

POLICY MANUAL AND ADMINISTRATIVE REGULATIONS

AMPHITHEATER SCHOOL DISTRICT NO. 10

TUCSON, PIMA COUNTY, ARIZONA

INTRODUCTION

This 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 necessity to develop new policies and regulations or to revise existing ones. The loose leaf format has been selected for this Manual to facilitate its being kept up to date.

Each person to whom a copy of this 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 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 the policies through specific regulations and procedures. The Board and administration evaluate the effects of the policies and procedures and revise them as necessary.

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

How the Manual is organized. The Manual is organized according to the classification system of the National School Boards Association. The system provides an efficient means of coding, filing, and locating policies.

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

There are twelve (12) major classifications, each 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 page immediately following the tab for Section A: FOUNDATIONS AND BASIC COMMITMENTS.

The 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.

How to find a policy. To find a policy in the Manual, consider where the policy would be filed among the twelve (12) major classifications. 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 document that appears in alphabetical order by code within the particular section. All documents in the Manual are coded in the upper right-hand corner.

If you can't find the term you are seeking, look up a synonym or 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 location of policies that may be adopted later. But there is 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. This "superior" policy will be coded under the broader category. To find it, read up the classification system. For example, a policy statement that 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 symbols. Various symbols are used in connection with the classification system. They are for your use in locating and/or 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," 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," 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 inform the reader where in law certain statutes that relate to a policy may be found. References direct the reader to the 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
USFR	Uniform System of Financial Records
U.S.C.	United States Code

CROSS REF.: Certain policies are related to other policies. Cross references are provided following many statements to help the reader find the related information. 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. 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 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 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 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.

Is the Manual Complete?

No. The Manual contains all of the current written policies of the Board. 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 necessitate policy modifications. No matter how well a policy manual is conceived and developed, it can never be totally comprehensive and absolutely up to date. Therefore, as new policies are developed, they will be coded according to the classification system and issued for insertion into the Manual.

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

Terminology

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

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

Whenever the term *District* appears in this Manual it is to be interpreted as the Amphitheater Unified School District No. 10 ."

Whenever the terms *Board* or *Governing Board* appear in this Manual they are to be interpreted as the "Governing Board of the Amphitheater Unified School District No. 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 expectation of the Board that this collection of policies provides a platform for harmony and efficiency in all areas of school operations. This enables the Board to focus on its primary duty: the development of long-range plans and policies for the future of the School District.

Governing Board

Date of Manual Adoption:

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: date of Manual adoption

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: 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**EXHIBIT****SCHOOL DISTRICT LEGAL STATUS****(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: date of Manual adoption

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

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

A-0200 ©
PARENTAL INVOLVEMENT

ABAA

Based on the philosophy of the District, it is the intent of the Board that 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 school levels, incorporate to the maximum extent possible, a variety of activities, strategies, and mechanisms into the District and 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 adoption

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

CROSS REF.: IHBD - Compensatory Education
 KB - 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 adoption

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

41-1463

20 U.S.C. 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

REGULATION**REGULATION****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 the person alleged to have violated 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 policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, 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 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 require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

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**

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.

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.

A-0300 ©
SEXUAL HARASSMENT

ACA

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, 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 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

REGULATION**REGULATION****SEXUAL HARASSMENT****Compliance Officer**

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or 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 the person alleged to have violated 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 policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, 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 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 require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

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

SEXUAL HARASSMENT

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.

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

AUSD10

AD

**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 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: date of Manual adoption

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

A-0700

AUSD10

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 throughout the district programs and facilities 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

AUSD10

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: 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: 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.
- Policy development/implementation.
- Board/District goal setting.
- Curriculum and instruction management/program.
- Fiscal management/resource allocation.
- School plant planning/management.
- Board member orientation.
- Board member development.
- Board officer performance.
- Board member relationships.
- Board-Superintendent relationship.
- Board-community relationship.
- Legislative and governmental relationships.

Adopted: 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 Arizona Administrative Code.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-421
 Arizona Constitution, Art. XI, Section 1
 Arizona Constitution, Art. XX, Paragraph 7

B-0200 ©
BOARD POWERS AND
RESPONSIBILITIES

BBA

The Board shall act 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 adoption

LEGAL REF.: A.R.S. 15-321
 15-341
 15-342
 A.G.O. I81-054

B-0250 ©
BOARD MEMBER AUTHORITY
AND RESPONSIBILITIES

BBA

All powers of the Board lie in its action as a public body. 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.

Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-321
 15-341
 15-342
 15-381

CROSS REF.: AA - School District Legal Status
 BBA - Board Powers and Responsibilities

**^ & ^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: 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, 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 after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, 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 taking office, review the Arizona open meeting law (OML) material prepared by the attorney general.

Adopted: 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****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, itype 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 iname 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

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 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: 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: 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: date of Manual adoption

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

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AUSD10

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: date of Manual adoption

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

**^B-0800 ©
BOARD MEMBER CONFLICT
OF INTEREST**

BCB

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**

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:

- Purchases for goods or services are limited to three hundred dollars (\$300) per transaction;
- Total purchases within any twelve (12) month period 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, adopted or 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 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

EXHIBIT **EXHIBIT**

**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

Description of Conflict:

B-0900

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BDA

BOARD ORGANIZATIONAL MEETING

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: 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: date of Manual adoption

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

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

B-1050

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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 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: 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. 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 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: date of Manual adoption

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

**B-1250 ©
SCHOOL ATTORNEY**

BDG

The 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 adoption

LEGAL REF.: A.R.S. 11-532
 15-341
 15-343
 38-431.07

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 adoption

LEGAL REF.: A.R.S. 15-341
 15-343
 A.A.C. R7-2-1061 *et seq.*
 R7-2-1117 *et seq.*

**^B-1400 ©
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 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 majority vote of the Board when noticed as a meeting agenda item.
- 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 at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-321
 15-843
 38-431 *et seq.*
 A.G.O. I79-45

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 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 adoption

LEGAL REF.: A.R.S. 15-843
 38-431.01
 38-431.02
 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.: BBBB - Board Member Oath of Office
BEDA - Notification of Board Meetings
BEDG - Minutes
JKD - Student Suspension

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

MINUTES

Date	Time	Place
<p>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:</p>		
<p>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:</p>		
<p>III. (Read prior to each executive session:)</p> <p>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.</p>		
<p>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):</p>		

B-1600

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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: date of Manual adoption

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

**^ & ^B-1650 ©
NOTIFICATION OF BOARD MEETINGS**

BEDA

A statement 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.

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 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 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: date of Manual adoption

LEGAL REF.: A.R.S. 1-301
 15-321
 15-341
 38-431.01
 38-431.02
 A.G.O. I79-45

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 a meeting, the order of business shall be as follows:

Regular meetings:

- Call to order
- 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
- Adjournment

Special meetings:

- Call to order
- Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings*)
- Announcements
- 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 adoption

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

CROSS REF.: BEC - Executive Sessions/Open Meetings

B-1750 ©
AGENDA PREPARATION AND DISSEMINATION

BEDBA

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

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

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.

Adopted: date of Manual adoption

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

^B-1800
QUORUM

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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: date of Manual adoption

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

CROSS REF.: BBBE - Unexpired Term Fulfillment

B-1850 ©
RULES OF ORDER

BEDD

The Board prescribes rules for its meetings as follows:

- 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.
- Each action item shall require a motion, and all motions shall require seconding.
- 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.
- 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 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.

Adopted: date of Manual adoption

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 adoption

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

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

**^B-2100
MINUTES**

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BEDG

Written or recorded minutes shall be taken of all regular and special Board meetings, 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 inspection three (3) working days after the date of the meeting, 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 the written minutes.

The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. 38-431.01. 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 adoption

LEGAL REF.: A.R.S. 15-843
38-421
38-431.01
38-431.03
39-101
39-121
39-122
41-1347
41-1351
A.G.O. I80-198

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

All regular and special meetings of the 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:

- Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting.
- The Board President 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. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.
- 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: date of Manual adoption

LEGAL REF.: A.R.S. 38-431.01

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

**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.

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:

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.

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 adoption

LEGAL REF.: A.R.S. 38-431.01
 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 adoption

B-2450

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BG

SCHOOL BOARD POLICY PROCESS

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 intended to be interpreted within the context of applicable laws and regulations.

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

Adopted: date of Manual adoption

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

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 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 adoption

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

BGC

In an effort to keep its written policies up to date so 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 the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.

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

Adopted: date of 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 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.

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

All policy manuals shall remain the property of the District 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 adoption

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

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.

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 (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 adoption

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

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

B-3050 ©
BOARD COMMUNICATIONS
WITH STAFF MEMBERS

BHC

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

B-3100 ©
BOARD COMMUNICATIONS
WITH THE PUBLIC

BHD

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 adoption

LEGAL REF.: A.R.S. 15-342
38-431.01

B-3250 ©
BOARD MEMBER DEVELOPMENT
OPPORTUNITIES

BIB

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 adoption

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

**B-3300 ©
BOARD MEMBER CONFERENCES,
CONVENTIONS, AND
WORKSHOPS**

BIBA

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

Board members may be reimbursed for expenses incurred in connection with any school business authorized by the Board.

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

Adopted: date of Manual adoption

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

CROSS REF.: DKC - Expense Authorization/Reimbursement

**^B-3450 ©
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 adoption

LEGAL REF.: A.R.S. 15-341
15-382
15-387
A.G.O. I90-038

B-3500

AUSD10

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 adoption

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 adoption

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

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 adoption

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