROSS REF.: BDD - Board-Superintendent Relationship

**B-0150                   ©**  
**SCHOOL BOARD LEGAL STATUS**

**BB**

The Arizona Constitution places the responsibility of establishing and maintaining public schools on the Arizona legislature and directs the legislature to provide for a state board of education, which has general supervision of the public schools. It is further provided that local public schools under the general supervision of the State Board of Education shall be maintained, developed, and operated by locally elected boards. Legally, then, local school boards are instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the ~~State Board of Education~~[Arizona Administrative Code](#).

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

LEGAL REF.: A.R.S. 15-421(A)

Arizona Constitution, Art. XI, Section 1

Arizona Constitution, Art. XX, Paragraph 7

**B-0200**                    ©  
**BOARD POWERS AND**  
**RESPONSIBILITIES**

**BBA**

The Board shall act ~~within the course and scope of their duties as set forth in Arizona law~~ as the general agent of the state of Arizona in carrying out the will of the people of this District in the matter of public education.

The Board is authorized under the laws of the state of Arizona to adopt all needed policies and regulations for the organization, evaluation, and governance in the District.

The Board performs the following basic functions necessary to the discharging of its responsibilities: legislative, executive, and appraisal:

- The legislative function is the policy-making aspect of the school system. It is the policy of the Board to retain and exercise full legislative authority and control over the schools by adopting general policies or by acting directly in matters not covered by its policies.
- The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Superintendent.
- The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the District based on the policies as outlined in the policy manual.

The duties and obligations of an individual Board member include the following:

- To become familiar with the state's school laws, regulations of the State Department of Education, and District policies, rules, and regulations.
- To have a general knowledge of the educational aims and objectives of the system.
- To work harmoniously with other Board members without neglecting a proper share of the work or trying to dominate the Board.

- To vote and act in Board meetings impartially for the good of the District.
- To accept the will of the majority vote in all cases, and give wholehearted support to the resulting policy.
- To accept the responsibility for confidentiality in appropriate matters, especially those dealing with personnel and the divulging of privileged information that could cost the District money, support, or public confidence.
- To represent the Board and the District to the public in a manner that promotes both interest and support.
- To refer complaints to the proper school authorities and to refrain from individual counsel and action.
- To perform other appropriate duties that may arise.

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

*Revised:* ~~April 9, 2002~~

LEGAL REF.: A.R.S. 15-321

15-341

15-342

~~LEGAL REF.: A.R.S. 15-321~~

~~15-341~~

~~15-342~~

A.G.O.

I81-054



^ & ^B-0350 ©  
**BOARD MEMBER QUALIFICATIONS**

**BBBA**

**(Governing Board Membership)**

A person who is a registered voter of this state and has been a resident of the District for one (1) year immediately preceding the day of election is eligible for election to the office of Governing Board member.

No employee of the District or the spouse of such employee may hold membership on the Governing Board of this District.

A Governing Board member is ineligible to serve simultaneously as a member of any other school district Governing Board, except that a Governing Board member may be a candidate for nomination or election for any other Governing Board if serving in the last year of a term of office.

**Five-Member Board Same Household Limitation**

By legislative restriction applicable to five (5) member Boards, persons related as immediate family and having the same household within four (4) years:

- Shall not serve simultaneously on the Governing Board.
- Are ineligible to be a candidate for nomination or election to the Governing Board, except when a member is serving in the last year of a term of office.
- Are ineligible to be simultaneous candidates for nomination or election to the Governing Board.

A qualified elector residing in the District may bring an action in Superior Court to enforce these restrictions.

For purposes of this policy, the definitions of "immediate family" and "household of residence" set out in A.R.S. 15-421 shall apply.

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

LEGAL REF.: A.R.S. 15-421  
38-201  
38-296.01

Arizona Constitution, Article VII, Section 15

^ & ^B-0400 ©  
BOARD MEMBER OATH OF OFFICE

BBBB

**Oath of Office**

Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-~~231~~.231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board.

**Time of Oath** (Governing Board Members)

When a different time is not prescribed, the oath of office shall be taken, and subscribed, ~~and filed within ten (10) days~~ after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, ~~and~~ or before commencement of the term of office.

**Familiarization with  
Open Meeting Law**

A newly elected or appointed Governing Board member shall, at least one (1) day before ~~commencement of the term of office~~ taking office, review the Arizona open meeting law (OML) material prepared by the attorney general.

*Adopted:* ~~March 6, 2007~~ date of Manual adoption

LEGAL REF.: A.R.S. 15-426

38-231

38-232

38-233

38-431.01

Attorney General Arizona Agency Handbook, Chapter 7,

Open Meetings



**EXHIBIT**

**EXHIBIT**

**EXHIBIT**

B-0431

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BBBB-E

**EXHIBIT**

**EXHIBIT**

## BOARD MEMBER OATH OF OFFICE

### Oath of Office

In addition to any other form of oath or affirmation specifically provided by law, any officer or employee shall take and subscribe to the following oath or affirmation before entering upon the duties of such appointed office or employment.

State of Arizona, County of \_\_\_\_\_, I,  
\_\_\_\_\_  
[type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of \_\_\_\_\_  
[name of office] according to the best of my ability, so help me God (or so I do affirm).

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of officer or employee)

LEGAL REF.: A.R.S. 38-231 *Adopted:* \_\_\_\_\_ *date of manual adoption*

**B-0450**                    ©  
**BOARD MEMBER RESIGNATION**

**BBBC**

Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the office of the ~~Secretary of State, with a copy to the~~ County School Superintendent, with a copy to the Secretary of State, giving the effective date of resignation. The resigning Board member shall furnish a copy of such letter to each other member of the Board and to the Superintendent prior to the date on which said resignation is to become effective.

*Adopted:* ~~March 6, 2007~~date of Manual adoption

LEGAL REF.: A.R.S. 15-302  
                  38-101  
                  38-291  
                  38-294

**B-0500**                    ©  
**BOARD MEMBER REMOVAL  
FROM OFFICE**

**BBBD**

A Board member's position may be considered vacant or the Board member may be removed from office for reasons included in A.R.S. 38-291. These reasons are:

- Death of the person holding the office.
- Insanity of the person holding the office, when judicially determined.
- Resignation of the person holding the office and the lawful acceptance of the resignation.
- Removal from office of the person holding the office.
- The person holding the office ceasing to be a resident of the district for which he was elected.
- Absence from the state by the person holding the office, without permission of the legislature, beyond the period of three (3) consecutive months.
- The person holding the office ceasing to discharge the duties of office for the period of three (3) consecutive months.
- Conviction of the person holding the office of a felony or an offense involving a violation of official duties.
- Failure of the person elected or appointed to such office to file an official oath within the time prescribed by law.
- A decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.
- Failure of a person to be elected or appointed to the office.
- A violation of section 38-296 by the person holding the office.

Every public officer holding an elective office, either by election or by appointment, is subject to recall from such office by the qualified electors of the electoral district from which candidates are elected to that office.

*Adopted:* ~~March 6, 2007~~date of Manual adoption

LEGAL REF.: A.R.S. 19-201  
19-202  
19-202.01  
19-209  
19-216  
38-291  
38-296  
38-431.07

**B-0550**                    ©  
**UNEXPIRED TERM FULFILLMENT**

**BBBE**

Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.

When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.

*Adopted:* ~~January 12, 2010~~ [date of Manual adoption](#)

LEGAL REF.: A.R.S. 15-302  
                  38-291  
                  A.G.O. I82-111  
                  Arizona Constitution, Article VII, Section 15

**B-0750**

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**BCA**

**BOARD MEMBER ETHICS**

The following statements are endorsed by the Governing Board.

Because of the vital and important role that the public schools of our state and country play in providing the basic foundation for democratic living and for sustaining the American way of life, and because, therefore, Governing Board membership represents such a challenging responsibility, this code of ethics is recommended by the Amphitheater Governing Board as a guide to its members as they strive to render effective and efficient service to their community.

Individual Governing Board members should honor the high responsibility demanded by Board membership by:

- Thinking always in terms of "children first."
- Understanding that the basic function of the Board members is policy making, and not administration, and by accepting the responsibility of learning to discriminate intelligently between these two (2) functions.
- Accepting the responsibility, along with fellow Board members, of seeing that the maximums of facilities and resources are provided for the proper functioning of schools.
- Refusing to "play politics" in either the traditional partisan sense or in any petty sense.
- Representing at all times the entire school community.
- Accepting the responsibility of becoming well informed concerning the duties of Board members and the proper functions of public schools.
- Recognizing responsibility as state officials to seek the improvement of education throughout the state.

Individual Governing Board members should respect their relationships with other members of the Board by:

- Recognizing that authority rests only with the Board in official meetings, and that individual members have no legal status to bind the Board outside of such meetings.

- Recognizing the integrity of their predecessors and associates and the merit of their work.
- Refusing to make statements or promises as to how they will vote on any matter that should properly come before the Board as a whole.
- Making decisions only after all facts bearing on a question have been presented and discussed.
- Respecting the opinions of others and graciously conforming to the principle of majority rules.
- Refusing to participate in irregular meetings - such as secret or "star chamber" meetings - that are not official and that all members do not have the opportunity to attend

Individual Governing Board members should maintain desirable relations with the Superintendent and the Superintendent's staff by:

- Striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.
- Giving the Superintendent full administrative authority for properly discharging assigned professional duties and also holding the Superintendent responsible for acceptable results.
- Acting only upon recommendations by the Superintendent in matters of employment or dismissal of school personnel.
- Having the Superintendent present at all meetings of the Board except when the Superintendent's contract and salary are under consideration.
- Referring each complaint to the proper administrative office and discussing it only at a regular meeting after failure of administrative solution.
- Striving to provide adequate safeguards around the Superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.
- Presenting personal criticisms of any employee directly to the Superintendent.

Individual Governing Board members should meet their responsibilities to the community by:

- Attempting to appraise fairly both the present and future educational needs of the community.

- Regarding it as a major responsibility of the Board to interpret the aims and methods of the schools to the community.
- Insisting that all school business transactions be on an open, ethical, and aboveboard basis.
- Vigorously seeking adequate financial support for the schools.
- Refusing to use their individual positions on the Governing Board in any way whatsoever for personal gain or personal prestige.
- Refusing to discuss personnel matters or any other confidential business of the Board in their homes, on the street, or in their offices.
- Winning the community's confidence that all is being done in the best interests of school children.

*Adopted:* ~~March 6, 2007~~ [date of Manual adoption](#)

LEGAL REF.: A.R.S. 15-321(~~C~~)



**BOARD MEMBER CONFLICT  
OF INTEREST**

**Voting Restrictions**

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it shall be unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of such member or any person related to such member as a dependent as defined in A.R.S. 43-1001. [LEGAL REF.: A.R.S. 15-323]

**Employment Limitation**

No dependent, as defined in Section 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board. [LEGAL REF.: A.R.S. 15-502]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. [LEGAL REF.: A.R.S. 15-421]

**Conflict of Interest**

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [LEGAL REF.: A.R.S. 38-503]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [LEGAL REF.: A.R.S. 38-503]

**Purchases from Governing Board  
Members for Districts with  
3,000 or More Students**

~~Pursuant to an award or contract let after public competitive bidding, the Governing Board may make purchases from a Board member if all of the following conditions are satisfied:~~

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- ~~♦ The transaction does not exceed~~ ♦ Purchases for goods or services are limited to three hundred dollars (\$300) per transaction;
- ~~♦ The total~~ ♦ Total purchases ~~from any Board member by the Board~~ within any twelve (12) month period ~~do not exceed~~ are limited to one thousand dollars (\$1,000);
- The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.
- ♦ The Board has, by majority vote, ~~approved~~ adopted or ~~reapproved~~ reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. I84-012; I06-002]

## Filing of Disclosures

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [LEGAL REF.: A.R.S. 38-509]

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

LEGAL REF.: A.R.S. 15-213  
15-323  
15-421  
15-502  
38-481  
38-503  
38-509  
43-1001  
A.G.O. I84-012  
I88-013  
I06-002

CROSS REF.: BBBA - Board Member Qualifications  
DJE - Bidding/Purchasing Procedures

**BOARD MEMBER CONFLICT  
OF INTEREST**

I, \_\_\_\_\_, do hereby indicate:

1. That I am presently an officer/employee of the \_\_\_\_\_

\_\_\_\_\_ School District;

2. That I (or my relative[s]: \_\_\_\_\_

\_\_\_\_\_ ) have a substantial interest in the contract, sale, purchase, or service to or decision by the \_\_\_\_\_ Governing Board as described below.

3. That I shall refrain from participating in any manner in my capacity as an employee or officer of \_\_\_\_\_

School District in such contract, sale, purchase, service to, or decision by the Governing Board unless specifically permitted to do so by law.

\_\_\_\_\_

~~Date~~  
Signature

Date

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

Description of Conflict:

**B-0900**                    ©  
**BOARD ORGANIZATIONAL MEETING**

**BDA**

For the purpose of organization of the Governing Board, the Board shall meet at the most convenient public facility in the District. (If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.) Such meeting shall be held between January 1 and January 15 next following the election.

The meeting shall be called to order by the President of the Board for the preceding year. If that person is not a member of the Board, a temporary president shall be elected and the meeting shall be called to order by the temporary president. The person calling the meeting to order shall preside until a successor is chosen.

The new President of the Board shall take office upon election. The Board shall then elect a Vice President. The Vice President shall take the place of the President in case of a temporary absence.

Whenever there is a vacancy in the office of President, the Board shall elect a new officer to fill the vacancy during the unexpired term of office.

*Adopted:* ~~March 6, 2007~~[date of Manual adoption](#)

LEGAL REF.: A.R.S. 15-321  
                  38-431 *et seq.*

CROSS REF.: BDB - Board Officers  
                  BE - School Board Meetings  
                  BEC - Executive Sessions/Open Meetings  
                  BEDA - Notification of Board Meetings

**President**

The duties of the President of the Board shall be as follows:

- Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.
- Consult with the Superintendent on the agenda for each meeting.
- Encourage and maintain orderly and democratic participation.
- Keep all discussions factual and on the subject at hand.
- Allow for full and complete exploration of each item of business.

In the absence of the President of the Board, the Vice President shall serve as temporary president. This shall be recorded in the minutes.

**Vice President**

The Vice President shall serve in the temporary absence of the President. The Vice President shall perform such other duties as are assigned by the Board.

*Adopted:* ~~March 6, 2007~~ [date of Manual adoption](#)

LEGAL REF.: A.R.S. 15-321

CROSS REF.: BEDB - Agenda  
                  BEDBA - Agenda Preparation and Dissemination



**B-1050**

©

**BDD**

**BOARD - SUPERINTENDENT RELATIONSHIP**

The establishment of policies is the responsibility of the Board, and the execution of those policies is a function of the Superintendent.

The Superintendent is the chief executive officer of the ~~Board~~[School District](#) and is responsible for the professional leadership and skill necessary to translate the policies of the Board into administrative action.

The Superintendent is responsible for the administration of the District. The Superintendent may delegate the necessary authority to other employees and develop such procedures and regulations as the Superintendent considers necessary to ensure efficient operation of the District.

*Adopted:* ~~March 6, 2007~~[date of Manual adoption](#)

LEGAL REF.: A.R.S. 15-503

**B-1100**                    ©  
**BOARD COMMITTEES**

**BDE**

Committee work of the Board shall usually be done by members of the Board sitting as a committee of the whole. ~~There~~The Board shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the Board members. If a temporary committee is appointed, it shall serve only for the time needed for its designated purpose. Committee recommendations shall be advisory only.

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

LEGAL REF.: A.R.S. 38-431

CROSS REF.: BDF - Advisory Committees

**B-1200**                    ©  
**ADVISORY COMMITTEES**

**BDF**

The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.

The Governing Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:

- A written, specific statement of the purpose of the committee.
- The dates on which interim and final reports of the committee are to be rendered.
- The date or event upon which the committee will be terminated.
- The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.

The Superintendent will ensure that the following actions are taken for each committee established by the Board:

- Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. 38-431) as it applies to committees of the Board.
- Notices and agendas of all meetings of the committee will be posted.
- All meetings will be open for public attendance.
- Minutes will be taken and made available for public inspection three (3) working days after the meeting.

A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.

*Adopted:* ~~August 28, 2007~~ [date of Manual adoption](#)

LEGAL REF.: A.R.S. 38-431 *et seq.*

The ~~District may use the services of the County Attorney. However, when the Board deems it to be in the best interest of the District the Board may retain private counsel and services as necessary.~~ Governing Board may employ an attorney to represent the District if the county attorney consents. The purpose for which an attorney is hired shall be set forth in writing by the Board.

The Governing Board may employ legal counsel without the consent of the county attorney when, in its discretion, it deems it advisable.

Compensation and purpose should be determined at the time of employment of private counsel.

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. Requests for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.

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

LEGAL REF.: A.R.S. 11-532

15-341~~(A)(24)~~

15-343

38-431.07~~(B)~~

~~B-1261~~

~~SCHOOL ATTORNEY~~

~~The Governing Board's attorney may be asked to review:~~

- ~~◆ Land purchase contracts.~~
- ~~◆ Construction contracts.~~
- ~~◆ Easements and/or permits for utilities.~~
- ~~◆ Title and deeds for dedicated sites.~~
- ~~◆ The need for new legislation relative to special land use.~~

~~The attorney may also be asked to review:~~

- ~~◆ Titles and deeds.~~
- ~~◆ Settlement documents for land transfer.~~
- ~~◆ Condemnation documents for site and easement acquisition.~~
- ~~◆ Liens and claims.~~
- ~~◆ Deeds of dedication for rights-of-way.~~
- ~~◆ Resolutions for Governing Board approval involving easements, rights-of-way, and land sales.~~

~~The attorney shall provide legal representation during condemnation proceedings, suits involving construction contracts, and payments.~~

~~The attorney shall coordinate settlement and condemnation payments for land and easement acquisition. *Adopted:* — date of manual adoption~~

**B-1300** ©  
**BOARD CONSULTANTS**

**BDH**

The District may employ consultants when appropriate to carry out tasks or projects that enhance the effectiveness of District operations ~~(1)~~ when the District does not have the specialized competency on its staff or ~~(2)~~ when such assignments would be burdensome to the school staff when added to their full-time assignments. The kinds of assistance sought from consultants may include, but will not necessarily be limited to ~~(1)~~ conducting fact-finding studies, surveys, and research; ~~(2)~~ providing counsel or services requiring special expertise; and ~~(3)~~ assisting the Board in developing policy and program recommendations. The employment of specific consultants, within the budgeted funds of the District, will be the responsibility of the Superintendent.

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

LEGAL REF.: A.R.S. 15-341~~(A)(24)~~

15-343~~(A)~~

A.A.C. R7-2-1061 *et seq.*

R7-2-1117 *et seq.*

~~^B-1400.11400~~ ©  
SCHOOL BOARD MEETINGS

BE

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- ♦ Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- ♦ Special meeting - an official legal-action meeting called between scheduled regular meetings to consider ~~specified~~ only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.

### Regular Board Meetings

The second and fourth Tuesdays of each calendar month are designated as the regular Board meeting dates.

A regular meeting may be rescheduled or canceled ~~by agreement of a:~~

- By majority vote of the Board when noticed as a meeting agenda item.

~~Written notice of the date, hour, place, and subject (agenda) of each regular meeting of the Board shall be given as follows:~~

- ~~♦ Notice shall be posted at least twenty four (24) hours preceding the scheduled time of the meeting, with the exception of an actual emergency, in which case such notice as is appropriate to the circumstances shall be given.~~
- ~~♦ Notice shall be posted at a prominent place, convenient to the public, as designated by the Board in its notice to the County Board of Supervisors.~~

- By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
  - Significantly inclement weather conditions, or
  - A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. (If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.)

### **Special Board Meetings**

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board, ~~and written notice shall be posted,~~ at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the ~~subject~~ (agenda)purpose of the special meeting. No ~~other~~-business other than the matters specified in the notice shall be transacted at such meeting.

~~Special meetings shall be open to the public.~~

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

LEGAL REF.: A.R.S. 15-321  
 15-843(A)  
 38-431 *et seq.*  
 A.G.O. I79-~~045 (R79-023)~~45

CROSS REF.: BEC - Executive Sessions/Open Meetings

BEDA - Notification of Board Meetings

BEDB - Agenda

BEDC - Quorum



^ & ^B-1550 ©  
EXECUTIVE SESSIONS / OPEN MEETINGS

BEC

The Board may enter into executive session after the following requirements have been met:

- A notice of the executive session has been provided to the Board members and the general public stating the provision of law authorizing the executive session in accordance with Board Policy BEDA.
- ♦• The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.
- ♦• The Board President has identified the section or sections of A.R.S. 38-431.03(A) that authorize the holding of the executive session and has stated the language of the section(s) and a general description of the matters to be considered.
- ♦• The executive session is authorized by a vote in open session.

No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.

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

LEGAL REF.: A.R.S. 15-843  
38-431.01~~(B)(C)~~  
38-431.02~~(B)~~  
38-431.03  
A.G.O. I79-45  
I79-49  
I79-126  
I79-136  
I80-118  
I80-146

I81-058  
I81-060  
I81-090

CROSS REF.: ~~BEDG - Minutes~~  
~~JKD - Student Suspension~~ [BBBB - Board Member Oath of Office](#)  
~~JKE - Expulsion of Students~~

[BEDA - Notification of Board Meetings](#)

[BEDG - Minutes](#)

[JKD - Student Suspension](#)

**EXHIBIT****EXHIBIT****EXECUTIVE SESSIONS / OPEN MEETINGS**MINUTES

<u>Date</u>	<u>Time</u>	<u>Place</u>
-------------	-------------	--------------

I. Record the names of persons present (Only Board Members, individuals provided for by statute, and other persons whom the Board determines are reasonably necessary for the purposes of the executive session may be present). Indicate who and when anyone leaves or enters during the executive session:

II. Specify the section of A.R.S. 38-431 under which the executive session was called and a general description of the respective topic(s). The same information should have been indicated on the agenda:

III. (Read prior to each executive session):

All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, or pursuant to a specific statutory exception, anything that has transpired or has been discussed during this executive session. Failure to comply is a violation of A.R.S. 38-431.03.

IV. Items of discussion (if the session is held under authority of A.R.S. 38-431.03, Subsection A, paragraphs 4, 5, or 7, an accurate description of all instructions given must be included):

B-1600

AUSD10

BED

MEETING PROCEDURES / BYLAWS

The President of the Board is responsible for the orderly conduct of the meeting.

In the absence of the President of the Board, the Vice President shall preside at the meeting. In the absence of the Vice President, an acting chair shall preside.

The presiding member shall rule on such matters as the order of business and discussion, the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. All such rulings are subject to review by the Board at a subsequent meeting, properly noticed, as long as the matter is included on the agenda.

All actions of the Governing Board, the District, and employees of the District, are governed and controlled by the U.S. Constitution, the Arizona Constitution, applicable federal and state statutes, and applicable federal and state regulations.

*Adopted:* ~~March 6, 2007~~[date of Manual adoption](#)

LEGAL REF.: A.R.S. 15-321

^ & ^B-1650 ©  
NOTIFICATION OF BOARD MEETINGS

BEDA

~~A statement of the posting place for all notices of meetings shall be filed with the clerk of the Board of Supervisors. A regular meeting may be canceled by agreement of a majority of the Board.~~ shall be conspicuously posted on the District's website specifying where all notices of the Governing Board meetings are posted, including the physical and electronic locations, and give additional public notice as is reasonable and practicable as to all meetings.

The District shall post all Governing Board public meeting notices on its website and give additional public notice as is reasonable and practicable as to all meetings. When the District has complied with all other public notice requirements of A.R.S. 38-431.02, the Board is not precluded from holding a meeting for which notice was posted when a technological problem or failure either:

- prevents the posting of public notice on the District website, or
- temporarily or permanently prevents use of all or part of the District's website.

When an executive session of the Board is scheduled a notice of the executive session stating the provision of law authorizing the executive session and including a general description of the matters to be considered shall be provided to:

- the members of the Governing Board, and
- the general public.

~~Twenty~~At least twenty-four (24) hours prior to the meeting notice shall be given to the members of the Governing Board and to the general public by posting; in the designated public place, ~~(s)~~ the time and place, and the meeting agenda, ~~— or any change in the meeting time or place, with the exception of an actual emergency, in which case such notice as is appropriate to the circumstances shall be given~~ agenda. The notice shall include an agenda of the matters to be discussed, considered or decided at the meeting, or include information on how the public may obtain a copy of the agenda.

The twenty-four (24) hour notice period:

- May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.
- Does not include Sundays and other holidays ~~set out~~ prescribed in A.R.S. 1-301.

A twenty-four (24) hour meeting notice is not required in the case of an actual emergency, however, notice shall be given and procedures followed in accordance with the requirements of 38-431.02 as are appropriate to the circumstances.

A meeting may be recessed and resumed with less than twenty-four (24) hours notice when proper initial meeting notice was given and, before recessing, public notice is given specifying the time and place the meeting will be resumed or identifying the method by which such notice shall be publicly given.

When the Governing Board intends to meet at a regular place and time on a regular day, date or event for a specified calendar period, the District may post notice of the beginning of the applicable calendar period and the period for which the notification is valid.

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

LEGAL REF.: A.R.S. 1-301  
 15-321  
15-341  
38-431.01  
 38-431.02  
A.G.O. 179-45

CROSS REF.: BE - School Board Meetings  
 BEC - Executive Sessions/Open Meetings  
BEDB - Agenda

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (Subject to A.R.S. 38-431.02)

Unless changed by a majority vote of Board members present at ~~each~~a meeting, the order of business shall be as follows:

***Regular meetings:***

- ♦ Call to order
- ~~♦ Executive session (if necessary and appropriate)~~
- ~~♦ Signing of visitors' register~~
- ~~♦ Pledge of Allegiance~~
- ~~♦ Public call to the audience~~
- ~~♦ Report of Superintendent~~
- ~~♦ Announcement of date and place of next meeting(s)~~
- ~~♦ Consent agenda, including personnel, waiver of graduation requirement, vouchers, approval of minutes from prior meeting(s)~~
- ~~♦ Curriculum and instruction~~
- ~~♦ General functions~~
- ~~♦ Business and finance~~
- ~~♦ Buildings and grounds~~
- ~~♦ Correspondence~~
- ~~♦ Reports, including legislative updates~~
- ♦ Adoption of the agenda (discussion of items is not in order)



- Pledge of allegiance
- Board Meeting minutes not previously approved
- Information only items (Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.)
  - Summary of current events
    - ▲ Superintendent
      - ◆ Celebrations and recognitions
    - ▲ Governing Board members
- Public comments (members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action)
- Action items (Matters on which the Governing Board may take legal action during the meeting)
  - Consent agenda items (When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained)
  - Specific items of District business (as listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action)
- Information and Discussion items (Matters about which the Board may engage in discussion but will take no action during the meeting)
- Information items (The Board will not propose, discuss, or take legal action during the meeting)
  - ◆ Requests for future agenda items
- ◆ ~~Public call to the audience~~
- ◆ Adjournment

**Special meetings:**

- ◆ Call to order
- ◆ ~~Signing of visitors' register~~

- ~~◆ Pledge of Allegiance~~
- ~~◆ Public call to the audience~~
- ~~◆ Specific items~~
- Items for which the special meeting was called
- ~~◆ Public call to the audience~~
- ~~◆ Executive session (if appropriate) (May include timely action, discussion, and information items as conditioned for regular meetings)~~
- Announcements
- ~~◆ Adjournment~~ Adjournment

**Executive sessions:**

- An executive session may be scheduled, as necessary, during either a regular or special meeting. (See Arizona Attorney General Agency Handbook Section 7.6.7)
  - When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.
  - The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A)(3).

**Emergency meetings**

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by 38-431.02. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

**Accommodations for the Disabled**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name of designated agency contact person] at

[telephone number and TDD telephone number]. Requests should be made as early as possible to allow time to arrange the accommodation.

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

*Revised:* ~~June 13, 2000~~

LEGAL REF.: A.R.S. 38-431  
38-431.01  
38-431.02  
38-431.03

[CROSS REF.: BEC - Executive Sessions/Open Meetings](#)

**AGENDA PREPARATION AND DISSEMINATION****Regular Meetings**

The Superintendent will prepare Board meeting agendas in consultation with the Board President assisted by one (1) additional Board member. The duty of the assisting Board member will be rotated equally among the other Board members.

The Superintendent or Board members may place items on the agenda. Any Board member desiring to place an item on the agenda will notify the Superintendent of the particular item of business at least ten (10) working days before the meeting. Any Board member desiring to place an addendum item on the agenda to address an emergency item of business will notify the Superintendent at least two (2) working days before the meeting.

Normally, the agenda and supporting materials shall be distributed to the Board members not less than five (5) working days prior to the meeting. Items related to new or revised budget documentation shall be distributed ten (10) working days prior to the meeting to allow ample time for Board members' review and insure questions can be answered prior to the Board meeting.

Copies of the agenda shall be posted in accordance with law, and all supporting materials, excluding confidential materials associated with executive sessions, shall be available to the public and the press at least twenty-four (24) hours prior to the meeting, upon request.

**Special Meetings**

~~The~~ Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings, ~~unless there is insufficient time to completely comply with the procedures. In this event, compliance with the procedures shall be as complete as possible.~~

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

**~~Agenda Modification~~**

~~An item may be postponed from a published agenda by the Superintendent, when removal is determined to be necessary by the Superintendent, in consultation with the Governing Board President or Vice President in the absence of the President. The Superintendent shall inform the Board member, if any, who sponsored or requested the postponed item, of the postponement in advance of the Board's meeting.~~

*Adopted:* ~~March 6, 2007~~[date of Manual adoption](#)

LEGAL REF.: A.R.S. 38-431 *et seq.*

**B-1800**  
**QUORUM**

©

**BEDC**

A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within ( ) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.

When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum.

Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.

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

LEGAL REF.: A.R.S. 1-216  
15-321  
A.G.O. I84-165

CROSS REF.: BBBE - Unexpired Term Fulfillment

The Board prescribes rules for its meetings as follows:

✦ ~~*Meetings:*~~

- • It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
  - ~~Members or others seeking to address the Board shall first be recognized by the presiding member and shall direct their remarks to the presiding member and the member making an inquiry, if any. Once recognized by the presiding member, a speaker may respond directly to a Board member who is requesting information.~~

✦ ~~*Motions:*~~

- • Each action item shall require a motion, and all motions shall require ~~a second, with the exception of a nomination which will not require a second~~ seconding.
  - ~~If a motion is made and seconded, it is open to debate, amendment and vote.~~
- The President may make or second motions, and may vote on all motions.
- A main motion may be amended by approval of a motion to amend and second. The maker and second of a main motion may also accept a friendly amendment, which has the effect of automatically incorporating the amendment into the main motion,
- Members having a conflict of interest regarding an item of business shall abstain from the debate and vote on that item.
- If any member perceives that there has been sufficient debate, the member may "call for the question", which shall cause all debate to stop. The presiding member shall then determine whether there is any objection to closing debate. If a member objects, the call for the question shall require a second and a vote. Upon a majority vote in favor of calling the question, the presiding member shall put the matter under discussion to a vote of the Board.



- ~~▪ The President may make or second motions, and may vote on all motions.~~
- ~~▪ A motion which fails or passes may be reconsidered at the same or next meeting, upon motion by a member on the prevailing side of the original vote.~~
- A motion to adjourn ~~is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.~~ A motion to table is in order at any time. Such a motion ~~requires~~ shall require a second and ~~is limited to being considered only once on any given agenda item~~ a majority vote. No discussion is in order. ~~Unless a motion to table specifies a specific date, upon approval of the motion to table, the item shall be tabled until the next meeting.~~

✦ ***Procedural points:***

- ~~▪ Generally, a member shall not interrupt or otherwise disrupt the debate of other members.~~
- ~~▪ A member may raise a "Point of Order" at any time to question meeting procedures or when the member is concerned the pending discussion is not properly within the agenda.~~
- ~~▪ A member may raise a "Point of Information" at any time to seek clarification.~~

✦ ***Suspension of rules:***

- A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
- Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

~~In the event a matter of order is not addressed by these rules, *Robert's Rules of Order Newly Revised* (Scott Foresman, Ninth Edition 1990) shall control.~~

Adopted: date of ~~manual~~ Manual adoption

~~Revised: January 9, 2001~~

LEGAL REF.: A.R.S. 15-321  
15-341

CROSS REF.: BED - Meeting Procedures/Bylaws

BEDA - Notification of Board Meetings

BEDB - Agenda

BEDBA - Agenda Preparation and Dissemination

BEDC - Quorum

BEDF - Voting Method

BEDG - Minutes

BEDH - Public Participation at Board Meetings

BGF - Suspension/Repeal of Policy

**B-2050**                    ©  
**VOTING METHOD**

**BEDF**

Votes on all motions and resolutions shall be by *ayes* and *nays*. No secret ballots shall be used.

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote shall be made and the vote of members shall be recorded. On a voice vote, members may request that their own votes be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

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

LEGAL REF.: A.R.S. 1-216  
                  15-321(~~E~~)  
                  38-431  
                  A.G.O. I78-237

CROSS REF.: BEDC - Quorum  
                  BEDD - Rules of Order  
                  BEDG - Minutes

^B-2100  
MINUTES

©

BEDG

~~All~~ Written or recorded minutes shall be taken of all regular and special Board meetings ~~shall be recorded. If possible, complete written minutes of each Board meeting will,~~ including executive sessions, and shall include the information required by A.R.S. 38-431.01. The written minutes or recording shall be available for public ~~review in the District administrative office~~ inspection three (3) working days after the date of the meeting. ~~If this is not possible, the record of the meeting shall be available until the written minutes are prepared. In all cases, written minutes of each meeting shall be prepared as soon as possible, containing the information required by A.R.S. 38-431.01(B),~~ except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.

Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve ~~these~~ the written minutes.

~~Minutes of regular or special meetings will be distributed to all Board members prior to the next meeting, and will be made available to the public upon request, as unconfirmed minutes. Under no circumstances shall written minutes be distributed to the Board for approval greater than one (1) month after the meeting.~~

~~Written~~

The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions ~~will be prepared,~~ as required by A.R.S. 38-~~431.01(C), and will be maintained in a confidential file.~~ 431.01. The Superintendent will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.

The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes shall be filed separately from Board executive session minutes.

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

*Revised:* ~~June 13, 2000~~

LEGAL REF.: A.R.S. 15-843

38-421

38-431.01

38-431.03

39-101

39-121

39-122

~~A.G.O. 180-198~~ 41-1347

41-1351

A.G.O. 180-198

Attorney General Arizona Agency Handbook, Chapter 7,

Open Meetings

ASLAPR General Retention Schedule for School Districts

and Charter Schools

CROSS REF.: BED - Meeting Procedures/Bylaws

**REGULATION****REGULATION****MINUTES****(Minutes of Open Session Governing Board Meetings,  
Board Subcommittees and Advisory Committees)**

For meetings other than executive sessions, minutes are to contain *at least* the following information:

- Date, time, and place of meeting.
- Members of the Governing Board recorded as either present or absent.
- General description of the matter considered.
- An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.
- Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.

A *meeting*, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [38-431]

It is therefore necessary to remember that:

- the coming together of a quorum of Governing Board members:
  - in person or by technological devices such as speakerphone, Internet, or other device,
  - including study sessions, work sessions, and retreats,
  - regardless of whether or not any voting is scheduled to occur,
- or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,

- is a "meeting" and, therefore,
- minutes must be taken and processed as required by statute and specified above.

^B-2150                      ©  
**PUBLIC PARTICIPATION AT  
BOARD MEETINGS**

**BEDH**

~~It is the direction~~All regular and special meetings of the ~~Governing Board~~ that problems and concerns be first addressed, to the degree practicable, at the school, department, or facility level. If the problem is not satisfactorily resolved at this first level, the concern should be directed to the appropriate District-level administrator or supervisor. If further action is necessary, a problem or concern may be referred to the Superintendent. ~~The Governing Board will not entertain or consider any recommendation, grievance, complaint, or petition from parents, students, employees or patrons of the District until such issues have first been pursued through the proper administrative channels without satisfactory resolution. This requirement is intended to help ensure that the Governing Board is fully informed and able to act without prejudice when acting in the role of a hearing body~~Board shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. The Board also recognizes its responsibility for the proper governance of the schools, and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens of the District:

~~The Board provides that any individual can be heard on any subject, provided the subject is relevant and falls within the jurisdiction of the Board. Persons wishing to address the Governing Board at a Board meeting shall complete a form, stating their name, address, and topic he/she will address to the Board. This form must be provided to the Board Secretary. The administration shall prepare such forms and notices as may be necessary to provide for efficient presentation of public comment.~~(Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting.

~~Time for public comment shall be allotted at each public meeting of the Board as follows:~~

- ~~• Agenda Items: Time for comment~~



- ~~▪ Speakers may address the Board regarding items on the agenda at the time the agenda item is considered by the Board. Speakers shall be allotted three (3) minutes each.~~
- ~~▪ Speakers also may address the Board regarding agenda items during open call to the audience.~~
- ~~▪ Speakers may not acquire additional minutes of speaking time from other speakers.~~
- ~~• Issues Not on the Agenda: Time for comment~~
  - ~~▪ Speakers may address the Board regarding issues which are not on the agenda at the beginning and end of each Board meeting.~~
  - ~~▪ Time for open call to the audience shall be allotted three (3) minutes per speaker for a maximum of thirty (30) minutes.~~
  - ~~▪ Speakers may not acquire additional minutes of speaking time from other speakers.~~
  - ~~▪ An open call to the audience will be held once after the Pledge of Allegiance and once again prior to adjournment.~~

~~Alternatively, an individual or group may submit a written request to address the Governing Board. Such a request shall include the name and address of the individual or group as well as an identification of the specific item to be addressed. At the conclusion of an open call to the public, individual members of the Board may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. Board members may only respond to comments regarding a properly noticed item at the time the item is specifically discussed or considered by the Board. The [Board](#) President of the Board shall have the discretion to limit cumulative or repetitive comment on a single subject or to extend the time for the public comment in order to allow maximum participation by the interested individuals. In the interest of time, the President of the Board shall also have the discretion to give speaking priority to those speakers who have not previously spoken during the meeting. Members of the Governing Board may not respond to or discuss issues raised by individuals if those issues are not on the Board's agenda. Board Members may request that the Board President place the issue on a future Board agenda so that discussion may occur [shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set](#). Questions of fact asked by the public shall, when appropriate, be [answered by the President or referred to the Superintendent for reply](#) ~~subsequent to the Board meeting;~~~~

~~questions.~~ Questions requiring investigation shall be referred to the Superintendent for later report to the Board.~~The Governing Board also encourages the submission of written presentations on matters not scheduled for Board action or consideration. The Board will distribute the written materials which are received to all appropriate administrators and other individuals.~~ Questions or comments on matters that are currently under legal review will not receive a response.

~~Persons attending meetings of the Governing Board or addressing the Board shall observe rules of propriety, decorum, and good conduct. Personal attacks upon Board members, district staff, or students are not permitted. Discussion of confidential student matters is also prohibited. The President may terminate a speaker's privilege to address the Governing Board if, after being called to order, the speaker persists in improper conduct or remarks. The President of the Governing Board, at his/her discretion, may allow time for a speaker to regain his/her composure before continuing his/her remarks. During this time, the President may recognize another speaker. Undue interruption or interference with the orderly conduct of the Governing Board is a violation of law and may result in the offending person(s) expulsion from the meeting.~~

~~It is requested there be no disruptive applause or dissent during public comment, as it may decrease time available for comment by others.~~

~~These procedures also apply to public hearings.~~

- If considered necessary, the President shall set a time limit on the length of the comment period. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit for individual speakers.
- Members of the public may be recognized by the President to assist the Board with information for the conduct of its official business.
- Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. Upon conclusion of the open call to the public, individual members of the Board may respond to any criticism made by an individual who has addressed the Board.

The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

*Adopted:* ~~March 6, 2007~~date of Manual adoption

LEGAL REF.: A.R.S. 38-431.01  
~~13-2911~~  
~~A.G.O. 99-006~~

CROSS REF.: BDB - Board Officers  
BHC - Board Communications with Staff Members  
BHD - Board Communications with the Public  
KEB - Public Concerns/Complaints about Personnel

**EXHIBIT****EXHIBIT****PUBLIC PARTICIPATION AT  
BOARD MEETINGS****REQUEST TO ADDRESS BOARD  
ON AGENDA ITEMS**

All meetings of the Governing Board are open to the public, with the exception of executive sessions, and the public is invited to attend. Any individual can be heard on any subject of concern to the Board, provided the subject is relevant and falls within the jurisdiction of the Board. The Governing Board also encourages the submission of written presentations on matters not scheduled for Board action or consideration.

It is the direction of the Governing Board that problems and concerns be first addressed, to the degree practicable, at the school, department, or facility level. If the problem is not satisfactorily resolved at this first level, the concern should be directed to the appropriate District-level administrator or supervisor. If further action is necessary, a problem or concern may be referred to the Superintendent. The Governing Board will not entertain or consider any recommendation, grievance, complaint, or petition from parents, students, employees or patrons of the District until such issues have first been pursued through the proper administrative channels without satisfactory resolution. This requirement is intended to help ensure that the Governing Board is fully informed and able to act without prejudice when acting in the role of a hearing body.

Time for comment regarding items or issues on the agenda will be provided at the time the agenda item is considered by the Board. Speakers shall be allotted three (3) minutes each. Time for comment regarding items or issues which are not on the agenda, shall also be allotted at three (3) minutes per speaker, for a maximum of thirty (30) minutes. The President of the Board may limit cumulative or repetitive comment on a single subject or may extend the time for comment in order to allow maximum participation by interested individuals.

Due to provisions of the Open Meeting Law, members of the Governing Board are prohibited from responding to or discussing issues raised by individuals, if those issues are not on the Board's agenda.

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USE THIS FORM IF YOU WISH TO ADDRESS THE BOARD REGARDING AN ITEM ON A BOARD AGENDA. COMPLETE EXHIBIT BEDH-EB TO ADDRESS AN ISSUE WHICH IS NOT ON AN AGENDA.

Persons wishing to address the Governing Board at a Board meeting must complete this form and submit it to the Board secretary.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Agenda Item Number: \_\_\_\_\_ Agenda Item Name:

\_\_\_\_\_

Do you \_\_\_\_ support \_\_\_\_ oppose the item? Statement:

\_\_\_\_\_

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Persons attending meetings of the Governing Board or addressing the Board shall observe rules of propriety, decorum, and good conduct. Personal attacks upon district employees, students or Board members are not permitted. Discussion of confidential student or employee matters is also prohibited. The President of the Board may terminate a speaker's privilege to address the Governing Board if a speaker engages in improper conduct or remarks. Undue interruption or interference with the orderly conduct of a Governing Board meeting is a violation of law and may result in the offending person's removal by a peace officer.

**EXHIBIT****EXHIBIT****PUBLIC PARTICIPATION AT  
BOARD MEETINGS****REQUEST TO ADDRESS BOARD  
ON NON-AGENDA ITEMS**

All meetings of the Governing Board are open to the public, with the exception of executive sessions, and the public is invited to attend. Any individual can be heard on any subject of concern to the Board, provided the subject is relevant and falls within the jurisdiction of the Board. The Governing Board also encourages the submission of written presentations on matters not scheduled for Board action or consideration.

It is the direction of the Governing Board that problems and concerns be first addressed, to the degree practicable, at the school, department, or facility level. If the problem is not satisfactorily resolved at this first level, the concern should be directed to the appropriate District-level administrator or supervisor. If further action is necessary, a problem or concern may be referred to the Superintendent. The Governing Board will not entertain or consider any recommendation, grievance, complaint, or petition from parents, students, employees or patrons of the District until such issues have first been pursued through the proper administrative channels without satisfactory resolution. This requirement is intended to help ensure that the Governing Board is fully informed and able to act without prejudice when acting in the role of a hearing body.

Time for comment regarding items or issues on the agenda will be provided at the time the agenda item is considered by the Board. Speakers shall be allotted three (3) minutes each. Time for comment regarding items or issues which are not on the agenda, shall also be allotted at three (3) minutes per speaker, for a maximum of thirty (30) minutes. The President of the Board may limit cumulative or repetitive comment on a single subject or may extend the time for comment in order to allow maximum participation by interested individuals.

Due to provisions of the Open Meeting Law, members of the Governing Board are prohibited from responding to or discussing issues raised by individuals, if those issues are not on the Board's agenda.

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USE THIS FORM IF YOU WISH TO ADDRESS THE BOARD REGARDING AN ISSUE WHICH IS NOT ON THE BOARD'S AGENDA. COMPLETE EXHIBIT BEDH-EA TO ADDRESS AN ISSUE WHICH IS ON AN AGENDA.

Persons wishing to address the Governing Board at a board meeting must complete this form and submit it to the Board secretary.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Issue you wish to address (including proposed solution; if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Persons attending meetings of the Governing Board or addressing the Board shall observe rules of propriety, decorum, and good conduct. Personal attacks upon district employees, students or Board Members are not permitted. Discussion of confidential student or employee matters is also prohibited. The President of the Board may terminate a speaker's privilege to address the Governing Board if a speaker engages in improper conduct or remarks. Undue interruption or interference with the orderly conduct of a Governing Board meeting is a violation of law and may result in the offending person's removal by a peace officer.

**B-2200**                    ©  
**NEWS MEDIA SERVICES AT**  
**BOARD MEETINGS**

**BEDI**

Local news media representatives shall be welcome to attend all regular or special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

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

LEGAL REF.: A.R.S. 38-431.01(A)  
~~38-431.03~~



38-431.03

**B-2300**

**BEDK**

**REPORTING BOARD MEETING BUSINESS**

Meeting announcements, agendas, summaries of the minutes for each meeting of the Governing Board, and other related supporting documents may be furnished to newspapers circulated within the geographic boundaries of the District.

Members of the Governing Board, the Superintendent, administrators, and others as may be necessary, will be available for interview by media representatives. The Governing Board may, on a specific issue, direct that the Superintendent be the spokesman.

In its dealing with the media, the School District will be frank and open, recognizing the privilege of the media to publish newsworthy information.

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

**B-2450** ©  
**SCHOOL BOARD POLICY PROCESS**

**BG**

It is the intent of the Board to adopt policies so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the District.

Policy adoption is one of the Board's chief responsibilities. Suggestions regarding the content of policies may originate with a member of the Board, the Superintendent, a staff member, a parent, a student, a consultant, a civic group, or any resident of the District. A careful and orderly process shall be used in examining such proposals. The policy proposals shall be referred to the administration for detailed study prior to recommendation(s) being provided to the Board. The Board may take action in accordance with Policy BGB after hearing the Superintendent's recommendations.

The policies of the Board are framed and ~~meant~~intended to be interpreted ~~in terms of state~~within the context of applicable laws and regulations ~~and other regulatory agencies within the state and federal levels of government.~~

Changes in needs, conditions, purposes, and objectives may require revisions, deletions, and additions to the policies ~~of the present and future.~~ The District will welcome suggestions for ongoing policy review and revision.

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

LEGAL REF.: A.R.S. 15-321(~~C~~)

15-341(~~A~~)(~~1~~)

**B-2600**                    ©  
**POLICY ADOPTION**

**BGB**

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board. The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

- ♦• First meeting - the proposal shall be presented for review.
- ♦• Second meeting - the proposal shall be presented ~~for the second time and~~ for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board in a Board-declared emergency.

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

**B-2650**                    ©  
**POLICY REVISION AND REVIEW**

**BGC**

In an effort to keep its written policies up to date so ~~that~~ they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on ~~such~~the consulting service ~~as well as in conjunction with~~ the functioning of the District as ~~evidence~~neededindicated by ~~the~~ reactions of the school staff, the students, and the community ~~for providing evidence~~ ~~to provide insight into~~ the effect of the policies ~~that~~ it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner ~~to ensure~~ that assures maximization of the District's return on ~~the~~its investment in the service ~~is maximized~~.

The Superintendent is responsible for calling to the Board's attention policies that are out of date or ~~are~~ in need of revision.

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

CROSS REF.: BGE - Policy Communication/Feedback

**REGULATION****REGULATION****POLICY REVISION AND REVIEW**

The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.

The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:

- A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.
- Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.
- The designated staff member may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.
- If changes or new policies are recommended, the Superintendent will send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services by phone to discuss the proposed changes.
- Following review by ASBA Policy Services, the updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.
- Following the first review, if any proposals are made for further changes, such changes will be sent to ASBA Policy Services for review or discussed with them by phone.
- If no changes are proposed, or after any such proposed changes have been reviewed by ASBA Policy Services, the updated policy will be placed on the Board agenda a second time for action by the Board.
- Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.
- ASBA Policy Services will produce the final adopted copy of the policy and return the final copy to the District.

- The Superintendent will reproduce sufficient copies of the new policy, as received from ASBA Policy Services, and forward a copy to each person who is assigned a policy manual, with instructions as to how it is to be incorporated into the policy manual.

**B-2750**                    ©  
**BOARD REVIEW OF REGULATIONS**

**BGD**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system selected by the Board.

The Board reserves the right to review all administrative regulations. [The Superintendent shall provide a copy of each District regulation to each Board member prior to distribution.](#)

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

LEGAL REF.: A.R.S. 15-321(~~Ⓞ~~)



**B-2800**                      ©  
**POLICY    COMMUNICATION / FEEDBACK**

**BGE**

The Superintendent shall develop procedures to ensure that employees, patrons, and Board members shall have access to a current policy manual that contains the policies and administrative regulations of the District.

The manual is intended both as a tool for District management and as a source of information to patrons, staff members, and others about how the District operates. To that end, each Board member and administrator shall have ready access to a copy of the manual. In addition, a manual shall be available at such places as the Superintendent may determine for use by staff members, students, and patrons.

~~Administrative regulations~~ Each administrative regulation shall be so designated and included in the manual on a separate sheet (s) accompanying the policy with which ~~they are~~ it is associated.

All policy manuals shall remain the property of the District. ~~They~~ and shall be subject to recall at any time.

The Board's policy manual shall be considered a public record and shall be open for inspection during regular business hours at the District administration office and at places designated by the Superintendent.

The master copy of the manual will be securely maintained in the Superintendent's office. It is this copy that will be used to resolve any discrepancies in language existing in other copies.

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

LEGAL REF.: A.R.S. 15-341 ~~(A)(1)~~

**REGULATION****REGULATION****POLICY COMMUNICATION / FEEDBACK**

Each person to whom a policy manual is issued will be responsible for the maintenance, control, and updating of the manual.

All changes to the policy manual will be issued by the Superintendent, with a change memorandum listing codes, pages to be removed, and pages to be inserted. After making the changes, a copy of the change memorandum shall be filed by the Superintendent. After the updated pages have been placed into a policy manual, the outdated pages that have been superseded must be removed and destroyed. All policy manuals are subject to recall and/or inspection at any time to ensure that they are properly updated.

The master copy of the policy manual shall be maintained by the Superintendent. It is this copy that shall be used to resolve any discrepancies in language existing in other copies.

The Superintendent will maintain one (1) copy of all outdated pages for historical and reference purposes.

LEGAL REF.: Uniform System of Financial Records



As soon as the changes to your copy of the manual are accomplished, please date, sign, and return this memorandum.

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Signature

Date

B-2850

AUSD10

BGF

**SUSPENSION / REPEAL OF POLICY**

The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two ~~readings~~(2) presentations indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.

The Governing Board reserves the right to waive compliance with any Governing Board policy by any student, employee of the District, or third party, provided that said student, employee, or third party has requested such waiver. The Governing Board may (but need not) specify the length of time during which such waiver will be effective.

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

LEGAL REF.: A.R.S. 15-321(~~C~~)

**B-2950**

**AUSD10**

**BHA**

**SCHOOL DISTRICT LOGO AND/OR MOTTO**

**(SCHOOL SYMBOLS)**

The Governing Board recognizes that symbols such as school colors, song, motto, flag, and ring frequently play important roles in school life. The Governing Board endorses their selection and identification with the activities of the schools as long as they conform to the following criteria:

- ♦ Their existence and use support the goals of the District.
- ♦ They cast no aspersion upon any members of the school staff or student body and/or community with respect to sex, color, race, age, national origin, marital status, political beliefs, disability, or creed and do not discriminate against any member of the school staff or student body and/or community.
- ♦ No student of the school is required to support, adhere to, purchase, employ, or possess any such symbol.
- ♦ If a student's purchase of a symbol or materials for making it is the only acceptable way to acquire it, designs and standard specifications will be made available both to students and potential vendors. Students' purchases will be made at their discretion from any available symbol vendors, preferably off the school premises and during out-of-school hours.

*Adopted:* date of manual adoption

BOARD COMMUNICATIONS  
WITH STAFF MEMBERS

Official communication between the Board and employees will occur as follows:

- An employee will first communicate on school- or employment-related matters at the administrative level. Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate in writing with the Board on the matter. No anonymous communication will be considered by the Board.
- Any employee who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in Policies BEDH and BHD.
- Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-321  
                  15-341  
                  38-431.01  
                  38-431.02

CROSS REF.: BEDH - Public Participation at Board Meetings

BOARD COMMUNICATIONS  
WITH THE PUBLIC

Official communication between the Board and the community is subject to the following:

- Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.
- A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.
- Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.

Adopted: date of Manual adoption

CROSS REF.: BEDH - Public Participation at Board Meetings



**B-3200**                    ©  
**NEW BOARD MEMBER**  
**ORIENTATION / HANDBOOK**

**BIA**

A member-elect - or any person designated for appointment as a member-elect - of the Board is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. The Board and staff shall make every effort to assist the member-elect to become fully informed about the Board's functions, policies, procedures, and problems.

In the interim between election or appointment and actually assuming office, the member-elect shall be invited to attend appropriate meetings and functions of the Board and is to receive appropriate reports and communications normally sent to Board members.

The member-elect is to be provided access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.

The Board President and members of the administrative staff will also confer with the member-elect as necessary on special problems or concerns.

Board members-elect will be encouraged to attend meetings or workshops specifically designed for Board members-elect. Their expenses at these meetings may be reimbursed by the District in accordance with law.

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

LEGAL REF.: A.R.S. 15-342~~(5)~~

38-431.01~~(F)~~

**B-3250**                    ©  
**BOARD MEMBER DEVELOPMENT**  
**OPPORTUNITIES**

**BIB**

~~Attendance at meetings directly or indirectly related to education or school matters shall be encouraged for the values they have to the school system and the professional growth of Board members.~~

Governing Board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be available to every Board member.

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

LEGAL REF.: A.R.S. 15-342~~(5)~~

BOARD MEMBER CONFERENCES,  
CONVENTIONS, AND  
WORKSHOPS

In keeping with the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate Board conferences, workshops, and conventions. However, in order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the District.
- Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting. With the prior approval of the Board, Board members may participate in meetings other than those authorized in the budget.
- When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and material acquired at the meeting.

Adopted: date of Manual adoption

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

CROSS REF.: DKC - Expense Authorization/Reimbursement

**B-3400**                    ©  
**BOARD MEMBER COMPENSATION =**  
**AND EXPENSES**

**BID**

~~Governing~~ Board members ~~shall~~may be reimbursed for ~~all necessary and legal~~ expenses incurred in ~~attending any meetings or in making any trips on official business for the District when so~~connection with any school business authorized by the ~~Governing~~ Board.

Reimbursement amounts shall not exceed the maximum amounts established pursuant to A.R.S. 38-624.

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

LEGAL REF.: A.R.S. 15-342~~(5)~~  
                  38-621  
                  38-622  
                  38-623  
                  38-624  
                  38-625

CROSS REF.: DKC - Expense Authorization/Reimbursement

~~^B-3450.13450~~ ©  
**BOARD MEMBER**  
**INSURANCE / LIABILITY**

**BIE**

**General**

Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings. However, the Governing Board may procure insurance or may establish a self-insurance program for the management and administration of a system for direct payment of benefits, losses, or claims, or any combination of insurance and direct payments, including risk-management consultation, to provide payment of any property loss sustained or lawful claim of liability or fortuitous loss made against the District or its employees or officers, if the employees or officers are acting in the scope of their employment or authority.

The District shall secure general liability, property damage, and workers' compensation insurance coverage, and shall secure performance and payments bonds for all construction projects.

**Participation in Group Insurance  
Plans of the District**

Governing Board members and their dependents are eligible to participate in health, accident, life, or disability insurance plans made available to employees of the District if the Board members pay the full premiums associated with such coverage and participation of the members and their dependents does not result in an expenditure of District monies.

Former Board members, their spouses, dependents, and surviving spouses or dependents of Board members or former Board members may continue to participate in the health, accident, life, or disability insurance benefits provided to employees of the District if the following conditions are met:

- ◆ Former Board members must have served at least four (4) consecutive years on the Board, must have been covered under the insurance plan while serving as Board members, and must pay the full premiums for the insurance

coverage. Such participation must not result in an expenditure of District monies.

- ♦• The spouse and dependents of a Board member or former Board member may continue participation in the insurance plan if they pay the full premium for the insurance coverage and their participation does not result in any expenditure of District monies.
  
- ♦• For a surviving spouse or dependents of a Board member or former Board member to be eligible for continued coverage, the deceased Board member or former Board member must have served four (4) consecutive years and have been covered under the insurance plan while serving on the Board.
  
- ♦• The surviving spouse and/or dependents of a deceased Board member who was eligible for coverage while in office will be eligible for continued coverage.

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

LEGAL REF.: A.R.S. 15-341  
15-382

15-387

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BJ

**SCHOOL BOARD LEGISLATIVE PROGRAM**

The Board will participate in legislative programs through conferences with the state and national school boards associations.

The Board authorizes the Superintendent to actively participate in the development of legislation that has a positive effect on educational programs of the District.

**Lobbying**

All District-initiated requests or contacts with state legislators must be directed through the designated public lobbyist. All contacts initiated by state legislators with District personnel must be reported to the designated public lobbyist for documentation and external reporting purposes.

The designated public lobbyist is responsible for all required reporting and for determining which activities meet the legal definition of lobbying.

Only the designated public lobbyist and authorized public lobbyists may conduct lobbying activities on behalf of the District. Authorized public lobbyists must be approved by the administrative management team. The District shall maintain the approval list of authorized public lobbyists.

*Adopted:* date of ~~manual~~[Manual](#) adoption ~~LEGAL REF.:~~ ~~—————~~ ~~A.R.S.~~  
~~—————~~ ~~41-1231~~  
~~—————~~ ~~41-1232~~  
~~—————~~ ~~41-1232.02~~  
~~—————~~ ~~41-1232.03~~  
~~—————~~ ~~41-1232.04~~

**B-3650**                    ©  
**SCHOOL BOARD MEMBERSHIPS**

**BK**

The Board may choose to be a member of and participate in school boards associations at the state, county, regional, and national levels. The Superintendent will ensure that the subject of school boards association membership is addressed during budget preparation.

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

LEGAL REF.: A.R.S. 15-342~~(8)~~



**B-3700**                    ©  
**LIAISON WITH SCHOOL**  
**BOARDS ASSOCIATIONS**

**BKA**

In addition to informational liaison between itself and the various school boards associations, the Board shall be officially represented in the associations' affairs through the election and appointment of delegates and/or observers to the governing bodies of these organizations.

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

LEGAL REF.: A.R.S. 15-342~~(8)~~

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~~RELATIONS BETWEEN THE SCHOOLS AND AREA,  
STATE, REGIONAL, AND NATIONAL ASSOCIATIONS~~

~~The Governing Board supports the membership of the School District in various associations that will enable the schools to benefit from cooperative development and supervision of the District's educational program.~~

~~The Governing Board, in entering into any such membership, recognizes and agrees that any administrative or legal action contemplated by the Board in the name of the schools must conform to the published policies, rules, and regulations of the association.~~

~~If conflict between the policies, rules, and regulations of the School District and those of any association in which the District maintains membership should arise, the Governing Board reserves the right to decide, in the best interest of the School District, whether its policies, rules, and regulations should be placed in harmony with those of the association, or the membership should be terminated.~~*Adopted:*  
~~\_\_\_\_\_~~ date of manual adoption