Regular Board Meeting Agenda

Tuesday, November 10, 2026 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032

Items on the regular meeting agenda may be discussed in executive session related to employment matters, for the purpose of obtaining legal advice thereon or other matters pursuant to A.R.S. 38-431.03(A). The Governing Board may change the order of agenda items, pursuant to Governing Board Policy BEDB. The meeting room will be open to the public fifteen minutes prior to the beginning of the meeting.

1. **OPENING ITEMS**
    - 1.A. **Call to Order**
    - 1.B. **Roll Call**
    - 1.C. **Pledge of Allegiance**
    - 1.D. **Invocation**
2. **APPROVE AGENDA**
3. **APPROVE MINUTES**

October 13, 2026 Regular Board Meeting
October 23, 2026 Policy Work Session

Minutes of Policy Work Session of the Governing Board
Joseph City Unified School District
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032
Friday, October 23, 2026

Members present
Eldon Larsen, Lexi Nelson, Cat Hansen, Dayton Flake

Administrators present
Shannon Harvilla, Superintendent; Caleb Layden, Business Manager; Pamela Dean, Elementary Principal

Others present
Julie Strong

1. OPENING ITEMS

1.A. Call to Order
The meeting was called to order by Lexi Nelson serving as President Pro Tempore in President Larsen's temporary absence at 1:02 p.m.
The record reflects that President Larsen joined the meeting in progress, noted for the record at approximately 1:05 p.m.

2. ITEMS FOR DISCUSSION AND REVIEW

2.A. Section A, Foundations and Basic Commitments, nine policies: A, AA, ABA, ABAA, AC, ACA, ACAA, ADAA, AEAA. Information only in A: AC-E, AC-R, ACA-E, ACA-R, ACAA-R.

2.B. Section B, School Board Governance and Operations, twenty-nine policies: BA, BAA, BB, BBA, BBBA, BBBD, BCA, BCB, BDA, BDD, BDE, BDG, BDH, BE, BED, BEDA, BEDB, BEDH, BG, BGB, BGD, BGE, BHC, BIA, BIBA, BID, BIE, BJ, BK. Information only in B: BAA-E, BBA-E, BCB-E, BE-EA, BE-EB, BE-EC, BED-EA, BED-EB, BED-R, BEDA-EA, BEDA-EB, BEDA-EC, BEDA-ED, BEDA-EE, BEDA-EF, BEDA-EG, BEDH-E, BGB-R, BGE-R, BIBA-R.

2.C. Section C, General School Administration, thirteen policies: CA, CB, CBA, CBCA, CBI, CE, CFD, CH, CHCA, CHD, CK, CL, CM. Information only in C: CBCA-R, CBI-E, CFD-R, CH-R, CHCA-R.

2.D. Regulation JLIB-R, Dismissal Precautions: proposed language on release of students at the end of the school day. Discussion only.

2.E. Items for the November 13, 2026 policy work session: Sections D, E and F of the policy manual. Discussion only.

3. Adjournment
Motion to adjourn by Eldon Larson

Final Resolution: Motion passed
Yes: Eldon Larsen, Lexi Nelson, Cat Hansen, Dayton Flake
Time: 2:59 p.m.

APPROVED:

_____
Board Clerk or President

Minutes of Regular Board Meeting of the Governing Board
Joseph City Unified School District
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032
Tuesday, October 13, 2026

Members present
Eldon Larsen, President; Dayton Flake, Clerk; Karsten Flake, Cat Hansen, Lexi Nelson

Administrators present
Shannon Harvilla, Superintendent; Caleb Layden, Business Manager; Eric Miller, JH/HS Principal; Pamela Dean, Elementary Principal

Others present
10 Community members

1. OPENING ITEMS

1.A. Call to Order
Motion by Eldon Larsen to call the regular meeting to order.
Time: 6:00 p.m.

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Invocation

2. APPROVE AGENDA
Motion by Eldon Larsen to approve the agenda with the following changes to agenda item 8A All personnel as listed, except changing Erica Hunt to 8A1 – Reassignment from 1st grade teacher to Reading Teacher / Math Coach; second by Lexi Nelson
Final Resolution: Motion passed.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

3. APPROVE MINUTES
August 11, 2026 Regular Board Meeting
August 25, 2026 Special Board Meeting
September 15, 2026 Regular Board Meeting
September 18, 2026 Policy Work Session

Motion by Dayton Flake to approve the above board meeting minutes; second by Lexi Nelson.
Final Resolution: Motion passed.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

4. SUPERINTENDENT'S REPORT
Superintendent Shannon Harvilla reports on enrollment and the October 1 count, students and classrooms, staff, safety and operations, facilities and the School Facilities Division, finances, policy and governance, partnerships, and upcoming dates. No action will be taken.

4.A. Principal's Report - Joseph City Elementary School

Report from Pamela Dean, Elementary Principal and District Director of Special Services, July to September 2026: safety and campus operations, teaching and learning, early childhood and community partnerships, staff roles, and special services.

4.B. Principal's Report - Joseph City Jr/Sr High School

Principal's report from Eric Miller, Joseph City Jr/Sr High School: classroom highlights, student learning opportunities, and September Wildcat Way Students of the Month.

5. REQUESTS TO SPEAK TO THE GOVERNING BOARD

Kory Castellano, reporting positive progress with Elementary Special Education.

6. CONSENT AGENDA

Vote on Consent Agenda. All items listed will be considered as a group and will be approved with one motion unless a Board Member requests an item be removed from the consent agenda and considered as a separate item.

Motion by Eldon Larsen to approve the Consent Agenda, Items 6A – 6D; second by Dayton Flake
Final Resolution: Motion passed.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

6.A. Approve Expense Vouchers

Action to ratify district vouchers for the period September 9, 2026 through September 11, 2026.
General and Special Funds: #1007 ($89,444.23), #1008 ($14,433.64)

6.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 9/1/26 through 9/30/26.

6.C. Student Travel - Chess Team, State Qualifier

High school chess team travel to the state individual qualifier, October 30-31, 2026, Rincon High School, Tucson, AZ, and to the state chess championship tournament in Yuma, AZ (date to be announced). Chaperones: Laurie Bowler and Michael Gayer, with up to seven students, within the one adult per ten students ratio in Regulation IJOA-R.

6.D. Out of State Travel

Pamela Dean, 2027 ACT Regional Conference, Las Vegas, NV; February 5, 2027

Shannon Harvilla, National Superintendents' Conference in Atlanta, GA; February 25-27, 2027 - paid by scholarship.

7. POSSIBLE EXECUTIVE SESSION (*)

None

8. ACTION ITEMS

8.A. Personnel Requests (*)

8.A.1

Name	Assignment	Action
Alvarado-Rogers, Maria	Substitute Teacher	Appointment
Brawley, Brichelle	Student Worker	Appointment
Dean, Pamela	District Director of Special Services	Reclassification
Downing, Marie	Substitute Teacher	Appointment
Gardner, Crystal	Long-term Substitute Teacher	Assignment
Gardner, Kathleen	Student Worker	Renewal
Iverson, Kimberly	Student Worker	Appointment
King, Grayson	Student Worker	Appointment

Miller, Jareon	Volunteer Coach	Acceptance
Mosier, Darrel	Substitute Teacher	Ratification
Mosier, Jori	Special Education Services Coordinator	Title Change
Robinson, King	Student Worker	Appointment
Smith, Tyson	JH Wrestling Head Coach	Appointment
Strong, Jason (Alex)	Spanish Interpreter	Assignment

Motion by Eldon Larsen to approve 8.A 1. personnel as presented; second by Lexi Nelson
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.A.2 Personnel Request

Hunt, Ericka – Reassignment from 1st Grade Teacher to Reading Specialist / Math Coach

Motion by Eldon Larsen to approve 8.A.2. personnel as presented; second by Dayton Flake
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen
Abstained: Lexi Nelson

8.B. Discussion and Possible Action Regarding the Superintendent's Performance Pay (*)

Set the Superintendent's FY 2026-27 performance pay goals. The Board may convene in executive session under A.R.S. 38-431.03(A)(1) to discuss this item before voting in open session.

Motion by Eldon Larsen to approve the Superintendent's FY '27 Performance Pay Goals, as presented; second by Lexi Nelson
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.C. Discussion and Possible Approval of Changes to Governing Board Policies

These policies and possible changes were presented for public and board review at the previous regular board meeting and on the District website. See the attached Policy Advisory for policy changes to be considered. See the Link section of this agenda item to view the current policy manual. Policies affected: DJ, DJ-R, BCB, BCB-E, GBEAA, GBEAA-E.

Motion by Eldon Larsen to approve DJ, DJ-R, BCB, BCB-E, GBEAA, GBEAA-E as presented; second by Lexi Nelson
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

Resolution 2027-4, Delegating Purchasing Approval to the Superintendent

Adopt a resolution authorizing the Superintendent, or a designee named in writing, to approve purchases within the adopted budget and under $100,000 in compliance with Policy DJE, Regulation DJE-R and the School District Procurement Rules, and to approve food and beverages within Regulation DJ-R.
On September 15, 2026 the Board held Policy DJ because, as written, every food and beverage purchase would need advance Board approval. On September 18 the Board directed that approval rest with the Superintendent inside written limits. To be considered immediately after Policy DJ and Regulation DJ-R.

Motion by Eldon Larsen to Adopt Resolution 2027-4 as presented; second by Lexi Nelson
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.D. Approve the Joseph City Schools Annual Financial Report for 2025-26

Annual Financial Report for fiscal year 2025-26. A.R.S. 15-904 requires the report to be submitted to the Arizona Department of Education and the Navajo County School Superintendent by October 15, 2026, and published by November 15, 2026. Tonight is the only regular meeting before the October 15 deadline. Attached: a one-page summary of the October 12, 2026 draft report, the draft AFR workbook prepared by Victoria Farrar, and the Business Manager's list of items still being completed. The Board will be asked to approve the report as drafted and authorize the Superintendent and Business Manager to complete the listed corrections and submit it by October 15. Any changes will be reported to the Board on November 10, 2026.

Motion by Eldon Larsen to approve the Joseph City Schools Annual Financial Report for 2025-26; second by Karsten Flake.
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.E. USDA Grant: Resolution 2027-5, Accepting Distance Learning and Telemedicine Grant AZ0735-A16

Resolution 2027-5 accepting USDA Distance Learning and Telemedicine Grant AZ0735-A16 and authorizing the Superintendent to execute the grant agreement.

Motion by Eldon Larsen to accept the USDA Distance Learning and Telemedicine Grant AZ0735-A16 and authorizing the Superintendent to execute the grant agreement; second by Dayton Flake
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

9. INFORMATION ITEMS

9.A. Requests for Future Agenda Items

This agenda item is for the Governing Board to have a running record of potential items to be placed on future agendas. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.

9.B. Upcoming Meetings and Events Calendar

Policy Work Session (rescheduled from October 9 for lack of a quorum), Sections A, B and C - October 23, 2026 at 1:00 p.m.
Next Regular Board Meeting - November 10, 2026 at 6:00 p.m.
Policy Work Session, Sections D, E and F - November 20, 2026 at 1:00 p.m.

9.C. First Reading of Proposed Policies, Regulations and Exhibits, and Retirement of Policies, for Adoption November 10, 2026

First reading only. No action will be taken. These items were studied at the September 18, 2026 policy work session and come back for adoption at the November 10, 2026 regular meeting.

- **DGD** Credit Cards, **DGD-R** regulation and **DGD-E** card holder agreement (ASBA Policy Advisory 1065)
- **ACAA** Title IX (no text change) and **ACAA-R** Title IX regulation, naming positions rather than individuals
- **GCO-R** Evaluations and Contracts, new regulation combining and replacing GCO-RA and GCO-RB (ASBA Policy Advisory 1015)
- **GCFC-R** Fingerprinting Requirements, new regulation
- **JLDB** Restraint and Seclusion, with **JLDB-R** and exhibits **JLDB-EA, JLDB-EB, JLDB-EC, JLDB-ED** (A.R.S. 15-105)
- **KI** Visitors to Schools (ASBA Policy Advisory 1069)
- Retirement of **GCCB, GCL, GCMC, DFA-E, GCO-RA and GCO-RB** (ASBA removal advisories 994, 1004, 1012, 1013, 1015, 1032)

9.D. Arizona Minimum Wage Increase, January 1, 2027

Information only. Under A.R.S. 23-363(B), the Arizona minimum wage rises from $15.15 to $15.65 per hour on January 1, 2027. The attached summary shows the effect on the Support Staff pay schedule approved April 8, 2025. A revised Support Staff schedule will come to the Board for action on November 10, 2026.

9.E. Report and Public Comment on the Use of Maintenance and Operations Override Monies for 2025-26

Report on how the District used maintenance and operations override monies in fiscal year 2025-26, with an opportunity for public comment, as required by A.R.S. 15-481 by October 31. Presented by Caleb Layden, Business Manager. No action will be taken.

9.F. Enrollment Report

Enrollment report from Julie Mills, Student Data and Technology Specialist, as promised to the Board on September 15, 2026, including the current student count and the projected 100th day average daily membership. No action will be taken.

10. ADJOURNMENT

Motion by Eldon Larsen to adjourn; second by Dayton Flake
Final Resolution: Motion approved.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson
Time: 6:51 p.m.

APPROVED:

_____
Board Clerk or President

4. **SUPERINTENDENT'S REPORT**

4.A. **Administration Reports**

Eric Miller Report on JH/ High School
Student of the Month

Pamela Dean Report on Elementary School

Caleb Layden Report on October Expenditure Review

FY27 Budget and October Expenditure Review

November 10 Board packet | Prepared November 4, 2026 | Qualified review

Summary: M&O, Classroom Site and unrestricted capital ERP budget totals match the July 14 adopted FY27 budget. Other funds have material differences. This is not a fully reconciled all-funds budget-balance report.

Adopted budget compared with ERP

Fund / category	Adopted FY27	ERP budget	July-Oct. spent
001 M&O	5,016,295.00	5,016,295.00	1,559,332.88
010 Classroom Site	717,053.00	717,053.00	213,116.63
020 Instr. Improvement	65,000.00	127,907.00	0.00
100-130 Title I	164,736.00	195,769.25	30,270.40
140-150 Title II	20,742.00	44,029.10	0.00
220 IDEA Part B	120,279.00	171,280.00	14,052.64
510 Food Service	175,000.00	0.00	50,663.29
610 Unrestricted Capital	266,568.00	266,568.00	200,043.85

Amounts in dollars. Selected funds only; not an all-funds total. Fund 221 is separate in ERP and is not assumed to belong to the adopted Fund 220 line. Differences may reflect revisions, grant changes, carryover or budget loading and require reconciliation.

Year elapsed: 33.42%. Spending against matching adopted budgets: M&O 31.09%; Classroom Site 29.72%; unrestricted capital 75.04%. Capital spending can be uneven; these are not forecasts.

Encumbrances: report separately from October spending

The November 4 ERP report shows **$4,041,795.95** in commitments: $1,723,656.15 purchasing and $2,318,139.80 payroll. Payroll detail includes unposted scheduled dates through July 9, 2027, plus $74,322 with dates on or before October 31, 2026 that require review. Future payment dates do not establish when commitments were created or changed.

Label: ERP outstanding commitments reported November 4; historical October 31 payroll position not certified. Pre-encumbrances and transfer account types are excluded. Report balances do not establish cash available.

Remaining reconciliation

Reconcile other-fund ERP budgets to adopted amounts and authorized revisions; review older unposted payroll entries. If a historical October 31 commitment balance is required, obtain payroll commitment history or a saved month-end snapshot. No financial records were changed.

Sources: FY27 adopted expenditure budget, adoption July 14, 2026, cover and pages 3, 4 and 6; iVisions JosephCity 26-27 DISTRICT reports run November 4 with July 1-October 31 expenditure cutoff, including inactive accounts. Complete-account budget report (7) and encumbrance detail (9). Tyler help states actual budget is pulled regardless of date. Individual payroll detail retained internally.

Joseph City Schools Principal Board Report

Junior High and High School Highlights November 10 2026

Board Meeting	November 10 2026
Prepared For	Joseph City Unified School District Governing Board
Reporting Period	Updates since the October 13 2026 report

Report Summary

Secondary focus: This report highlights recent junior high and high school science learning, student activities, and final fall athletics seedings. The classroom examples show students applying concepts through design, modeling, observation, and experimentation.

Classroom Learning Highlights

Earth and Space: Students used limited classroom materials to design the tallest structure that could withstand an earthquake simulation on a Chladni plate. The challenge required students to test, revise, and evaluate design choices as the shaking intensity increased.

Biology: Students created fictional organisms with assigned traits and then built food webs to examine interdependence in ecosystems. The activity helped students see that food webs are connected networks rather than simple pyramids.

Chemistry: A Halloween Blue Bottle lab gave students a visual example of a redox reaction as the solution changed from dark blue to clear. The lesson connected observable change to chemical concepts.

Environmental Science: Students used a Phoenix Zoo biomimicry kit to examine how designs in nature inspire human inventions. The observation lab prepared students for the Island Escape Challenge, a high school curriculum activity shared with the Phoenix Zoo educational curriculum team.

Applied Chemistry: Students worked through the reasoning required to balance a challenging chemical equation, reinforcing the importance of careful analysis and collaboration in chemistry.

Student Activities

Performing arts: The JCHS Swing Choir performed at the George Gardner Swing Choir Festival. The fall music concert was rescheduled for November 4, giving students another opportunity to perform for the community.

Junior high engagement: Student Council organized the first junior high dance of the year, with strong student participation and school spirit.

Wildcat Way Students of the Month

October recognition: These students were selected as the October Wildcat Way Students of the Month for demonstrating the positive values and contributions that strengthen the junior high and high school community.

School Level	October Honoree	October Honoree
High School	Justin Gardner	Jackie Richards

Junior High	Carter Dixon	Isabelle Kuhse

Athletics

Final 1A seedings: The table records the final 1A seeds and ratings posted by AZPreps365. Volleyball completed its first-round state match on November 3.

Program	Final Seed	Power Point Rating	Record	Final Posting
Football	No. 7	57.0713	5-3	October 16
Girls Volleyball	No. 11	3.9918	10-7	October 31

Volleyball state tournament: The No. 11 Wildcats competed at Patagonia Union in the first round of the 1A state tournament on November 3. Patagonia Union won the match in three sets.

Sources

Joseph City Schools live feed for classroom and student activity highlights. AZPreps365 final 1A football seedings posted October 16, final 1A girls volleyball seedings posted October 31, and the 1A girls volleyball state tournament bracket.

Governing Board Report

Summary of October 2026 Activities

Prepared for the Governing Board | November 2026

Executive summary. October focused on student services and special education compliance, instructional leadership, staff development, safety, and family engagement. Work included IEP/MET and Child Find coordination, evaluator training, progress-monitoring and handbook procedures, Title I planning, enrichment programming, and school safety activities.

1. Led special education services and compliance work

October included recurring student-services coordination and forward planning for more consistent special education practice.

- Coordinated Child Find activity and scheduled IEP and multidisciplinary evaluation meetings across elementary and secondary grades.
- Worked on progress-monitoring procedures, standardized accommodations, and IEP gradebook compliance.
- Advanced a proposal for standardized digital IEP progress monitoring and gathered feedback on IEP compliance comments.
- Worked on hearing and vision screening procedures.
- Coordinated with ASDB.
- Followed through on the October child count.
- Updated the Special Education and secretary handbooks.
- Worked on the preschool plan of correction.
- A preschool inspection took place.

2. Strengthened teaching, learning, and instructional coherence

Instructional work connected assessment, intervention, and professional learning with classroom practice.

- Reviewed student assessment and instructional data, including STAR reading and IXL follow-up.
- Continued work on math teaching practices and mathematics learning resources for elementary and secondary educators.
- Networked with organizations to assess the feasibility of expanding early childhood offerings.
- Coordinated a community forum with First Things First regarding preschool expansion.
- Ensured the third-grade math teacher had the instructional materials needed.
- Audited instructional materials across the other grades and found them adequate.
- Participated in professional learning on culturally and historically responsive elementary education.
- Monitored gifted-program planning.
- Coordinated an elementary enrichment day on October 23 using a shared planning and facilitation model.

- Revised the upper-elementary reading intervention period to increase collaboration between the ELA teacher and reading specialist.
- Supported lower-elementary literacy development in collaboration with the reading specialist.
- Maintained regular instructional leadership routines, including staff and principal connection work.
- Began planning with the superintendent and Key Elementary staff for upcoming meetings about the school letter grade.
- Traveled with the superintendent to Project Momentum in support of the school letter grade.

3. Built staff capacity and leadership

October included formal training and development of staffing and service capacity.

- Continued staff leadership development through distributed leadership opportunities for the principal designee, reading specialist, math coach, and team leads.
- Redefined the special education secretary role as special education services coordinator to support expanded responsibilities.
- Hired a designated special education aide to fill the vacancy after the previous aide moved to another position; we thank her for all she did to support the school and its students.
- Completed two days of qualified evaluator training.
- Started conducting teacher evaluations.
- Met with the superintendent, ADE Principal Leadership Academy mentor, and two personal mentors for guidance and feedback on my professional growth.
- Followed the Project CAN school-psychologist pipeline and reviewed recruitment and retention information for special education staffing.
- Participated in the Rural Gifted Network and tracked professional-learning opportunities for staff.
- Prepared staff-facing procedures and handbook updates, including ASDB and screening procedures assigned for October completion.

4. Safety Day and effective school operations

Operational work focused on preparedness, clear procedures, and reliable day-to-day systems.

- Coordinated mandatory staff training on October 2.
- Supported emergency readiness through emergency-bucket work.
- Safety Day on October 15 featured the Great Arizona ShakeOut, K-9 search and rescue, fire department participation, and pool safety activities, reinforcing emergency preparedness and safety awareness.
- Met with the fire chief to identify areas to address before the updated fire inspection.
- Supported Red Ribbon Week planning and schoolwide participation from October 26 to 29.
- Reviewed operational policies and drafted follow-through on substitute-call decisions and safety procedures.
- Coordinated recurring school operations, personnel, and district leadership responsibilities.

5. Supported families, students, and community programs

Family-facing work centered on access to services, clear communication, and participation in school programs.

- Advanced Title I parent and stakeholder planning, including required engagement activities and dates.
- Reviewed culturally responsive practice and student-support needs to guide inclusive family and classroom engagement.
- Supported the school musical.

5. **REQUESTS TO SPEAK TO THE GOVERNING BOARD**

The procedure for addressing the Board in a public meeting may be viewed here: https://josephcityaz.sites.thrillshare.com/page/public-comments

6. **CONSENT AGENDA**

Vote on Consent Agenda. All items listed will be considered as a group and will be approved with one motion unless a Board Member requests an item be removed from the consent agenda and considered as a separate item.

6.A. **Approve Expense Vouchers**

Action to ratify district vouchers for the period September 23, 2026 through November 9, 2026.
General and Special Funds: #1009 $108,667.88; #1010 $121,629.19; #1011 $81,380.25; #1012 $30,700.43; #1013 $18,673.03; #1014 $47,509.95; #1015 $26,585.56; #1016 $26,104.58; #1017 $75,478.45 (total $536,729.32)
Auxiliary Operations Funds: Pending External Accounts reconciliation.
Student Activities Fund: Pending External Accounts reconciliation.

Expense Vouchers for Ratification

Joseph City USD No. 2 | Governing Board, November 10, 2026, Consent Item 6.A | General and Special Funds, Treasurer warrants

Voucher	Batch date	Status	Payees	Amount
1009	9/23/2026	Posted to G/L	11	$108,667.88
1010	9/28/2026	Posted to G/L	14	$121,629.19
1011	10/5/2026	Posted to G/L	17	$81,380.25
1012	10/8/2026	Posted to G/L	16	$30,700.43
1013	10/14/2026	Posted to G/L	8	$18,673.03
1014	10/18/2026	Posted to G/L	11	$47,509.95
1015	10/26/2026	Posted to G/L	17	$26,585.56
1016	11/2/2026	Sent to County	14	$26,104.58
1017	11/9/2026	Sent to County	28	$75,478.45
Total	**9/23 to 11/9/2026**			**$536,729.32**

Source: School ERP Pro (iVisions), Warrant Vouchers report, batches 1009 to 1017, run November 10, 2026. Vouchers 1007 and 1008 were ratified October 13, 2026. Auxiliary Operations and Student Activities vouchers are pending External Accounts reconciliation.

Voucher 1009, 9/23/2026

Payee	Warrant #	Amount
ASBAIT INS	5800622835	$79,946.69
APS	5800622833	$18,850.69
ASBA	5800622834	$4,310.00
Equitable Financial Life Ins Company	5800622837	$3,017.50
Joseph City USD #2	5800622841	$1,079.16
Joseph City Unified School District 2	5800622840	$571.68
JCSD #2 REVOLVING FUND	5800622839	$300.00
GRAINGER, INC	5800622838	$286.33
Canyon State Bus	5800622836	$172.37
SAFEWAY STORES INC.	5800622842	$79.84
VIP AWARDS	5800622843	$53.62
Voucher total		**$108,667.88**

Voucher 1010, 9/28/2026

Payee	Warrant #	Amount
National Bank of Arizona	5800623023	$71,601.82
The Arizona School Alliance for Workers'	5800623027	$38,290.00
JOSEPH CITY UTILITIES	5800623021	$3,889.26
Chase, Cardmember Service	5800623018	$2,707.33
Pinnacle School Services	5800623025	$2,285.60
HOME DEPOT CREDIT SERVICE	5800623020	$806.13
Laurena Claw	5800623022	$549.94
Nellace Morris	5800623024	$533.86
Caleb Layden	5800623017	$358.75
WALT'S HARDWARE	5800623028	$255.01
Arizona Region I Chess Coaches	5800623016	$250.00
Arizona Dept. of Revenue	5800623015	$60.24
Holbrook Truck and Auto	5800623019	$28.34

Payee	Warrant #	Amount
SAFEWAY STORES INC.	5800623026	$12.91
Voucher total		**$121,629.19**

Voucher 1011, 10/5/2026

Payee	Warrant #	Amount
TYLER TECHNOLOGIES	5800623243	$45,353.33
WEX Bank	5800623245	$12,114.56
Pinnacle School Services	5800623237	$6,188.00
Pueblo Mechanical & Controls Inc	5800623238	$4,000.00
TRANE	5800623241	$3,014.00
EDUCATIONAL SERVICES INC.	5800623232	$2,457.94
GoTo Communications, Inc.	5800623233	$1,897.35
Yavapai County Education Service Agency	5800623246	$1,500.00
Chase, Cardmember Service	5800623231	$1,321.55
Joseph City USD #2	5800623235	$1,020.02
Arizona Association FFA	5800623229	$805.00
Handle With Care Behavior Management	5800623234	$625.00
Kenneth Dale Larson	5800623236	$450.00
VERIZON WIRELESS	5800623244	$337.78
SAFEWAY STORES INC.	5800623239	$125.09
Success by Design Inc	5800623240	$105.21
Tyler Murphy	5800623242	$65.42
Voucher total		**$81,380.25**

Voucher 1012, 10/8/2026

Payee	Warrant #	Amount
BMO Bank- Steven Mills	5800623523	$11,235.05
Buddy's All Stars, Inc.	5800623524	$5,783.52
The Professional Group Public Consulting	5800623533	$3,993.75
UNS Gas Inc	5800623535	$2,161.41
RWC International, LTD	5800623531	$1,893.10
Cognia Inc.	5800623526	$1,400.00
GRAINGER, INC	5800623528	$1,096.86
Epic Tourneys	5800623527	$700.00
Capital Financial PLC	5800623525	$666.66
VERIZON WIRELESS	5800623536	$476.44
Tractor Supply Credit Plan	5800623534	$393.51
Nellace Morris	5800623530	$323.21
Laurena Claw	5800623529	$238.79
APS	5800623521	$139.69
WHITE MOUNTAIN MUSIC TEACHERS	5800623537	$100.00
SAFEWAY STORES INC.	5800623532	$98.44
Voucher total		**$30,700.43**

Voucher 1013, 10/14/2026

Payee	Warrant #	Amount
BMO Bank N.A.- Payment -	5800623680	$16,079.16

Payee	Warrant #	Amount
Quadient Finance USA, Inc.	5800623684	$1,084.37
A-1 Glass & Mirror	5800623678	$295.62
Primo Brands	5800623683	$293.78
BMO Bank N.A.	5800623679	$292.63
Miller's Waterworks	5800623682	$275.00
Decker Chiropractic, P.C.	5800623681	$210.00
Universal Background Screening	5800623685	$142.47
Voucher total		**$18,673.03**

Voucher 1014, 10/18/2026

Payee	Warrant #	Amount
TRANE	5800623777	$23,981.00
APS	5800623769	$18,098.25
WM Corporate Services, Inc	5800623779	$1,238.86
EDUCATIONAL SERVICES INC.	5800623772	$1,145.62
GRAINGER, INC	5800623773	$1,015.46
Joseph City USD #2	5800623774	$1,003.83
BMO Bank N.A.	5800623770	$437.98
WALT'S HARDWARE	5800623778	$283.32
SAFEWAY STORES INC.	5800623776	$181.88
Quadient, Inc.	5800623775	$95.76
Daniel Hutchens	5800623771	$27.99
Voucher total		**$47,509.95**

Voucher 1015, 10/26/2026

Payee	Warrant #	Amount
JOSEPH CITY UTILITIES	5800623937	$6,731.27
Amplify Education Inc	5800623930	$4,857.87
HOME DEPOT CREDIT SERVICE	5800623936	$4,359.25
AIA	5800623928	$4,000.00
Southern Tire Mart	5800623943	$1,547.59
Bulwark Exterminating LLC	5800623934	$1,368.00
SmartPass Inc.	5800623942	$1,054.70
UPS	5800623944	$600.00
Equifax Workforce Solutions	5800623935	$598.62
LAKESHORE LEARNING MATERIALS	5800623938	$332.65
AMEA	5800623929	$270.00
Laurena Claw	5800623939	$231.55
SAFEWAY STORES INC.	5800623941	$195.57
Nellace Morris	5800623940	$168.84
Arizona State Retirement System	5800623932	$93.76
ASBA	5800623933	$90.00
ARIZONA DEPARTMENT OF REVENUE	5800623931	$85.89
Voucher total		**$26,585.56**

Voucher 1016, 11/2/2026

Payee	Warrant #	Amount
APS	not yet printed	$9,740.33
Canyon State Bus	not yet printed	$6,099.88
Follett Software, LLC	not yet printed	$5,079.27
Pueblo Mechanical & Controls Inc	not yet printed	$1,375.00
GRAINGER, INC	not yet printed	$1,155.94
Colorado Petroleum Services	not yet printed	$685.05
ARIZONA DEPARTMENT OF REVENUE	not yet printed	$575.00
Dayton Flake	not yet printed	$358.82
Eldon Larsen	not yet printed	$358.82
Sparklight	not yet printed	$316.00
Chase, Cardmember Service	not yet printed	$137.37
AASBO	not yet printed	$95.00
Lexi Nelson	not yet printed	$80.00
Spencer Johnstun	not yet printed	$48.10
Voucher total		**$26,104.58**

Voucher 1017, 11/9/2026

Payee	Warrant #	Amount
ASBAIT INS	not yet printed	$25,488.00
Apptegy Inc.	not yet printed	$16,046.48
WEX Bank	not yet printed	$8,754.80
BMO Bank N.A.- Payment -	not yet printed	$6,889.78
Pinnacle School Services	not yet printed	$3,583.22
UNS Gas Inc	not yet printed	$2,527.58
GoTo Communications, Inc.	not yet printed	$1,897.35
BradyPlus	not yet printed	$1,873.51
HealthEquity, Inc.	not yet printed	$1,600.00
Joseph City USD #2	not yet printed	$953.00
BMO Bank N.A.	not yet printed	$696.52
Capital Financial PLC	not yet printed	$666.66
Caleb Layden	not yet printed	$523.31
EdSpace, LLC	not yet printed	$500.00
EDUCATIONAL SERVICES INC.	not yet printed	$441.07
Laurena Claw	not yet printed	$435.02
SCRIPPS NATIONAL SPELLING BEE	not yet printed	$405.50
BMO Bank- Steven Mills	not yet printed	$384.95
Tawnya Kinlicheenie	not yet printed	$377.76
Rim Country Mechanical Inc	not yet printed	$338.00
Nellace Morris	not yet printed	$270.86
VERIZON WIRELESS	not yet printed	$242.59
A-1 Glass & Mirror	not yet printed	$193.58
APS	not yet printed	$105.49
SAFEWAY STORES INC.	not yet printed	$99.58
Universal Background Screening	not yet printed	$64.47
WALT'S HARDWARE	not yet printed	$62.15
CASEY'S	not yet printed	$57.22

Payee	Warrant #	Amount
Voucher total		**$75,478.45**

6.B. **Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of October 1, 2026 through October 31, 2026.

6.C. **Student Fundraisers**

Organization	Description	Action
Class of 2027	Krispy Kreme Sales	Ratify
HS Cross Country	Pancake Breakfast at Wrestling Tournament	Approve
HS Girls Basketball	Online sales	Ratify
HS Wrestling	Online fundraiser	Ratify
HS Wrestling	T-shirt sales	Approve

6.D. **Gifts & Donations**

Donor	Item	School/Program	Purpose	Amount
Derron Hansen	CharGrill Propane Grill	Concessions	Grilling Items at outdoor games	$100

7. **POSSIBLE EXECUTIVE SESSION (*)**

For any agenda item indicated with an asterisk (*), the Board may vote to convene in Executive Session pursuant to A.R.S. 38-431.03 (A) (1) for personnel matters when notified; (2) discussion or consideration of records exempt by law from public inspection; (3) for consultation with attorney; (4) for consultation with attorney when in pending or contemplated litigation. Discussion or consideration of personnel matters may include employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee.

8. **ACTION ITEMS**

8.A. **Personnel Requests (*)**

Name	Assignment	Action
Baldwin, Cameron	HS Wrestling Assistant Coach II	Renewal
Bannister, Taya	HS Softball Head Coach	Appointment
Beatty, D.J.	JH Boys Basketball 8th Grade Coach	Renewal
Brawley, Micah	HS Girls Basketball Assistant Coach II	Renewal
Bush, Brent	Volunteer, Athletic	Acceptance
Bushman, Adriane	Health Secretary	Appointment
Bushman, Dan	HS Girls Basketball Head Coach	Renewal
Bushman, Jessi	Volunteer, Athletic	Acceptance
Chairez, Christian	JH Girls Basketball Coach	Renewal
Cox, Kaylie	Volunteer, Elementary	Acceptance
DeWitt, Lexi	Volunteer, Athletic	Acceptance
Edwards, Jeri	JH Volleyball 7th Grade Coach	Renewal
Fischer, Brad	HS Wrestling Head Coach	Renewal
Fischer, Brad	HS Wrestling Tournament Director	Renewal
Fish, Dustin	HS Boys Basketball Asst. Coach II	Renewal
Fish, Kevin	Volunteer, Athletic	Acceptance
Fish, TC	Volunteer, Athletic	Acceptance
Frost, Katherine	Volunteer, Athletic	Acceptance
Hutchens, Daniel	Volunteer, Athletic	Acceptance
Hutchens, Daniel III	JH Boys Basketball 7th Grade Coach	Renewal

Name	Assignment	Action
Hutchens, Seth	Volunteer, Athletic	Acceptance
Isaacson, Taura	Volunteer, Athletic	Acceptance
Metzger, Kelly	Teacher	Resignation, effective 11/29/2026
Miller, Cody	JH Wrestling Head Coach	Renewal
Miller, Eric	HS Boys Basketball Head Coach	Renewal
Miller, Jareon	Volunteer, Athletic	Acceptance
Miller, Jennie	Substitute Teacher	Appointment
Miller, Kylie	HS Wrestling Assistant I	Ratify
Miller, Layne	Volunteer, Athletic	Acceptance
Miller, Melody	Student Worker	Appointment
Mosier, Darrel	Teacher, Elementary	Appointment, contingent on ADE renewal of teaching certificate and acceptance of offer
Murphy, Jaci	JH Volleyball 8th Grade Coach	Renewal
Neill, Aaron	Volunteer, Athletic	Acceptance
Powers, Iris	Student Worker	Appointment
Riedinger, Eric	Bus Driver	Appointment
Sander, Jorge	Volunteer, Athletic	Acceptance
Warner, Briana	Student Worker	Renewal

8.A.(i) **Personnel Request (*)**

Name	Assignment	Action
Spurlock, Mary	JH Softball 8th Grade Coach	Renewal

8.B. **Discussion and Possible Approval of Changes to Governing Board Policies**

These policies and possible changes were presented for public and board review at the previous regular board meeting and on the District website. See the attached Policy Advisory for policy changes to be considered. See the Link section of this agenda item to view the current policy manual. Policies affected:

- **DGD** Credit Cards, **DGD-R** regulation and **DGD-E** card holder agreement (ASBA Policy Advisory 1065)
- **ACAA** Title IX (no text change) and **ACAA-R** Title IX regulation, naming positions rather than individuals
- **GCO-R** Evaluations and Contracts, new regulation combining and replacing GCO-RA and GCO-RB (ASBA Policy Advisory 1015)
- **GCFC-R** Fingerprinting Requirements, new regulation
- **JLDB** Restraint and Seclusion, with **JLDB-R** and exhibits **JLDB-EA, JLDB-EB, JLDB-EC, JLDB-ED** (A.R.S. 15-105)
- **KI** Visitors to Schools (ASBA Policy Advisory 1069)
- Retirement of **GCCB, GCL, GCMC, DFA-E, GCO-RA and GCO-RB** (ASBA removal advisories 994, 1004, 1012, 1013, 1015, 1032)

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POLICY SERVICES

ADVISORY

Volume 38, Number 4 **August 2026**

Policy Advisory No. 1065.....Policy DGD — Credit Cards
Regulation DGD-R — Credit Cards
Exhibit DGD-E — Credit Cards

Summary

Policy Advisory Discussion

Policy Advisory No. 1065 **Policy DGD — Credit Cards**
Regulation DGD-R — Credit Cards
Exhibit DGD-E — Credit Cards

This revision reflects the requirements of the Uniform System of Financial Records (USFR) Compliance Questionnaire relating to District credit/procurement cards. Policy DGD now provides for defined dollar limits based on the card or transaction type, maintenance of a complete list or log of card users, prohibition of cash withdrawals and personal expenditures, retention of signed card-user agreements, and documented annual training for applicable employees.

Regulation DGD-R has been revised to provide corresponding implementation requirements, including tracking card possession and personnel subject to training, retaining signed card-user agreements, establishing card and transaction limits, providing annual training to card users and employees who process card transactions, and maintaining dated documentation of training participation.

Exhibit DGD-E has been revised to align the card-user agreement with the updated policy and regulation. The agreement addresses authorized card use, prohibited cash withdrawals and personal expenditures, applicable purchasing and documentation requirements, possible personal liability and wage withholding to the extent permitted by law, and disciplinary consequences for misuse.

If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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ADVISORY 1065

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DGD ©
CREDIT CARDS

(Credit Cards and/or Procurement Cards)

Definition of Credit/ Procurement Card

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

Use of Credit Cards/ Procurement Cards

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program. The Board authorizes the Superintendent to secure and assign ~~controlled limit~~ credit/procurement cards (with defined dollar limits based on the card or transaction type) to designated personnel.

The District will maintain a complete list or log of card users to track card possession and identify personnel for annual training.

District-assigned credit/procurement cards may not be used for cash withdrawals or personal expenditures.

All card users will be required to sign an agreement outlining the District's policies and procedures governing card use, including possible disciplinary action for misuse. The District will retain all signed card-user agreements.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases is to be made as promptly as possible to avoid fees and charges for the use of such cards.

The District will provide annual training to authorized card users and employees who make credit/procurement card purchases or process credit/procurement card transactions. The District will maintain dated documentation of each applicable employee's participation in the annual training.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

Adopted: _____

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LEGAL REF.:
A.R.S.
15-342
38-621
38-622
38-623
38-624
38-625
Uniform System of Financial Records

CROSS REF.:
DKC - Expense Authorization/Reimbursement

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REGULATION

CREDIT CARDS

(Credit Cards and/or Procurement Cards)

Purposes, Conditions, and Limits

The issuance and use of a credit/procurement card is to provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible. Cards shall be issued in the District's name and if applicable, the user's name. The employee issuing cards shall maintain a complete list ~~of designated card users~~ or log of card users to track card possession and identify personnel for annual training. Physical security of cards shall be maintained at all times. The District shall cancel or inactivate cards, or recover the cards, if possible, upon loss, theft, or misuse; when a card is no longer needed; and upon the card holder's separation from the District's employment when the card is in the user's name. For cards issued in the District's name, a specific employee shall be designated by the Superintendent to track who has the cards and account for all card transactions.

A credit/procurement card may be used to facilitate the payment of travel expenses such as hotels, meals and registrations for training and education while conducting District business, including fuel for District-owned vehicles.

~~Purchasing control limits shall be based on single transaction limits and monthly purchase limits for each card holder. Purchase limits shall be established based on the types of transactions for which the card is being used. Personnel issued credit/procurement cards shall be determined by the Superintendent to have a legitimate need and whose~~ Credit/procurement cards shall have defined dollar limits based on the card or transaction type. The Superintendent shall issue credit/procurement cards only to personnel who have a legitimate need and for whom use of the card is necessary for effective purchasing. Personnel designated to use credit/procurement cards shall be advised by the Superintendent of their purchasing control limits.

Authorized Card Holders

Persons designated as authorized credit/procurement card holders must agree to abide by the procedures described in this regulation.

~~The holders will be held liable for any u~~Unauthorized use of a District-assigned credit/procurement card~~, which~~ may result in disciplin~~ary action~~ up to and including ~~the loss~~ termination of employment and any other action~~s provided~~ permitted by law.

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All card users, including users of cards issued only in the District's name, shall sign a user agreement acknowledging ~~receipt and understanding of~~ that they have received and understand the District's policies and regulations ~~for the~~ governing card~~s~~' use. The District shall retain all signed card-user agreements. The agreement shall authorize the District to withhold wages for the amount of any improper purchase~~; pursuant~~ to the ~~Fair Labor Standards Act~~ extent permitted by law. To the extent permitted by law, card users shall be held personally liable for card transactions that are contrary to laws, rules, policies and regulations, including applicable penalties and interest. The user agreement shall contain a statement expressing possible disciplinary actions for the misuse of a District credit/procurement card.

Except for business department personnel performing authorized office duties, no person other than a designated holder is to have access to or use of a District-assigned credit/procurement card.

Authorized card ~~holders shall receive training on the use of the card that addresses purchase limitations, advanced purchasing approval, necessary purchase documentation, and the District's payment process regimen~~ users and employees who make credit/procurement card purchases or process credit/procurement card transactions shall receive annual training on the District's policies and procedures governing card use. The training shall address purchase limitations, advance purchasing approval, required purchase documentation, and the District's payment process regimen. The District shall maintain dated employee sign-in sheets or other documentation supporting each applicable employee's participation in the annual training.

Scope

The credit/procurement card is to be used only when the items and/or services to be purchased are for the official use of the District. ~~*No personal use of a credit/procurement card is allowed*~~ District-assigned credit/procurement cards may not be used for cash withdrawals or personal expenditures.

District-assigned credit/procurement cards may be used only when one (1) of the following conditions exists:

A. When a vendor will not accept a purchase order or offer billing terms.

B. When the purchase must be made during an "emergency." For the purpose of this regulation, *emergency* means payment for a purchase must be made before the next accounts payable check run. A memo bearing the Superintendent's signature of approval must be presented explaining the circumstances and nature of the emergency.

C. When certain purchases could be made more efficiently and cost effectively.

D. When a revolving fund check cannot be used.

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Credit/Procurement Card Purchasing Limitations

District-established credit/procurement card purchasing limitations shall be established by the Superintendent. The Superintendent shall establish ~~card user and single transaction limits and monthly purchase limits for each card. Such limits shall be established based on the type of transactions for which the card is to be used~~ defined dollar limits based on the card or transaction type, including single-transaction limits and monthly purchase limits for each card user.

A purchase made using a District-assigned credit/procurement card may not violate any District purchasing policy or regulation. All purchases must be appropriate and in the best interest of the District. Violation may result in termination of the employee's credit/procurement card privileges.

Credit/Procurement Card Transaction Requirements for Physical, Verbal, and Internet Orders

When a District-assigned credit/procurement card is required for a physical, verbal, or internet purchase, the following steps must be taken:

A. Prior to use of the credit/procurement card, the card holder is to submit a purchase order requisition form to the District business office accompanied by the following:

1. A detailed description of the items and/or services to be purchased using the credit/procurement card.

2. The date the purchase will be made.

3. The actual amount of the purchase. If the actual amount is not known an estimate may be stated, *but the amount of the purchase cannot exceed the stated amount*.

4. Proper account coding information.

5. Signatures of the requester and the approving authority.

B. The holder must verify that a purchase order has been created and approved before a credit/procurement card transaction occurs.

C. When a credit/procurement card is used the card holder must promptly submit all receipts and other related documentation to the business office. The documentation should clearly indicate the employee making the purchase and the specific school purpose for the expenditure. Receipts for fuel or vehicle repairs are to include the vehicle license number.

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Supporting Purchase Documentation

Employees using cards shall submit all supporting documentation to the District monthly. Supporting documentation shall include:

A. Purchasing requisition, purchase order, invoice, packing slip, receiving report, and transaction receipt, as applicable. If original receipts are not available because they are lost or illegible, the card user shall request a copy of the receipt from the vendor or complete an affidavit detailing the purchase date, vendor, product, cost, tax and other charges, and reason the receipt is not available.

B. A description of the item(s) purchased and the specific District purpose for the expenditure.

C. The card user's signature and date the document was submitted to the District.

D. Documentation of the purchase of fuel or vehicle repair, the license number of the vehicle, and odometer reading of the vehicle.

E. Transactions, such as ~~I~~internet, phone, and fax transactions may result in card charges before goods or services are received. Such transactions allow purchases that are normally prepaid in order to procure the item or to receive a discounted price. In such instances the District shall ensure that all relevant aspects of Uniform System of Financial Records (USFR) VI-G are adhered to for each purchase.

Credit/procurement card statements must be addressed directly to the business office and not to the card holder. All purchase transaction receipts must be reconciled to the monthly credit/procurement card statements prior to entry on an expense voucher. As credit/procurement card companies may charge fees and interest, payments must be made in a timely manner to avoid finance charges.

Use of a Credit/Procurement Card for Travel

Reservations must be made through the purchasing office. A completed professional leave form must be submitted along with the necessary information. The business office will provide the credit/procurement card information to the selected vendor.

Payment Process Regimen

The Superintendent shall ensure that approval, verification, and payment duties are separated among different employees. A copy of the billing statement shall be sent directly to the District. Electronic statements may be accepted if provided to card users by the financial institution or the District. Upon receipt of the billing statement, the card user ~~should~~ shall complete the transaction log and submit the log, billing statement, and all other supporting documentation for review and approval. The reviewer shall:

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A. Confirm that all supporting documentation is complete and was submitted in a timely manner.

B. Verify that each purchase transaction appearing on the card user's billing statement is an appropriate, legitimate District purchase that was approved, and within the individual's authorized purchase limits.

C. For travel expenses, verify the expenses do not exceed allowable reimbursement amounts as prescribed by the USFR and are supported by a properly approved travel claim.

D. Initial and date the reconciliation document for review.

E. Submit reconciled statements and supporting documentation.

All receipts shall be reconciled and reviewed monthly and, if possible, prior to payment of the monthly bill. Payments shall be made in a timely manner to avoid late fees and finance charges. Card balances shall be paid in full each billing cycle. Should the reconciliation or review identify any ~~items~~ transactions that were not ~~a~~ valid purchases, ~~it~~ the transactions shall be reported to the Superintendent and disputed.

Periodic Review

The District shall periodically compare budget and actual expenditures to ensure purchases remain within budget limits, or available cash balance, as applicable, and shall monitor the types of purchases and vendor usage to ensure compliance with District procurement policies and regulations~~,~~ and USFR purchasing guidelines.

The review process shall include strategies that are employed to detect improper or fraudulent transactions.

Rebates and Incentives

Credit cards or procurement cards may contain provisions for the District to receive cash rebates or incentives in the form of rebates. Should this occur, the District shall treat rebates as miscellaneous revenue or as a deduction of expenditures.

Should a rebate be received in the same fiscal year as the original expenditure, including the encumbrance period, the rebate may be recorded as a reduction of the original expenditure. Otherwise, the District shall record the rebate as miscellaneous revenue in the original expenditure or in the Auxiliary Operations Fund.

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EXHIBIT

CREDIT CARDS

DISTRICT-ASSIGNED CREDIT/PROCUREMENT CARD ~~HOLDER~~ USER AGREEMENT

By my signature I ~~hereby~~ acknowledge that I have read and understand the _____ School District's credit/procurement card policy and regulation~~s~~, and that I have been provided sufficient opportunity to ask questions ~~related to the District's~~ regarding the requirements governing card use.

I agree to use the credit/procurement card ~~policy and regulation. Furthermore, I affirm that I~~ only for authorized District purposes and will not use the ~~credit/ procurement~~ card for cash withdrawals or personal ~~reasons and~~ expenditures. I acknowledge that I have been advised of the purchase limitations ~~associated with the use of the card. I understand that a violation of this agreement may result in disciplinary action up to and including termination, and possible legal action~~ ,advance purchasing approval requirements, required purchase documentation, and payment process.

I authorize the District to withhold wages for the amount of any improper purchase to the extent permitted by law. I understand that, to the extent permitted by law, I may be held personally liable for card transactions that are contrary to applicable laws, rules, or the District's credit/procurement card policy or regulation, including applicable penalties and interest.

I understand that misuse of a District credit/procurement card may result in the loss of card privileges, discipline up to and including termination of employment, and other action permitted by law.

_____ _____

Signature Position

_____ _____

Printed name Date signed

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POLICY SERVICES

ADVISORY

Volume 38, Number 7 **September 2026**

Policy Advisory No. 1069.....Policy KI — Visitors to Schools
DELETE Regulation KI-R — Visitors to Schools
Exhibit KI-E — Visitors to Schools

Policy Advisory Discussion

Policy Advisory No. 1069 **Policy KI — Visitors to Schools**
***DELETE* Regulation KI-R — Visitors to Schools**
Exhibit KI-E — Visitors to Schools

Policy KI has been revised to incorporate relevant provisions of Regulation KI-R and consolidate visitor requirements in one policy. The revised policy clarifies school and classroom visit procedures, including principal approval, advance arrangements for classroom visits, and the requirement that visitors report to the school office upon arrival. The policy also identifies restrictions applicable to visitors, including prohibitions involving alcohol, weapons, drugs, and tobacco or tobacco products on District property, and clarifies consequences for failure to comply with District requirements or lawful directions.

Regulation KI-R has been incorporated into Policy KI under the headings *Visitor Procedures* and *Compliance*. Accordingly, Regulation KI-R has been removed from the model manual.

Exhibit KI-E has been revised to provide a more complete request and approval form for school and classroom visits, tours, and observations. The exhibit adds visitor contact and scheduling information, identifies the type of request, and incorporates acknowledgment of principal approval, school office check-in, and compliance with District visitor requirements.

==========

If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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VISITORS TO SCHOOLS

The Superintendent ~~shall~~ will establish school-visit procedures for the control of persons other than current school personnel or students who enter District premises. ~~Such~~ These procedures ~~shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds~~ may include sign-in protocols, name tags, limits on the number of visitors, and/or allowable visiting dates and times.

Visitors must follow all legal and District requirements including, but not limited to, restrictions against bringing alcohol, weapons, or drugs onto District property or using tobacco or tobacco products on District property.

~~No visit, tour or observation shall be permitted if it threatens the health and safety of the pupils and staff.~~

~~Parent and Prospective Parent Visitors~~

~~The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled pupils and parents who wish to enroll their children in the School District. See Regulation KI-R.~~

Visitor Procedures

The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled students and parents who wish to enroll their children in the School District, unless a visit, tour or observation threatens the physical, intellectual, social or emotional health and/or safety of students and staff.

Approval by the principal is required for all school or classroom visits.

For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit.

All visitors to any school must report to the school office upon arrival.

Parent and prospective parent visit, tour and observation policies ~~shall~~ and procedures must be easily accessible from the home page of each school's website.

Mask or Face Coverings not Required

The District does not require masks or face coverings anywhere on the District's premises except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required.

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Compliance

Anyone who is not a current student or staff member of the District schools and who violates this policy or applicable visitor procedures may be asked to leave District property; may be prohibited from future campus visits or subject to other limitations on future campus visits; and/or may be subject to other consequences as appropriate. Failure to comply with the lawful directions of District officials, District security officers, or law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District policy. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Adopted: _____

LEGAL REF.:
A.R.S.
13-1302
13-2905
13-2911
13-3102
15-184
15-341
15-342.05
15-507
36-681
A.G.O.
I84-054

CROSS REF.:
A - District Mission and Belief Statement
~~AD - Educational Philosophy/School District Mission~~
BBA - Board Powers and Responsibilities
KFA - Public Conduct on School Property

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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~~REGULATION~~

~~VISITORS TO SCHOOLS~~

~~Parents of enrolled pupils and parents who wish to enroll their children in the School District may visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.~~

~~The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.~~

~~All visitors to any school must report to the school office upon arrival.~~

~~For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.~~

~~In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.~~

~~No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.~~

~~Anyone who is not a student or staff member of the District schools, and is in violation of this regulation, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.~~

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EXHIBIT

VISITORS TO SCHOOLS

Parents/guardians of enrolled ~~pupils~~ students and parents/guardians who wish to enroll their children in the School District must ~~fill out~~ complete this form to request a visit, tour, or ~~observe~~ observation of a classroom.

Date: _____

Name of Parent/Guardian: _____

Phone: _____ Email: _____

Name of ~~Pupil~~ Student or Prospective ~~Pupil~~ Student: _____

~~Name of Classroom Parent seeks to visit, tour or observe:~~

_____

~~Please describe the reason for your visit, tour or observation so that the District may best satisfy your request:~~

School: _____ Grade: _____

Classroom/Teacher Requested, if known: _____

Type of Request:

- ☐ Visit
- ☐ Tour
- ☐ Observation

Requested Date: _____ Requested Time: _____

Alternate Date/Time, if applicable: _____

Please provide any information that will assist the District in scheduling and accommodating the requested visit, tour, or observation:

_____

_____

_____

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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I understand that approval by the principal is required for all school or classroom visits. I also understand that all visitors must report to the school office upon arrival and comply with District policy and applicable visitor procedures.

Parent/Guardian Signature: _____ Date: _____

School Use Only

☐ Approved
☐ Approved with alternate date/time: _____
☐ Denied because the visit, tour, or observation would threaten the health and safety of students or staff.

Principal/Designee Signature: _____ Date: _____

Comments/Conditions, if any:

_____

_____

_____

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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Policy Advisory No. 994 ***DELETED* Policy GCCB — Professional / Support Staff Personal / Emergency / Religious Leave**

Policy GCCB was incorporated into Policy GCCA under the heading *Personal Leave*; accordingly, Policy GCCB was removed from the model manual.

Policy Advisory No. 995 ***DELETED* Policy GCCC — Professional / Support Staff Leaves of Absence without Pay**
***DELETED* Exhibit GCCC-EA — Professional / Support Staff Leaves of Absence without Pay**
***DELETED* Exhibit GCCC-EB — Professional / Support Staff Leaves of Absence without Pay**
***DELETED* Exhibit GCCC-EC — Professional / Support Staff Leaves of Absence without Pay**
***DELETED* Exhibit GCCC-ED — Professional / Support Staff Leaves of Absence without Pay**
***DELETED* Exhibit GCCC-EE — Professional / Support Staff Leaves of Absence without Pay**

Policy GCCC has been incorporated into Policy GCCA under the headings *Family and Medical Leave, Leaves of Absence Without Pay, Requests for Leave, Approval,* and *Preservation of Rights for Continuing Certificated Teachers* and Regulation GCCA-RB; accordingly, Policy GCCC has been removed from the model manual. Forms provided in Exhibits GCCC-EA, GCCC-EB, GCCC-EC, GCCC-ED, and GCCC-EE may now be accessed via the link provided in GCCA-RB under the heading *Regulations, Process and Forms*, accordingly, Exhibits GCCC-EA through GCCC-EE have been removed from the model manual.

Policy Advisory No. 996 ***DELETED* Policy GCCC — Professional / Support Staff Leaves of Absence without Pay (*Fewer than 50 Employees*)**

Content from Policy GCCC (applicable to districts with fewer than fifty employees) has been incorporated into Policy GCCA and Regulation GCCA-RB; accordingly, GCCC has been removed from the model manual.

Policy Advisory No. 997 ***DELETED* Policy GCCD — Professional / Support Staff Military / Legal Leave**
***DELETED* Exhibit GCCD-E — Professional / Support Staff Military / Legal Leave**

Policy GCCD has been incorporated into Policy GCCA under the headings *Victim Leave, Jury Duty Leave,* and *Military Leave*; accordingly, Policy GCCD has been removed from the model manual. Exhibit GCCD-E has been recodified as GCCA-E; accordingly, GCCD-E has been removed from the model manual.

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Policy Advisory No. 998 *DELETED* Policy GCCE — Professional / Support Staff Conferences / Visitations / Workshops

Policy GCCE has been incorporated into Policy GCCA under the heading *Professional Development Leave* and Regulation GCCA-RC; accordingly, GCCE has been removed from the model manual.

Policy Advisory No. 999 *DELETED* Policy GCCF — Sabbatical Leave

Policy GCCF has been incorporated into Policy GCCA under the heading *Sabbatical Leave*; accordingly, GCCF has been removed from the model manual.

Policy Advisory No. 1000 *DELETED* Policy GCCG — Professional Staff Voluntary Transfer of Accrued Sick Leave
***DELETED* Regulation GCCG-RA — Professional Staff Voluntary Transfer of Accrued Sick Leave**
***DELETED* Regulation GCCG-RB — Professional Staff Voluntary Transfer of Accrued Sick Leave**

Policy GCCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GCCG locally if preferred. Accordingly, GCCG-RA and GCCG-RB have been removed from the model manual; districts that maintain a sick-leave bank may retain these regulations locally.

Policy Advisory No. 1001 *DELETED* Policy GCCH — Professional / Support Staff Bereavement Leave

Policy GCCH is referenced in Policy GCCA under the heading *Personal Leave*; accordingly, GCCH has been removed from the model manual.

Policy Advisory No. 1002 *DELETED* Policy GCD — Professional Staff Vacations and Holidays

Policy GCD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GCD was removed from the model manual.

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Policy Advisory No. 1003 **Policy GCF — Professional Staff Hiring**
Regulation GCF-R — Professional Staff Hiring
Exhibit GCF-EA — Professional Staff Hiring
Exhibit GCF-EB — Professional Staff Hiring
Exhibit GCF-EC — Professional Staff Hiring
Exhibit GCF-ED — Professional Staff Hiring
***NEW* Exhibit GCF-EE — Hiring**
***NEW* Exhibit GCF-EF — Hiring**

Policies GCFE and GDF have been incorporated into Policy GCF; accordingly, Policies GCFE and GDF have been removed from the model manual. The title of the policy, along with the titles of its accompanying regulation and exhibits, has been updated to *Hiring* to reflect that these documents address both certificated and noncertificated employees. Headings were also added, and language was refined for clarity. Regulation GDF-R was incorporated into GCF-R; accordingly, GDF-R was removed from the model manual. Exhibit GDF-EC was revised and incorporated into GCF-EA; accordingly, GDF-EC was removed from the model manual. Exhibit GDF-ED was revised and incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE, accordingly, GCFE-E was removed from the model manual. Exhibits GDF-EA and GDF-EB were revised and combined as GCF-EF.

Policy Advisory No. 1004 **Policy GCFC — Professional Staff Certification and Credentialing Requirements**
Exhibit GCFC-E — Professional Staff Certification and Credentialing Requirements

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. The policy and exhibit titles were updated to *Fingerprint Requirements* as both documents address certificated and noncertificated employees. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

Policy Advisory No. 1005 ***DELETED* Policy GCFE — Professional / Support Staff Hiring – Oath of Office**
***DELETED* Exhibit GCFE-E — Professional / Support Staff Hiring – Oath of Office**

Policy GCFE was incorporated into Policy GCF under the heading *Oath of Office*; accordingly, GCFE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE; accordingly, GCFE-E was removed from the model manual.

Policy Advisory No. 1006 **GCG — Time and Substitute Professional Staff Employment**

Policy GDG was incorporated into Policy GCG, accordingly, GDG was removed from the model manual.

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Policy Advisory No. 1007 *DELETED* Policy GCGB — Arrangements for Substitute Staff Members
***DELETED* Regulation GCGB-R — Arrangements for Substitute Staff Members**

Policy GCGB was incorporated into GCMF, accordingly, GCGB was removed from the model manual. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

Policy Advisory No. 1008 Policy GCH — Professional / Support Staff Orientation and Training

Policy GCH was updated with minor wording changes only. "Salary and fringe-benefit plans" was streamlined to "salary and benefit plans," and "self-improvement opportunities" was updated to "professional development opportunities."

Policy Advisory No. 1009 *DELETED* Policy GCI — Professional Staff Development

Policy GCI has been removed from the model manual as professional development (PD) expectations and processes are already addressed across existing policies and regulations (e.g., educator obligations in GBEA; the District's PD commitment in GB; orientation/PD for new hires in GCH; leave/approvals for PD in GCCA; and procedural criteria for release time and travel in GCCA-RC). Removing GCI avoids prescriptive provisions (e.g., credit-for-salary-advancement language) that are generally managed through local HR procedures and/or regulations. Districts that require additional detail (such as credit-eligible PD frameworks) may place it in a GCCA regulation and/or local HR guidance.

Policy Advisory No. 1010 *DELETED* Policy GCJ — Professional Staff Probationary and Continuing Status

Policy GCJ has been incorporated into Policy GCO under the heading *Definitions*; accordingly, GCJ has been removed from the model manual.

Policy Advisory No. 1011 Policy GCK — Professional Staff Assignments and Transfers

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

Policy Advisory No. 1012 *DELETED* Policy GCL — Professional Staff Schedules and Calendars

Policy GCL was incorporated into Policy GCMF under the heading *Certificated Employees – Schedules*; accordingly, GCL was removed from the model manual.

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Policy Advisory No. 1013 ***DELETED*** **Policy GCMC — Professional Staff Meetings**

Policy GCMC was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GCMC was removed from the model manual.

Policy Advisory No. 1014 **Policy GCMF — Professional Staff Duties and Responsibilities**
NEW **Regulation GCMF-RA – Duties and Responsibilities**
NEW **Regulation GCMF-RB – Duties and Responsibilities**

To improve clarity, reduce redundancy, and centralize statutory references in one place, policies GCGB, GCL, GCMC, GDK, GDL, and GDLB were consolidated into a single, comprehensive policy (GCMF – Duties and Responsibilities). The A.–F. list originally in GCMF was removed because its content is addressed more generally in Policy GBEA and Regulation IKE-RA (regarding retention/promotion); taking and maintaining daily classroom attendance was retained in Policy GCMF. In addition, the information regarding sectarian instruction was moved to Policy IHAL – Teaching About Religion. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

Policy Advisory No. 1015 **Policy GCO — Evaluation of Professional Staff Members**
Regulation GCO-RA — Evaluation of Professional Staff Members
DELETED **Regulation GCO-RB — Evaluation of Professional Staff Members**
NEW **Exhibit GCO-E – Evaluations and Contracts**

Policy GDO (Support Staff Evaluations) was incorporated into Policy GCO, consolidating all employee evaluation requirements into one policy and eliminating duplication; accordingly, GDO was removed from the model manual. The Definitions section was expanded and standardized by adding continuing teacher and probationary teacher, originally in Policy GCJ, and by using certificated and noncertificated consistently. Procedural provisions formerly included in the policy were moved to Regulation GCO-R. Regulations GCO-RA and GCO-RB were combined, revised, and recodified as GCO-R, with content reorganized into clear sections and key timelines clarified. Exhibits GDO-EA and GDO-EB were combined, revised, and recodified as GCO-E; accordingly, GDO-EA and GDO-EB were removed from the model manual.

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Policy Advisory No. 1016 ***DELETED*** **Policy GCP — Professional Staff Promotions**

Policy GCP was removed as its brief directive on filling positions of increased responsibility duplicated guidance now covered by Policies GCF and GCK; accordingly, GCP was removed from the model manual.

Policy Advisory No. 1017 **Policy GCQA — Professional Staff Reduction in Force**

Policy GDQA was incorporated into Policy GCQA under the heading *Noncertificated Employees*; accordingly, GDQA was removed from the model manual.

Policy Advisory No. 1018 **Policy GCQC — Resignation of Professional Staff Members**

Policy GDQB (Support Staff Resignations) and GCQC were consolidated into a single policy, GCQC, to centralize resignation procedures, eliminate duplication, and distinguish requirements for certificated and noncertificated employees; accordingly, GDQB was removed from the model manual. The GDQB clause on vacation payout was not retained as this practice is discretionary; however, districts may preserve language if applicable.

Policy Advisory No. 1019 ***DELETED*** **Policy GCQE — Retirement of Professional / Support Staff Members**

Policy GCQE was removed from the model manual as its retirement-incentive and sick-leave payout provisions are highly district-specific and fiscally variable. The Retirement Incentive Program portion was removed due to current retention priorities, and the Sick Leave Payment upon Retirement portion is already addressed generally in Regulation GCCA-RA (noting no statutory requirement to pay out accrued earned paid sick time). Districts that wish to offer sick-leave payouts upon separation may do so locally through GCCA-RA and/or HR procedures.

Policy Advisory No. 1020 **Policy GCQF — Discipline, Suspension, and Dismissal of Professional Staff Members**
NEW **Regulation GCQF-RA – Discipline, Suspension, and Dismissal**
NEW **Regulation GCQF-RB – Discipline, Suspension, and Dismissal**

Policy GCQF now incorporates the "Required" and "Not Allowed" provisions drawn directly from A.A.C. R7-2-1308 (Unprofessional and Immoral Conduct), grounding the listed categories of misconduct in the same rule framework used by the State Board of Education. This revision establishes a unified expectation for all employees (certificated and noncertificated) by applying the same standards of professional conduct across the District. Newly created Regulation GCQF-RA now contains the procedural information for certificated employees that previously appeared in the policy text. Newly created Regulation GCQF-RB consolidates the procedural information for noncertificated employees that was originally contained in Policy GDQD; accordingly, Policy GDQD has been removed from the model manual.

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Policy Advisory No. 1021 Policy GCR — Nonschool Employment by Professional Staff Members

Policy language was streamlined for consistency and tone without changing the original intent, and the title was updated to reflect that the policy now applies to both certificated and noncertificated employees.

Policy Advisory No. 1022 Policy GCRD — Tutoring for Pay

Legal references were expanded to include A.R.S. 15-341, 15-512, and 15-1105 to more fully reflect the statutory authority underlying this policy. A.R.S. 15-341 authorizes the Governing Board to prescribe and enforce policies governing employee conduct and use of District facilities. A.R.S. 15-512 addresses fingerprinting and related requirements for noncertificated individuals providing services to students, complementing the existing reference to A.R.S. 15-534 for certificated personnel. A.R.S. 15-1105 governs the lease and rental of school property, supporting the policy's requirement that private tutoring for pay on school premises occur only pursuant to an appropriate facility-use or rental agreement.

Policy Advisory No. 1023 Policy GCS — Professional Research and Publishing

Policy GCS adds the heading "Proprietary Rights."

Policy Advisory No. 1024 *DELETED* Policy GDA — Support Staff Positions

Policy GDA has been removed from the model manual as its provisions are primarily operational and generally covered by HR procedures. Districts may retain the policy locally if it aligns with and supports their internal processes (if retaining Policy GCA, these two policies may be combined to include both certificated and noncertificated employees).

Policy Advisory No. 1025 *DELETED* Policy GDB — Support Staff Contracts and Compensation

Policy GDB was incorporated into Policy GCB under the headings *Compensation* and *Employment Status (Noncertificated)*; accordingly, GDB was removed from the model manual.

Policy Advisory No. 1026 *DELETED* Policy GDBA — Support Staff Salary

Policy GDBA was incorporated into Policy GCBA under the heading *Noncertificated – Wages*; accordingly, Policy GDBA was removed from the model manual.

Policy Advisory No. 1027 *DELETED* Policy GDBC — Support Staff Supplementary Pay / Overtime

Policy GDBC was incorporated into Policy GCBA under the heading *Noncertificated – Supplementary Pay / Overtime*; accordingly, Policy GDBC was removed from the model manual.

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Policy Advisory No. 1028 *DELETED* Policy GDBD — Support Staff Fringe Benefits

Policy GDBD was incorporated into Policy GCB under the subheading *Salaries and Benefits*; accordingly, Policy GDBD was removed from the model manual.

Policy Advisory No. 1029 *DELETED* Policy GDCG — Support Staff Voluntary of Accrued Sick Leave
***DELETED* Regulation GDCG-R — Support Staff Voluntary of Accrued Sick Leave**

Policy GDCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GDCG locally if preferred. Accordingly, GDCG-R has been removed from the model manual; districts that maintain a sick-leave bank may retain this regulation locally.

Policy Advisory No. 1030 *DELETED* Policy GDD — Support Staff Vacations and Holidays

Policy GDD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GDD was removed from the model manual.

Policy Advisory No. 1031 *DELETED* Policy GDF — Support Staff Hiring
***DELETED* Regulation GDF-R — Support Staff Hiring**
***DELETED* Exhibit GDF-EA — Support Staff Hiring**
***DELETED* Exhibit GDF-EB — Support Staff Hiring**
***DELETED* Exhibit GDF-EC — Support Staff Hiring**
***DELETED* Exhibit GDF-ED — Support Staff Hiring**
***DELETED* Exhibit GDF-EE — Support Staff Hiring**

Policy GDF was incorporated into Policy GCF and GDF was removed from the model manual. Regulation GDF-R was incorporated into GCF-R and GDF-R was removed from the model manual. Exhibit GDF-EC was incorporated into GCF-EA; accordingly, GDF-EC as removed from the model manual. Exhibit GDF-ED was incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibits GDF-EA and GDF-EB were combined and recodified as GCF-EF; accordingly, GDF-EA and GDF-EB were removed from the model manual.

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Policy Advisory No. 1032 ***DELETED*** **Policy GDFA — Support Staff Qualifications and Requirements**
DELETED **Exhibit GDFA-E — Support Staff Qualifications and Requirements**

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

Policy Advisory No. 1033 ***DELETED*** **Policy GDG — Part-Time and Substitute Support Staff Employment**

Policy GDG was incorporated into Policy GCG under the heading *Part-Time Employees*, accordingly, GDG was removed from the model manual.

Policy Advisory No. 1034 ***DELETED*** **Policy GDJ — Support Staff Assignments and Transfers**

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

Policy Advisory No. 1035 ***DELETED*** **Policy GDK — Support Staff Schedules and Calendars**

Policy GDK was incorporated into Policy GCMF under the heading *Noncertificated Employees – Schedules*; accordingly, GDK was removed from the model manual.

Policy Advisory No. 1036 ***DELETED*** **Policy GDL — Support Staff Workload**
DELETED **Regulation GDL-R — Support Staff Workload**

Policy GDL has been incorporated into Policy GCMF under the headings *Noncertificated Employees—Schedules* and *Overtime;* accordingly, GDL has been removed from the model manual. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements.

Policy Advisory No. 1037 ***DELETED*** **Policy GDLB — Support Staff Meetings**

Policy GDLB was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GDLB was removed from the model manual.

Policy Advisory No. 1038 ***DELETED*** **Policy GDN — Supervision of Support Staff Members**

Policy GDN was removed from the manual as information regarding a District-wide orientation program for all new employees is provided in Policy GCH. Supervisor and evaluation information for noncertificated employees is addressed in Policy GCO.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

DGD-R CREDIT CARDS, Regulation

First read, October 13, 2026. For adoption November 10, 2026.

(Credit Cards and/or Procurement Cards)

Purposes, Conditions, and Limits

The issuance and use of a credit/procurement card is to provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible. Cards shall be issued in the District's name and, if applicable, the user's name. Physical security of cards shall be maintained at all times. The District shall cancel or inactivate cards, or recover the cards if possible, upon loss, theft, or misuse; when a card is no longer needed; and upon the card holder's separation from District employment when the card is in the user's name. For cards issued in the District's name, a specific employee shall be designated by the Superintendent to track who has the cards and account for all card transactions.

A credit/procurement card may be used to facilitate the payment of travel expenses such as hotels, meals, and registrations for training and education while conducting District business, including fuel for District-owned vehicles.

The Superintendent shall issue credit/procurement cards only to personnel who have a legitimate need and for whom use of the card is necessary for effective purchasing. Each card shall have defined dollar limits based on the card or transaction type, including a single transaction limit and a monthly purchase limit, as set out in this regulation. Personnel designated to use credit/procurement cards shall be advised in writing by the Superintendent of their purchasing control limits.

Card User Log

The employee issuing cards shall maintain a complete log of designated card users to track card possession and to identify personnel for annual training. The log shall record, for each card: the card holder or, for a card issued only in the District's name, the employee designated to track it; the last four digits of the card number; the card type; the date issued; the monthly and single transaction limits; the date of the signed Card Holder User Agreement (Exhibit DGD-E); the date of the card holder's most recent annual training; and the date the card was returned, cancelled, or inactivated. The log shall be updated when a card is issued, returned, cancelled, or inactivated and whenever a limit changes, and shall be available to the auditors on request.

Authorized Card Holders

Persons designated as authorized credit/procurement card holders must agree to abide by the procedures described in this regulation.

Unauthorized use of a District-assigned credit/procurement card may result in disciplinary action up to and including termination of employment and any other action permitted by law.

All card users, including users of cards issued only in the District's name, shall sign a user agreement (Exhibit DGD-E) acknowledging that they have received and understand the District's policies and regulations governing card use. The agreement shall be signed before the card is first used and again each year at the annual training. The District shall retain all signed card-user agreements. The agreement shall authorize the District to withhold wages for the amount of any improper purchase to the extent permitted by law. To the extent permitted by law, card users shall be held personally liable for card transactions that are contrary to laws, rules, policies, and regulations, including applicable penalties and interest. The user agreement shall contain a statement of the possible disciplinary actions for misuse of a District credit/procurement card.

Except for Business Office personnel performing authorized office duties, no person other than a designated holder is to have access to or use of a District-assigned credit/procurement card.

Annual Training

Card users and employees who make credit/procurement card purchases or process credit/procurement card transactions shall receive annual training on the District's policies and procedures governing card use. The training shall address purchase limitations, advance purchasing approval, required purchase documentation, and the District's payment process regimen. No card shall be issued to a new card user until the user has completed the training. The District shall maintain dated employee sign-in sheets or other documentation supporting each applicable employee's participation in the annual training.

Scope

The credit/procurement card is to be used only when the items and/or services to be purchased are for the official use of the District. District-assigned credit/procurement cards may not be used for cash withdrawals, cash advances, or personal expenditures of any kind.

District-assigned credit/procurement cards may be used only when one (1) of the following conditions exists:

A. When a vendor will not accept a purchase order or offer billing terms.

B. When the purchase must be made during an emergency. For the purpose of this regulation, emergency means that payment for a purchase must be made before the next accounts payable check run. A memo bearing the Superintendent's signature of approval must be presented explaining the circumstances and nature of the emergency.

C. When certain purchases can be made more efficiently and cost effectively by card.

D. When a revolving fund check cannot be used.

Credit/Procurement Card Purchasing Limitations

The Superintendent establishes the following limits, which apply until revised in writing and reported to the Governing Board:

A. Business Office card: ten thousand dollars ($10,000) per month.

B. Travel card: two thousand five hundred dollars ($2,500) per month for each card.

C. Single transaction on any card: two thousand five hundred dollars ($2,500).

D. Technology purchases, including hardware and software, of any amount shall be made by purchase order and not by card.

E. Any purchase above the single transaction limit shall be made by purchase order and not by card. A purchase shall not be divided into smaller transactions to stay within a card limit.

F. No cash withdrawals or cash advances are permitted on any District card.

The limits set on each card with the issuing financial institution shall not exceed the limits stated in this regulation.

A purchase made using a District-assigned credit/procurement card may not violate any District purchasing policy or regulation. All purchases must be appropriate and in the best interest of the District. Violation may result in termination of the employee's credit/procurement card privileges and in the other actions described in this regulation.

Credit/Procurement Card Transaction Requirements for Physical, Verbal, and Internet Orders

When a District-assigned credit/procurement card is required for a physical, verbal, or internet purchase, the following steps must be taken:

A. Prior to use of the credit/procurement card, the card holder is to submit a purchase order requisition form to the Business Office accompanied by the following:

1. A detailed description of the items and/or services to be purchased using the credit/procurement card.
2. The date the purchase will be made.
3. The actual amount of the purchase. If the actual amount is not known, an estimate may be stated, but the amount of the purchase cannot exceed the stated amount.
4. Proper account coding information.
5. Signatures of the requester and the approving authority.

B. The holder must verify that a purchase order has been created and approved before a credit/procurement card transaction occurs.

C. When a credit/procurement card is used, the card holder must promptly submit all receipts and other related documentation to the Business Office. The documentation should clearly indicate the employee making the purchase and the specific school purpose for the expenditure. Receipts for fuel or vehicle repairs are to include the vehicle license number.

Supporting Purchase Documentation

Employees using cards shall submit all supporting documentation to the District monthly. Supporting documentation shall include:

A. Purchase requisition, purchase order, invoice, packing slip, receiving report, and transaction receipt, as applicable. If original receipts are not available because they are lost or illegible, the card user shall request a copy of the receipt from the vendor or complete an affidavit detailing the purchase date, vendor, product, cost, tax and other charges, and the reason the receipt is not available.

B. A description of the item(s) purchased and the specific District purpose for the expenditure.

C. The card user's signature and the date the documentation was submitted to the District.

D. For the purchase of fuel or vehicle repair, the license number of the vehicle and the odometer reading of the vehicle.

E. Transactions such as internet, phone, and fax transactions may result in card charges before goods or services are received. Such transactions allow purchases that are normally prepaid in order to procure the item or to receive a discounted price. In such instances the District shall ensure that all relevant requirements of the Uniform System of Financial Records (USFR) for purchasing are met for each purchase.

Credit/procurement card statements must be addressed directly to the Business Office and not to the card holder. All purchase transaction receipts must be reconciled to the monthly credit/procurement card statements prior to entry on an expense voucher.

Use of a Credit/Procurement Card for Travel

Reservations must be made through the Business Office. A completed professional leave form must be submitted along with the necessary information. The Business Office will provide the credit/procurement card information to the selected vendor. Meals and lodging charged to a card are subject to the same limits that apply to travel reimbursement under Policy DKC and Regulation DKC-R.

Payment Process Regimen

The Superintendent shall ensure that approval, verification, and payment duties are separated among different employees. A copy of the billing statement shall be sent directly to the District. Electronic statements may be accepted if provided to card users by the financial institution or the District. Upon receipt of the billing statement, the card user shall complete the transaction log and submit the log, billing statement, and all other supporting documentation for review and approval. The reviewer shall:

A. Confirm that all supporting documentation is complete and was submitted in a timely manner.

B. Verify that each purchase transaction appearing on the card user's billing statement is an appropriate, legitimate District purchase that was approved and is within the individual's authorized purchase limits.

C. For travel expenses, verify that the expenses do not exceed allowable reimbursement amounts as prescribed by the USFR and are supported by a properly approved travel claim.

D. Initial and date the reconciliation document to show the review.

E. Submit the reconciled statements and supporting documentation for payment.

All receipts shall be reconciled and reviewed monthly and, if possible, prior to payment of the monthly bill. Card balances shall be paid in full within each billing cycle, by the payment due date, so that the

District incurs no interest, late fees, or finance charges. Should the reconciliation or review identify any transactions that were not valid purchases, the transactions shall be reported to the Superintendent and disputed.

Periodic Review

The District shall periodically compare budget and actual expenditures to ensure purchases remain within budget limits or available cash balance, as applicable, and shall monitor the types of purchases and vendor usage to ensure compliance with District procurement policies and regulations and USFR purchasing guidelines.

The review process shall include strategies to detect improper or fraudulent transactions.

Rebates and Incentives

Credit/procurement card agreements may contain provisions for the District to receive cash rebates or other incentives. Should this occur, the District shall treat rebates as miscellaneous revenue or as a reduction of expenditures.

Should a rebate be received in the same fiscal year as the original expenditure, including the encumbrance period, the rebate may be recorded as a reduction of the original expenditure. Otherwise, the District shall record the rebate as miscellaneous revenue in the fund of the original expenditure or in the Auxiliary Operations Fund.

LEGAL REF.: A.R.S. 15-213, 15-342, 38-621 through 38-625; Uniform System of Financial Records (USFR)

CROSS REF.: DGD, Credit Cards; DGD-E, Credit Cards Exhibit (Card Holder User Agreement); DJE, Bidding/Purchasing Procedures; DKC, Expense Authorization/Reimbursement; DKC-R, Expense Authorization/Reimbursement Regulation

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

DGD-E CREDIT CARDS, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

DISTRICT-ASSIGNED CREDIT/PROCUREMENT CARD HOLDER USER AGREEMENT

Each card user signs this agreement before first using a District card and again each year at the annual card training. The Business Office retains every signed agreement in the card file and records its date in the card user log.

By my signature I acknowledge that I have read and understand Joseph City Unified School District No. 2 Policy DGD, Credit Cards, and Regulation DGD-R, and that I have been given sufficient opportunity to ask questions about the requirements governing card use.

I agree to use the District credit/procurement card only for authorized District purposes. I will not use the card for cash withdrawals, cash advances, or personal purchases or expenditures of any kind.

I acknowledge that I have been advised of the purchase limits that apply to the card issued to me:

Card type (check one): ____ Business Office card ____ Travel card ____ Other: _____

Monthly limit: $_____ Single transaction limit: $_____

Under Regulation DGD-R, the Business Office card is limited to $10,000 per month, a travel card to $2,500 per month, and any single transaction on any card to $2,500. I understand that technology purchases of any amount, and any purchase above the single transaction limit, must be made by purchase order and not by card, and that I may not divide a purchase into smaller transactions to stay within a limit.

I acknowledge the advance purchasing approval requirements, the purchase documentation required for every transaction, and the District's payment process, as explained in the training I completed on _____ (date). I will submit receipts and supporting documentation to the Business Office as Regulation DGD-R requires.

I authorize the District to withhold from my wages the amount of any improper purchase, to the extent permitted by law. I understand that, to the extent permitted by law, I may be held personally liable for card transactions that are contrary to applicable laws, rules, or District policy or regulation, including any applicable penalties and interest.

I understand that misuse of a District credit/procurement card may result in the loss of card privileges, discipline up to and including termination of employment, and other action permitted by law.

I will keep the card physically secure, will report its loss or theft to the Business Office immediately, and will return the card to the Business Office immediately on request, on separation from employment, or on a change in my assignment that ends my need for the card.

Signature: _____ Position: _____

Printed name: _____ Date signed: _____

For Business Office use

Card, last four digits: _____ Issued by: _____ Date: _____

Entered in card user log on: _____ Initials: _____

ACAA — TITLE IX SEX DISCRIMINATION

Code: ACAA **Section:** A — Foundations and Basic Commitments **District:** Joseph City Unified School District No. 2 **Adopted:** Wednesday, November 12, 2025 **Source:** ASBA PolicyBridge — https://policies.sparqdata.com/asba/browse/josephcity/josephcity/ACAA **Captured:** 2026-08-13

Purpose

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. The District does not discriminate based on sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sex discrimination, including unlawful sexual harassment.

Definitions

Sexual Harassment

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;

C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Complainant

A complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent

A respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Title IX Coordinator

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Reporting

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

District Response Process

The District will respond promptly when any school employee has notice of sex discrimination, including of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

Confidentiality

The District will make reasonable efforts to keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Mandatory Reporting

Title IX sex discrimination complaints, including sexual harassment complaints, may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. Any

abuses classified by statute as “reportable offenses” must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted: Wednesday, November 12, 2025

LEGAL REF.: A.R.S. 13-3620 20 U.S.C. 1092 20 U.S.C. 1681, Education Amendments of 1972, Title IX 34 U.S.C. 12291

CROSS REF.: AC - Nondiscrimination/Equal Opportunity JB - Equal Educational Opportunities

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

ACAA-R TITLE IX SEX DISCRIMINATION, Regulation

First read, October 13, 2026. For adoption November 10, 2026.

Scope

This regulation sets out the grievance process the District follows under Policy ACAA and the Title IX regulations, 34 C.F.R. Part 106, as amended effective August 14, 2020. It applies to sexual harassment as defined in Policy ACAA. A complaint of sex discrimination that does not allege sexual harassment as defined in Policy ACAA is handled under Regulation AC-R. In this regulation, "days" means calendar days unless school days are stated.

Title IX Coordinator

The Superintendent is designated as the District's Title IX Coordinator.

Title IX Coordinator:

Title: Superintendent, Joseph City Unified School District No. 2

Address: P.O. Box 8, 8176 Westover Avenue, Joseph City, Arizona 86032

E-mail: sharvilla@jcusd.org

Telephone: 928-288-3307

If the Superintendent is the respondent, or has a conflict of interest or bias in a particular matter, the report or formal complaint shall be filed with the President of the Governing Board at the District office address above. The President shall assign an outside Title IX Coordinator for that matter, who shall have the authority and duties of the Title IX Coordinator under this regulation for that matter.

Persons Who Carry Out the Grievance Process

For each formal complaint:

A. Title IX Coordinator. The Superintendent, or the outside coordinator assigned by the Governing Board President as described above.

B. Investigator. Assigned by the Title IX Coordinator for each formal complaint. The investigator shall be either a trained District administrator who has had no involvement in the matter and who will not serve as decision-maker or appeal decision-maker, or an outside investigator engaged by the District.

C. Decision-maker. The principal of the District campus that is not involved in the complaint. If both campuses are involved, or if that principal is a party or witness, has had any other involvement in the matter, or has a conflict of interest or bias, the Title IX Coordinator shall arrange an outside decision-maker through the Arizona School Risk Retention Trust, District counsel, or another qualified person outside the District, or, if none is available, assign a trained District employee who meets the same requirements.

D. Appeal decision-maker. An outside decision-maker arranged through the Arizona School Risk Retention Trust, District counsel, or another qualified person outside the District. If no outside

decision-maker is available, the Superintendent shall assign a trained District employee who has had no involvement in the matter, has no conflict of interest or bias, and is not the Title IX Coordinator, investigator or decision-maker for that complaint.

E. Informal resolution facilitator. A trained person designated by the Title IX Coordinator who is not the investigator, decision-maker, or appeal decision-maker for the same matter.

The Title IX Coordinator, investigator, decision-maker, and appeal decision-maker for a formal complaint shall be four (4) different people. No person may serve in any of these roles, or as an informal resolution facilitator, if that person has a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A party who believes that an assigned person has a conflict of interest or bias may raise the concern in writing with the Title IX Coordinator, or with the Governing Board President if the concern is about the Title IX Coordinator. The concern shall be decided, and a replacement assigned if needed, before the process continues.

Training

Every person who serves as Title IX Coordinator, investigator, decision-maker, appeal decision-maker, or informal resolution facilitator shall be trained on:

A. The definition of sexual harassment in Policy ACAA;

B. The scope of the District's education program or activity;

C. How to conduct an investigation and grievance process, including appeals and informal resolution processes; and

D. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision-makers and appeal decision-makers shall also be trained on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall also be trained on issues of relevance so they can create an investigative report that fairly summarizes relevant evidence. Training materials shall not rely on sex stereotypes and shall promote impartial investigations and adjudications of formal complaints. When an outside person serves in any of these roles, the District shall obtain confirmation of that person's training and a copy of the training materials used. The District shall post all training materials on its website.

Notice

The District shall notify applicants for admission and employment, students, parents and legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District of the title, office address, e-mail address, and telephone number of the Title IX Coordinator, of the District's policy of nondiscrimination on the basis of sex, and of this grievance process, including how to report or file a formal complaint of sexual harassment and how the District will respond. The District shall post this information on its website and in each handbook it makes available to these persons (34 C.F.R. 106.8).

Response to Sexual Harassment

When the District has actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any employee.

B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.

C. The District is "deliberately indifferent" only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

Nothing in this regulation delays or replaces a report required by A.R.S. 13-3620 or any other law.

Supportive Measures

The District's response shall treat complainants and respondents equitably by offering supportive measures to the complainant, and by following the grievance process in this regulation before imposing any disciplinary sanction or other action that is not a supportive measure against a respondent. Supportive measures may also be offered to a respondent.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. They are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or to deter sexual harassment.

The range of supportive measures available includes counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; changes in seating, class, bus, or work assignments; mutual restrictions on contact between the parties; increased monitoring or supervision of certain areas; escorts; leaves of absence; and other similar measures.

The District shall keep confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining confidentiality does not impair the District's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

A. Contact the complainant to discuss the availability of supportive measures;

B. Consider the complainant's wishes with respect to supportive measures;

C. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and

D. Explain to the complainant the process for filing a formal complaint.

Emergency Removal and Administrative Leave

The District may remove a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Formal Complaint

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, using the contact information listed above, or by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint. When the Title IX Coordinator signs a formal complaint, the Coordinator is not a complainant or otherwise a party.

A parent or legal guardian who has a legal right to act on behalf of a complainant, respondent, or other individual may do so under this regulation, including by filing a formal complaint (34 C.F.R. 106.6(g)).

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, by more than one complainant against one or more respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances.

Basic Requirements of the Grievance Process

In addressing a formal complaint of sexual harassment, the District shall:

A. Provide written notice to the parties whose identities are known, within the timeframe set out below, that includes:

1. Notice of this grievance process, including the informal resolution process;

2. Notice of the allegations, with sufficient details to allow the respondent to prepare a response, including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and that the parties may inspect and review evidence; and

5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

B. If, during the investigation, the District decides to investigate allegations that were not included in the original notice, provide notice of the additional allegations to the parties whose identities are known.

C. Treat complainants and respondents equitably, providing remedies to a complainant where the respondent is found responsible and following this grievance process before imposing any disciplinary sanction on a respondent.

D. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and not base credibility determinations on a person's status as a complainant, respondent, or witness.

E. Require that the Title IX Coordinator, investigator, decision-maker, appeal decision-maker, and any informal resolution facilitator be trained as described in this regulation and have no conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

F. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

G. Follow the timeframes set out in this regulation.

H. Use the preponderance of the evidence standard to determine responsibility. The District applies the same standard to formal complaints against students and formal complaints against employees.

I. Apply the sanctions, remedies, and appeal procedures set out in this regulation.

J. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.

Timeframes

The District shall conclude the grievance process within the following reasonably prompt timeframes:

A. Written notice of the allegations shall be sent to the parties within five (5) school days after the Title IX Coordinator receives or signs a formal complaint.

B. The parties shall have at least ten (10) days to submit a written response to the evidence sent to them before the investigative report is completed.

C. The investigative report shall be sent to the parties at least ten (10) days before a determination regarding responsibility is made.

D. A party may submit written questions to the decision-maker within five (5) days after receiving the investigative report. The decision-maker shall provide the answers to each party and allow

limited follow-up questions, which shall be submitted within three (3) days after the answers are received.

E. The written determination regarding responsibility shall ordinarily be issued within sixty (60) days after the Title IX Coordinator receives or signs the formal complaint.

F. An appeal shall be filed in writing with the Title IX Coordinator within ten (10) days after the written determination or notice of dismissal is sent. Each party may submit a written statement within ten (10) days after being notified of the appeal. The appeal decision-maker shall issue a written decision within thirty (30) days after the written statements are due.

G. An informal resolution process shall be concluded within thirty (30) days after both parties give written consent to it. If it is not concluded in that time, the grievance process resumes unless both parties agree in writing to extend it.

The Title IX Coordinator may allow a temporary delay of the grievance process, or a limited extension of any of these timeframes, for good cause, with written notice to the complainant and the respondent of the delay or extension and the reasons for it. Good cause may include the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; and periods when school is not in session.

The determination regarding responsibility becomes final on the date the District provides the parties with the written decision on appeal, or, if no appeal is filed, on the date an appeal would no longer be timely.

Investigation

When investigating a formal complaint and throughout the grievance process, the District shall:

A. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties. The District shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional in connection with treatment of the party, unless the District obtains that party's voluntary, written consent, or the written consent of a parent or legal guardian if the party is not an eligible student;

B. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

C. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding, including the opportunity to be accompanied by the advisor of their choice. The District may set restrictions on the extent to which an advisor may participate, provided the restrictions apply equally to both parties;

E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any investigative interview or other meeting, with sufficient time for the party to prepare to participate;

F. Provide both parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations, including evidence the District does not intend to rely on, so that each party can meaningfully respond to the evidence before the investigation concludes. Before the investigative report is completed, the investigator shall send each party and the party's advisor, if any, the evidence in an electronic format or hard copy, and the parties shall have at least ten (10) days to submit a written response, which the investigator shall consider before completing the report; and

G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days before a determination regarding responsibility, send it to each party and the party's advisor, if any, in an electronic format or hard copy, for their review and written response.

Determination Regarding Responsibility

The District does not hold live hearings. After the investigative report has been sent to the parties and before a determination regarding responsibility is made, the decision-maker shall give each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker shall explain to the party proposing a question any decision to exclude the question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless they are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or they concern specific incidents of the complainant's prior sexual behavior with the respondent and are offered to prove consent.

The decision-maker shall apply the preponderance of the evidence standard and shall issue a written determination regarding responsibility that includes:

A. Identification of the allegations potentially constituting sexual harassment;

B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

C. Findings of fact supporting the determination;

D. Conclusions regarding the application of the District's code of conduct or policies to the facts;

E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and

F. The procedures and permissible bases for the complainant and respondent to appeal.

The District shall provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

Disciplinary Sanctions and Remedies

If a respondent is found responsible, the District may impose disciplinary sanctions consistent with Board policy and law.

A. For a student respondent, sanctions may include a warning, parent conference, loss of privileges, removal from extracurricular activities, detention, in-school suspension, short-term suspension, long-term suspension, or expulsion, under the Board's student discipline policies.

B. For an employee respondent, sanctions may include required training, a verbal or written reprimand, reassignment, suspension, nonrenewal, or dismissal, under the Board's employee discipline policies, and any report to the Arizona Department of Education or other agency required by law.

Remedies for a complainant are designed to restore or preserve equal access to the District's education program or activity. Remedies may include any of the supportive measures listed in this regulation and need not be non-disciplinary or non-punitive, and need not avoid burdening the respondent.

Dismissal of a Formal Complaint

The District shall dismiss a formal complaint, or any allegation in it, for purposes of Title IX if the conduct alleged would not constitute sexual harassment as defined in Policy ACAA even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States. The District may still address the allegations under other Board policies.

The District may dismiss a formal complaint, or any allegation in it, if at any time during the investigation:

A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegation in it;

B. The respondent is no longer enrolled in or employed by the District; or

C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations in it.

Upon dismissal, the District shall promptly send written notice of the dismissal and the reasons for it simultaneously to the parties. A dismissal may be appealed as provided below.

Appeals

Either party may appeal a determination regarding responsibility or a dismissal of a formal complaint or any allegation in it, on the following bases:

A. Procedural irregularity that affected the outcome of the matter;

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or

C. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to all appeals, the District shall:

A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

B. Ensure that the appeal decision-maker is not the same person as the decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;

C. Ensure that the appeal decision-maker has been trained as described in this regulation and has no conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;

D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

E. Issue a written decision describing the result of the appeal and the rationale for the result; and

F. Provide the written decision simultaneously to both parties.

Informal Resolution

The District may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint has been filed. At any time before a determination regarding responsibility is reached, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

A. Provides the parties a written notice disclosing:

1. The allegations;

2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, and that at any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

3. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

B. Obtains the parties' voluntary, written consent to the informal resolution process; and

C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

No Waiver

The District may not require, as a condition of enrollment or continuing enrollment, employment or continuing employment, or enjoyment of any other right, a waiver of the right to an investigation and adjudication of a formal complaint of sexual harassment.

Records

The District shall maintain for a period of seven (7) years records of:

A. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;

B. Any appeal and the result;

C. Any informal resolution and the result; and

D. All materials used to train the Title IX Coordinator, investigators, decision-makers, appeal decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website.

For each response to a report or formal complaint of sexual harassment, the District shall create and maintain for a period of seven (7) years records of any actions, including any supportive measures, taken in response. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, the District shall document the reasons why that response was not clearly unreasonable in light of the known circumstances. Documenting certain bases or measures does not limit the District from later providing additional explanations or detailing additional measures taken.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

GCO-R EVALUATIONS AND CONTRACTS, Regulation

First read October 13, 2026. Second read and adoption November 10, 2026.

On adoption, Regulations GCO-RA and GCO-RB are retired. Text unchanged from the first read.

Performance Classifications

Teachers shall be evaluated using the four (4) performance classifications: Highly Effective, Effective, Developing, and Ineffective. The teacher performance evaluation system shall be designed to improve teacher performance and improve student achievement. The instrument shall include the use of quantitative data on the academic progress for all students, and that data shall account for between twenty (20) percent and thirty-three (33) percent of the evaluation outcomes. The objectives of the evaluation system are to improve instruction and maintain instructional strengths.

In accordance with A.R.S. 15-537, the Governing Board shall adopt teacher evaluation policies in a public meeting, following opportunities for public discussion.

Teacher Participation

The Governing Board shall involve certificated teachers in the development and periodic evaluation of the teacher performance evaluation system.

Evaluation Process

Certificated Teachers

The District's teacher evaluation system shall:

A. Provide at least one (1) annual evaluation of each certificated teacher by a qualified evaluator, unless the teacher is participating in an alternative cycle as provided in A.R.S. 15-537(B).

B. Incorporate quantitative data on the academic progress of all students, accounting for between twenty (20) percent and thirty-three (33) percent of evaluation outcomes. The District shall implement a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete years.

C. Include at least two (2) actual classroom observations of a complete and uninterrupted lesson by a qualified evaluator, with at least sixty (60) calendar days between the first and last observations.

1. The last observation may follow the issuance of a preliminary notice of inadequacy of classroom performance and be used to determine whether the teacher has corrected inadequacies and has demonstrated adequate classroom performance.

2. An observation shall not be conducted within two (2) instructional days of any scheduled period in which school is not in session for one (1) week or more.

3. Each evaluation shall include recommendations as to areas of improvement in the performance of a certificated teacher if performance warrants improvement. After transmittal of an evaluation, the qualified evaluator or other Board designee shall confer with the teacher to make specific recommendations as to areas of improvement in the teacher's performance. The qualified evaluator or other Board designee shall provide professional development opportunities for the certificated teacher to improve performance and follow up after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.

4. The requirement of a second classroom observation may be waived for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.

D. Require that written feedback be provided to the teacher within ten (10) business days after each observation.

E. Require that the results of an annual evaluation be in writing or electronic format and a copy provided to the teacher within five (5) days after completion.

F. Permit the teacher to submit a written reaction or response to the evaluation.

G. Maintain the confidentiality of evaluation reports and performance classifications, releasing them only as authorized by law. Copies of the evaluation report and performance classifications of a certificated teacher retained by the Governing Board and the Department of Education are confidential, do not constitute a public record and shall not be released or shown to any person except: 1) to the certificated teacher; 2) to authorized District officers and employees for personnel matters; 3) to school districts and charter schools that inquire about the performance of the teacher for prospective employment purposes (and any district or charter school receiving the information shall use it solely for employment purposes and shall not release it or allow access to it by any other person or entity); and 4) for introduction in evidence or discovery in a court action as provided by law.

H. If the evaluation is used as criteria for establishing compensation, permit the teacher to appeal the evaluation pursuant to appeal procedures adopted by the Governing Board.

I. Include specific and reasonable plans for the improvement of teacher performance.

J. Include training requirements for qualified evaluators, as prescribed by the Governing Board.

Alternative Performance Evaluation Cycle

The District may permit an alternative performance evaluation cycle subject to the following:

A. Expedited reviews shall be conducted in years when a formal evaluation is not required and may include factors such as teamwork and support for lower-performing teachers.

B. Teacher performance may be classified in categories that include teamwork and support for lower-performing teachers.

C. Only teachers who have been evaluated and designated in the highest performance classification for at least three (3) consecutive years by the same school district may participate.

D. A teacher who does not maintain the highest performance classification shall return to the regular evaluation cycle.

Preliminary Notice of Inadequacy

A. A teacher whose performance is found inadequate shall be issued a preliminary notice of inadequacy of classroom performance if dismissal or nonrenewal is being considered. The notice shall specify the deficiencies and provide at least forty-five (45) instructional days to correct them.

B. A preliminary notice may be issued by the Superintendent or another authorized employee of the Governing Board, and its issuance shall be reported to the Governing Board within ten (10) school days.

C. Each notice shall be accompanied by a performance improvement plan.

D. The Governing Board shall adopt a definition of inadequacy of classroom performance aligned with the performance classifications.

Nonrenewal and Dismissal

A. The Governing Board shall issue notices of dismissal or nonrenewal as required by law.

B. Notices shall include a copy of relevant evaluations and state the reasons for dismissal or nonrenewal.

C. Notices shall be delivered personally or sent by registered or certified mail to the teacher's address of record.

D. No notice of dismissal or nonrenewal based on inadequacy shall be issued until the statutory observation and performance plan process has been completed.

Contracts

A. The Governing Board shall offer contracts to certificated teachers as provided in statute, except where proper notice of dismissal or nonrenewal has been given.

B. Teachers must accept contracts within fifteen (15) business days after receipt, or the offer is revoked. Receipt is deemed to occur when the contract is personally delivered, placed in the school-provided mailbox (including e-mail), or two (2) days after being placed in the U.S. mail. Acceptance occurs by signing and returning the contract or by delivering a written instrument accepting its terms.

C. A continuing teacher designated in the lowest performance classification for the current school year shall become a probationary teacher for the subsequent school year and shall remain probationary until designated in one (1) of the top two (2) performance classifications.

Principals, Administrators, and Certificated School Psychologists

A. The evaluation system for certificated school psychologists shall include all components required by A.R.S. 15-503.

B. On or before May 15, the Governing Board shall offer a contract for the next school year to each certified administrator and certificated school psychologist who is in the last year of their contract, unless notice of nonrenewal is given on or before April 15.

C. Notice of nonrenewal shall be delivered personally or sent by certified mail, postmarked on or before the statutory deadline.

D. The administrator's or certificated school psychologist's acceptance of the contract shall be indicated within thirty (30) days after the date of the written contract or the offer is revoked. The administrator or certificated school psychologist accepts the contract by signing and returning the contract to the Governing Board or by making a written instrument that accepts the terms of the contract and delivering it to the Governing Board.

Appeal of Evaluation

When an evaluation is used as the criterion for establishing a teacher's compensation, the teacher will be so informed at the conference where the evaluation is discussed.

A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal to the Superintendent no later than ten (10) school days after the conference where the disputed evaluation is discussed.

The appeal to the Superintendent shall be limited to the sole issue of how the evaluation procedure used is at variance from the Board-adopted procedure. The burden of proof is on the teacher and the appeal may consist of a paper review. The decision of the Superintendent shall be final and not subject to further appeal or review.

A certificated school psychologist who disagrees with an evaluation that is used as a criterion for establishing compensation or dismissal may appeal the evaluation using the same procedure set out in this section for teachers (A.R.S. 15-503).

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

GCFC-R FINGERPRINTING REQUIREMENTS, Regulation

Status: First read, October 13, 2026. For adoption November 10, 2026.

REGULATION

FINGERPRINTING REQUIREMENTS

This regulation implements Policy GCFC and A.R.S. 15-106, 15-505, 15-509, 15-512, 15-534, 41-1750, 41-1758.03, and 41-1758.07.

A. System of record

The District's ERP system, Human Resources, Certificates module, is the single system of record for fingerprint clearance status. For every covered person it shall record: card type (IVP or standard), card number, IVP number where applicable, issue date, expiration date, and current status. No other system and no paper file substitutes for an entry here.

The Human Resources designee shall enroll the District in the card status notification service that the Department of Public Safety (DPS) makes available to employers, so that the District is notified whenever the status of a card associated with a District authorization changes. That enrollment shall be verified each August.

B. Who is covered, and which card

1. **Certificated employees.** Certificated personnel are fingerprinted as a condition of employment, except those who as a condition of certification must hold a valid fingerprint clearance card. A certificated person shall maintain a valid fingerprint clearance card during the valid period of the person's certificate (A.R.S. 15-534(B)). A person applying for a new or renewed teaching certificate, and a person participating in field experience or student teaching, must submit identity verified fingerprints and hold an **Identity Verified Prints (IVP)** card under A.R.S. 15-106.

2. **Noncertificated employees.** All newly hired noncertificated personnel are fingerprinted as a condition of employment under A.R.S. 15-512(A). As A.R.S. 15-512(A) permits, the District requires every noncertificated employee to obtain a fingerprint clearance card as a condition of employment, and, because the person is required to be fingerprinted under A.R.S. 15-512, the fingerprints must be identity verified (**IVP**) under A.R.S. 15-106. This includes every extra duty, stipend, seasonal, part-time, substitute, and student-facing support position, whether or not it appears on a salary schedule.

3. **Unpaid personnel, including volunteers.** A person who is not a paid employee must be fingerprinted unless **both** of the following are true, and the determination is recorded in writing before the person begins:

a. the person is the parent or guardian of a pupil who attends school in this District, **and**

b. the person provides direct services to pupils only while supervised, meaning under the direction of and, except for brief periods of time during a school day or school activity, within sight of a certificated employee (A.R.S. 15-512(A)).

The principal or activity supervisor makes this determination on the volunteer intake form and signs it. If either condition is not met, a card is required. When in doubt, require the card. The District shall not charge an unpaid person for the card or the check (A.R.S. 15-512(C)).

4. **Contractors, subcontractors, and vendors.** A contractor, subcontractor, or vendor, or any employee of a contractor, subcontractor, or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card (A.R.S. 15-512(H) and Policy DJG). The Superintendent, or a principal with the Superintendent's approval, may exempt a person whose normal job duties are not likely to result in independent access to or unsupervised contact with pupils. **Every exemption shall be in writing on the District exemption form, signed, dated, and filed in the District office**, as Policy DJG requires. An unwritten exemption is not an exemption. The criteria are: the person's duties, whether the work occurs during school hours, whether the person is escorted, and whether the work area is accessible to students.

5. **Tutors.** A person contracted by the State, this District, or a charter school to provide tutoring services must obtain a fingerprint clearance card and submit identity verified fingerprints (A.R.S. 15-106 and 15-534(G)).

6. **Other persons.** The District may fingerprint or require a card of any other employee, paid or not, or any other applicant not otherwise required by law, and shall not charge that person for the check or card (A.R.S. 15-512(G)).

C. Before work begins

1. No person begins work, paid or unpaid, in a covered position until the Human Resources designee has documented in the system of record either a valid card or, for noncertificated personnel using the twenty day period in A.R.S. 15-512(A), submission of fingerprints and the form GCFC-E, with the twenty day deadline entered as a tracking date.

2. Before employing any certificated or noncertificated person, the District shall search the educator information system maintained by the Department of Education (A.R.S. 15-505(C) and 15-512(F)). The District shall not employ, in a position that requires a valid fingerprint clearance card, a certificated person whose certificate has been suspended, surrendered, or revoked unless the State Board of Education has reinstated it, or a noncertificated person the State Board of Education has prohibited from employment (A.R.S. 15-505(D)).

3. The Human Resources designee collects the card copy or DPS application receipt, the notarized form GCFC-E, and the criminal conviction disclosure required by A.R.S. 15-509 with the new hire paperwork, files them, and enters the dates in the system of record before the first payroll.

4. An applicant presenting an **expired** card may begin only on the signed affidavit described in Policy GCFC, which requires that a completed renewal application was submitted to DPS within ninety days before expiration and that the person is not awaiting trial on and has not been convicted of a disqualifying criminal offense. This option is **not available** where a card has been denied, suspended, or revoked, or where the person has requested a good cause exception hearing.

5. **Provisional placement.** A noncertificated person who is required or allowed unsupervised contact with pupils may be placed into service before the fingerprint check is completed or the card is issued only if the District does all of the following, as A.R.S. 15-512(L) requires:

    a. documents in the applicant's file the necessity for hiring and placing the applicant before a fingerprint check could be completed or a card could be issued;

    b. ensures that DPS completes a statewide criminal history information check on the applicant **every one hundred twenty days** until the fingerprint check is completed or the card is issued or denied, with each recheck date entered in the system of record;

    c. obtains references from the applicant's current employer and two most recent previous employers, except for an applicant who has been employed at least five years by the most recent employer;

    d. provides general supervision of the applicant until the fingerprint check is completed or the card is issued or denied.

    Certificated applicants placed before a card is issued are governed by the conditional certification requirements of A.R.S. 15-534(E) and Policy GCF.

D. Monthly monitoring

1. On the first school day of each month the Human Resources designee exports the certificate report and reviews it against the active roster, including substitutes, seasonal, part-time, extra duty, stipend, and unpaid covered personnel.

2. **Expiring within ninety days.** Written notice to the person to submit a DPS renewal immediately, with a reminder that renewing before expiration is what preserves the affidavit option. Second notice at thirty days.

3. **Expired.** Reported to the Superintendent the same day. The person may continue only on a qualifying affidavit. Absent one, the person is released from duties involving students until a valid card is documented.

4. **No record on file.** Reported to the Superintendent the same day, status verified with DPS, and fingerprinting initiated at once. The person works only under supervision as defined in Policy GCFC, or not at all, until the record is complete.

5. The monthly export is retained three years as the audit record of monitoring.

E. Denial, suspension, or revocation

This section applies when DPS notifies the District that a card has been denied, suspended, or revoked, or that DPS is not authorized to issue a card (A.R.S. 41-1750 and 41-1758.03(M)).

1. **Same day.** The Human Resources designee notifies the Superintendent the same day. The notice is shared only with persons authorized under section F and is not forwarded, copied, printed for circulation, or discussed.

2. **Immediate protective step.** The Superintendent removes the person from all duties involving students, by reassignment or leave consistent with law, Board policy, and any applicable contract. This is a protective step pending review, not discipline, and shall be documented as such.

3. **No provisional bridge.** The provisional placement provisions of section C.5 and A.R.S. 15-512(L) apply only until a card is issued **or denied**. Once a card is denied they may not be used. A person who holds a written interim approval to continue working issued by the Board of Fingerprinting under A.R.S. 41-619.55(I) may be considered for continued work only after the Human Resources designee has verified the approval and recorded it in the system of record.

4. **Determine the basis.** The Superintendent obtains the DPS notice and, with District counsel, determines whether the preclusion arises under A.R.S. 41-1758.03(B), or 41-1758.07(B) for a level I card, which list offenses that preclude a card, or under A.R.S. 41-1758.03(C) or 41-1758.07(C), for which the person may petition the Board of Fingerprinting for a good cause exception under A.R.S. 41-619.55, or whether DPS could not determine a disposition under A.R.S. 41-1758.03(L) or 41-1758.07(L), in which case the person may also request a good cause exception.

5. **Legal review and lawful process before any employment action.** The Superintendent consults District counsel before taking any employment action beyond the protective step in E.2. No employee is terminated except through the process the law and Board policy require for that employee's position and for the ground on which the action rests, including:

    a. **Offenses listed in A.R.S. 15-512(D).** The District may refuse to hire, or may review or terminate, personnel who have been convicted of or admitted committing an offense listed in A.R.S. 15-512(D) or a similar offense in another jurisdiction. A school district considering terminating an employee on this ground shall hold a hearing to determine whether the employee shall be terminated (A.R.S. 15-512(E)). In conducting a review, the Governing Board

shall use the guidelines, including the list of offenses that are not subject to review, prescribed by the State Board of Education pursuant to A.R.S. 15-534(C), and in considering whether to hire or terminate the person shall take into account the following factors: the nature of the crime and the potential for crimes against children; offenses committed as a minor for which proceedings were held under the jurisdiction of a juvenile or an adult court; offenses that have been expunged by a court of competent jurisdiction, if the person has been pardoned or if the person's sentence has been commuted; the employment record of the person since the commission of the crime, if the crime was committed more than ten years before the Governing Board's consideration; and the reliability of the evidence of an admission of a crime unless made under oath in a court of competent jurisdiction.

b. **Certificated employees.** A certificated person must maintain a valid fingerprint clearance card during the valid period of the person's certificate (A.R.S. 15-534(B)). Any dismissal, suspension, or nonrenewal of a certificated employee follows the notice and hearing procedures that apply under Arizona law and Board policy for certificated employees.

c. **Inconsistent affidavit.** Where the District may terminate an employee because the information on the form GCFC-E is inconsistent with the fingerprint check or card results (A.R.S. 15-512(A) and (L)), the action follows the process that applies to that employee under law and Board policy.

Nothing in this regulation creates a right to continued employment in a position that requires a valid card, and nothing in it authorizes an employment action without the notice, hearing, or other process the law requires.

6. **What the District tells the person.** That the card is not valid, that the District cannot retain a person in a position that requires a valid card without one, and that DPS is the source for the specifics and for any appeal rights. The District does not interpret the person's criminal history record and does not advise on the good cause exception. The District may provide the public contact information for DPS and the Board of Fingerprinting.

7. **Good cause exception.** The petition is the person's to file, not the District's, within the time limits the Board of Fingerprinting prescribes. The District makes no promise that the position will be available if an exception is granted. The District does not furnish a reference letter in support of a good cause exception application except on the Superintendent's written decision.

8. **Affidavit inconsistency and false statements.** Where information on the form GCFC-E is inconsistent with the information received from the fingerprint check or the card application, the District may terminate employment as A.R.S. 15-512(A) and (L) permit, following the process in E.5. Under Policy GCF, an employee's misstatement of fact that is material to qualifications for employment constitutes grounds for dismissal. A person who makes a false statement, representation, or certification in

any application for employment with the District is guilty of a class 3 misdemeanor (A.R.S. 15-512(N)).

9. **Board action.** Where Board action is required, it may be discussed in executive session under A.R.S. 38-431.03(A)(1), (2), and (3). The employee receives written notice not less than twenty-four hours in advance and may demand that the discussion or consideration occur at a public meeting (A.R.S. 38-431.03(A)(1)). Any final vote or decision is taken in public, on the regular agenda and not the consent agenda (A.R.S. 38-431.03(D)).

F. Handling criminal history record information

Criminal history information received from DPS or the FBI is subject to the dissemination restrictions of A.R.S. 41-1750 and Public Law 92-544. Policy GCF provides that any person who permits unauthorized access to criminal history record information, releases it, or procures the release of or uses it other than in accord with A.R.S. 41-1750 is guilty of a **class 6 felony**.

1. Access is limited to the Superintendent, the Human Resources designee, and District counsel.

2. Such documents are stored separately from the general personnel file, in a locked or access-restricted location, with their existence noted in the file inventory and without duplication.

3. They are never attached to a Board packet, emailed outside the District, or discussed in open session.

4. Persons present at an executive session involving such records are instructed on confidentiality as A.R.S. 38-431.03(C) requires.

G. Required reports

1. **June 30 and December 31 each year**, the District reports to the Superintendent of Public Instruction the number of applicants hired before completion of a fingerprint check or issuance of a card, and the number for whom fingerprint checks were not received or cards were not issued after one hundred twenty days and after one hundred seventy-five days of hire (A.R.S. 15-512(L)(5) and Policy GCF). The Human Resources designee prepares the report, the Superintendent signs it, and a copy is retained.

2. The District annually submits to the Department of Education a list of certificated and noncertificated persons employed by the District (A.R.S. 15-505(E) and Policy GCF).

H. Annual reconciliation

Each August, before the first day of school, the Human Resources designee reconciles the full certificate report against the complete active roster, including every position on the Board approved personnel list, substitutes, seasonal, part-time, extra duty, stipend, unpaid

covered personnel, and regular contractors and vendors, and reports the results in writing to the Superintendent. The report identifies every person missing a card, holding an expired card, holding a standard card where an IVP card is required, missing a GCFC-E affidavit, or working under an unwritten vendor exemption.

I. Costs and fees

The District assumes the cost of fingerprint checks and clearance cards and may charge the actual cost to paid employees required to be fingerprinted, as Policy GCFC and A.R.S. 15-512(C) permit. Unpaid personnel, and persons fingerprinted only because the District elects to require it under A.R.S. 15-512(G), are not charged. Fees collected are deposited with the County Treasurer and credited to the District fingerprint fund, as A.R.S. 15-512(C) requires.

J. Responsibilities

The **Human Resources designee** carries out sections A through D and F through I. The **principal or activity supervisor** makes and signs the volunteer supervision determination in section B.3. The **Business Manager** maintains the system of record and the fee deposits. The **Superintendent** receives same day notice of every expired card, missing record, denial, suspension, and revocation, approves every contractor or vendor exemption, decides every removal from duty, and is the only District spokesperson on a clearance matter.

Exhibit GCFC-E: confirmed current, no change

Checked September 30 against the April 2026 ASBA model (Policy Advisory 1004, PDF pages 279-280, rendered). In the model the lettered items A-AB and the longer wording are struck; the numbered items 1-28 are the current text. The district's GCFC-E already carries the current text and the "Fingerprinting Requirements" title. No first read is needed. The Board's September 18 condition for retiring Exhibit DFA-E is met.

JLDB — RESTRAINT AND SECLUSION

Code: JLDB **Section:** J — Students **District:** Joseph City Unified School District No. 2
Adopted: June 21, 2016 **Source:** ASBA PolicyBridge — https://policies.sparqdata.com/asba/browse/josephcity/josephcity/JLDB **Captured:** 2026-08-13

Restraint and seclusion are not to be used as disciplinary consequences.

A school may permit the use of restraint or seclusion techniques on any pupil if both of the following apply:

A. The pupil's behavior presents an imminent danger of bodily harm to the pupil or others.

B. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a pupil:

A. School personnel shall maintain continuous visual observation and monitoring of the pupil while the restraint or seclusion technique is in use.

B. The restraint or seclusion technique shall end when the pupil's behavior no longer presents an imminent danger to the pupil or others.

C. The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.

D. The restraint technique employed may not impede the pupil's ability to breathe.

E. The restraint technique may not be out of proportion to the pupil's age or physical condition.

Schools may establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan if the plan is not specific to any individual pupil.

Schools shall establish reporting and documentation procedures to be followed when a restraint or seclusion technique has been used on a pupil. The procedures shall include the following requirements:

A. School personnel shall provide the pupil's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.

B. Within a reasonable time following the incident, school personnel shall provide the pupil's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.

C. Schools shall review strategies used to address a pupil's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the pupil during a school year. The review shall include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the pupil requires a functional behavioral assessment.

If a school district or charter school summons law enforcement instead of using a restraint or seclusion technique on a pupil, the school shall comply with the reporting, documentation and review procedures established under the paragraph above. School resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

Schools are not prohibited from adopting policies which include procedures for the reasonable use of physical force by certificated or support staff personnel in self-defense, defense of others and defense of property (A.R.S. 15-843, subsection b, paragraph 3.)

The District authorizes the use of these definitions which are included in A.R.S. 15-105:

A. "Restraint" means any method or device that immobilizes or reduces the ability of a pupil to move the pupil's torso, arms, legs or head freely, including physical force or mechanical devices. Restraint does not include any of the following:

1. Methods or devices implemented by trained school personnel or used by a pupil for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.

2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a pupil to comply with a reasonable request or to go to a safe location.

3. The brief holding of a pupil by one adult for the purpose of calming or comforting the pupil.

4. Physical force used to take a weapon away from a pupil or to separate and remove a pupil from another person when the pupil is engaged in a physical assault on another person.

B. "School" means a school district, a charter school, a public or private special education school that provides services to pupils placed by a public school, the Arizona State Schools for the Deaf and the Blind and a private school.

C. "Seclusion" means the involuntary confinement of a pupil alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior

management technique, including a timeout location, as part of a pupil's education plan, individual safety plan, behavioral plan or individualized education program that involves the pupil's separation from a larger group for purposes of calming.

Adopted: June 21, 2016

LEGAL REF.: A.R.S. 13-403 et seq. 13-2911 15-105 15-341 15-342 15-841 15-842 15-843 15-844

CROSS REF.: GBEB - Staff Conduct JIC - Student Conduct JK - Student Discipline JKA - Corporal Punishment JKD - Student Suspension JKE - Expulsion of Students

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-R RESTRAINT AND SECLUSION, Regulation

First read, October 13, 2026. For adoption November 10, 2026.

Purpose

This regulation implements Policy JLDB, Restraint and Seclusion, and A.R.S. 15-105. It states when restraint may be used in Joseph City schools, who may use it, what is prohibited, how every incident is documented, reported and reviewed, and how staff are trained. Where this regulation sets a rule stricter than state law, the stricter rule governs. Nothing in this regulation permits any practice that A.R.S. 15-105 or Policy JLDB does not permit.

Restraint is never a disciplinary consequence, a punishment, a convenience for staff, or a substitute for instruction, supervision or de-escalation. It is an emergency safety response of last resort.

District Standards Stricter Than State Law

State law permits both restraint and seclusion under stated conditions. In this District:

1. Seclusion is not used, in any school, for any student.
2. Prone (face down) and supine (face up) floor holds are prohibited.
3. Mechanical restraint is prohibited.
4. Chemical restraint is prohibited.
5. Untrained staff may restrain a student only in an emergency, to prevent imminent physical harm, when there is not time to summon trained staff.
6. The incident form is completed by the staff involved before they leave campus that day, and the principal reviews and signs it the same day.
7. A copy of the form reaches the Superintendent within one school day.
8. Written documentation reaches the parent or guardian within three school days.
9. A second restraint of the same student in a school year triggers a review within ten school days.
10. The Superintendent reports restraint data to the Governing Board each year.

Definitions

Restraint means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices. As provided in A.R.S. 15-105, restraint does not include:

1. Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed (for example, a prescribed positioning device or a bus or wheelchair safety belt used as designed).

2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.

3. The brief holding of a student by one adult for the purpose of calming or comforting the student.

4. Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

Seclusion means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a larger group for purposes of calming.

Prone floor hold means any hold in which a student is held face down on the floor or another surface. Supine floor hold means any hold in which a student is held face up on the floor or another surface.

Mechanical restraint means the use of any device or object, such as tape, straps, ties, cuffs or restraining furniture, to limit a student's movement. A device used as described in exclusion 1 above is not mechanical restraint.

Chemical restraint means any drug or medication used to control a student's behavior or restrict freedom of movement that is not prescribed for the student's medical or psychiatric condition and administered as prescribed.

Trained staff means a District employee who holds a current certification, including a passed test-out, in the crisis prevention and intervention program adopted by the District under the Training section of this regulation.

School day means a day on which students are in attendance at the student's school.

Parent means the student's parent or legal guardian, or a student who is eighteen or older and holds the rights of a parent.

Seclusion

The District does not use seclusion. No student shall be confined alone in a room or area that the student is prevented from leaving, whether by a locked or held door, by furniture, by a staff member blocking the exit, or by any other means.

Rooms formerly used for that purpose at the elementary school have been repurposed and shall never be returned to that use. No room in any District building shall be designated, equipped or used for seclusion.

A calming space or break area that a student may leave at any time, used as part of the student's plan, is permitted. The door shall not be locked or held, and an adult shall be able to see the student.

No IEP, Section 504 plan, behavior intervention plan or individual safety plan shall call for seclusion. Every existing IEP and Section 504 plan that refers to seclusion shall be amended through the student's team to remove that reference by the end of the 2026-2027 school year. The District Director of Special Services shall confirm to the Superintendent in writing when every plan has been reviewed.

If seclusion nonetheless occurs, it shall be documented on Exhibit JLDB-EB, and the parent notification, Superintendent copy and review requirements of this regulation apply. The principal shall report it to the Superintendent the same day as a violation of District policy.

When Restraint May Be Used

Restraint may be used only when both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and

2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

Staff shall use de-escalation and less restrictive interventions first, including verbal redirection, offering choices, removing other students from the area, offering a walk or a break space, and calling for help, unless the danger is so immediate that there is no time to try them.

When restraint is used:

1. Staff shall maintain continuous visual observation and monitoring of the student for the entire time the restraint is in use.

2. The restraint shall end as soon as the student's behavior no longer presents an imminent danger to the student or others.

3. The restraint shall not impede the student's ability to breathe or speak, and no pressure shall be placed on the student's neck, chest, back or abdomen.

4. The restraint shall not be out of proportion to the student's age, size or physical condition.

5. After the restraint ends, the student shall be checked for injury and, where needed, seen by the health office.

Prohibited Techniques

As a local standard stricter than A.R.S. 15-105, which permits them, no District employee shall use:

1. A prone (face down) floor hold;

2. A supine (face up) floor hold;

3. Mechanical restraint of any kind; or

4. Chemical restraint of any kind.

No District employee shall use any technique that restricts breathing, at any time and in any position.

Who May Use Restraint

Restraint may be used only by trained staff.

A staff member who is not trained may restrain a student only in an emergency, to prevent imminent physical harm to the student or others, when there is not sufficient time to summon trained staff. That staff member shall call for trained staff immediately, shall follow every other rule in this regulation, including the prohibited techniques, and shall release the student to trained staff or end the restraint as soon as possible. The incident is documented in the same way as any other restraint.

Each principal shall keep a current roster of trained staff on that campus, updated each August and after each training, and shall make sure staff know how to summon trained staff quickly.

Documentation and Notification

Every restraint, every use of seclusion, and every call to law enforcement made instead of a restraint shall be documented and reported as follows.

A. Incident form. The staff involved shall complete Exhibit JLDB-EB, Restraint Incident Documentation, before they leave campus on the day of the incident.

B. Principal review. The principal shall review and sign the completed form the same day. When the principal is absent, the administrator designated by the Superintendent shall do so.

C. Parent notice. The principal or designee shall give the parent oral or written notice of the incident on the same day it occurred. If circumstances prevent same-day notice, the principal or designee shall make a good faith effort to reach the parent and notice shall be given within twenty-four hours after the incident. If the parent cannot be reached by telephone or in person, written notice shall be sent by email, text or letter within the twenty-four hours. Each attempt and the notice given are recorded on Exhibit JLDB-EC.

D. Superintendent copy. A copy of the completed and signed Exhibit JLDB-EB shall be delivered to the Superintendent within one school day after the incident.

E. Written documentation to the parent. Within three school days after the incident, the principal or designee shall provide the parent with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known; specific information about the behavior and its precursors; the type of restraint used; and the duration of its use. A copy of the completed Exhibit JLDB-EB meets this requirement. Three school days is the reasonable time set by the District under A.R.S. 15-105.

F. Records. The completed forms shall be placed in the student's education record. For a student with an IEP or Section 504 plan, the District Director of Special Services and the student's IEP or 504 case manager shall be notified the same day.

Review of Repeated Use

A second restraint of the same student within a school year triggers a review within ten school days after the second incident, documented on Exhibit JLDB-ED. Any later restraint of that student in the same school year triggers a further review within ten school days.

The review shall examine each incident in which restraint was used and the strategies used to address the student's behavior, and shall analyze how future incidents may be avoided, including whether the student requires a functional behavioral assessment and whether a behavior intervention plan should be developed or revised.

For a student with an IEP, the review is conducted as an IEP team meeting. For a student with a Section 504 plan, the review is conducted by the student's 504 team. The parent shall be invited to every review.

Law Enforcement in Lieu of Restraint

If a school summons law enforcement to respond to a student's behavior instead of using restraint, the same documentation, notification and review requirements of this regulation apply, using the same exhibits. As provided in A.R.S. 15-105, a school resource officer may respond to a situation presenting imminent danger of bodily harm according to the protocols of the officer's law enforcement agency.

Training

A. The District's crisis prevention and intervention training shall be provided through a nationally recognized training program, currently Handle With Care. The District trainer holds a current trainer certification in that program.

B. Staff training shall be held in October 2026, beginning with the elementary school, and shall include a test-out component. A staff member is trained staff only after passing the test-out. Certification shall be renewed on the cycle the program requires.

C. The District trainer shall train staff on each campus so that trained staff can be summoned quickly from every part of each building.

D. Training shall emphasize prevention and de-escalation, and restraint as a last resort. All staff shall be informed of this regulation, including the prohibition on seclusion and the prohibited techniques, at the start of each school year.

E. Certificates and test-out results shall be kept in personnel files.

Annual Report

Each year the Superintendent shall report to the Governing Board, in aggregate and without student identifiers, the number of restraint incidents, the number of students restrained, the number of law enforcement calls made instead of a restraint, the number of reviews held, any seclusion that occurred, and the number of trained staff on each campus. The District also reports restraint and seclusion data to the federal Civil Rights Data Collection when required.

Special Education Manual

This regulation and Exhibits JLDB-EA through JLDB-ED shall be incorporated into the District Special Education Manual.

LEGAL REF.: A.R.S. 15-105, 15-341, 15-843; 20 U.S.C. 1400 et seq. (IDEA); 29 U.S.C. 794 (Section 504)

CROSS REF.: JLDB - Restraint and Seclusion; JLDB-EA, JLDB-EB, JLDB-EC, JLDB-ED; GBEB - Staff Conduct; JIC - Student Conduct; JK - Student Discipline; JKA - Corporal Punishment

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-EA RESTRAINT DOCUMENTATION: DEFINITIONS AND CHECKLIST, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

Seclusion is prohibited in this district. If seclusion nonetheless occurs, it is documented on this form and on Exhibit JLDB-EB, and reported to the Superintendent as a policy violation.

This cover sheet is completed with Exhibit JLDB-EB whenever school personnel have used restraint on a student, and whenever law enforcement has been summoned instead of using restraint. It is kept with Exhibits JLDB-EB and JLDB-EC in the student's education record.

Student: _____ Student ID: _____

School: _____ Date of incident: ____/____/_____

Law enforcement in lieu of restraint. If law enforcement was summoned instead of using restraint, the same documentation, notification and review requirements apply (A.R.S. 15-105 and Regulation JLDB-R).

[ ] Restraint was used.

[ ] Law enforcement was summoned instead of using restraint.

[ ] Seclusion occurred (policy violation; principal reports to the Superintendent the same day).

Definitions

Restraint means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices.

Restraint does **not** include any of the following:

1. Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.

2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.

3. The brief holding of a student by one adult for the purpose of calming or comforting the student.

4. Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

Seclusion means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program (IEP) that involves the student's separation from a larger group for purposes of calming. A calming space the student may leave at any time is not seclusion.

Prohibited in This District

Prone (face down) floor holds, supine (face up) floor holds, mechanical restraint of any kind, chemical restraint of any kind, any technique that restricts breathing, and seclusion. These are prohibited even where state law would allow them.

Required Steps (check each when complete)

[ ] Exhibit JLDB-EB completed by the staff involved before leaving campus on the day of the incident.

[ ] Principal (or designee) reviewed and signed Exhibit JLDB-EB the same day.

Date signed: ____/____/_____ Principal: _____

[ ] Parent/guardian given oral or written notice the same day the incident occurred; **or**

[ ] Circumstances prevented same-day notice. A good faith effort was made and notice was given within twenty-four (24) hours after the incident. Recorded on Exhibit JLDB-EC.

[ ] Copy of Exhibit JLDB-EB delivered to the Superintendent within one school day.

Date delivered: ____/____/_____

[ ] Written documentation provided to the parent/guardian within three school days. Recorded on Exhibit JLDB-EC.

Date provided: ____/____/_____

[ ] For a student with an IEP or Section 504 plan, the District Director of Special Services and the case manager notified the same day.

[ ] Copies placed in the student's education record.

[ ] This is the second or later restraint of this student this school year. Review under Exhibit JLDB-ED to be held within ten school days, by: ____/____/_____

Completed by: _____ Date: ____/____/_____

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-EB RESTRAINT INCIDENT DOCUMENTATION, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

Seclusion is prohibited in this district. If seclusion nonetheless occurs, it is documented on this form and reported to the Superintendent as a policy violation.

This form is completed by the staff involved **before they leave campus on the day of the incident**, and reviewed and signed by the principal **the same day**. A copy goes to the Superintendent within one school day. A copy of this completed form is the written documentation provided to the parent/guardian within three school days.

Student and Incident

Student: _____ Student ID: _____

Grade: _____ Age: _____ DOB: ____/____/_____ School: _____

Parent/Guardian: _____

Phone: (home) _____ (cell) _____ (work) _____

Email: _____

Student has: [ ] IEP [ ] Section 504 plan [ ] Behavior intervention plan [ ] None

Date of incident: ____/____/_____ Location: _____

Time restraint began: _____ : _____ a.m./p.m. Time restraint ended: _____ : _____ a.m./p.m.

Total duration: _____ minutes

This incident was (check one):

[ ] Restraint

[ ] Law enforcement summoned instead of restraint. Agency and officer:
_____

[ ] Seclusion (policy violation; principal reports to the Superintendent the same day)

Conditions for Use (both must be checked)

[ ] The student's behavior presented an imminent danger of bodily harm to the student or others.

[ ] Less restrictive interventions appeared insufficient to mitigate the imminent danger of bodily harm.

Describe the student's behavior that presented an imminent danger of bodily harm to the student or others:

_____

_____

_____

Describe the less restrictive interventions tried first (de-escalation, redirection, removing other students, offering a break, calling for help), and why they appeared insufficient:

_____

_____

_____

Required Safeguards

Check True or Not True for each item. If any item is Not True, explain below.

1. Staff maintained continuous visual observation and monitoring of the student for the entire time restraint was used. [ ] True [ ] Not True

Staff who observed and monitored the student: _____

2. The restraint ended when the student's behavior no longer presented an imminent danger to the student or others. [ ] True [ ] Not True

3. The restraint did not impede the student's ability to breathe, and no pressure was placed on the student's neck, chest, back or abdomen. [ ] True [ ] Not True

4. The restraint was not out of proportion to the student's age, size or physical condition. [ ] True [ ] Not True

5. No prone (face down) floor hold, no supine (face up) floor hold, no mechanical restraint, and no chemical restraint was used. [ ] True [ ] Not True

6. Restraint was used only by trained staff. [ ] True [ ] Not True

7. If untrained staff restrained the student, it was an emergency to prevent imminent physical harm and there was not sufficient time to summon trained staff. [ ] True [ ] Not True [ ] Does not apply

Describe the emergency and when trained staff arrived:

_____

_____

Explanation of any item marked Not True:

_____

_____

Required Information for the Parent/Guardian

Persons, locations or activities that may have triggered the behavior (if known):

_____

_____

Specific information about the behavior and its precursors (what happened before and leading up to it):

_____

_____

_____

Type of restraint used (name the hold):

_____

_____

Duration of use: _____ minutes

After the Incident

[ ] Student checked for injury. [ ] No injury [ ] Injury (describe): _____

[ ] Student seen by the health office. Time: _____ : _____ a.m./p.m.

[ ] Staff injury (describe): _____

Student returned to: [ ] Class [ ] Office [ ] Released to parent [ ] Other: _____

Staff Involved

Name: _____ Position: _____ Trained: [ ] Yes [ ] No

Name: _____ Position: _____ Trained: [ ] Yes [ ] No

Name: _____ Position: _____ Trained: [ ] Yes [ ] No

Name: _____ Position: _____ Trained: [ ] Yes [ ] No

Repeated Use

This is the student's [ ] first [ ] second [ ] _____ restraint this school year.

If second or later: review under Exhibit JLDB-ED to be held within ten school days, by: ____/____/_____

Signatures

Completed by (staff involved), before leaving campus:

Signature: _____ Date: ____/____/_____ Time: _____

Signature: _____ Date: ____/____/_____ Time: _____

Reviewed by principal (or designee), same day:

Signature: _____ Date: ____/____/_____ Time: _____

Copy delivered to the Superintendent (within one school day): Date: ____/____/_____ By: _____

Copy provided to parent/guardian (within three school days): Date: ____/____/_____ By: _____

Received by the Superintendent: _____ Date: ____/____/_____

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-EC RESTRAINT DOCUMENTATION: NOTIFICATION TO PARENT/GUARDIAN, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

Seclusion is prohibited in this district. If seclusion nonetheless occurs, it is documented on this form and reported to the Superintendent as a policy violation.

This form records (1) the same-day oral or written notice to the parent/guardian, or notice within twenty-four (24) hours if circumstances prevented same-day notice, and (2) delivery of written documentation to the parent/guardian within three school days. It is kept with Exhibit JLDB-EB.

Student: _____ Student ID: _____

School: _____ Date of incident: ____/____/_____ Time: _____ a.m./p.m.

Part 1. Same-Day Notice (Oral or Written)

Notice is given the same day the incident occurred. If circumstances prevent same-day notice, a good faith effort continues and notice is given within twenty-four (24) hours after the incident. If the parent cannot be reached by telephone or in person, written notice is sent by email, text or letter within the twenty-four hours.

Attempts to reach the parent/guardian:

Attempt 1: Date ____/____/_____ Time _____ a.m./p.m. Method: [ ] Phone [ ] In person [ ] Email [ ] Text Result: _____

Attempt 2: Date ____/____/_____ Time _____ a.m./p.m. Method: [ ] Phone [ ] In person [ ] Email [ ] Text Result: _____

Attempt 3: Date ____/____/_____ Time _____ a.m./p.m. Method: [ ] Phone [ ] In person [ ] Email [ ] Text Result: _____

Notice given:

Date: ____/____/_____ Time: _____ a.m./p.m.

[ ] Given the same day as the incident

[ ] Circumstances prevented same-day notice; given within twenty-four (24) hours. Reason: _____

Method: [ ] Oral, by phone [ ] Oral, in person [ ] Written, email to: _____ [ ] Written, text to: _____ [ ] Written, letter

Name of parent/guardian receiving notice: _____

Person providing notice: _____ Position: _____

Part 2. Written Documentation (Within Three School Days)

A copy of the completed Exhibit JLDB-EB is provided to the parent/guardian. It includes any persons, locations or activities that may have triggered the behavior, if known; specific information about the behavior and its precursors; the type of restraint used; and the duration of its use.

Date provided: ____/____/_____ (no later than the third school day after the incident)

Method of delivery:

[ ] Hand delivered. Parent/guardian signature: _____

[ ] Mailed: [ ] First class mail with certificate of mailing [ ] Certified mail, return receipt requested

[ ] Emailed to: _____ (keep proof of electronic delivery)

Name of parent/guardian receiving documentation: _____

Person providing documentation: _____ Position: _____

Principal Confirmation

[ ] Same-day or twenty-four (24) hour notice completed and recorded above.

[ ] Written documentation delivered within three school days.

Principal (or designee): _____ Date: ____/____/_____

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

JLDB-ED RESTRAINT DOCUMENTATION: REVIEW OF REPEATED USE OF RESTRAINT, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

Seclusion is prohibited in this district. If seclusion nonetheless occurs, it is documented on this form and reported to the Superintendent as a policy violation.

A second restraint of the same student within a school year triggers this review within ten (10) school days after the second incident. Any later restraint of the student in the same school year triggers a further review within ten school days. For a student with an IEP, the review is conducted as an IEP team meeting. For a student with a Section 504 plan, the review is conducted by the 504 team. The parent/guardian is invited to every review. (A.R.S. 15-105; Regulation JLDB-R)

Student: _____ Student ID: _____

Grade: _____ Age: _____ DOB: ____/____/_____ School: _____

Parent/Guardian: _____

Phone: _____ Email: _____

Student has: [ ] IEP (review held as an IEP team meeting) [ ] Section 504 plan [ ] Behavior intervention plan [ ] None

Incidents This School Year

Incident 1: Date ____/____/_____ Type of restraint: _____ Duration: _____ min.

Incident 2: Date ____/____/_____ Type of restraint: _____ Duration: _____ min.

Incident 3: Date ____/____/_____ Type of restraint: _____ Duration: _____ min.

Incident 4: Date ____/____/_____ Type of restraint: _____ Duration: _____ min.

Law enforcement summoned instead of restraint: Dates _____

Date of the incident that triggered this review: ____/____/_____

Review due by (ten school days later): ____/____/_____ Review held on: ____/____/_____

[ ] Review held within ten school days. If not, explain: _____

Review

Review of each incident in which restraint was used (triggers, precursors, location, time of day, staff involved, patterns):

_____

_____

_____

Strategies used to address the student's dangerous behavior, and how well they worked:

_____

_____

_____

Analysis of how future incidents may be avoided (changes to supports, environment, schedule, staffing, de-escalation, communication with home):

_____

_____

_____

Decisions

The team recommends a functional behavioral assessment (FBA): [ ] Yes [ ] No [ ] FBA already current, dated ____/____/_____

A behavior intervention plan (BIP) will be: [ ] Developed [ ] Revised [ ] Continued without change [ ] Not needed

The student's IEP or 504 plan will be: [ ] Amended [ ] Not amended [ ] Does not apply

[ ] The student's IEP or 504 plan contains no reference to seclusion (any reference is removed at this meeting).

Follow-up actions, person responsible, and date:

_____

_____

Participants

Name: _____ Role: _____ Signature: _____ Date: _____

Name: _____ Role: _____ Signature: _____ Date: _____

Name: _____ Role: _____ Signature: _____ Date: _____

Name: _____ Role: _____ Signature: _____ Date: _____

Name: _____ Role: _____ Signature: _____ Date: _____

Parent/guardian attended: [ ] Yes [ ] No

If the parent/guardian did not attend, describe the other methods used to ensure parent participation and, where appropriate, student participation (for example, conference call, videoconference, home visit):

_____

Copy to: [ ] Parent/guardian [ ] Superintendent [ ] District Director of Special Services [ ] Student education record

Principal (or designee): _____ Date: ____/____/_____

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

KI VISITORS TO SCHOOLS

Status: Built October 20, 2026 from ASBA Policy Advisory No. 1069 (September 2026). The Board received the advisory, not a district text, on October 13, 2026. If the Board treats the advisory as the first reading, this text adopts November 10, 2026; if not, this is the first reading and adoption follows at the next regular meeting. Regulation KI-R is deleted; its content is folded into this policy. Exhibit KI-E is revised.

POLICY

VISITORS TO SCHOOLS

The Superintendent will establish school visit procedures for the control of persons other than current school personnel or students who enter District premises. These procedures may include sign-in protocols, name tags, limits on the number of visitors, and allowable visiting dates and times.

Visitors must follow all legal and District requirements, including, but not limited to, restrictions against bringing alcohol, weapons, or drugs onto District property or using tobacco or tobacco products on District property.

No visit, tour or observation shall be permitted if it threatens the health and safety of the pupils and staff.

Visitor Procedures

The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled students and parents who wish to enroll their children in the School District, unless a visit, tour or observation threatens the physical, intellectual, social or emotional health or safety of students and staff.

Approval by the principal is required for all school or classroom visits.

For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit.

All visitors to any school must report to the school office upon arrival.

Parent and prospective parent visit, tour and observation policies and procedures must be easily accessible from the home page of each school's website.

Mask or Face Coverings not Required

The District does not require masks or face coverings anywhere on the District's premises except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required.

Compliance

Anyone who is not a current student or staff member of the District schools and who violates this policy or applicable visitor procedures may be asked to leave District property; may be prohibited from future campus visits or subject to other limitations on future campus visits; and may be subject to other consequences as appropriate. Failure to comply with the lawful directions of District officials, District security officers, or law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District policy. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Adopted: _____

LEGAL REF.: A.R.S. 13-1302; 13-2905; 13-2911; 13-3102; 15-184; 15-341; 15-342.05; 15-507; 36-681; A.G.O. I84-054

CROSS REF.: A, District Mission and Belief Statement; AD, Educational Philosophy/School District Mission; BBA, Board Powers and Responsibilities; KFA, Public Conduct on School Property

Regulation KI-R, Visitors to Schools: DELETED on adoption of this policy (ASBA PA 1069).

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

KI-E VISITORS TO SCHOOLS, Exhibit

REQUEST FOR SCHOOL OR CLASSROOM VISIT, TOUR, OR OBSERVATION

Parents and guardians of enrolled students, and parents and guardians who wish to enroll their children in the District, complete this form to request a visit, tour, or observation of a school or classroom. Return it to the school office. The principal or designee responds in writing.

Date: _____

Name of parent or guardian: _____

Phone: _____ Email: _____

Name of student or prospective student: _____

School: ☐ Joseph City Elementary School ☐ Joseph City Jr./Sr. High School Grade: _____

Classroom or teacher requested, if known: _____

Type of request: ☐ Visit ☐ Tour ☐ Observation

Requested date: _____ Requested time: _____

Alternate date and time, if any: _____

Reason for the visit, tour, or observation, so the school can best meet your request:

_____

_____

Anything that will help the school schedule or accommodate the request:

_____

I understand that approval by the principal is required for all school or classroom visits, that all visitors report to the school office on arrival, and that visitors comply with District policy and visitor procedures. I understand the teacher's first responsibility is to the class, and that a conference, if wanted, will be scheduled separately.

Parent or guardian signature: _____ Date: _____

SCHOOL USE ONLY

☐ Approved ☐ Approved with alternate date or time: _____

☐ Denied because the visit, tour, or observation would threaten the health and safety of students or staff.

Principal or designee signature: _____ Date: _____

Comments or conditions:

_____

_____

8.C. **Reaffirm JCUSD Delegate for the ASBA Annual Conference**

Reaffirm Lexi Nelson as a delegate and Eldon Larsen as alternate to represent JCUSD as the district delegate to the Arizona School Board's Association delegate assembly to be held at the Annual Conference.

9. **INFORMATION ITEMS**

9.A. **Review of Possible Policy Changes to be Considered for Adoption at a Future Meeting.**

See the attached Policy Advisory for policy changes to be considered. See the Link section of this agenda item to view the current policy manual. No policy changes will be adopted at this meeting. Multiple policies are included in this reading.

Section A, Foundations and Basic Commitments, nine policies: A, AA, ABA, ABAA, AC, ACA, ACAA, ADAA, AEAA. Information only in A: AC-E, AC-R, ACA-E, ACA-R, ACAA-R.

Section B, School Board Governance and Operations, twenty nine policies: BA, BAA, BB, BBA, BBBA, BBBD, BCA, BCB, BDA, BDD, BDE, BDG, BDH, BE, BED, BEDA, BEDB, BEDH, BG, BGB, BGD, BGE, BHC, BIA, BIBA, BID, BIE, BJ, BK. Information only in B: BAA-E, BBA-E, BCB-E, BE-EA, BE-EB, BE-EC, BED-EA, BED-EB, BED-R, BEDA-EA, BEDA-EB, BEDA-EC, BEDA-ED, BEDA-EE, BEDA-EF, BEDA-EG, BEDH-E, BGB-R, BGE-R, BIBA-R.

Section C, General School Administration, thirteen policies: CA, CB, CBA, CBCA, CBI, CE, CFD, CH, CHCA, CHD, CK, CL, CM. Information only in C: CBCA-R, CBI-E, CFD-R, CH-R, CHCA-R.

Regulation JLIB-R, Dismissal Precautions: proposed language on release of students at the end of the school day.

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POLICY SERVICES
ADVISORY

Volume 37, Number 1 **February 2025**

Policy Advisory No. 809 .....Policy A — District Mission and Belief Statement

Policy Advisory No. 810 .....Policy AA — School District Legal Status
DELETED Exhibit AA-E — School District Legal Status

Policy Advisory No. 811 .....Policy ABA — Community Involvement in Education

Policy Advisory No. 812 .....Policy ABAA — Parental Involvement

Policy Advisory No. 813 .....Policy AC — Nondiscrimination / Equal Opportunity
Regulation AC-R — Nondiscrimination / Equal Opportunity
Exhibit AC-E – Nondiscrimination / Equal Opportunity

Policy Advisory No. 814 ..... Policy ACA – Sexual Harassment
Regulation ACA-R – Sexual Harassment
Exhibit ACA-E — Sexual Harassment

Policy Advisory No. 815……..Policy ACAA – Title IX Sex Discrimination
Regulation ACAA-R – Title IX Sex Discrimination

Policy Advisory No. 816 ***DELETED*** .....Policy AD — Education Philosophy / School District Mission

Policy Advisory No. 817 .....Policy GBK — Staff Grievances

Policy Advisory No. 818 .....Policy JII — Student Concerns, Complaints, and Grievances

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POLICY ADVISORY DISCUSSION

Summary

Updated Section A and Title IX Revised Documents

ASBA Policy Services' commitment of service to our subscribers includes listening to your feedback and improving our services to best support you. Thus, as we have shared at county meetings, via our *Pulse on Policy* newsletter, and at our annual conference, we are in the process of conducting a full review of our model manual and are rolling it out in sections for manageability. This manual update is a team effort of policy and legal experts, as well as district and educational leaders, who are vetting each document prior to sending each section to you.

Section A documents, along with the revisions to Policies GBK and JII, are provided below. Policy documents ACA, ACAA, ACAA-R, GBK, and JII include the Title IX updates from 20 U.S.C. 1681, Education Amendments of 1972, Title IX. The updated documents are available in PolicyBridge for adoption/approval as with any other Policy Advisory.

Policy Advisory Discussion

Policy Advisory No. 809 — **Policy A — District Mission and Belief Statement**

Policy language was updated and merged with Policy AD-Educational Philosophy.

Policy Advisory No. 810 — ***DELETED*** **Policy AA — School District Legal Status**
Exhibit AA-E — School District Legal Status

Policy language was updated to include information regarding how to access the District's legal boundaries; therefore, the accompanying exhibit (AA-E) was removed.

Policy Advisory No. 811 — **Policy ABA — Community Involvement in Education**

Policy language was updated.

Policy Advisory No. 812 — **Policy ABAA — Parental Involvement**

Policy language was updated.

Policy Advisory No. 813 — **Policy AC — Nondiscrimination / Equal Opportunity**
Regulation AC-R — Nondiscrimination / Equal Opportunity
Exhibit AC-E — Nondiscrimination / Equal Opportunity

Policy language was expanded to include "or any other basis prohibited by law"; the Regulation includes minimal edits and new subheadings for clarity; the Exhibit remains unchanged.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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Policy Advisory No. 814 **Policy ACA — Sexual Harassment**
Regulation ACA-R — Sexual Harassment
Exhibit ACA-E — Sexual Harassment

Policy language removed the Title IX references; the Regulation includes minimal edits and new subheadings for clarity; the Exhibit remains unchanged.

Policy Advisory No. 815 **Policy ACAA — Title IX Sex Discrimination**
Regulation ACAA-R — Title IX Sex Discrimination

Language in the Policy and Regulation was updated to include Title IX revisions based on the rescinded 2024 Title IX Final Rule.

Policy Advisory No. 816 **Policy AD — Education Philosophy / School District Mission**

Policy AD was removed and relevant portions were placed in Policy A-District Mission and Belief Statement.

Policy Advisory No. 817 **Policy GBK — Staff Grievances**

Title IX information was removed.

Policy Advisory No. 818 **Policy JII — Student Concerns, Complaints, and Grievances**

Title IX information was revised to refer to 20 U.S.C. 1681, Education Amendments of 1972, Title IX.

==========

If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

Note: **This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.**

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ADVISORY 809

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A ©
DISTRICT MISSION AND BELIEF STATEMENT

(Provided as a placeholder. Actual statements should reflect District's mission and beliefs.)

~~"SCHOOLS ARE FOR CHILDREN"~~

~~"SCHOOLS BELONG TO THE COMMUNITY"~~

~~"SCHOOLS ARE PEOPLE DEVELOPERS"~~

~~"SELF EFFORT EDUCATES"~~

The mission of the District is to provide comprehensive, success-oriented learning activities for ~~young people~~ students in our schools.

~~These opportunities must be designed to develop the person's potential in the areas of academic ability and vocational awareness, cultural appreciation, physical well-being, social development, and community contribution.~~

~~The beliefs~~ The goals of the District to accomplish this mission are outlined below~~.~~

~~Students~~

~~We believe~~:

A. Every student will be educated academically and socially so as to be a productive citizen and achieve college and/or career success.

B. ~~All students will have equal educational opportunities to achieve their individual potential.~~

~~C. We have something to offer every student.~~

~~D. Each student is unique.~~

~~E. Successful education depends on parental commitment to education.~~

~~Teachers~~

~~We believe:~~

~~A. Teachers are~~ Because a highly qualified staff is the foundation of a strong educational system~~.~~

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~~B. Teachers~~, the District will maintain staff who have high expectations for themselves and their students ~~.~~

~~C. Teachers should serve as~~ and who are positive role models ~~for students~~.

~~D. Teachers will actively seek parent support and involvement.~~

~~Principals~~

~~We believe:~~

~~A. A principal is the instructional leader of the school.~~

~~B. A principal is the facilitator for a positive learning environment.~~

~~C. A principal actively seeks parent support and involvement.~~

~~D. A principal serves as a liaison between school and community.~~

~~E. A principal maintains high expectations for students and staff members.~~

~~Governing Board~~

~~We believe:~~

~~A. Students are the number-one priority.~~

~~B. The Board conveys the educational needs and desires of the community to the District and establishes policies accordingly.~~

~~C. The Board maintains high expectations for the District and themselves in working toward excellence.~~

~~Superintendent~~

~~We believe:~~

~~A. The Superintendent is the leader, implementer, and facilitator of a successful School District.~~

~~B. The Superintendent promotes and upholds the positive educational climate of the School District.~~

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~~**Management Principles**~~

~~We believe:~~

~~A. In human beings as the single most important element in all transactions.~~

~~B. In behaving with uncompromising honesty and integrity.~~

~~C. In challenging people to experience their full potential so each individual contributes to educational excellence.~~

~~D. In reaching quality decisions through the involvement of people.~~

~~E. In establishing priorities that respond to the needs of our students, staff members, and community, and serve as the driving force behind all of our actions.~~

~~F. In focusing on excellence in everything we do~~

C. The District recognizes the importance of all educational community stakeholders, including staff, parents, students, and community members, in achieving its primary function of providing a high-quality education to its students.

D. The District will promote and uphold a positive educational climate and will provide a safe and secure environment for all stakeholders.

E. The District will provide necessary resources for student success.

Adopted: _____

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AA ©
SCHOOL DISTRICT LEGAL STATUS

The legally designated name of the District is School District No. _____ of _____ County. The official name shall be _____ School District No. ___.

The District's legal boundaries can be found in the transcript that the County School Superintendent annually files with the Board of Supervisors and County Assessor.

Adopted: _____

LEGAL REF.:
A.R.S.
15-101
15-441
15-442
~~Arizona Constitution, Art. XI, Sections 1 - 4~~
~~Arizona Constitution, Art. XX, Paragraph 7~~

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~~AA-E ©~~

~~EXHIBIT~~

~~SCHOOL DISTRICT LEGAL STATUS~~

~~(Legal Description)~~

~~_____ SCHOOL DISTRICT NO. _____~~

~~_____, _____ COUNTY, ARIZONA~~

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ADVISORY 811

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ABA ©
COMMUNITY INVOLVEMENT
IN EDUCATION

The Board recognizes that the public has substantial resources ~~of~~, training, and experiences 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.~~., and it encourages active involvement in District activities. 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~~ is appropriate.

Adopted: _____

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

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

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ADVISORY 812

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ABAA ©
PARENTAL INVOLVEMENT

The District supports the active involvement of parents and guardians as partners in their students' educational activities.

~~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: _____

LEGAL REF.:
A.R.S.
15-102
~~15-341~~
~~15-342~~

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

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ADVISORY 813

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AC ©
NONDISCRIMINATION / EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, ~~and~~ disability, or any other basis prohibited by law. 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: _____

LEGAL REF.:
A.R.S.
23-341
41-1463
Arizona Constitution, Ordinance Art. XX, Par. Seventh
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

CROSS REF.:
ACA - Sexual Harassment
ACAA - Title IX 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

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REGULATION

NONDISCRIMINATION / EQUAL OPPORTUNITY

Compliance Officer

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

Complaint ~~Procedure~~ Process

Investigation

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.

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Dismissal of Complaint

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.

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EXHIBIT

NONDISCRIMINATION / EQUAL OPPORTUNITY

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

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

_____

_____

Address _____

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

_____

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_____

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

Name Address Telephone Number

_____

_____

_____

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_____

_____

The projected solution

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

_____

_____

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_____

_____

_____

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

_____

Signature of Complainant

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

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SEXUAL HARASSMENT

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 is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 ~~and Title IX of the Education Amendments of 1972.~~

The Equal Employment Opportunity Commission defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or

B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or

C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

A. 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.

B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

C. 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.

D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.

E. Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

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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.

All matters involving sexual harassment complaints will remain confidential to the extent practicable and allowable by law.

Adopted: _____

LEGAL REF.:
A.R.S.
41-1461 *et seq*.
20 U.S.C. 1681, Education Amendments of 1972, Title IX,
~~as amended in 2024, 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
KED - Public Concerns/Complaints about Facilities or Services
KFA - Public Conduct on School Property

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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~~ Process

Investigation

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.

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Dismissal of Complaint

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.

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ACA-E ©

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.

_____

_____

_____

_____

_____

_____

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

Name Address Telephone Number

_____

_____

_____

_____

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_____

_____

The projected solution

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

_____

_____

_____

_____

_____

_____

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

_____

Signature of Complainant

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

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TITLE IX SEX DISCRIMINATION

Purpose

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate based on ~~the basis of~~ sex and ~~is required by Title IX not to discriminate in such a manner. The District~~ adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sex discrimination, ~~to include~~ including unlawful sexual harassment.

Definitions

Sexual Harassment

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. *Sexual harassment* means conduct on the basis of sex that satisfies one (1) or more of the following:

A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

B. Unwelcome conduct determined by a reasonable person to be so severe ~~or~~ pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; ~~or~~

C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30.

~~D. Hostile Environment Harassment.~~

Complainant

~~The District also accepts and shall employ the definition of a complainant as~~ A *complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment~~, and a respondent as~~ .

Respondent

A *respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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Title IX Coordinator

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Reporting

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

District Response Process

The District will respond promptly when any school employee has notice of sex discrimination, including of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

Confidentiality

The District will make reasonable efforts to keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

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Mandatory Reporting

Title IX sex discrimination complaints, including sexual harassment complaints, may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted: _____

LEGAL REF.:
A.R.S.
13-3620
20 U.S.C. 1092
20 U.S.C. 1681, Education Amendments of 1972, Title IX,
~~as amended in 2024, Title IX~~
34 U.S.C. 12291

CROSS REF.:
AC - Nondiscrimination/Equal Opportunity
JB - Equal Educational Opportunities

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ACAA-R ©

REGULATION

TITLE IX SEX DISCRIMINATION

Title IX Coordinator

The Superintendent shall appoint an employee as the "Title IX Coordinator." If the Title IX Coordinator is the respondent, the complaint shall be filed with the Superintendent.

Title IX Coordinator:

Name/Title: _____

Address: _____

_____

E-mail: _____

Telephone: _____

~~Response to Sex Discrimination~~ Complaint Process

~~A recipient with knowledge of conduct that reasonably may constitute sex discrimination in its~~ When the District has actual knowledge of sexual harassment in an education program or activity ~~must respond promptly and effectively~~ of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or to any employee.

B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the ~~sex discrimination~~ sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.

C. A District is "deliberately indifferent" only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

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Supportive Measures

The District's initial response to any report of sex discrimination must treat complainants and respondents equally by offering supportive measures to both and must follow the established grievance process before disciplining a respondent.

~~The Title IX Coordinator shall promptly:~~

~~A. Contact the complainant to discuss the availability of supportive measures;~~

~~B. Consider the complainant's wishes with respect to supportive measures;~~

~~C. Inform the complainant of the availability of supportive measures; and~~

~~D. Explain to the complainant the process for filing a complaint.~~

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter ~~sex discrimination~~ sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, and other similar measures. ~~The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would~~ Supportive measures provided shall remain confidential, if possible. This confidentiality must not impair the District's ability ~~of the District~~ to provide ~~the supportive measures~~ support, limit its ability to carry out the complaint process, including as otherwise may be permitted by law.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

A. Contact the complainant to discuss the availability of supportive measures;

B. Consider the complainant's wishes with respect to supportive measures;

C. Inform the complainant of the availability of supportive measures; with or without the filing of a formal complaint; and

D. Explain to the complainant the process for filing a complaint.

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Removal of Respondent

The District may remove a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of ~~sex discrimination~~ sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

~~**Response to a Notification of Conduct**~~

~~The Title IX Coordinator must take the following actions upon being notified of conduct that reasonably may constitute sex discrimination:~~

~~A. Treat the complainant and respondent equitably. (§ 106.44(f)(1)(i)).~~

~~B. Offer and coordinate supportive measures, as appropriate, for the complainant. If the recipient has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures as appropriate, for the respondent. (§ 106.44(f)(1)(ii)).~~

~~C. Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(A)).~~

~~D. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(B)).~~

~~E. In response to a complaint, initiate the recipient's grievance procedures or informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iv)).~~

~~F. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact-specific determination by considering, at a minimum, eight (8) listed factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the recipient from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint. (§ 106.44(f)(1)(v)).~~

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~~G. If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others. (§ 106.44(f)(1)(vi)).~~

~~H. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the recipient's education program or activity, in addition to providing remedies to an individual complainant. (§ 106.44(f)(1)(vii)).~~

~~If the conduct alleged does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.~~

~~The District may dismiss a complaint or any allegations therein, if at any time:~~

~~A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the complaint or any allegations therein;~~

~~B. The respondent is no longer enrolled or employed by the District; or~~

~~C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or allegations therein.~~

~~Upon dismissal of a complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.~~

~~When investigating a complaint and throughout the grievance process, the District shall:~~

Response to a Formal Complaint

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed above, and by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint.

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The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process in response to a formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

For the purpose of addressing formal complaints of sexual harassment, this grievance process shall comply with the following basic elements:

A. Provide written notice to all parties upon receipt of complaint, which must include:

1. Notice of the District's formal grievance process, including any informal resolution process;

2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and

5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.

B. Treat complainants and respondents equitably;

C. Require an objective evaluation of all relevant evidence;

D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;

E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;

F. Include reasonably prompt timeframes for the conclusion of the grievance process;

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G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;

H. State that the District uses a preponderance of the evidence standard or the clear and convincing evidence standard to determine responsibility;

I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;

J. Describe the range of supportive measures available to complainants and respondents; and

K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

Investigation

When investigating a formal complaint and throughout the complaint process, the District shall:

A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;

B. Provide an equal opportunity for the parties to present witnesses and evidence;

C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;

D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;

E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;

F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and

G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

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Informal Resolution Process

At any time prior to reaching a determination regarding responsibility during a formal complaint process, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

A. Provides to the parties a written notice disclosing:

1. The allegations;

2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;

B. Obtains the parties' voluntary, written consent to the informal resolution process; and

C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Dismissal of Complaint

If the conduct alleged in a formal complaint does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.

The District may dismiss a formal complaint or any allegations therein, if at any time:

A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein.

B. The respondent is no longer enrolled or employed by the District; or

C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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Upon dismissal of a formal complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.

Decision-Maker

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence are offered to prove consent.

~~Decision~~ The decision-maker(s) ~~must not have bias or conflict of interest. A decision-maker may be the~~ , who cannot be the same person(s) as the Title IX Coordinator or ~~investigator as long as there is no bias or conflict or interest.The decision-maker~~ the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:

A. Identification of the allegations potentially constituting ~~sex discrimination~~ sexual harassment;

B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

C. Findings of fact supporting the determination;

D. Conclusions regarding the application of the District's code of conduct to the facts;

E. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity shall be provided by the District to the complainant; and

F. The District's procedures and permissible bases for the complainant and respondent to appeal.

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Determination and Appeal Process

The District shall provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

The District shall offer both parties the right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein, on the following bases:

A. Procedural irregularity that affected the outcome of the matter;

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

As to all appeals, the District shall:

A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

C. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;

D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

E. Issue a written decision describing the result of the appeal and the rationale for the result; and

F. Provide the written decision simultaneously to both parties.

The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of ~~sex discrimination~~ sexual harassment. ~~However, at any time prior to reaching a determination regarding responsibility during a complaint process,~~ Similarly, the District may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. ~~facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:~~

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~~A. Provides to the parties a written notice disclosing:~~

~~1. The allegations;~~

~~2. The requirements of the informal resolution process, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process; and~~

~~3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;~~

~~B. Obtains the parties' voluntary, written consent to the informal resolution process; and~~

~~C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.~~

Records

The District shall maintain for a period of seven (7) years records of:

A. Each sex discrimination investigation including:

1. Any determination regarding responsibility;

2. Any disciplinary sanctions imposed on the respondent; and

3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.

B. Any appeal and the result therefrom;

C. Any informal resolution and the result therefrom; and

D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

The District shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures taken or not taken in response to a report or formal complaint of sex discrimination. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If a ~~District~~ recipient does not provide a complainant with supportive measures, then the ~~District shall~~ recipient must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

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ADVISORY 816

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~~AD ©~~
~~EDUCATIONAL PHILOSOPHY / SCHOOL DISTRICT MISSION~~

~~The District was established by the state legislature, under the authority contained in the Arizona State Constitution, for the sole purpose of providing an education to the students of the District. While the establishment of the District also provides other services, such as caring for students during the school day, providing employment to the school staff, and providing facilities for the use of the community, all of these services are necessarily subordinate to the District's prime function of providing an education to students. The Governing Board of the District is selected by the citizens of the community to ensure that this responsibility is accomplished. However, the Board recognizes that it cannot accomplish this objective unless all of the sectors of the school community also accept and perform their responsibilities. The Board considers the responsibilities of these elements of the school community to be as follows:~~

~~Staff~~

~~The Board fulfills its responsibility for the education of students by employing first a competent Superintendent, on whose recommendation it also employs a competent staff. As a condition of this employment, the Board expects each staff member's best efforts to be exerted toward the accomplishment of the educational objectives of the District. Because education is imparted primarily by teachers, the Board specifically places responsibility for maintaining and expanding educational ability on each teacher, to the end that each student may reach maximum potential and develop a sense of dignity and self-worth.~~

~~Parents~~

~~The Board recognizes that the ultimate responsibility for the well-being of all children rests with their parents. All parents are expected to cooperate in the District's educational effort by ensuring maximum attendance of their children, by requiring that their children cooperate in the educational endeavor of the District, and by fostering an attitude in their children that recognizes the importance of education.~~

~~Community~~

~~The resources necessary to provide education for students are provided by members of the community through their taxes and other supporting services. The Board's goal is that all members of the community, both individually and through their governmental, civic, and social organizations, will continue to support the educational activities of the District.~~

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~~**Students**~~

~~Education is an opportunity provided to the children of the District by their community. The Board expects that all students will learn to recognize the value of this opportunity, and will therefore work diligently to help ensure that their maximum potentials are realized. The Board further expects that all students will recognize that their fellow students have the right to be educated, and will avoid any action that may interfere with their ability to exercise that right.~~

~~The Board believes that education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in our society. Students should be taught to understand the duties and privileges of responsible citizenship as such duties and privileges relate to themselves as individuals and to the whole community. The vast changes brought about by increasing technology, population, and urbanization must also be taught. The input and support of the citizens of the community, and especially the professional staff, are solicited as the school community endeavors to develop the attitudes and abilities demanded in this age of rapid change.~~

~~In consideration of the accomplishment of these responsibilities by each sector of the school community listed above, the Governing Board, with the concurrence of each individual Board member, pledges its best efforts to ensure that the District is governed effectively and efficiently so that the goal of an appropriate and outstanding educational experience is available for all students of the District.~~

~~Adopted: _____~~

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

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GBK ©
STAFF GRIEVANCES

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level. ~~In cases of alleged sex discrimination, this grievance procedure should provide supportive measures to complainants and respondents affected by the alleged sex discrimination conduct, must require adequate notice, must provide an equal opportunity to present and access evidence, and provide a reasonable opportunity for response by each party.~~

Such procedure shall provide for ~~an appeal to the~~ Board ~~for~~ review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

Adopted: _____

LEGAL REF.:
A.R.S.
38-532
~~20 U.S.C. 1681, Education Amendments of 1972,Title IX,~~
~~as amended in 2024, Title IX~~

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JII ©
STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and

B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint or grievance may be raised regarding any ~~one (1) or more~~ of the following:

A. Violation of the student's constitutional rights.

B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies, not related to the student's individual capabilities.

C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability, or any other basis considered by law.

~~In cases of alleged sex discrimination, this grievance procedure should provide supportive measures to complainants and respondents affected by the alleged sex discrimination conduct, must require adequate notice, must provide an equal opportunity to present and access evidence, and provide a reasonable opportunity for response by each party.~~

D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The complaint or grievance accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

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When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

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Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:
A.R.S.
15-341
20 U.S.C. 1681, Education Amendments of 1972,Title IX,
~~ as amended in 2024, Title IX~~

CROSS REF.:
AC - Nondiscrimination/Equal Opportunity
ACA - Sexual Harassment
GBEB - Staff Conduct
JB - Equal Educational Opportunities
JIC - Student Conduct
JICFA - Hazing
JICK - Student Bullying/Harassment/Intimidation
JK - Student Discipline
JKD - Student Suspension
JKE - Expulsion of Students
KE - Public Concerns and Complaints

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POLICY SERVICES
ADVISORY

Volume 37, Number 2 **March 2025**

Policy Advisory No. 819.....Policy BA — School Board Operational Goals

Policy Advisory No. 820 ..... Policy BAA – Evaluation of School Board /Board Self - Evaluation
Exhibit BAA-E — Evaluation of School Board /Board Self – Evaluation

Policy Advisory No. 821.....Policy BB — School Board Legal Status

Policy Advisory No. 822 ....Policy BBA — Board Powers and Responsibilities
NEW Exhibit BBA-E - Board Powers and Responsibilities

Policy Advisory No. 823 *DELETED*.....Policy BBAA — Board Member Authority and Responsibilities

Policy Advisory No. 824 .....Policy BBBA – Board Member Qualifications

Policy Advisory No. 825 *DELETED* ..... Policy BBBB – Board Member Oath of Office
DELETED Exhibit BBBB-E – Board Member Oath of Office

Policy Advisory No. 826 *DELETED*.....Policy BBBC – Board Member Resignation

Policy Advisory No. 827..... Policy BBBD – Board Member Removal from Office

Policy Advisory No. 828 *DELETED*..... Policy BBBE – Unexpired Term Fulfillment

Policy Advisory No. 829.....Policy BCA — Board Member Ethics

Policy Advisory No. 830 ..... Policy BCB – Board Member Conflict of Interest

Policy Advisory No. 831..... Policy BDA — Board Organizational Meeting

Policy Advisory No. 832 *DELETED*.....Policy BDB — Board Officers

Policy Advisory No. 833.....Policy BDD — Board - Superintendent Relationship

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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Policy Advisory No. 834 ..... Policy BDE — Board Committees

Policy Advisory No. 835 *DELETED* ..... Policy BDF — Advisory Committees

Policy Advisory No. 836 ..... Policy BDG — School Attorney

Policy Advisory No. 837 ..... Policy BE — School Board Meetings
NEW Exhibit BE-EA – School Board Meetings
NEW Exhibit BE-EB – School Board Meetings
NEW Exhibit BE-EC – School Board Meetings

Policy Advisory No. 838 *DELETED* ..... Policy BEC — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EA — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EB — Executive Sessions / Open Meetings
DELETED Exhibit BEC-EC — Executive Sessions / Open Meetings
DELETED Exhibit BEC-ED — Executive Sessions / Open Meetings

Policy Advisory No. 839 ..... Policy BED — Meeting Procedures / ~~Bylaws~~
NEW Regulation BED-R – Meeting Procedures
NEW Exhibit BED-EA – Meeting Procedures
NEW Exhibit BED-EB – Meeting Procedures

Policy Advisory No. 840 ..... Policy BEDA — Notification of Board Meetings

Policy Advisory No. 841 ..... Policy BEDB – Agenda
DELETED Exhibit BEDB-E – Agenda

Policy Advisory No. 842 *DELETED* ..... Policy BEDBA — Agenda Preparation and Dissemination

Policy Advisory No. 843 *DELETED* ..... Policy BEDC — Quorum

Policy Advisory No. 844 *DELETED* ..... Policy BEDD — Rules of Order

Policy Advisory No. 845 *DELETED* ..... Policy BEDF — Voting Method

Policy Advisory No. 846 *DELETED* ..... Policy BEDG — Minutes
DELETED Regulation BEDG-R
DELETED Exhibit BEDG-EA — Minutes
DELETED Exhibit BEDG-EB — Minutes

Policy Advisory No. 847 ..... Policy BEDH — Public Participation at Board Meetings
Exhibit BEDH-E — Public Participation at Board Meetings

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Policy Advisory No. 848 *DELETED*.....Policy BEDI — News Media Services at Board Meetings

Policy Advisory No. 849.....Policy BGB — Policy Adoption
NEW Regulation BGB-R – Policy Adoption

Policy Advisory No. 850 *DELETED*.....Policy BGC — Policy Revision and Review
DELETED Regulation BGC-R — Policy Revision and Review

Policy Advisory No. 851.....Policy BGD — Board Review of Regulations

Policy Advisory No. 852.....Policy BGE — Policy Communication / Feedback
Regulation BGE-R — Policy Communication / Feedback

Policy Advisory No. 853 *DELETED*.....Policy BGF — Suspension / Repeal of Policy

Policy Advisory No. 854.....Policy BHC — Board Communications with Staff Members

Policy Advisory No. 855 *DELETED*.....Policy BHD — Board Communications with the Public

Policy Advisory No. 856.....Policy BIA — New Board Member Orientation / Handbook

Policy Advisory No. 857 *DELETED*.....Policy BIB — Board Member Development Opportunities
DELETED Regulation BIB-R — Board Member Development Opportunities

Policy Advisory No. 858.....Policy BIBA — Board Member Conferences, Conventions, and Workshops
NEW Regulation BIBA-R – Board Member Conferences, Conventions, and Workshops

Policy Advisory No. 859.....Policy BIE — Board Member Insurance / Liability

Policy Advisory No. 860.....Policy BJ — School Board Legislative Program

Policy Advisory No. 861.....Policy BK — School Board Memberships

Policy Advisory No. 862 *DELETED*.....Policy BKA — Liaison with School Boards Associations

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POLICY ADVISORY DISCUSSION

Summary

Section B Revision

Section B contains more substantial revisions than Section A due to a reorganization that aligns similar policy content and maintains comprehensive information for effective board governance. The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (see Discussions below for specific information regarding each document). Documents not listed in this **comparison document** from Section B did not change. The **clean copy document** linked on the Policy Advisory communication provides the revised Section B in its entirety.

Policy Advisory No. 819 **Policy BA — School Board Operational Goals**

Minor revisions were made to policy language.

Policy Advisory No. 820 **Policy BAA – Evaluation of School Board / Board Self - Evaluation**
Exhibit BAA-E — Evaluation of School Board / Board Self – Evaluation

Language in Policy BAA was revised for clarity. Exhibit BAA-E offers Districts a choice: the original Board evaluation tool which does NOT contain any changes (labeled as BAA-**EA** in this document) or the newly offered Board evaluation tool (labeled as BAA-**EB** in this document). Exhibit BAA-EB is an electronic survey and report that is available at no cost; this evaluation tool takes approximately 15 minutes to complete and provides data to guide goal setting for continual improvement. A link to access the electronic survey is provided in the Exhibit BAA-EB.

Policy Advisory No. 821 **Policy BB — School Board Legal Status**

Minor revisions were made to policy language.

Policy Advisory No. 822 **Policy BBA — Board Powers and Responsibilities**
***NEW* Exhibit BBA-E - Board Powers and Responsibilities**

Policy BBA now contains language from the following closely related Policies: BBAA/Board Member Authority and Responsibilities; BBBB/Board Member Oath of Office; BBBC/Board Member Resignation; BBBE/Unexpired Term Fulfillment; and BEDC/Quorum; therefore, Policies BBAA, BBBB, BBBC BBBE, and BEDC were removed from the model manual. In addition, language referring to legislative, executive and appraisal functions were replaced with a list of Board responsibilities from A.R.S. 15-341, as well as subheadings added for clarity. Finally, newly created Exhibit BBA-E contains language formerly in Exhibit BBBB-E (no change was made to original exhibit language).

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Policy Advisory No. 823 ***DELETED*** **Policy BBAA — Board Member Authority and Responsibilities**

Language in Policy BBAA was moved to Policy BBA under the subheadings *Governing Board Powers and Responsibilities* and *Individual Board Members' Duties and Obligations*; therefore, Policy BBAA was removed from the model manual. No changes were made to the original policy language.

Policy Advisory No. 824 **Policy BBBA — Board Member Qualifications**

Language in Policy BBBA now includes the exception for school districts per A.R.S. 15-421 regarding persons related by affinity, by consanguinity or by law to the third degree in a school district with 250 or more students in a county with a population of 500,000 or more.

Policy Advisory No. 825 ***DELETED*** **Policy BBBB - Board Member Oath of Office**
DELETED **Exhibit BBBB-E — Board Member Oath of Office**

Language in Policy BBBB was moved to Policy BBA under the subheadings *Oath of Office* and *Familiarization with Open Meeting Law*; therefore, Policy BBBB was removed from the model manual. No changes were made to the original policy language. In addition, language from Exhibit BBBB-E was moved to Exhibit BBA-E; therefore, Exhibit BBBB-E was removed from the model manual. No changes were made to the original exhibit language.

Policy Advisory No. 826 ***DELETED*** **Policy BBBC — Board Member Resignation**

Information from Policy BBBC was moved to Policy BBA under the subheading *Board Member Resignation*; therefore, Policy BBBC was removed from the model manual. Minor revisions were made to original policy language to align with statute (i.e., *may* vs *shall*). [A.R.S. 38-294]

Policy Advisory No. 827 **Policy BBBD — Board Member Removal from Office**

In Policy BBBD, "she" was added to E. as follows: *The person holding the office ceasing to be a resident of the district for which he/she was elected.*

Policy Advisory No. 828 ***DELETED*** **Policy BBBE — Unexpired Term Fulfillment**

Language in Policy BBBE was moved to Policy BBA under the subheading *Vacancies*; therefore, Policy BBBE was removed from the model manual. No changes were made to the original policy language.

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Policy Advisory No. 829 **Policy BCA — Board Member Ethics**

Policy BCA was revised in its entirety, and the legal reference was removed as the policy information is not statutorily based.

Policy Advisory No. 830 **Policy BCB — Board Member Conflict of Interest**

Policy BCB includes minor revisions to align with statute and the Uniform System of Financial Records (USFR), as well as for clarity.

Policy Advisory No. 831 **Policy BDA — Board Organizational Meeting**

Language from Policy BDB was revised and added to Policy BDA, subheadings were added for clarity, and the following phrase was added to the Policy title: "and Board President Duties."

Policy Advisory No. 832 ***DELETED*** **Policy BDB — Board Officers**

Information from Policy BDB was revised and moved to Policy BDA under the subheading *Board President*; therefore. Policy BDB was removed from the model manual. Original policy language was revised for clarity.

Policy Advisory No. 833 **Policy BDD — Board – Superintendent Relationship**

Subheadings were added for clarity, and the following phrase was added to the Policy title: "and Superintendent Responsibilities."

Policy Advisory No. 834 **Policy BDE — Board Committees**

Information from Policy BDF was added to Policy BDE under the subheading *Advisory Committees*. All language was retained from Policy BDF, with one addition to B. pertaining to notices and agendas (twenty-four hour Arizona Open Meeting Law requirement). [A.R.S. 38-431.02]

Policy Advisory No. 835 ***DELETED*** **Policy BDF — Advisory Committees**

Language in Policy BDF was moved to Policy BDE under the subheading *Advisory Committees*; therefore, Policy BDF was removed from the model manual.

Policy Advisory No. 836 **Policy BDG — School Attorney**

Language was revised to align with A.R.S. 11-532, and to clarify the process for obtaining legal advice. In addition, subheadings were added for clarity.

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Policy Advisory No. 837 **Policy BE — School Board Meetings**
NEW **Exhibit BE-EA – School Board Meetings**
NEW **Exhibit BE-EB - School Board Meetings**
NEW **Exhibit BE-EC - School Board Meetings**

Policy BE now includes information formerly in Policy BEC under the subheading *Executive Sessions/Open Meetings,* and additional subheadings were added for clarity. Policy BE also includes minor revisions (e.g., the two paragraphs regarding Meeting Notice have been removed as that information is addressed in BEDA; also, the District's regular meeting day(s) have been removed as this may change from year to year). In addition, BE-EA through BE-EC were recodified with title changes; however, the content remains unchanged (see Discussion 837 below regarding BEC-EB through BEC-ED).

Policy Advisory No. 838 ***DELETED*** **Policy BEC — Executive Sessions / Open Meetings**
DELETED **Exhibit BEC-EA — Executive Sessions / Open Meetings**
DELETED **Exhibit BEC-EB — Executive Sessions / Open Meetings**
DELETED **Exhibit BEC-EC — Executive Sessions / Open Meetings**
DELETED **Exhibit BEC-ED — Executive Sessions / Open Meetings**

Information from Policy BEC was moved to Policy BE under the subheading *Executive Sessions/Open Meetings*. In addition, Exhibit BEC-EA was removed from the model manual as the current Exhibit BED-EB contains information regarding Executive Session Minutes. In addition, Exhibit BEC-EB was moved to Exhibit BE-EA; therefore, Exhibit BEC-EB was removed from the model manual. Exhibit BEC-EC was moved to Exhibit BE-EB; therefore, Exhibit BEC-EC was removed from the model manual. Exhibit BEC-ED was moved to BE-EC; therefore, Exhibit BEC-ED was removed from the model manual.

Policy Advisory No. 839 **Policy BED — Meeting Procedures ~~/ Bylaws~~**
NEW **Regulation BED-R - Meeting Procedures**
NEW **Exhibit BED-EA – Meeting Procedures**
NEW **Exhibit BED-EB – Meeting Procedures**

Information from Policies BEDD, BEDF, and BEDG was added to Policy BED, and subheadings were added for clarity. Revisions to policy language are as follows: A-G is listed as an example under the subheading *Rules of Order* with a highlighted portion for Districts to enter its District-specific Rules of Order (formerly Policy BEDD); the phrase "including an electronic roll-call vote" was added under the subheading *Voting Methods* (formerly Policy BEDF); and "in print or digital form" was removed and replaced with "or a recording" under the subheading *Minutes* (formerly Policy BEDG). Also, the word "Bylaws" was removed from the titles of the Policy, Regulation, and Exhibits.

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In addition, Regulation BED-R was created from the language in former Regulation BEDG-R; Exhibit BED-EA was created from the language in former Exhibit BEDG-EA; and Exhibit BED-EB was created from the language in former Exhibit BEDG-EB (no changes were made to the original language of the Regulation and both Exhibits with the exception of the title, from *Minutes* to *Meeting Procedures*).

Policy Advisory No. 840 **Policy BEDA — Notification of Board Meetings**

In Policy BEDA, "and notice" was removed in the first paragraph.

Policy Advisory No. 841 **Policy BEDB — Agenda**
***DELETED* Exhibit BEDB-E — Agenda**

Subheadings and minor revisions were included in Policy BEDB for clarity. In addition, language from Policy BEDBA was revised and added to this policy under the subheading *Preparation and Dissemination.* Finally, Exhibit BEDB-E was removed from the model manual as Policy BEDB contains the Order of Business for Regular Meeting Agendas (BEDB-E is a sample agenda that may or may not align with a District's regular order of business).

Policy Advisory No. 842 *DELETED* **Policy BEDBA — Agenda Preparation and Dissemination**

Language from Policy BEDBA was revised and moved to Policy BEDB; therefore, Policy BEDBA was removed from the model manual. Revisions to former Policy BEDBA language include clarification regarding agenda preparation, and the deletion of "Upon request" from the following sentence: "Upon request, copies of the agenda shall be available to the public and the press" (see current Policy BEDB under *Preparation and Dissemination - Regular Meetings* to review revisions).

Policy Advisory No. 843 *DELETED* **Policy BEDC — Quorum**

Language in Policy BEDC was moved to Policy BBA; therefore, Policy BEDC was removed from the model manual. No changes were made to the original policy language.

Policy Advisory No. 844 *DELETED* **Policy BEDD — Rules of Order**

Language in Policy BEDD was moved to Policy BED under the subheading *Rules of Order*; therefore, Policy BEDD was removed from the model manual. No changes were made to the A. – G. listing contained in Policy BEDD.

Policy Advisory No. 845 *DELETED* **Policy BEDF — Voting Method**

Language in Policy BEDF was moved to Policy BED under subheading *Voting Method*; therefore, Policy BEDF was removed from the model manual. Only revision to original policy language was the addition of "including an electronic roll-call vote."

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Policy Advisory No. 846 ***DELETED*** **Policy BEDG — Minutes**
DELETED **Regulation BEDG-R**
DELETED **Exhibit BEDG-EA — Minutes**
DELETED **Exhibit BEDG-EB — Minutes**

Language in Policy BEDG was moved to Policy BED under the subheading *Minutes*; therefore, Policy BEDG was removed from the model manual (minor change: "in print or digital form" in Policy BEDG was removed in Policy BED and replaced with "or a recording"). Regulation BEDG-R and Exhibits BEDG-EA and BEDG-EB were recodified as BED-R, BED-EA, and BED-EA; therefore, BEDG-R, BEDG-EA, and BEDG-EB were removed from the model manual (no changes were made to these three documents with the exception of the title - "Minutes" was replaced with "Meeting Procedures").

Policy Advisory No. 847 **Policy BEDH — Public Participation at Board Meetings**
Exhibit BEDH-E — Public Participation at Board Meetings

Subheadings were added to Policy BEDH for clarity. In addition, "and News Media Services" was added to the titles of the Policy and Exhibit: *Public Participation and News Media Services at Board Meetings* due to the addition of Policy BEDI language in this Policy. Finally, Exhibit BEDH-E now provides an additional option to the Request to Address Board form. Pursuant to A.R.S. 38-431.01, if a Governing Board chooses to make an open call to the public during a public meeting, individuals may address the Board on any issue within its jurisdiction. Therefore, this language is added to avoid restricting content. Additional language from statute was also included at the end of this form to clarify the Board's response after the Call to the Public.

Policy Advisory No. 848 ***DELETED*** **Policy BEDI — News Media Services at Board Meetings**

Information from Policy BEDI was moved to Policy BEDH under the subheading *News Media Services*; therefore, this policy was removed from the model manual.

Policy Advisory No. 849 **Policy BGB — Policy Adoption**
NEW **BGB-R – Policy Adoption**

Policy BGB now includes language from Policies BGC and BGF, as well as subheadings for clarity. Due to the additional information from these two policies, "Revision and Repeal" was added to the titles of the Policy and newly created Regulation: *Policy Adoption, Revision and Repeal*. In addition, minor revisions to the policy were made regarding policy adoption to clarify the purpose for first and second readings and the adoption of policies at a single meeting. Finally, information from Regulation BGC-R was moved to newly created BGB-R with minor revisions to F. and G. to clarify the policy adoption and revision process.

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Policy Advisory No. 850 *DELETED* Policy BGC — Policy Revision and Review
***DELETED* Regulation BGC-R — Policy Revision and Review**

Language in Policy BGC was moved to Policy BGB under the subheading *Revision*; therefore, Policy BGC was removed from the model manual. In addition, Regulation BGC-R was recodified as BGB-R; therefore, Regulation BGC-R was removed from the model manual. Minor revisions were made to F. and G. in the Regulation (now BGB-R) to clarify the policy adoption and revision process.

Policy Advisory No. 851 Policy BGD — Board Review of Regulations

Policy BGD contains a minor revision in the final sentence regarding the Board's review of regulations prior to publication; additionally, the legal reference was removed as the statute does not specifically reference the Board's review of regulations.

Policy Advisory No. 852 Policy BGE — Policy Communication / Feedback
Regulation BGE-R — Policy Communication / Feedback

"Communication/Feedback" was removed from the title of the Policy and the Regulation and replaced with "Manual": *Policy Manual*. There were no revisions to Policy BGE or Regulation BGE-R language.

Policy Advisory No. 853 *DELETED* Policy BGF — Suspension / Repeal of Policy

Language in Policy BGF was moved to Policy BGB under the subheading *Repeal/Suspension*; therefore, Policy BGF was removed from the model manual.

Policy Advisory No. 854 Policy BHC — Board Communications with Staff Members

Subheadings were added for clarity, language from Policy BHD was added under the subheading *General Public*, and "with Staff Members" was removed from the title: *Board Communications*.

Policy Advisory No. 855 *DELETED* Policy BHD — Board Communications with the Public

Language in Policy BHD was moved to Policy BHC under the subheading *General Public*; therefore, Policy BHD was removed from the model manual. No changes were made to the original policy language.

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Policy Advisory No. 856 **Policy BIA — New Board Member Orientation / Handbook**

Policy BIA contains minimal language revisions. In addition, subheadings have been added for clarity, and "Handbook" has been removed from the title and replaced with "and Resources": *New Board Member Orientation and Resources*.

Policy Advisory No. 857 ***DELETED*** **Policy BIB — Board Member Development Opportunities**
***DELETED* Regulation BIB-R — Board Member Development Opportunities**

Information in Policy BIB was moved to Policy BIBA; therefore, Policy BIB was removed from the model manual. In addition, Regulation BIB-R was recodified as Regulation BIBA-R; therefore, BIB-R was removed from the model manual.

Policy Advisory No. 858 **Policy BIBA — Board Member Conferences, Conventions, and Workshops**
***NEW* Regulation BIBA-R – Board Member Conferences, Conventions, and Workshops**

Policy BIBA now contains information formerly in Policy BIB, as well as subheadings for clarity. In addition, "Development Opportunities:" has been added to the title: *Board Member Development Opportunities: Conferences, Conventions, and Workshops*. Finally, Regulation BIBA-R was created and contains language formerly in BIB-R (BIB-R was recodified as BIBA-R with no changes to the language).

Policy Advisory No. 859 **Policy BIE — Board Member Insurance / Liability**

Policy language includes minimal revisions; for example, the personal liability portion was relocated to the end of the policy under its own subheading, and wording regarding participation in group insurance plans was updated to align with A.R.S. 15-387.

Policy Advisory No. 860 **Policy BJ — School Board Legislative Program**

Policy language includes a minor revision regarding the Board's choice (may vs. will) to participate in conferences that enhance understanding of legislative programs.

Policy Advisory No. 861 **Policy BK — School Board Memberships**

Subheadings have been added for clarity, and information from Policy BKA was added under the subheading *ASBA Delegates*. In addition, "and Arizona School Boards Association Delegates" was added to Policy BK's title: *School Board Memberships and Arizona School Boards Association and Delegates*.

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Policy Advisory No. 862 *DELETED* Policy BKA — Liaison with School Boards Associations

Delegate information in Policy BKA has been moved to Policy BK under the subheading *ASBA Delegates*; therefore, Policy BKA has been removed from the model manual.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

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ADVISORY 819

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SCHOOL BOARD OPERATIONAL GOALS

The Governing Board is representative of and responsible to the people of the District and ~~, therefore,~~ should be aware of community opinions and attitudes ~~in the community~~ and of identified District needs. ~~As representatives of the people who own and support the schools~~ Therefore, the Board ~~accepts the responsibility to identify community attitudes and opinions and District needs and to require~~ supports short- and long-range strategies that are responsive to District needs within ~~the~~ its budgetary limitations ~~of the District~~.

Adopted: _____

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

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ADVISORY 820

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EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION

The Board may meet ~~should it choose to do so,~~ for the purpose of ~~appraising~~ evaluating its function~~ing as a Board~~ and ~~to evaluate Board~~ performance. ~~The appraisal~~ The evaluation plan ~~approved by the Board~~ will be developed by the Board President, working with the Superintendent, and approved by the Board.`

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

The Superintendent and others who regularly work with the Board may be asked to participate in all or a portion of the appraisal.

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:

A. Board meetings~~/~~ and ~~decision-making process.~~

B. Policy development~~/~~ and implementation monitoring.

C. Board~~/~~ and District goal setting.

D. Curriculum and instruction ~~management/~~programs.

E. Fiscal management~~/~~ and resource allocation.

F. School ~~plant~~ facilities planning~~/management~~ and monitoring.

G. Board member orientation.

H. Board member development.

I. Board officer performance.

J. Board member relationships.

K. Board-Superintendent relationship.

L. Board-community relationship.

M. Legislative and governmental relationships.

Adopted: _____

CROSS REF.:
BDD - Board-Superintendent Relationship

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EXHIBIT

EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION

ANNUAL SELF-APPRAISAL OF THE GOVERNING BOARD

(*Districts may choose either BAA-EA or BAA-EB*)

The following list of items pertaining to the operation of the Governing Board is the basis for an annual self-evaluation. This may be carried out in conjunction with the annual evaluation of the Superintendent.

Please check the appropriate box for each item (S = satisfactory, N = needs improvement, U = unsatisfactory).

A. Board Relationship with the Superintendent:

S ☐ N ☐ U ☐ (1) The Board imparts information on issues, needs, and complaints in a manner allowing the Superintendent the opportunity to solve related problems in a professional manner.

S ☐ N ☐ U ☐ (2) The Board clearly interprets its position on controversial matters pertaining to the District, thereby enabling the Superintendent to properly carry out the wishes of the Board.

S ☐ N ☐ U ☐ (3) The Board disregards personalities and considers the recommendations of the Superintendent in an unbiased and objective manner.

S ☐ N ☐ U ☐ (4) The Board communicates views of personnel effectiveness, including views related to the Superintendent, in a confidential and professional manner.

B. Board Relationship with the Community:

S ☐ N ☐ U ☐ (1) The Board recognizes that the citizens have entrusted them with the educational development of the children and youth of this community.

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S N U (2) ☐ ☐ ☐ The Board recognizes that the community expects their first and greatest concern to be in the best interest of each and every one of the young people without distinction as to who they are or what their background may be.

S N U (3) ☐ ☐ ☐ The Board enacts policies supporting the efforts of the administration in helping the people of this community to have the facts about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.

C. Board Relationships Among Members During Meetings:

S N U (1) ☐ ☐ ☐ Individual members of the Board treat other members of the Board and professional staff with respect during Board meetings.

S N U (2) ☐ ☐ ☐ Differences of opinion influencing Board member votes are based on the issues at hand and not on a personality basis.

S N U (3) ☐ ☐ ☐ All members of the Board conduct themselves in such a manner as to emphasize that individual Board members have authority only when convened in a legally conducted Board meeting with at least a quorum present.

D. Board Relationships with Staff and Personnel:

S N U (1) ☐ ☐ ☐ The Board requires the Superintendent to recommend personnel for their consideration and consistently adheres to this procedure.

S N U (2) ☐ ☐ ☐ The Board members make every effort to become acquainted with the personnel of the District.

S N U (3) ☐ ☐ ☐ The Board members' personal friendships with District personnel are maintained without allowing them to affect overall Board decisions and/or policies.

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E. Board Relationship to the Instructional Program:

S N U (1) The Board makes an effort to keep informed about the instructional program by providing for periodic reports as deemed necessary and by periodic visitation in the schools.

S N U (2) The Board attempts to gain information from the community pertaining to instructional program needs.

S N U (3) The Board maintains policies necessary to enable the educational staff to develop the educational program required to meet the needs of the community.

F. Board Relationship to the Financial Management of the Schools:

S N U (1) The Board establishes the policies and provides the necessary resources to properly manage the finances of the District.

S N U (2) The Board requires the proper accountability for the expenditure of funds in the District.

S N U (3) The Board provides justified funding to maintain a high quality educational program in this District.

S N U (4) The Board keeps the community informed about the financial needs of the District.

G. General Statements:

(1) List in order of priority four (4) challenges the Board faces:

(a)

(b)

(c)

(d)

(2) List any weaknesses you have observed in the operation of the school system:

(3) List any significant accomplishments made by the school system during the past year:

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EXHIBIT

EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION

ANNUAL SELF-APPRAISAL OF THE GOVERNING BOARD

(*Districts may choose either BAA-EA or BAA-EB*)

The Arizona School Boards Association (ASBA) Board Self-Evaluation focuses on the following five (5) pillars (Standards) of Board Governance:

A. Conduct and Ethics: Provide responsible Board governance.

B. Vision: Set and communicate high expectations for student learning with clear goals and plans for meeting those.

C. Structure: Create conditions District-wide for student and staff success.

D. Accountability: Hold School District accountable for meeting student learning expectations.

E. Advocacy: Engage local community and represent the values and expectations they hold for their schools.

To request access to the "Electronic Survey/Board Self-Evaluation Tool," click here: https://azsba.org/asba-board-self-evaluation-form/.

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ADVISORY 821

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SCHOOL BOARD LEGAL STATUS

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,~~ ~~l~~Local school boards are thus instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the Arizona Administrative Code.

Adopted: _____

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

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ADVISORY 822

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BOARD POWERS AND RESPONSIBILITIES

Governing Board Powers and Responsibilities

The Board shall act as the general agent of the state of Arizona ~~in carrying out the will of the people of~~ and is responsible for the conduct and supervision of the ~~this~~ District in the matter of public education.

The Board is authorized under the laws of the state of Arizona, the Arizona Constitution, the Arizona State Board of Education and other applicable regulations and rules to adopt all policies needed ~~policies and regulations~~ for the organization, evaluation, and governance in the District.

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. Meetings are governed by Arizona's Open Meeting Law, and all meetings must be held in accordance with the requirements of the law.

The Board performs the following basic functions necessary to the discharging of its responsibilities ~~: legislative, executive, and appraisal~~ as stated in A.R.S. 15-341 and 15-342, including but not limited to:

A. ~~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.~~

~~B. 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.~~

~~C. 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~~ Prescribe and enforce policies and procedures to govern the schools that are not inconsistent with the laws or rules prescribed by the State Board of Education.

B. Exclude from schools all books, publications, papers or audiovisual materials of a sectarian, partisan or denominational character. This paragraph does not prohibit the elective course allowed by section 15-717.01.

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C. Manage and control the school property within its district, except that a district may enter into a partnership with an entity, including a charter school, another school district or a military base, to operate a school or offer educational services in a district building, including at a vacant or partially used building, or in any building on the entity's property pursuant to a written agreement between the parties.

D. Acquire school furniture, apparatus, equipment, library books and supplies for the schools to use.

E. Prescribe the curricula and criteria for the promotion and graduation of pupils as provided in sections 15-701 and 15-701.01.

F. Furnish, repair and insure, at full insurable value, the school property of the District.

G. Construct school buildings on approval by a vote of the District electors.

H. In the name of the District, convey property belonging to the District and sold by the Board.

I. Purchase school sites when authorized by a vote of the District at an election conducted as nearly as practicable in the same manner as the election provided in section 15-481 and held on a date prescribed in section 15-491, subsection E, but such authorization shall not necessarily specify the site to be purchased and such authorization shall not be necessary to exchange unimproved property as provided in section 15-342, paragraph 23.

J. Construct, improve and furnish buildings used for school purposes when such buildings or premises are leased from the national park service.

K. Purchase school sites or construct, improve and furnish school buildings from the proceeds of the sale of school property only on approval by a vote of the District electors.

L. Hold pupils to strict account for disorderly conduct on school property.

M. Discipline students for disorderly conduct on the way to and from school.

Individual Board Member's Duties and Obligations

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.

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

A. To become familiar with the state's school laws, regulations of the State Department of Education, and District policies, rules, and regulations.

B. To have a general knowledge of the educational aims and objectives of the District ~~system~~.

C. To work harmoniously with other Board members without neglecting a proper share of the work or trying to dominate the Board.

D. To vote and act in Board meetings impartially for the good of the District.

E. To accept the will of the majority vote in all cases and give wholehearted support to the resulting policy.

F. 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.

G. To represent the Board and the District to the public in a manner that promotes both interest and support.

H. To refer complaints to the proper school authorities and to refrain from individual counsel and action.

I. To perform other appropriate duties that may arise.

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. 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.

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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.

Quorum and Vacancies

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.

Vacancies

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.

Board Member Resignation

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

Adopted: _____

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LEGAL REF.:
A.R.S.
1-216
15-302
15-321
15-341
15-342
15-381
15-426
38-101
38-231
38-232
38-233
38-291
38-294
38-431.01
A.G.O.
I81-054
I82-111
I84-165
Arizona Constitution - Art. VII, Sect. 15
Arizona Constitution - Art. XI, Sect. 2
Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

CROSS REF.:
KI - Visitors to Schools

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EXHIBIT

BOARD POWERS AND RESPONSIBILITIES

BOARD MEMBER OATH OF OFFICE

Oath of Office

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

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

_____
(Signature of officer or employee)

LEGAL REF.:
A.R.S.
38-231

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~~BBAA ©~~
~~BOARD MEMBER AUTHORITY AND RESPONSIBILITIES~~

~~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: _____~~

~~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~~

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BBBA ©
BOARD MEMBER QUALIFICATIONS

(Governing Board Membership)

A person who is a registered voter of this state, has been a resident of the District for one (1) year immediately preceding the day of election, and is not subject to registration as a sex offender in this state or any other jurisdiction is eligible for election or appointment to the office of Governing Board member.

No employee of the District, including a person who directly provides certificated or support services to the District as an employee of a third-party contractor, or the spouse of such employee may hold membership on the Governing Board of this District. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. [A.R.S. 15-421(E)].

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:

A. Shall not serve simultaneously on the Governing Board.

B. 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.

C. Are ineligible to be simultaneous candidates for nomination or election to the Governing Board.

Exception:

For a school district located in a county with a population of more than five hundred thousand (500,000) persons and a student count of at least two hundred fifty (250), two (2) persons related by affinity, by consanguinity, or by law to the third degree:

A. May serve simultaneously on the Governing Board.

B. Are eligible to be candidates for nomination or election to the Governing Board.

C. May be simultaneous candidates for nomination or election to the Governing Board.

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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: _____

LEGAL REF.:
A.R.S.
15-302
15-421
38-201
38-296.01
Arizona Constitution, Article VII, Section 15

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BBBB © BOARD MEMBER OATH OF OFFICE

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: _____

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

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BBBB-E ©

EXHIBIT

BOARD MEMBER OATH OF OFFICE

Oath of Office

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

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

_____

(Signature of officer or employee)

LEGAL REF.:
A.R.S.
38-231

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~~BBBC ©~~
~~BOARD MEMBER RESIGNATION~~

~~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: _____~~

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

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BOARD MEMBER REMOVAL FROM OFFICE

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:

A. Death of the person holding the office.

B. Insanity of the person holding the office, when judicially determined.

C. Resignation of the person holding the office and the lawful acceptance of the resignation.

D. Removal from office of the person holding the office.

E. The person holding the office ceasing to be a resident of the district for which he/she was elected.

F. Absence from the state by the person holding the office, without permission of the legislature, beyond the period of three (3) consecutive months.

G. The person holding the office ceasing to discharge the duties of office for the period of three (3) consecutive months.

H. Conviction of the person holding the office of a felony or an offense involving a violation of official duties.

I. Failure of the person elected or appointed to such office to file an official oath within the time prescribed by law.

J. A decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.

K. Failure of a person to be elected or appointed to the office.

L. 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: <-- z2AdoptionDate -->

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

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~~BBBE ©~~
~~UNEXPIRED TERM FULFILLMENT~~

~~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: _____~~

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

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BOARD MEMBER ETHICS

Board members will strive to improve public education, and to that end will:

~~A. Attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;~~

~~B. Recognize that decisions should be made only after discussion at publicly held Board meetings;~~

~~C. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special-interest groups;~~

~~D. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;~~

~~E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;~~

~~F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;~~

~~G. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;~~

~~H. Support the employment of persons best qualified to serve as school staff members, and insist on a regular and impartial evaluation of all personnel;~~

~~I. Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;~~

~~J. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and~~

~~K. Remember always that a Board member's first and greatest concern must be the educational welfare of the students attending the public schools.~~

A. Prioritize policies and decisions that support successful student outcomes.

B. Act honestly, ethically, and in the best interest of students, staff, and the community.

C. Take responsibility for Board decisions and actions, ensuring transparency and adherence to policies.

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D. Treat fellow Board members, students, staff, parents, and community members with respect and professionalism, listen to all with an open mind, and ensure differences of opinion are honored.

E. Protect sensitive student and personnel information and comply with privacy laws.

F. Avoid and disclose any legal, personal or financial conflicts of interest that may impact decision-making.

G. Ensure responsible, transparent, and efficient use of public funds, facilities, and resources.

H. Uphold federal and state laws and follow Board policies and procedures.

I. Maintain high standards of behavior and professionalism.

J. Work cooperatively with other Board members, District leaders, and the community to advance the District's mission.

K. Stay informed about educational issues, governance best practices, and ongoing professional development opportunities.

Adopted: _____

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BOARD MEMBER CONFLICT OF INTEREST

Board Member 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~~ is unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of ~~such~~ the Board member or ~~any person related to such member as a~~ a Board member's spouse or dependent as defined in A.R.S. 43-1001~~. [LEGAL REF.:~~ and in accordance with A.R.S. 15-323~~]~~.

Employment Limitations

No dependent, as defined in ~~Section~~ A.R.S. 43-1001, of a Governing Board member may be employed in the District, except by consent of the ~~Board. [LEGAL REF.:~~ Board in accordance with A.R.S. 15-502~~]~~. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. [A.R.S. 15-421(E)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. [A.R.S. 15-421]

~~[LEGAL REF.: A.R.S. 15-421]~~

~~The~~ Pursuant to A.R.S. 15-421, the District is allowed to employ, including through a third (3rd)-party contractor ~~that~~ who provides services to the District, any person who served as a member of the School District Governing Board during the preceding two (2) years only in a position in which the person will provide services directly to students, ~~. Pursuant to A.R. S. 15-421, the~~ including as a certificated teacher, a substitute teacher, and an employee or contractor who provides transportation, instructional support, or student support services. The District is authorized to increase the time period for this restriction to be more than two (2) years.

Conflicts 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]

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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]

"*Refrain from participating in any manner*" means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

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 for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

A. ~~Purchases for~~ Purchases less than one hundred thousand dollars ($100,000) comply with the Uniform System of Financial Records (USFR) guidelines and written quotations.

B. Purchases of one hundred thousand dollars ($100,000) and above comply with the school district procurement rules for public competitive bidding.

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

A. Purchases for supplies, materials, and equipment are limited to three hundred dollars ($300) per transaction~~;~~.

B. Total purchases within any twelve (12) month period are limited to one thousand dollars ($1,000)~~;~~.

C. ~~The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.D.~~ 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]~~

~~**Purchases from Governing Board Members for Districts with Fewer than 3,000 Students**~~

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~~School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:~~

~~A. Purchases less than one hundred thousand dollars ($100,000) comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations;~~

~~B. Purchases of one hundred thousand dollars ($100,000) and above comply with the school district procurement rules for public competitive bidding; C~~

Purchases from Governing Board Members for Districts with Fewer than 3,000 Students:

A. Each purchase is approved by the Governing Board;

~~D~~B. Although there is no limit on the amount of the purchase, the amount of the purchase must be ~~is~~ included in the Board's meeting minutes.

~~[LEGAL REF.: A.R.S. 15-323; A.G.O. 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: _____

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
I87-035
I88-013
I06-002

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

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BOARD ORGANIZATIONAL MEETING AND BOARD PRESIDENT DUTIES

Board Organizational Meeting

For the purpose of organizing the Governing Board, the Board must meet in January following the election 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.

The meeting must be called to order by the President of the Board from the prior year. If that person is no longer a member of the Board, a temporary president must be elected to call the meeting to order and preside until a successor is chosen.

The new President of the Board shall take office upon election.

If there is a vacancy in the office of President, the Board shall elect a new officer to fill the vacancy. However, the Board may elect a Board President at any time, for any reason, provided~~ing~~ that the matter is handled in a way that is consistent with the ~~o~~Open ~~m~~Meeting ~~l~~Law and adopted by the Board.

Board President

Duties of the Board President include, but are not limited to:

A. On behalf of the Governing Board as a whole, consult with the Superintendent regarding items to be placed on the agenda for each meeting.

B. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.

Unless otherwise prohibited by law, the President may make motions and vote on any motion that occurs during a meeting.

In the absence of the President of the Board, the Board members shall select a temporary president, which selection shall be recorded in the minutes.

Adopted: _____

LEGAL REF.:
A.R.S.
15-321
15-341
38-431 *et seq*.

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

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~~BDB ©~~
~~BOARD OFFICERS~~

~~President~~

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

~~A. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.~~

~~B. Consult with the Superintendent and, on behalf of the Governing Board as a whole, approve items to be placed on the agenda for each meeting.~~

~~C. Encourage and maintain orderly and democratic participation.~~

~~D. Keep all discussions factual and on the subject at hand.~~

~~E. Allow for full and complete exploration of each item of business.~~

~~In the absence of the President of the Board, the Board members shall select a temporary president, which selection shall be recorded in the minutes.~~

~~Adopted: _____~~

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

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

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BDD ©
BOARD - SUPERINTENDENT RELATIONSHIP AND SUPERINTENDENT RESPONSIBILITIES

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.

Superintendent Responsibilities

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: _____

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

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BOARD COMMITTEES

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.

Advisory Committees

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.

If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee has the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered a subcommittee of the public body and is subject to the requirements of Arizona's Open Meeting Law.

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. A written, specific statement of the purpose of the committee.

B. The dates on which interim and final reports of the committee are to be rendered.

C. The date or event upon which the committee will be terminated.

D. The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.

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

A. 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.

B. Notices and agendas of all meetings of the committee will be posted at least twenty-four (24) hours in advance of a meeting as required by A.R.S. 38-431.02.

C. All meetings will be open for public attendance.

D. If an executive session is authorized, all applicable requirements as presented in Policy BE, School Board Meetings will be followed.

E. 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: _____

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

CROSS REF.:
~~BDF - Advisory Committees~~
BE – School Board Meetings
~~BEC - Executive Sessions/Open Meetings~~

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~~BDF ©~~
~~ADVISORY COMMITTEES~~

~~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.~~

~~If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee has the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered a subcommittee of the public body and is subject to the conditions of Arizona's Open Meeting Law.~~

~~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. A written, specific statement of the purpose of the committee.~~

~~B. The dates on which interim and final reports of the committee are to be rendered.~~

~~C. The date or event upon which the committee will be terminated.~~

~~D. 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:~~

~~A. 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.~~

~~B. Notices and agendas of all meetings of the committee will be posted.~~

~~C. All meetings will be open for public attendance.~~

~~D. If an executive session is authorized, all applicable requirements as presented in Policy BEC, Executive Sessions/Open Meetings will be followed.~~

~~E. 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: _____~~

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

~~CROSS REF.:~~
~~BEC - Executive Sessions/Open Meetings~~

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ADVISORY 836

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BDG ©
SCHOOL ATTORNEY

County Attorney

As the statutory attorney for the District, the County Attorney may serve as the District's legal counsel if no conflict of interest exists and based on the availability of staff per A.R.S. 11-532.

Legal Counsel

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.

Legal Advice

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. The Superintendent may authorize other district personnel to consult with legal counsel on matters related to their professional responsibilities. With approval from the Superintendent or Board President, a Board member may consult with legal counsel for a matter that is directly related to his/her Board responsibilities. 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: _____

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

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ADVISORY 837

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BE ©
SCHOOL BOARD MEETINGS

Official Meetings: Regular and Special

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

A. Regular meeting - the usual official legal-action meeting, scheduled and held regularly.

B. 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.

The Board must provide sufficient seating to accommodate the reasonably anticipated number of desiring attendees when feasible. However, this does not require a public body to relocate a meeting outside of the largest regular meeting room.

A meeting includes a one-way electronic communication by one member of a public body that is sent to a quorum of the members of a public body and that proposes legal action or otherwise discusses topics that may come before the body for legal action.

A meeting also includes an exchange of electronic communications among a quorum of the members of a public body that involves a discussion, deliberation or the taking of legal action by the public body concerning a matter likely to come before the public body for action.

~~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.~~

~~Notice must include an agenda of the matters to be discussed or decided at the meeting or information on how the public may obtain a copy of such agenda. Except for a meeting through technological devices, the agenda shall also include notice of the time that the public will have physical access to the meeting place.~~

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Frequency

Regular Board Meetings

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

~~***Choose this:***~~

~~The _____ and _____ of each month during the regular school year are designated as the regular Board meeting dates. The Board may hold other meetings as often as called.~~

~~***Or choose this:***~~

~~The _____ of each month during the regular school year is designated as the regular Board meeting date. The Board may hold other meetings as often as called.~~

A regular meeting may be rescheduled or canceled:

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

B. 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:

1. Significantly inclement weather conditions, or

2. A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.

C. 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.

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Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephonic~~ed~~ 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.

Executive Sessions/Open Meetings

Executive Session is a Board gathering from which the public is excluded. A quorum of the Board may vote in open session to hold an executive session for a reason delineated in A.R.S. 38-431.03. The Governing Board shall provide the public with notice of the executive session and it shall state the provision of law authorizing such session. The Governing Board shall also inform any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

Minutes from an executive session shall be confidential except for the reasons listed in A.R.S. 38-431.03. 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: _____

LEGAL REF.:
A.R.S.
15-321
15-323
15-843
38-431 *et seq*.
38-431.01
38-431.02
38-431.03
A.G.O.
I79-045

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I79-049
I79-126
I79-136
I80-118
I80-146
I81-058
I81-060
I81-090

CROSS REF.:
BBA – Board Powers and Responsibilities
~~BEC - Executive Sessions/Open Meetings~~
BED – Meeting Procedures
BEDA - Notification of Board Meetings
BEDB - Agenda
~~BEDC - Quorum~~
~~BEDF - Voting Method~~
~~BEDG - Minutes~~

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EXHIBIT

SCHOOL BOARD MEETINGS

Form 7.5
Notice of Meeting and Possible Executive Session of a Public Body

Sections 7.6.8 and 7.10.1
NOTICE OF MEETING AND POSSIBLE EXECUTIVE SESSION OF THE [*NAME OF PUBLIC BODY*]

Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [name of public body] and to the general public that the [name of public body] will hold a meeting open to the public on [date, time, and exact location] for the purpose of deciding whether to go into executive session. If authorized by a majority vote of the [name of public body], the executive session will be held immediately after the vote and will not be open to the public.

The agenda for the meeting is as follows:

[Include a general description of the matters to be discussed or considered, but exclude information that would defeat the purpose of the executive session. See Form 7.7 (Sample Notice and Agenda)]

[*OR*]

A copy of the agenda for the meeting will be available at [location where the agenda will be available] at least twenty-four (24) hours in advance of the meeting.

This executive session is authorized under A.R.S. § 38-431.03, Subsection (A), paragraph [list applicable provision].

Dated this _____ day of _____, 20____.

_____
[name of public body]

By_____
[authorized signature]

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

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EXHIBIT

SCHOOL BOARD MEETINGS

Form 7.6
Notice of Combined Public Meeting and Executive Session

Sections 7.6.8, 7.7.4, and 7.10.1
NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF
[*NAME OF PUBLIC BODY*]

Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [name of public body] and to the general public that the [name of public body] will hold a meeting open to the public on [date, time, and exact location]. As indicated in the agenda, pursuant to A.R.S. § 38-431.03(A) [specific paragraph that justifies the executive session]. The [name of public body] may vote to go into executive session, which will not be open to the public, to discuss certain matters.

The agenda for the meeting is as follows:

[List the specific matter to be discussed, considered, or decided. See Form 7.7 (Sample Notice and Agenda). Identify those matters that may be discussed or considered in executive session and identify the paragraph of A.R.S. § 38-431.03(A) authorizing the executive session, but exclude information that would defeat the purpose of the executive session.]

[*OR*]

A copy of the agenda for the meeting will be available at [location where the agenda will be available] at least twenty-four (24) hours in advance of the meeting.

Dated this _____ day of _____, 20____.

_____
[name of public body]

By _____
[authorized signature]

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

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EXHIBIT

SCHOOL BOARD MEETINGS

Form 7.13
Employee Notice of Executive Session

Section 7.9.4

[DATE]

[Name and Address of Officer or Employee who is the
subject of discussion at the executive session]

Dear [Name of employee]:

This is to advise you that the [name of public body] will meet in executive session at its next meeting on [date, time, and exact location] to discuss [describe nature of matters to be discussed or considered]. You may request that the discussion take place during the [name of public body's] public meeting rather than in executive session, by contacting the undersigned not later than [date and time by which notification must be given*].

Any person with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

Very truly yours,

_____

[authorized signature]

* Since the public body must post its notice of either a public meeting or an executive session at least twenty-four (24) hours before the meeting, the deadline for the employee to exercise his or her right to demand a public meeting must be more than twenty-four (24) hours before the meeting.

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~~BEC ©~~
~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

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

~~A. 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.~~

~~B. 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.~~

~~C. 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.~~

~~D. The executive session is authorized by a vote in open session, either during the current Governing Board meeting or at a prior meeting of the Board designating the time and the date of the future executive session.~~

~~The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.~~

~~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: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-843~~
~~38-431.01~~

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~~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~~

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BEC-EA ©

EXHIBIT

EXECUTIVE SESSIONS / OPEN MEETINGS

MINUTES

Date Time Place

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

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

III. (*Read prior to each executive session:*)

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

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

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EXHIBIT

EXECUTIVE SESSIONS / OPEN MEETINGS

Form 7.5
Notice of Meeting and Possible Executive Session of a Public Body

Sections 7.6.8 and 7.10.1
NOTICE OF MEETING AND POSSIBLE EXECUTIVE SESSION OF THE [*NAME OF PUBLIC BODY*]

Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [*name of public body*] and to the general public that the [name of public body] will hold a meeting open to the public on [*date, time, and exact location*] for the purpose of deciding whether to go into executive session. If authorized by a majority vote of the [*name of public body*], the executive session will be held immediately after the vote and will not be open to the public.

The agenda for the meeting is as follows:

[Include a general description of the matters to be discussed or considered, but exclude information that would defeat the purpose of the executive session. See Form 7.7 (Sample Notice and Agenda)]

[*OR*]

A copy of the agenda for the meeting will be available at [*location where the agenda will be available*] at least twenty-four (24) hours in advance of the meeting.

This executive session is authorized under A.R.S. § 38-431.03, Subsection (A), paragraph [list applicable provision].

Dated this _____ day of _____, 20____.

_____
[*name of public body*]

By_____
[*authorized signature*]

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [*name, telephone number, TDD telephone number*]. Requests should be made as early as possible to arrange the accommodation.

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EXHIBIT

EXECUTIVE SESSIONS / OPEN MEETINGS

Form 7.6
Notice of Combined Public Meeting and Executive Session

Sections 7.6.8, 7.7.4, and 7.10.1
NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF
[*NAME OF PUBLIC BODY*]

Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [name of public body] and to the general public that the [*name of public body*] will hold a meeting open to the public on [*date, time, and exact location*]. As indicated in the agenda, pursuant to A.R.S. § 38-431.03(A) [*specific paragraph that justifies the executive session*]. The [*name of public body*] may vote to go into executive session, which will not be open to the public, to discuss certain matters.

The agenda for the meeting is as follows:

[List the specific matter to be discussed, considered, or decided. See Form 7.7 (Sample Notice and Agenda). Identify those matters that may be discussed or considered in executive session and identify the paragraph of A.R.S. § 38-431.03(A) authorizing the executive session, but exclude information that would defeat the purpose of the executive session.]

[*OR*]

A copy of the agenda for the meeting will be available at [location where the agenda will be available] at least twenty-four (24) hours in advance of the meeting.

Dated this _____ day of _____, 20____.

_____
[*name of public body*]

By_____
[*authorized signature*]

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

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BEC-ED ©

EXHIBIT

EXECUTIVE SESSIONS / OPEN MEETINGS

Form 7.13
Employee Notice of Executive Session

Section 7.9.4

[*DATE*]

[*Name and Address of Officer or Employee who is the subject of discussion at the executive session*]

Dear [*Name of employee*]:

This is to advise you that the [*name of public body*] will meet in executive session at its next meeting on [*date, time, and exact location*] to discuss [*describe nature of matters to be discussed or considered*]. You may request that the discussion take place during the [*name of public body's*] public meeting rather than in executive session, by contacting the undersigned not later than [date and time by which notification must be given*].

Any person with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [*name, telephone number, TDD telephone number*]. Requests should be made as early as possible to arrange the accommodation.

Very truly yours,

_____
[*authorized signature*]

* Since the public body must post its notice of either a public meeting or an executive session at least twenty-four (24) hours before the meeting, the deadline for the employee to exercise his or her right to demand a public meeting must be more than twenty-four (24) hours before the meeting.

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Board President Role

The President of the Board is responsible for the orderly conduct of the meeting and shall rule on such matters as 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.

Rules of Order

The Board decides on rules for its meetings. One (1) example follows:

A. 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.

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

C. The President may make or second motions and may vote on all motions.

D. 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.

E. 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.

F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

G. The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.

Insert District Rules here.

Voting Method

Votes on all motions and resolutions shall be by *ayes*, *nays* or *abstentions*.

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At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote, including an electronic roll-call vote, shall be made and the vote of members shall be recorded. On a show-of-hands or roll-call, an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.

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

Minutes

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 or a recording 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 or a recording to appropriate Board members per 38-431.03 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 should be filed separately from Board executive session minutes.

Adopted: _____

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LEGAL REF.:
A.R.S.
1-216
15-321
15-341
15-843
38-421
38-431
38-431.01
38-431.03
39-101
39-121
39-122
A.G.O.
I78-237
I80-198
Attorney General Arizona Agency Handbook, Chapter 7,Open Meetings
ASLAPR General Retention Schedule for School Districts and Charter Schools

CROSS REF.:
BEDA - Notification of Board Meetings
BEDB – Agenda
BEDH - Public Participation at Board Meetings and News Media Services at Board Meetings
BGB – Policy Adoption, Revision and Repeal
~~BGF - Suspension/Repeal of Policy~~

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BED-R ©

REGULATION

MEETING PROCEDURES

(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:

A. Date, time, and place of meeting.

B. Members of the Governing Board recorded as either present or absent.

C. General description of the matter considered.

D. A record of how each member voted.

E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.

F. 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. [A.R.S. 38-431]

It is therefore necessary to remember that:

A. the coming together of a quorum of Governing Board members:

1. in person or by technological devices such as speakerphone, Internet, or other device,

2. including study sessions, work sessions, and retreats,

3. regardless of whether or not any voting is scheduled to occur,

B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,

1. is a "meeting" and, therefore,

2. minutes must be taken and processed as required by statute and specified above.

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EXHIBIT

MEETING PROCEDURES

Form 7.10
Minutes of Public Meeting

Sections 7.8.1 and 7.8.2
MINUTES OF PUBLIC MEETING OF THE [*NAME OF PUBLIC BODY*] OF MEETING HELD [*DATE*]

A public meeting of the [*name of public body*] was convened on [*date, time, and exact location*]. Present at the meeting were the following members of the [*name of public body*]: [*names of members present*]. Absent were: [*names of members absent*]. The following matters were discussed, considered, and decided at the meeting:

1. [Generally describe all matters discussed or considered by the public body.]

2. [Describe accurately all legal actions proposed, discussed, or taken and the names of persons who proposed each motion].

3. [Identify each person making statements or presenting material to the public body, making specific reference to the legal action about which they made statements or presented material.]

4. [Other required information. See Section 7.8.2(6), (7), (8).]

Dated this _____ day of _____, 20____.

_____
[*name of public body*]

By_____
[*authorized signature*]

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EXHIBIT

MEETING PROCEDURES

Form 7.11
Minutes of Executive Session

Sections 7.8.1, 7.8.3
MINUTES OF EXECUTIVE SESSION OF THE [*NAME OF PUBLIC BODY*] HELD [*DATE*]

An executive session of the [*name of public body*] was convened on [date, time, and exact location]. The [name of public body] voted to go into executive session at a public meeting on [date, time, and exact location]. Present at the executive session were the following members of the [*name of public body*]: [names of members present]. Absent were: [names of members absent]. Also attending the executive session were: [*names of those present including the reasons for their presence, for example, attorney for the public body, etc.*]

The following matters were discussed and considered at the meeting:

1. [Generally describe the matters discussed or considered by the public body.]

2. [Describe all instructions given to attorneys or designated representatives pursuant to A.R.S. § 38-431.03(A)(4), (5) and (7).]

3. [If the executive session is held as an emergency session, include the statement of reasons for the emergency consideration. See Section 7.8.2(7).]

4. [Include such other information as the public body deems appropriate, including information necessary to establish that executive session was proper and appropriate. See Section 7.8.3(5).]

Dated this _____ day of _____, 20____.

_____
[*name of public body*]

By_____
[*authorized signature*]

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NOTIFICATION OF BOARD MEETINGS

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. Except for a meeting through technological devices, the agenda ~~and notice~~ shall also include the time that the public will have physical access to the meeting place.

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:

A. prevents the posting of public notice on the District website, or

B. 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:

A. the members of the Governing Board, and

B. 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:

A. May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.

B. Does not include Sundays and other holidays prescribed in A.R.S. 1-301.

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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.

The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

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: _____

LEGAL REF.:
A.R.S.
1-301
15-321
15-341
38-431.01
38-431.02
A.G.O.
I79-045

CROSS REF.:
BDA – Board Organizational Meeting and Board President Duties
BE - School Board Meetings
~~BEC - Executive Sessions/Open Meetings~~
BEDB - Agenda

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ADVISORY 841

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AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. Except for a meeting through technological devices, the agenda ~~and notice~~ shall also include the time that the public will have physical access to the meeting place. 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*)

Preparation and Dissemination

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent may place items on the agenda. Any Board member may propose an item for consideration of placement on the agenda and will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Copies of the agenda shall be available to the public and the press.

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.

Order of Business

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

Regular meetings:

A. Call to order

B. Adoption of the agenda (*Discussion of items is not in order.*)

C. Pledge of allegiance

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D. Board Meeting minutes not previously approved

E. 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.*)

1. Summary of current events

a. Superintendent

Celebrations and recognitions

b. Governing Board members

2. Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report.*)

F. 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.*)

G. Action items (*Matters on which the Governing Board may take legal action during the meeting.)*

1. Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.*)

2. 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.*)

H. Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting.*)

I. Information items (*The Board will not propose, discuss, or take legal action during the meeting.*)

Requests for future agenda items

J. Adjournment

Special meetings:

A. Call to order

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B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)

C. Announcements

D. 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.*)

1. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session. An agenda is also required and must contain a general description of the matters to be considered.

2. The following statement may be included on every agenda:

"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)." [7.6.7 AZ Agency Handbook]

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~~ Individuals with Disabilities~~led~~

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting *[name of designated District contact person]* at *[provide telephone number and e-mail]*. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: _____

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LEGAL REF.:
A.R.S.
38-431
38-431.01
38-431.02
38-431.03
28 CFR § 35.163
7.6.7 AZ Agency Handbook

~~CROSS REF.:~~
BDA – Board Organizational Meeting and Board President Duties
~~BDB - Board Officers~~
BE - School Board Meetings
~~BEC - Executive Sessions/Open Meetings~~

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EXHIBIT

AGENDA

Form 7.7
Sample Notice and Agenda of Public Meeting and Executive Session

Sections 7.6.4, 7.6.8, 7.7.2, 7.7.4, and 7.10.1
NOTICE AND AGENDA OF MEETING OF THE ARIZONA COMMISSION ON THE ENVIRONMENT

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Arizona Commission on the Environment and to the general public that the Arizona Commission on the Environment will hold a meeting open to the public on January 21, 2000, beginning at 8:30 a.m. in Room 201, Health Building, 1740 West Adams, Phoenix, Arizona. As indicated in the following agenda, the Arizona Commission on the Environment may vote to go into executive session, which will not be open to the public, to discuss certain matters.

The agenda for the meeting is as follows:

I. Call to Order. (*Chairman Smith*)

II. Approval of Minutes of October 19, 1999 Meeting.

III. Committee Reports. (*Oral reports of the following committees and discussion thereon.*)

1. Computer Committee. Report by the chair of the Commission's Advisory Committee on proposals for acquiring a new computer system for the Commission.

IV. Personnel.

1. Consideration of applicants for Director of the Commission. The Commission may vote to discuss this matter in executive session pursuant to A. R.S. § 38-431.03(A)(1). The names of the applicants may be obtained by contacting the Commission's Executive Secretary.

2. Selection of Director of the Commission. The Commission may defer a decision on this matter to a later date.

V. Litigation.

1. *State v. Acme Polluters*. Discussion and decision concerning possible settlement. The Commission may vote to discuss this matter with the Commission's attorneys in executive session pursuant to A.R.S. §38-431.03(A)(3) and (4). The Commission may decide the matter in the public meeting or defer decision to a later date.

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2. Instituting Litigation. Discussion with and instruction to the Commission's attorneys concerning the filing of an enforcement action against The Brown Corporation. The Commission may discuss this matter in executive session pursuant to A.R.S. § 38-431.03(A)(2), (3), and (4). The Commission may decide the matter in the public meeting or defer decision to a later date.

VI. Consent Agenda.

Approval of routine warrants, purchase orders, travel claims, employee leave and transfer requests, and employee resignations. (*Documentation concerning the matters on the consent agenda may be reviewed at the Commission's office.*) Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed as a regular agenda item upon the request of any Commission member.

1. Approval of purchase order numbers 1204, 1205, and 1206 for purchase of computer equipment.

2. Approval of travel claims for employees John Q. Smith and Mary M. McGee.

3. Approval of resignation of Daniel Warren and resolution to thank Daniel Warren for ten (10) years of service.

VII. Call to the Public.

This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

VIII. Summary of Current Events.

The chief administrator, presiding officer or a member of the board may present a brief summary of current events pursuant to A.R.S. § 38-431.02(K). The Board will not discuss or take action on any current event summary.

The Board may discuss future dates for meetings and direct staff to place matters on future agendas.

IX. Future Meeting Dates and Items for Future Agendas.

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~~A copy of the agenda background material provided to Commission members (*with the exception of material relating to possible executive sessions*) is available for public inspection at the Commission's office, Room 402, Health Building, 1740 West Adams, Phoenix, Arizona.~~

~~Dated this 7th day of January, 2000.~~

~~ARIZONA COMMISSION ON THE ENVIRONMENT~~

~~Chris Jones~~
~~Executive Secretary~~

~~Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting *[name, telephone number, TDD telephone number]*. Requests should be made as early as possible to arrange the accommodation.~~

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AGENDA PREPARATION AND DISSEMINATION

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent, with the approval of the Board President, on behalf of the Governing Board as a whole, may place items on the agenda. Any Board member proposing an item for consideration of placement on the agenda will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty four (24) hours prior to the meeting.

Upon request, copies of the agenda shall be available to the public and the press.

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: _____

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

CROSS REF.:
BDB - Board Officers

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~~BEDC ©~~
~~QUORUM~~

~~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: _____~~

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

~~CROSS REF.:~~
~~BBBE - Unexpired Term Fulfillment~~

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RULES OF ORDER

The Board prescribes rules for its meetings as follows:

A. 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.

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

C. The President may make or second motions, and may vote on all motions.

D. 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.

E. 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.

F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

G. The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.

Adopted: _____

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

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~~BEDF ©~~
~~VOTING METHOD~~

~~Votes on all motions and resolutions shall be by ayes, nays or abstentions.~~

~~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 show-of-hands or roll-call, an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.~~

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

~~Adopted: _____~~

~~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~~

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~~BEDG ©~~
~~MINUTES~~

~~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: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-843~~
~~38-421~~
~~38-431.01~~
~~38-431.03~~
~~39-101~~
~~39-121~~
~~39-122~~
~~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~~
~~BEDF - Voting Method~~

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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:

A. Date, time, and place of meeting.

B. Members of the Governing Board recorded as either present or absent.

C. General description of the matter considered.

D. A record of how each member voted.

E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.

F. 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:

A. the coming together of a quorum of Governing Board members:

1. in person or by technological devices such as speakerphone, Internet, or other device,

2. including study sessions, work sessions, and retreats,

3. regardless of whether or not any voting is scheduled to occur,

B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,

1. is a "meeting" and, therefore,

2. minutes must be taken and processed as required by statute and specified above.

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EXHIBIT

MINUTES

Form 7.10
Minutes of Public Meeting

Sections 7.8.1 and 7.8.2
MINUTES OF PUBLIC MEETING OF THE
[*NAME OF PUBLIC BODY*] OF MEETING HELD [*DATE*]

A public meeting of the [*name of public body*] was convened on [*date, time, and exact location*]. Present at the meeting were the following members of the [*name of public body*]: [*names of members present*]. Absent were: [*names of members absent*]. The following matters were discussed, considered, and decided at the meeting:

1. [Generally describe all matters discussed or considered by the public body.]

2. [Describe accurately all legal actions proposed, discussed, or taken and the names of persons who proposed each motion].

3. [Identify each person making statements or presenting material to the public body, making specific reference to the legal action about which they made statements or presented material.]

4. [Other required information. See Section 7.8.2(6), (7), (8).]

Dated this _____ day of _____, 20____.

_____
[*name of public body*]

By_____
[*authorized signature*]

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EXHIBIT

MINUTES

Form 7.11
Minutes of Executive Session

Sections 7.8.1, 7.8.3
MINUTES OF EXECUTIVE SESSION OF THE [*NAME OF PUBLIC BODY*] HELD [*DATE*]

An executive session of the [name of public body] was convened on [*date, time, and exact location*]. The [*name of public body*] voted to go into executive session at a public meeting on [*date, time, and exact location*]. Present at the executive session were the following members of the [*name of public body*]: [*names of members present*]. Absent were: [*names of members absent*]. Also attending the executive session were: [*names of those present including the reasons for their presence, for example, attorney for the public body, etc.*]

The following matters were discussed and considered at the meeting:

1. [Generally describe the matters discussed or considered by the public body.]

2. [Describe all instructions given to attorneys or designated representatives pursuant to A.R.S. § 38-431.03(A)(4), (5) and (7).]

3. [If the executive session is held as an emergency session, include the statement of reasons for the emergency consideration. See Section 7.8.2(7).]

4. [Include such other information as the public body deems appropriate, including information necessary to establish that executive session was proper and appropriate. See Section 7.8.3(5).]

Dated this _____ day of _____, 20____.

_____
[*name of public body*]

By_____
[*authorized signature*]

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PUBLIC PARTICIPATION AND NEWS MEDIA SERVICES AT BOARD MEETINGS

General Public

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:

A. 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.

B. The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set. 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.

C. 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.

D. Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. 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.

E. Presentations for unsolicited services will not be permitted. Companies or businesses offering services of possible interest to the District should send information to the District Office for distribution to appropriate School District officials.

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.

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News Media Services

Local news media representatives shall be welcome to attend all regular or special meetings of the Board except for executive sessions. If 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: _____

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

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EXHIBIT

PUBLIC PARTICIPATION AND NEWS MEDIA SERVICES AT BOARD MEETINGS

REQUEST TO ADDRESS BOARD

I request permission to address the Governing Board on the following item on the agenda:

_____

_____

OR

I request permission to address the Governing Board on the following item that is within the jurisdiction of the Governing Board:

_____

_____

_____ _____

(Date) (Name and Telephone Number)

_____

(Street Address)

_____

(City) (State) (Zip)

_____

(E-mail Address)

_____

(Representing)

At the conclusion of an open call to the public, individual members of the Governing Board may respond to criticism made by those who have addressed the public body, may ask the Superintendent to review a matter, or may ask that a matter be put on a future agenda. However, 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. [A.R.S. 38-431.01]

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~~NEWS MEDIA SERVICES AT BOARD MEETINGS~~

~~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: _____~~

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

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POLICY ADOPTION, REVISION AND REPEAL

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board.-

Adoption

The Board ~~shall~~ may adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

A. ~~First meeting - the proposal shall~~ First Read:

The proposal will be presented for review, including discussion, feedback and/or modification.

B. ~~Second meeting - the proposal shall~~ Second Read:

The original or revised proposal will 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~~ by a majority vote.

Revision

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.

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

Repeal/Suspension

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 above to reinstate a suspended policy.

Adopted: _____

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

CROSS REF.:
BGE - Policy ~~Communication/Feedback~~ Manual

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REGULATION

POLICY ADOPTION, REVISION AND REPEAL

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. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.

B. Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.

C. The designated staff member(s) 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.

D. If changes or new policies are recommended, the Superintendent may send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services to discuss the proposed changes.

E. The updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.

F. If any proposals are made for further changes during the first review, such changes may be sent to ASBA Policy Services and/or appropriate District personnel for review or discussion.

G. If no changes were proposed, or after any such proposed changes have been reviewed by ASBA Policy Services and/or District personnel, the originally proposed or revised policy will be placed on the Board agenda a second time for action by the Board.

H. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.

I. ASBA Policy Services will electronically publish the final adopted copy of the policy.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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ADVISORY 850

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~~BGC ©~~
~~POLICY REVISION AND REVIEW~~

~~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: _____~~

~~CROSS REF.:~~
~~BGE - Policy Communication/Feedback~~

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~~**BGC-R ©**~~

~~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. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.~~

~~B. Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.~~

~~C. The designated staff member(s) 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.~~

~~D. If changes or new policies are recommended, the Superintendent may send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services to discuss the proposed changes.~~

~~E. The updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.~~

~~F. Following the first review, if any proposals are made for further changes, such changes may be sent to ASBA Policy Services for review or discussion.~~

~~G. 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.~~

~~H. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.~~

~~I. ASBA Policy Services will electronically publish the final adopted copy of the policy.~~

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BOARD REVIEW OF REGULATIONS

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.

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~~ publication.

Adopted: _____

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

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BGE ©
POLICY ~~COMMUNICATION / FEEDBACK~~ MANUAL

The Superintendent shall develop procedures to ensure that constituents, employees and Board members have access to a current policy manual that contains the policies and administrative regulations of the District. A link to the online policy manual will be made available to all persons listed above.

The manual is intended both as a tool for District management and as a source of information to constituents, staff members, and others about how the District operates. To that end, the policy manual will be available for online access. In addition, a hard copy manual shall be available at such places as the Superintendent may determine for use by those persons who do not have access to the manual online. Printed copies of the policy manual shall remain the property of the District and shall be subject to recall at any time.

Any administrative regulation shall be so designated and included in the manual immediately following the policy with which it is associated.

The Board's policy manual shall be considered a public record and shall be open for inspection by accessing the online link on the District's website, or if needing a hard copy, during regular business hours at the District administration office and at places designated by the Superintendent.

The online master copy of the manual will be securely maintained by the Superintendent, and archived as required by Records Management Standards adopted by the Arizona State Library, Archives and Public Records (ASLAPR). It is this online copy that will be used to resolve any discrepancies in language existing in other copies.

Adopted: _____

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

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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BGE-R ©

REGULATION

POLICY ~~COMMUNICATION / FEEDBACK~~ MANUAL

The District's Policy Manual is available to the public online at https://policy.azsba.org/asba/browse/asbaall/welcome/root. The online policy manual shall be maintained by the Superintendent, and supersedes any discrepancies in language that exist in hard copies of the policy manual.

All changes to the policy manual will be communicated by the Superintendent to staff and Governing Board members ~~,~~ and will be archived as required by the Arizona State Library, Archives and Public Records (ASLAPR).

LEGAL REF.:
Uniform System of Financial Records

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ADVISORY 853

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~~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.~~

~~Adopted: _____~~

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

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BOARD COMMUNICATIONS ~~WITH STAFF MEMBERS~~

Staff Members

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

A. 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.

B. 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~~ Policy BEDH and ~~BHD~~ as noted below.

C. Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent.

General Public

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

A. 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.

B. A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.

C. Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.

Adopted: _____

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

CROSS REF.:
BEDH - Public Participation at Board Meetings and News Media Services at Board Meetings

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~~BHD ©~~
~~BOARD COMMUNICATIONS WITH THE PUBLIC~~

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

~~A. 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.~~

~~B. A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.~~

~~C. Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.~~

~~Adopted: _____~~

~~CROSS REF.:~~
~~BEDH - Public Participation at Board Meetings~~

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NEW BOARD MEMBER
ORIENTATION / ~~HANDBOOK~~ AND RESOURCES

Orientation

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.

Resources

The member-elect is to be provided with 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.

Adopted: _____

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

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~~BIB ©~~
~~BOARD MEMBER DEVELOPMENT OPPORTUNITIES~~

~~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.~~

~~No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.~~

~~*Blame or judgment on the basis of race*, *ethnicity or sex* is defined in the statute by seven (7) concepts.~~

~~Adopted: _____~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-342~~
~~41-1494~~

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BIB-R ©

REGULATION

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

"Blame or judgment on the basis of race, ethnicity or sex" is defined in statute by the following concepts:

1. One race, ethnic group or sex is inherently morally or intellectually superior to another race, ethnic group or sex.

2. An individual, by virtue of the individual's race, ethnicity or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously.

3. An individual should be invidiously discriminated against or receive adverse treatment solely or partly because of the individual's race, ethnicity or sex.

4. An individual's moral character is determined by the individual's race, ethnicity or sex.

5. An individual, by virtue of the individual's race, ethnicity or sex, bears responsibility for actions committed by other members of the same race, ethnic group or sex.

6. An individual should feel discomfort, guilt, anguish or any other form of psychological distress because of the individual's race, ethnicity or sex.

7. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race, ethnic group or sex to oppress members of another race, ethnic group or sex.

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BOARD MEMBER DEVELOPMENT OPPORTUNITIES: CONFERENCES, CONVENTIONS, AND WORKSHOPS

Conferences, Conventions, and Workshops

In keeping with the need for continuing professional ~~in-service training and~~ development for its members, the Board encourages the participation of all members at appropriate Board conferences, ~~workshops~~ conventions, and workshops. 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:

A. The Board will periodically decide which educational opportunities ~~meetings~~ appear to be most promising in terms of producing direct and indirect benefits to the District.

B. 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.

C. 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.

Disallowed Trainings, Orientations or Therapy

No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.

Blame or judgment on the basis of race, ethnicity or sex is defined in A.R.S. § 41-1494.

Professional Literature

Any professional journals and books in the school libraries shall be available to every Board member.

Adopted: _____

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LEGAL REF.:
A.R.S.
15-342
41-1494

CROSS REF.:
DKC - Expense Authorization/Reimbursement

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REGULATION

BOARD MEMBER DEVELOPMENT OPPORTUNITIES: CONFERENCES, CONVENTIONS, AND WORKSHOPS

"Blame or judgment on the basis of race, ethnicity or sex" is defined in statute by the following concepts:

1. One race, ethnic group or sex is inherently morally or intellectually superior to another race, ethnic group or sex.

2. An individual, by virtue of the individual's race, ethnicity or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously.

3. An individual should be invidiously discriminated against or receive adverse treatment solely or partly because of the individual's race, ethnicity or sex.

4. An individual's moral character is determined by the individual's race, ethnicity or sex.

5. An individual, by virtue of the individual's race, ethnicity or sex, bears responsibility for actions committed by other members of the same race, ethnic group or sex.

6. An individual should feel discomfort, guilt, anguish or any other form of psychological distress because of the individual's race, ethnicity or sex.

7. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race, ethnic group or sex to oppress members of another race, ethnic group or sex.

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BOARD MEMBER
INSURANCE / LIABILITY

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, t~~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:

A. 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.

B. The surviving spouse and/or 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.

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C. For a surviving spouse and/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.

D. 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.

Personal Liability

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.

Adopted: _____

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

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SCHOOL BOARD LEGISLATIVE PROGRAM

The Board ~~will~~ may participate in ~~legislative programs through~~ conferences ~~with~~ at the state ~~and national school boards associations~~ or national level that enhance its understanding of legislative programs.

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

Adopted: _____

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SCHOOL BOARD MEMBERSHIPS AND ARIZONA SCHOOL BOARDS ASSOCIATION DELEGATES

Memberships

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.

The District shall not spend monies for memberships in an association that attempts to influence the outcome of an election, as determined by state and federal law.

ASBA Delegates

To be officially represented in the Arizona School Boards Association (ASBA) delegate assembly, each Board will designate one (1) Board Member and one (1) alternate as representatives for ASBA's legislative advocacy efforts.

Adopted: _____

LEGAL REF.:
A.R.S.
15-342
15-511

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ADVISORY 862

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~~BKA ©~~
~~LIAISON WITH SCHOOL BOARDS ASSOCIATIONS~~

~~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: _____~~

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

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POLICY SERVICES
ADVISORY

Volume 37, Number 4 **April 2025**

Policy Advisory No. 866 ..... Policy CA — Administration Goals / Priority Objectives

Policy Advisory No. 867 ..... Policy CB — Superintendent

Policy Advisory No. 868 ..... Policy CBA — Qualifications and Duties of the Superintendent

Policy Advisory No. 869 ..... Policy CBCA — Delegated Authority
NEW Regulation CBCA-R — Delegated Authority

Policy Advisory No. 870 ..... Policy CBI — Evaluation of Superintendent
Exhibit CBI-EA — Evaluation of Superintendent
(***Districts may choose either CBI-EA or CBI-EB***)
Exhibit CBI-EB — Evaluation of Superintendent

Policy Advisory No. 871 *DELETE* ..... Policy CCB — Line and Staff Relations
DELETE Regulation CCB-R — Line and Staff Relations

Policy Advisory No. 872 ..... Policy CFD — School - Based Management
Regulation CFD-R — School - Based Management
DELETE Exhibit CFD-E — School - Based Management
DELETE *Policy CFD* — School - Based Management
(*Version for one [1] school District* ***or*** < than 600 *students*)

Policy Advisory No. 873 ..... Policy CHD — Administration in the Absence of Policy

Policy Advisory No. 874 ..... Policy CK — Administrative Consultants

Policy Advisory No. 875 ..... Policy CM — School District Annual Report

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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POLICY ADVISORY DISCUSSION

Summary

Section C Revision

The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (see Discussions below for specific information regarding each document). Documents not listed in this **comparison document** from Section C did not change. The **clean copy document** linked on the Policy Advisory communication provides the revised Section C in its entirety.

Policy Advisory No. 866 **Policy CA — Administration Goals / Priority Objectives**

Minor revisions were made to policy language for clarity, and A.R.S. 15-341 was added as a Legal Reference as the statute pertains to Board policies and curricula noted in Policy CA.

Policy Advisory No. 867 **Policy CB — Superintendent**

Policy CB was updated to align with statutory language (*may* versus *shall*). [A.R.S. 15-503]

Policy Advisory No. 868 **Policy CBA — Qualifications and Duties of the Superintendent**

Subheadings were added and language in Policy CBA was reorganized for clarity (e.g., the statutory fingerprint card was moved to the second paragraph under the subheading, *Qualifications*, and the delegation portion in the second paragraph was moved under the subheading, *Duties)*; additional minor edits were included for clarity.

Policy Advisory No. 869 **Policy CBCA — Delegated Authority**
***NEW* Regulation CBCA-R - Delegated Authority**

Information from Policy CCB was moved to Policy CBCA under "H." and the final sentence of the policy; therefore, Policy CCB was removed from the model manual. In addition, E. - G. were added as additional areas of delegated authority, and Legal References A.R.S. 15-806 and 15-341 were added (school closures portions). Also, newly created Regulation CBCA-R contains language formerly in Regulation CCB-R; therefore, Regulation CCB-R was removed from the model manual (no change was made to original regulation language).

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Policy Advisory No. 870 **Policy CBI — Evaluation of Superintendent**
Exhibit CBI-EA — Evaluation of Superintendent
(*Districts may choose either CBI-EA or CBI-EB*)
Exhibit CBI-EB — Evaluation of Superintendent

Subheadings were added and language in Policy CBI was reorganized for clarity (e.g., information regarding executive session was moved to the first paragraph under the subheading, *Executive Session*, and the sentence regarding the Superintendent's personnel file was moved to the final sentence under the subheading, *Evaluation Process*). In addition, information regarding the exception to the contract offer date due to an override election per A.R.S. 15-503, and the contract acceptance timeframe were added. As with the Board Self-Evaluation Tool (Policy Advisory 820), Exhibit CBI-E offers Districts a choice: the original Superintendent Evaluation Tool (labeled as CBI-**EA** in this document) or the updated Superintendent Evaluation Tool (labeled as CBI-**EB** in this document). The updated Exhibit CBI-EB, created in collaboration with ASA (Arizona School Administrators), contains links to both the Evaluation Tool Guidance Handbook and the Superintendent Evaluation Tool, a free and customizable tool incorporating the yearly Superintendent goals. No change was made to the original language in Exhibit CBI-EA; minor edits were made to CBI-EB.

Policy Advisory No. 871 ***DELETED*** **Policy CCB — Line and Staff Relations**
DELETED **Regulation CCB-R — Line and Staff Relations**

Language in Policy CCB was moved to Policy CBCA under "H." and the final sentence of the policy; therefore, Policy CCB was removed from the model manual. Language in Regulation CCB-R was moved to newly created Regulation CBCA-R; therefore, CCB-R was removed from the model manual. No change was made to the original regulation language (title change only).

Policy Advisory No. 872 **Policy CFD — School - Based Management**
Regulation CFD-R — School - Based Management
DELETED **Exhibit CFD-E — Board Member Oath of Office**
DELETED (<600 students) **Policy CFD — School - Based Management**

The statutory requirement for school councils was added to the first sentence [A.R.S. 15-351], as well as the exception for small Districts [A.R.S. 15-352]. Due to the addition of the Small District Exception in the general Policy CFD, the second Policy CFD specifically for Small Districts was removed from the model manual, as well as its accompanying Exhibit CFD-E. Subheadings were also added, and language was removed for clarity in both the general Policy CFD and its accompanying Regulation CFD-R.

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Policy Advisory No. 873 **Policy CHD — Administration in the Absence of Policy**

The legal reference was removed from Policy CHD as the statute does not specifically reference policy language.

Policy Advisory No. 874 **Policy CK — Administrative Consultants**

The phrase "curricula, physical plant and other requirements of the District" was added to Policy CK to align with language in A.R.S. 15-343.

Policy Advisory No. 875 **Policy CM — School District Annual Report**

An introductory sentence, subheadings, and information regarding the Financial Annual Report were added to Policy CM for clarity. In addition, the section regarding Guaranteed Energy Cost Savings was removed as a District may include the required information in their Annual Report by utilizing the report provided by the qualified provider.

==========

If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.

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ADVISORY 866

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ADMINISTRATION GOALS /
PRIORITY OBJECTIVES

The District administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

A. ~~the processes of~~ ~~d~~Decision-making and communication;

B. ~~p~~Planning, organizing, implementing, and evaluating educational programs;

C. ~~the demonstration of~~ Providing educational leadership;

D. ~~the development~~ Developing and ~~maintenance of~~ maintaining close working relationships and channels of communication within the District and the community;

E. ~~the minimization of misunderstandings; and~~F. ~~the development of cooperation toward attaining the~~ Supporting educational goals adopted by the Board.

Adopted: _____

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

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ADVISORY 867

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CB ©
SUPERINTENDENT

The Board ~~shall~~ may employ a Superintendent, who ~~shall~~ will enforce the statutes and rules of the state of Arizona and the federal government, and the policies of the Governing Board of the District.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Arizona Administrative Code and the policies of the Governing Board. These regulations are binding on the employees of this District and students in the schools.

Adopted: _____

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

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ADVISORY 868

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CBA ©
QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

~~**(Performance Responsibilities)**~~

Qualifications

The Superintendent shall have appropriate qualifications as determined by the Governing Board by action taken at a public meeting.

The Superintendent shall ~~supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.~~ have a valid fingerprint card issued pursuant to A.R.S. 41-1758.03.

Duties

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent, as chief administrative officer of the District, shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties. The Superintendent is, however, responsible to the Board for all functions of the District, including but not limited to those listed below.

Education:

A. Administers the development, coordination, maintenance, and evaluation of ~~the educational program, including the special education program~~ all educational programs.

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B. Supervises methods of teaching, supervision, and administration in effect in the schools.

C. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.

D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Management:

A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.

B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and ~~submits~~ submission of it to the Board for review and approval.

C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.

D. Maintains ~~or has maintained~~ adequate records for the schools, including, but not limited to:

1. financial accounts,

2. business and property records,

3. personnel,

4. school population,

5. student records including verifiable documentation of each student's residency in this state in accordance with guidelines and forms adopted by the Arizona Department of Education, and

6. scholastic records.

E. Provides suitable instructions and regulations to govern the maintenance of District properties.

F. Provides suitable instructions and regulations to govern the safety and transportation of students.

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G. Assumes responsibility for the use of buildings and grounds.

H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

I. Oversees the processing and submission of required reports.

J. Interprets the budget and finances to the community.

K. Remains current on new legislation and implements laws to the best advantage of the District.

Governing Board:

A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.

B. Takes prompt action to implement all directives of the Board.

C. Advises the Board on the need for new and/or revised policies.

D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.

E. Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.

F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.

G. Develops and implements rules and regulations in keeping with Board policy.

H. Acts as chief public relations agent for the District.

I. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

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Personnel:

A. Recommends to the Board the appointment or dismissal of all employees of the District.

B. Ensures that all employees are evaluated in accordance with the schedule established by the Board.

C. Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.

D. Recommends all promotions, demotions, and salary changes to the Board.

E. Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

~~The Superintendent shall have a valid fingerprint card issued pursuant to A.R.S. 41-1758.03.~~

Adopted: _____

LEGAL REF.:
A.R.S.
15-503
15-802
38-201
41-1758
A.A.C.
R7-2-603

CROSS REF.:
CBI - Evaluation of Superintendent

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ADVISORY 869

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CBCA ©
DELEGATED AUTHORITY

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts without the need for prior Board approval:

A. To give notice to teachers, pursuant to A.R.S. 15-536, of the Board's intention not to offer a teaching contract.

B. To give notice to teachers, pursuant to A.R.S. 15-538.01, of the Board's intention not to offer a teaching contract and to dismiss the teacher.

C. To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. 15-503, of the Board's intention not to offer a new contract.

D. To issue to teachers, pursuant to A.R.S. 15-536, 15-538, and 15-539, written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within ten (10) school days.

E. To assign any employee to any position in the District for which the employee is qualified. Any reduction or increase in an employee's salary must have Governing Board approval.

F. To procure goods, services or construction in an amount not to exceed one hundred thousand dollars ($100,000). All procurement shall comply with the State Board of Education procurement code (School Procurement Code and the Uniform System of Financial Accounting).

G. To close any or all schools, buildings, or other facilities as permitted by law.

H. To delegate to others any of the powers and duties specifically assigned to the Superintendent, unless otherwise specifically limited by statue or Board action. The Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.

Adopted: _____

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LEGAL REF.:
A.R.S.
15-503
15-536
15-538
15-538.01
15-539
15-341
15-806
A.A.C.
R7-2-1007

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CBCA-R ©

REGULATION

DELEGATED AUTHORITY

(School Administration)

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties may include, but are not limited to, the following:

A. A principal is responsible for the operation of the educational program of the school.

B. A principal is responsible for the supervision and evaluation of the building staff members.

C. A principal will maintain discipline on the part of personnel and students.

D. A principal will care for and protect the building, the equipment, the grounds, and other school property.

E. A principal will maintain school records and prepare reports.

F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.

G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.

H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.

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ADVISORY 870

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CBI ©
EVALUATION OF SUPERINTENDENT

Executive Session

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

Evaluation Process

The Governing Board shall evaluate the Superintendent at least once each year.

Prior to the academic year, the Board and Superintendent will meet to agree on an evaluation instrument. The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals. The Superintendent shall provide each member of the Board a copy of the agreed upon evaluation instrument not later than September 1.

The Board President shall schedule a meeting not later than March 30, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present).

~~Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.~~

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

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Contract Modifications

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless, on or before April 15, the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent. Acceptance of this contract must be in writing within thirty (30) days or the offer is revoked.

***Exception:* Override Election**

If the Governing Board calls for an override election per A.R.S. 15-481, it shall offer a contract to certified administrators on or before June 15 unless timely notice is given, per A.R.S. 15-503(D), of the Governing Board's intent not to offer a new contract.

~~The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.~~

Adopted: _____

LEGAL REF.:
A.R.S.
15-341
15-503

CROSS REF.:
CBA - Qualifications and Duties of the Superintendent

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EXHIBIT

EVALUATION OF SUPERINTENDENT

(Districts may choose either CBI-EA or CBI-EB)

Evaluation Rating Symbols
O = Outstanding; S = Satisfactory; N = Needs Improvement;
U = Unsatisfactory; X = Not Observed

Note: Any rating of outstanding, needs improvement, or unsatisfactory requires the evaluator to list specific information in the Comments section that justifies and supports such rating.

A. Education

O S N U X ☐ ☐ ☐ ☐ ☐	A. Administers the development, coordination, maintenance, and evaluation of the educational program, including the special education program.
O S N U X ☐ ☐ ☐ ☐ ☐	B. Supervises methods of teaching, supervision, and administration in effect in the schools.
O S N U X ☐ ☐ ☐ ☐ ☐	C. Keeps informed of modern educational practices and thought by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.
O S N U X ☐ ☐ ☐ ☐ ☐	D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Comments regarding Section A:

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B. Management

O S N U X

□ □ □ □ □

A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.

O S N U X

□ □ □ □ □

B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits it to the Board for review and approval.

O S N U X

□ □ □ □ □

C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the Board.

O S N U X

□ □ □ □ □

D. Maintains or has maintained adequate records for the schools, including financial accounts; business and property records; and personnel, school population, and scholastic records.

O S N U X

□ □ □ □ □

E. Provides suitable instructions and regulations to govern the maintenance of school properties.

O S N U X

□ □ □ □ □

F. Provides suitable instructions and regulations to govern the transportation of students.

O S N U X

□ □ □ □ □

G. Assumes responsibility for the use of buildings and grounds.

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O S N U X □ □ □ □ □	H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
O S N U X □ □ □ □ □	I. Oversees the processing and submission of required reports.
O S N U X □ □ □ □ □	J. Interprets the budget and finances to the community.
O S N U X □ □ □ □ □	K. Remains current on new legislation and implements laws to the best advantage of the District.

Comments regarding Section B:

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C. Governing Board

O S N U X

□ □ □ □ □

A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.

O S N U X

□ □ □ □ □

B. Takes prompt action to implement all directives of the Board.

O S N U X

□ □ □ □ □

C. Advises the Board on the need for new and/or revised policies.

O S N U X

□ □ □ □ □

D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.

O S N U X

□ □ □ □ □

E. Informs and advises the Board about programs, practices, and problems of schools, and keeps the Board informed of the activities operating under the Board's authority.

O S N U X

□ □ □ □ □

F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.

O S N U X

□ □ □ □ □

G. Develops and implements rules and regulations in keeping with Board policy.

O S N U X

□ □ □ □ □

H. Acts as chief public relations agent for the District.

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O	S	N	U	X	
☐	☐	☐	☐	☐	I. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

Comments regarding Section C:

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D. Personnel

O	S	N	U	X	
☐	☐	☐	☐	☐	A. Recommends to the Board the appointment or dismissal of all employees of the District.
☐	☐	☐	☐	☐	B. Ensures that all employees are evaluated in accordance with the schedule established by the Board.
☐	☐	☐	☐	☐	C. Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.
☐	☐	☐	☐	☐	D. Recommends all promotions, demotions, and salary changes to the Board.
☐	☐	☐	☐	☐	E. Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

Comments regarding Section D:

Summary:

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CBI-EB ©

EXHIBIT

EVALUATION OF SUPERINTENDENT

SUPERINTENDENT EVALUATION HANDBOOK
AND
SUPERINTENDENT EVALUATION TOOL

(*Districts may choose either CBI-EA or CBI-EB*)

To view/access the District's Superintendent Evaluation Tool Guidance Handbook created by ASA/ASBA, click here.

To view/access the District's Superintendent Evaluation Tool created by ASA/ASBA, click here.

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ADVISORY 871

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~~**CCB ©**~~
~~**LINE AND STAFF RELATIONS**~~

Remove per PA 871 - April 2025 **(Added to CBCA).**

~~Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.~~

~~Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.~~

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~~**CCB-R ©**~~

~~REGULATION~~

~~LINE AND STAFF RELATIONS~~

~~(School Administration)~~

Remove per PA 871 - April 2025 (Added to CBCA-R).

~~The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.~~

~~A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:~~

~~A. A principal is responsible for the operation of the educational program of the school.~~

~~B. A principal is responsible for the supervision and evaluation of the building staff members.~~

~~C. A principal will maintain discipline on the part of personnel and students.~~

~~D. A principal will care for and protect the building, the equipment, the grounds, and other school property.~~

~~E. A principal will maintain school records and prepare reports.~~

~~F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.~~

~~G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.~~

~~H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.~~

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ADVISORY 872

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CFD ©
SCHOOL - BASED MANAGEMENT

(School Councils)

Establishment

A school council shall be established at each school. The Governing Board may delegate to a school council the responsibility to ~~develop~~ provide input for a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

~~The Board authorizes the establishment of a school council at each school site. The school council shall follow regulations promulgated by the Board. The authority extended to the school council(s) is to design curricular and instructional strategy/design models that promote the District mission/goals statement.~~

Exception for Small Districts. If a District has only one (1) school or fewer than six hundred (600) students, it is not required under Arizona statutes to have a program of school-based management as outlined in Arizona statutes, and the Governing Board elects not to have such a program.

Purpose

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

~~A shared "vision" for curricular and instructional strategies/designs and the involvement of a variety of the members of the school and community who will be most affected by the results are essential.~~

~~Curricular and instructional strategies/designs that result from such shared decision making are limited only by the requirements that they be consistent with and fulfill the mission/goal statements, beliefs, and adopted Board policies of the District and comply with the laws and regulations of the state of Arizona and the United States.~~

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

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Membership

The school council at each school shall take into consideration the ethnic composition of the local community and ~~initially~~ shall be composed of:

A. Parents or guardians of students enrolled in the school who are not employed by the District in the school of proposed membership.

B. Teachers.

C. Noncertificated employees.

D. Community members.

E. Students if the school is a high school.

F. The principal of the school.

Selection

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. 15-351. The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members. Thereafter, representatives shall be selected by their groups in the manner determined.

There must be an equal number of teachers and parents of pupils enrolled in the school on the council, and they shall constitute a majority of the council members.

The principal will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted: _____

LEGAL REF.:
A.R.S.
15-351
15-352
43-1089.01
A.G.O.
I99-018

CROSS REF.:
BDD - Board-Superintendent Relationship
CBCA – Delegated Authority
~~CCB - Line and Staff Relations~~

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REGULATION

SCHOOL - BASED MANAGEMENT

(School Councils)

~~The District endorses shared decision-making contingent upon a school council fulfilling the following elements:~~

~~A. Curricular and instructional implementation strategies/designs must fulfill the mission statement and adopted beliefs of the District.~~

~~B. The school council should carefully follow the processes, including brainstorming, consensus building, and pyramiding. This is "vision" creation, as opposed to a problem-solving process.~~

~~C. The school council must fully analyze and explore current resources and assess options for reaching their vision of excellence.~~

~~D. The school council, with approval by the principal, will, at scheduled intervals, monitor and evaluate implementation based on a written evaluation plan. The evaluation plan must include some demonstrably valid, quantifiable measures of progress.~~

Role and Responsibility of the School Council

The council:

A. Is advisory to the school administrative staff.

B. Is a representative group that solicits input from parents, community, and staff members.

C. Reviews literature and data.

D. Makes recommendations for school improvement.

E. Monitors implementation structure for new instructional designs.

F. Promotes a shared decision-making model that involves all constituencies in fulfilling the mission and goals of the District.

G. Provides local leadership and representation in the school decision-making structure.

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~~There may be a tendency for a school council to lose its understanding of extended ownership to groups affected by its decisions, and, in effect, become a new local bureaucracy. To avoid this result, employees must be aware and remind one another that the movement to shared decision making at the school level is not for the purpose of creating new, smaller bureaucracies to replace a larger bureaucracy, but, rather, a movement to involve all constituencies in fulfilling the mission and beliefs of the District.~~

~~Proposal Outline~~

~~Shared-decision-making proposals are for the purpose of creating new and effective curricular and instructional strategies/designs and increasing student learning. All proposals shall be submitted to the principal and shall, as nearly as possible, follow the outline identified below.~~

~~Shared decision making – curricular and/or instructional strategy/design plan process - proposal requirements:~~

~~A. Documentation that the new curricular and instructional design was developed in conjunction with parents, students, teachers, and support personnel.~~

~~B. Documentation of parent, student, teacher, and support staff support of the program.~~

~~C. Proposal development:~~

~~1. Needs assessment.~~

~~2. Goals.~~

~~3. Measurable performance objectives.~~

~~4. Proposal implementation (activities):~~

~~a. Staffing.~~

~~b. Materials, supplies, equipment.~~

~~c. Facilities.~~

~~d. Staff training.~~

~~e. Support services.~~

~~5. Time line (calendar of events).~~

~~6. Evaluation design.~~

~~7. Budget.~~

~~D. Statement(s) of assurances that the proposal is:~~

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1. To increase the efficiency and effectiveness of the school.

2. To increase academic achievement for "all" students.

E. Provision of a dissemination plan.

F. Provision of a monitoring plan.

Conflict Resolution

If a school council's curricular and/or instructional strategy/design plan conflicts with an existing Board-approved program or policy, the following steps can be taken:

A. The school council shall attempt to design an alternative plan that arrives at the same intended outcomes without violation or conflict with the Board-approved program or policy.

B. If this cannot be accomplished, the school council may request a waiver for a strategy/design plan that conflicts with existing Board-approved programs or policies.

C. If a plan requires waivers, it must be approved by the principal and brought to the Superintendent for approval and possible submission to the Board.

D. Waivers may be granted for temporary and specific periods of time and will be evaluated in light of the plan's ability to better implement the mission statement and adopted beliefs of the District.

Requests for
Additional Authority

Additional responsibilities and authority may be delegated to a school council if deemed necessary by the Board. The school council may request additional authority to accomplish delegated responsibilities by submitting a written proposal to the Superintendent, which must contain the elements identified below.

A. The principal's statement of support.

B. Motion of the council to request additional authority and vote count.

C. Specific authority requested and reason for request, analyzing how the request will improve the program for all children.

D. Possible impact of additional authority on personnel use and cost of programs to be improved.

E. Suggested date of termination of authority unless reapproved by the Governing Board

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CFD-E ©

EXHIBIT

SCHOOL - BASED MANAGEMENT

SCHOOL COUNCILS

Remove per PA 872 - April 2025

~~Research has identified characteristics of effective schools. Such research makes it clear that the most influential unit of effective school change or improvement is the individual school demonstrating the following characteristics:~~

~~A. Consensus on explicit instructional goals and beliefs (mission statement).~~

~~B. District-level support for school improvement; Governing Board, administration, and staff commitment to current research and the District-adopted mission statement.~~

~~C. Ongoing staff development and training.~~

~~D. High level of parental involvement and support.~~

~~E. Individual school autonomy and flexibility in the development of new curricular and instructional designs.~~

~~F. Collaborative, collegial instructional planning.~~

~~G. A focus on basic skills acquisition.~~

~~H. An emphasis upon higher-order cognitive skills.~~

~~I. Teacher responsibility for effective instructional and classroom management decisions and practices.~~

~~J. Teacher/parent accountability and acceptance of responsibility for student performances.~~

~~K. A safe, orderly, and disciplined school climate.~~

~~L. Strong instructional leadership.~~

~~M. Frequent monitoring of student progress.~~

~~N. Measurable student performance outcomes.~~

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SCHOOL - BASED MANAGEMENT

(School Councils)

Remove per PA 872 - April 2025 (Merged "Small District" version with "All District" version.)

~~The District, having only one (1) school or fewer than six hundred (600) students, is not required under Arizona statutes to have a program of school-based management as outlined in Arizona statutes, and the Governing Board elects not to have such a program.~~

~~Adopted: November 20, 2005~~

~~LEGAL REF.:~~
~~A.R.S.~~
~~15-351~~
~~15-352~~
~~43-1089.01~~
~~A.G.O.~~
~~I99-018~~

~~CROSS REF.:~~
~~BDD - Board-Superintendent Relationship~~
~~CCB - Line and Staff Relations~~

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ADVISORY 873

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CHD ©
ADMINISTRATION IN THE ABSENCE OF POLICY

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted: _____

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

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ADVISORY 874

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CK ©
ADMINISTRATIVE CONSULTANTS

Professional consultants from the Arizona School Boards Association, the Arizona Department of Education, universities, and colleges, as well as other resource persons, may be used when such services will be helpful in the improvement of the ~~instructional program~~ curricula, physical plant and other requirements of the District. All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted: _____

LEGAL REF.:
A.R.S.
15-343

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ADVISORY 875

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SCHOOL DISTRICT ANNUAL REPORT

Districts are responsible for filing several annual reports including but not limited to the ones listed below.

Academic Annual Report

The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent. The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

If the District has been assigned a letter grade of A pursuant to A.R.S. 15-241 during at least two (2) out of the last three (3) consecutive years and has not been assigned a letter grade of *C*, *D*, or *F* during the same three (3) years the District may receive exemptions from statutes and rules prescribed in statute. Should the District believe it qualifies for an exemption the District may submit a request for exemption to the Arizona State Board of Education. The State Board of Education shall review and may approve the exemption submitted by the District. The State Board of Education will not approve exemptions that directly apply to specific areas as noted in A.R.S. 15-215.

~~**Guaranteed Energy Cost Saving Contract Annual Reports**~~

~~The District shall report to the School Facilities Board annually, not later than October 15 actual energy and cost savings pursuant to a guaranteed energy cost savings contract.~~

~~The District shall also report for any guaranteed energy cost savings contract to the Department of Commerce Energy Office and the School Facilities Board:~~

~~A. The name of the project.~~

~~B. The qualified provider.~~

~~C. The total cost of the project.~~

~~D. The expected energy cost savings and relevant escalators.~~

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~~The District shall retain savings achieved by a guaranteed energy cost saving contract, which may be used to pay for contract and project implementation.~~

Financial Annual Report

The Governing Board shall publish an annual financial report for the prior fiscal year by November 15 of each year, using the format prescribed by the Auditor General per A.R.S. 15-904. This financial report shall be prepared and distributed by the District by October 15, including to the Country School Superintendent. On or before October 15 the Governing Board shall submit the annual financial report for the previous fiscal year to the Arizona Department of Education (ADE).

Adopted: _____

LEGAL REF.:
A.R.S.
15-213.01
15-215
15-341
15-904

CROSS REF.:
DBF - Budget Hearings and Reviews/Adoption Process
DIC - Financial Reports and Statements

First reading: Sections A, B and C of the policy manual

Information item, November 10, 2026. No vote. Built October 20, 2026. Direction table filled Tuesday, November 3, 2026 from the October 23 work session record (the recording, the direction list and the draft minutes). Revised Wednesday, November 4, 2026 to follow the Board President's direction of Tuesday, November 3.

The Board reviewed Sections A (Foundations and Basic Commitments), B (School Board Governance and Operations) and C (General School Administration) at the public policy work session on October 23, 2026: 51 Board policies and 30 regulations and exhibits. This is the first reading of the policies the work session sent forward: the 29 Confirm policies, and AC and ACA with an editorial fix. Adoption is December 8, 2026. Thirteen Decide policies, listed below, return to the policy work session on Friday, November 13, 2026.

How the items are grouped, as the work session register proposed

- **Confirm (29):** AA, ABA, ABAA, BA, BAA, BB, BBA, BCA, BDA, BDD, BDE, BDG, BGB, BGD, BGE, BHC, BIA, BIBA, BIE, BJ, BK, CA, CB, CBA, CBI, CFD, CHD, CK, CM. No member pulled any of the 29 by the October 21 deadline or in the room. Current text re-adopted with a clean date. One motion on December 8.
- **Read in full (6):** ACAA, BCB, BE, BEDA, BEDB, CBCA. ACAA, BCB and CBCA were heard with no text change (ACAA and BCB were already acted on October 13; ACAA-R comes for adoption November 10; BCB and BCB-E adopted with PA 1067). BE, BEDA and BEDB were tabled to the policy work session on Friday, November 13, 2026 and are not in this first reading.
- **Decide (16):** A, AC, ACA, ADAA, AEAA, BBBA, BBBD, BDH, BED, BEDH, BG, BID, CE, CH, CHCA, CL. Each carries the direction the Board gave October 23, below. AC and ACA are in this first reading. BED has no text change. The other thirteen (A, the nine undated policies, and BBBA, BBBD and BEDH) return to the Friday, November 13, 2026 work session.

Direction from the October 23 work session

Direction codes from the method: A adopt as written, E adopt with the edits noted, H hold for more information, I information only.

Code	Title	Direction given October 23	Text for first reading
A	District Mission and Belief Statement	Clean on all seven questions. The Board chose a community mission, vision and goals process next school year, one Friday a month, with the Wildcat Club taking part. Whether the current text rides this first reading in the meantime was not stated in the room.	None. Returns to the work session on Friday, November 13, 2026. The current statement stays in force as adopted April 8, 2025.
AC	Nondiscrimination Equal Opportunity	E. Editorial fix: the cross reference to GDQD (deleted by ASBA in April 2026) becomes GCQF-RB. The	Current text with GDQD replaced by GCQF-RB. AC-R gets the same fix from the Superintendent (information only).

Code	Title	Direction given October 23	Text for first reading
		Board said no vote is needed for the correction.	
ACA	Sexual Harassment	E. Same editorial fix as AC: GDQD becomes GCQF-RB.	Current text with GDQD replaced by GCQF-RB. ACA-R gets the same fix from the Superintendent (information only).
ADAA	School District Priority Goals and Objectives	H. No adoption date on file. Not readopted at this time; it waits for next school year's community mission, vision and goals work, so the goals can follow the new mission.	None. Held.
AEAA	Commitment to Accomplishment	H. No adoption date on file. Julie asks ASBA Policy Services whether it is still in the model manual and in which version; it returns to a work session, not directly to the Board.	None. Returns to the work session on Friday, November 13, 2026 after the ASBA check.
BBBA	Board Member Qualifications	A with a clean date. The June 10, 2025 adoption date on file matches no action in those minutes. Julie asks ASBA what was published on each date and where the June 10, 2025 date came from. Readopt the current text with a clean date, in one motion with BBBD and BEDH, once ASBA confirms.	None. Returns to the work session on Friday, November 13, 2026 with ASBA's answer; first reading December 8, 2026.
BBBD	Board Member Removal From Office	A with a clean date. Same ASBA question as BBBA.	None. Returns to the work session on Friday, November 13, 2026 with ASBA's answer; first reading December 8, 2026.
BDH	Board Consultants	H. No adoption date on file. Same ASBA check as AEAA. The Board also asked that a line keeping principal reports be added when the policy is next revised at the site level.	None. Returns to the work session on Friday, November 13, 2026 after the ASBA check.
BED	Meeting Procedures	I. A practice gap, not a policy gap. No text change. Julie confirms which minutes are posted publicly and closes any gap; any minutes the Board has not approved come to the Board in November; draft minutes post within three working	No text change. BED is not in this first reading.

Code	Title	Direction given October 23	Text for first reading
		days of each meeting from here on.	
BEDH	Public Participation and News Media Services at Board Meetings	A with a clean date, in the same motion as BBBA and BBBD, after the ASBA question. Practice settled in the room: speakers sign up and hand in the Request to Address the Board form before the meeting is called to order; the policy and an adequate supply of forms are posted at the board room entrance (Julie). One member asked that the sign-up deadline be written into the text; not settled.	None. Returns to the work session on Friday, November 13, 2026 with ASBA's answer and the sign-up sentence question; first reading December 8, 2026.
BG	School Board Policy Process	H. No adoption date on file. Same ASBA check as AEAA.	None. Returns to the work session on Friday, November 13, 2026 after the ASBA check.
BID	Board Member Compensation and Expenses	H. No adoption date on file. Same ASBA check as AEAA. Reimbursement detail runs through DKC, which comes with the Section D review.	None. Returns to the work session on Friday, November 13, 2026 after the ASBA check.
CE	Administrative Councils Cabinets and Committees	H. No adoption date on file; refreshed from the ASBA model in November 2025 but never adopted here. Same ASBA check as AEAA, plus a check on the open meeting point for committees formed at Board direction.	None. Returns to the work session on Friday, November 13, 2026 after the ASBA check.
CH	Policy Implementation	H. No adoption date on file; its first paragraph repeats BGD, adopted May 13, 2025. Same ASBA check as AEAA.	None. Returns to the work session on Friday, November 13, 2026 after the ASBA check.
CHCA	Handbooks and Directives	H. No adoption date on file. Same ASBA check as AEAA.	None. Returns to the work session on Friday, November 13, 2026 after the ASBA check.
CL	Research - Administrative Reports	H. No adoption date on file. Same ASBA check as AEAA.	None. Returns to the work session on Friday, November 13, 2026 after the ASBA check.
BE	School Board Meetings (read in full)	H. Tabled. The Board wants a response deadline, written as a time before the meeting,	None. Returns to the work session on Friday, November 13, 2026.

Code	Title	Direction given October 23	Text for first reading
		for an employee named for executive session to ask that the matter be heard in public, and words that being discussed is not an invitation into executive session.	
BEDA	Notification of Board Meetings (read in full)	H. Revisit. Add the employee response procedure here too; the Superintendent is drafting a BEDA-R that records the agenda posting sequence; the BoardBook setting is changed so emailing the packet does not publish it.	None. Returns to the work session on Friday, November 13, 2026.
BEDB	Agenda (read in full)	H. Tabled. The Superintendent and Julie rework the text to match the agenda the Board uses, with executive session wording and a response deadline for a named employee. The agenda itself does not change until the revised policy is adopted.	None. Returns to the work session on Friday, November 13, 2026.

Undated policies: the nine (ADAA, AEAA, BDH, BG, BID, CE, CH, CHCA, CL) do not come to the November 10 meeting. On Tuesday, November 3, 2026 the Board President directed that they return to the Friday, November 13, 2026 work session with the ASBA check, together with BBBA, BBBD, BEDH and Policy A. Their first reading would be Tuesday, December 8, 2026. ADAA stays held for the community mission, vision and goals work.

What the Board receives with this item

1. This cover.
2. The October 23, 2026 work session minutes, on this agenda for approval.
3. The current policy text for all 81 documents (file 03 of the work session packet), with the AC and ACA cross reference fix marked.
4. The ASBA advisories for Sections A, B and C (file 09).

Paste-ready agenda language

“First reading of Sections A, B and C of the policy manual, as reviewed at the October 23, 2026 policy work session: the 29 Confirm policies, and Policies AC and ACA with the GCQF-RB cross reference fix, for adoption December 8, 2026. Information only; no action.”

AC, ACA, AC-R and ACA-R: editorial fix, GDQD to GCQF-RB

Joseph City Unified School District No. 2. First reading Tuesday, November 10, 2026 (information item, no vote). Adoption Tuesday, December 8, 2026. Built Tuesday, November 3, 2026, for the Sections A, B and C first reading. Policies AC and ACA are the Board's. Regulations AC-R and ACA-R are the Superintendent's to issue and are included for information so the four texts move together.

What changes and why

Policies AC and ACA, and Regulations AC-R and ACA-R, each cite Policy GDQD, Discipline, Suspension, and Dismissal of Support Staff Members. ASBA removed GDQD from the model manual in April 2026 (Policy Advisory No. 1020): "Newly created Regulation GCQF-RB consolidates the procedural information for noncertificated employees that was originally contained in Policy GDQD; accordingly, Policy GDQD has been removed from the model manual." The District's manual now has GCQF with Regulations GCQF-RA (certificated employees) and GCQF-RB (noncertificated employees).

At the October 23, 2026 policy work session the Board accepted the editorial fix by discussion: 13:14:52 "So we'll need to change the cross references in both of those policies." 13:14:59 "AC dash R and ACA dash R need to be changed too." 13:15:12 "That's fine." 14:08:11 "We just need to change the cross-reverence from GDQD to GCQF dash RB." 14:08:24 "Great, we can move on."

Each change is marked in the text below with EDITORIAL FIX and the words it replaces. Nothing else in the four documents is changed.

Document	Line changed	Was	Becomes
AC, Policy	Cross reference list	GDQD - Discipline, Suspension, and Dismissal of Support Staff Members	GCQF-RB - Discipline, Suspension, and Dismissal (Noncertificated Employees)
ACA, Policy	Cross reference list	GDQD - Discipline, Suspension, and Dismissal of Support Staff Members	GCQF-RB - Discipline, Suspension, and Dismissal (Noncertificated Employees)
AC-R, Regulation	Investigation, support staff paragraph	impose discipline under Policy GDQD	impose discipline under Regulation GCQF-RB
ACA-R, Regulation	Investigation, support staff paragraph	impose discipline under Policy GDQD	impose discipline under Regulation GCQF-RB

One more item for the Superintendent's call, not in the Board's direction: the same cross reference lists cite "GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members." The current GCQF title in the District's manual is "Discipline, Suspension, and Dismissal" (it now covers all employees). The Board did not direct that change on October 23, so the text below leaves it as it is. If you want it in the same editorial fix, say so and the four lines get the new title.

AC NONDISCRIMINATION / EQUAL OPPORTUNITY (Policy)

Adopted Tuesday, April 8, 2025. Text as captured from PolicyBridge August 13, 2026, with the one editorial fix marked.

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, disability or any other basis prohibited by law. 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: Tuesday, April 8, 2025

LEGAL REF.:
A.R.S. 23-341; 41-1463
Arizona Constitution, Ordinance Art. XX, Par. Seventh
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

CROSS REF.:
ACA - Sexual Harassment
ACAA - Title IX Sex Discrimination
GBA - Equal Employment Opportunity
GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members
GCQF-RB - Discipline, Suspension, and Dismissal (Noncertificated Employees) [EDITORIAL FIX. Was: 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

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ACA SEXUAL HARASSMENT (Policy)

Adopted Tuesday, April 8, 2025. Text as captured from PolicyBridge August 13, 2026, with the one editorial fix marked.

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 is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

The Equal Employment Opportunity Commission defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual

nature when:

A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or

B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or

C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

A. 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.

B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

C. 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.

D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.

E. Offering or granting favors or employment benefits, such as 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.

All matters involving sexual harassment complaints will remain confidential to the extent practicable and allowable by law.

Adopted: Tuesday, April 8, 2025

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
GCQF-RB - Discipline, Suspension, and Dismissal (Noncertificated Employees) [EDITORIAL FIX. Was: GDQD - Discipline, Suspension, and Dismissal of Support Staff Members]
KED - Public Concerns/Complaints about Facilities or Services

AC-R NONDISCRIMINATION / EQUAL OPPORTUNITY (Regulation, information only)

Regulation to Policy AC. Issued by the Superintendent. Text as captured from PolicyBridge August 13, 2026, with the one editorial fix marked.

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 Process

Investigation

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 **Regulation GCQF-RB** [EDITORIAL FIX. Was: 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.

Dismissal of Complaint

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.

ACA-R SEXUAL HARASSMENT (Regulation, information only)

Regulation to Policy ACA. Issued by the Superintendent. Text as captured from PolicyBridge August 13, 2026, with the one editorial fix marked. This regulation already names its compliance officer by position (the Superintendent) and names no individual, so no further reissue is needed for roles.

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.

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If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under **Regulation GCQF-RB** [EDITORIAL FIX. Was: Policy GDQD] if the evidence so warrants. The Superintendent also may recommend a

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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.

After adoption on December 8, 2026

Post the four texts to PolicyBridge with the adoption date; the District's own policy library copies (11 Board Policy Library, Section A) still carry the GDQD lines and are refreshed from PolicyBridge after the vote, not before. Paste-ready agenda language is on the Sections A, B and C cover sheet beside this document.

JLIB-R: REGULATION, STUDENT DISMISSAL PRECAUTIONS

Code: JLIB-R (regulation to Policy JLIB) **District:** Joseph City Unified School District No. 2 **Issued by the Superintendent under Policy CH:** November 9, 2026 **Effective:** Monday, November 16, 2026 **Board review:** heard as information at the October 23, 2026 policy work session, with no objection.

STUDENT DISMISSAL PRECAUTIONS (Student Release Requirements)

At the time of school admission, the principal must complete the student's permanent record form, which will identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the principal shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the principal shall require satisfactory identification before such release. If there is a doubt, release may not be granted.

In the case of a written or verbal authorization by a lawful custodian of record, the principal shall require satisfactory verification of the message as being from the lawful custodian of record. If there is a doubt, release may not be granted.

Release at dismissal. The verification requirements of this regulation apply to any release of a student to another person, including at and after dismissal, while students are under the supervision of District employees, and whether the student leaves on foot or by vehicle. A student who is recorded as a walker or as a bus rider is released according to that record. Any departure from that record, including leaving with another family, requires verification through the school office before the student leaves.

Requests made to an employee other than the principal. An employee who is asked by any person, including a student, a parent, or another family, to allow a student to leave other than according to the student's record shall direct that request to the school office and shall not authorize the departure. No employee other than the principal or the principal's designee in the office may verify a release.

Student who has already departed without authorization. If an employee learns that a student has left with any person without office verification, the employee shall notify the principal immediately and shall not contact the families directly. The office shall contact the lawful custodian of record, confirm the student's location, and record the time of each contact and what each party said. The principal shall document the incident in writing the same day.

If an unauthorized person refuses to honor the decision of the principal, the principal shall call the local police authority.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal, such change shall immediately be entered on the student's permanent record.

If any police or court official requests the release of a student during school hours, parents should be notified as soon as possible.

Cross references: Policy JLIB, Student Dismissal Precautions; Policy JLIA, Supervision of Students; Policy JLI, Student Safety; Policy JIH; Policy CH.

9.B. **Information: Federal STOP School Violence grant application**

Federal STOP School Violence grant application submitted, $470,467, under the $500,000 threshold, no match. SF-424 submitted and validated in Grants.gov (tracking GRANT14805158); full application filed in JustGrants by the November 6 deadline.

9.C. **Requests for Future Agenda Items**

This agenda item is for the Governing Board to have a running record of potential items to be placed on future agendas. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.

9.D. **Upcoming Meetings and Events Calendar**

- Policy Work Session — November 13, 2026
- Next Regular Board Meeting — December 8, 2026
- Policy Work Session - December 11, 2026

10. **ADJOURNMENT**