

I. General

1.1 District Goals

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to establish why the District exists – to educate students. The Board will annually establish or reaffirm existing District goals. The Superintendent performance goals will be aligned with the District overall goals and be specific, measurable, achievable, relevant and time-bound. Likewise, all departmental and employee goals will be aligned under the Superintendent goals for the purposes of performance evaluations.

A. The District will meet the needs of individual students by establishing specific district and school goals that at a minimum include, but are not limited to:

1. Achievement levels of pupils at the end of grade three, grade eight and grade twelve.
2. Dropout and high school graduation rates.
3. Postsecondary employment and college enrollment rate.

B. All students will be prepared with the knowledge and skills to achieve post-secondary success.

C. The District will recruit, train and retain high performing staff to cultivate a culture of student success.

D. The District will maximize resources to support student success.

E. The District culture will be a safe and secure environment to facilitate an environment of maximum student success.

LEGAL REF.:

A.R.S.

15-741-01

Last Revision Date: June 25, 2022

1.2 District Legal Designation

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: “District” means a political subdivision of this state with geographic boundaries organized for the purpose of the administration, support and maintenance of the public schools or an accommodation school.

Policy Objectives: It is the intent of the Board to identify the Districts legal status, as required per statute.

The legal designation of the District is _____ (insert the name of the district)
School District No. __ (insert the number of the district) of _____ County (insert the name of the county).

LEGAL REF.:

A.R.S.

15-101

15-441

Last Revision Date: June 25, 2022

1.31 Accountability – Parent Bill of Rights

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right.

This District shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s). These shall include:

- A. A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The plan shall provide for the administration of a parent-teacher satisfaction survey.
- B. A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
- C. A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used and request an alternative assignment. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language.
- D. A procedure by which parents or guardians of students enrolled in the District shall have access in advance to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District.
- E. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.
- F. Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex education curricula if the School District offers any sex education curricula pursuant to A.R.S. 15-711 on the requirement to include instruction to students in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or 15-716 concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.

G. Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.

H. Procedures by which parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs, and activities that have been approved by the school.

I. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

1. The right to opt in to a sex education curriculum if one is provided by the District.
2. Open enrollment rights pursuant to A.R.S. 15-816.01, relating to the District policies on open enrollment.
3. The right to opt out of assignments pursuant to A.R.S. 1-601, Parents Bill of Rights. [See Exhibit KB-EB]
4. The right to opt a child out of immunizations as authorized by A.R.S. 15-873, relating to an outbreak of a communicable disease.
5. The promotion requirements prescribed in A.R.S. 15-701 for students in grades one (1) through eight (8).
6. The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. 15-701.01.
7. The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. 15-716.
8. The right to review their child's standardized norm-referenced test results pursuant to A.R.S. 15-743.
9. The right to participate in gifted programs pursuant as prescribed by A.R.S. 15-779.01.
10. The right to access instructional materials as directed by A.R.S. 15-730.
11. The right to receive the school's annual report card pursuant to A.R.S. 15-746.
12. The school attendance and age requirements for children prescribed in A.R.S. 15-802, 15-803 and 15-821.
13. The right to public review of courses of study and textbooks in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721, and in high schools, prescribed in A.R.S. 15-722.
14. The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.
15. Policies related to parental involvement pursuant to A.R.S. 15-102 and set out herein.
16. The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352.]
17. The right to public review of courses of study and textbooks in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721, and in high schools, prescribed in A.R.S. 15-722.
18. The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.
19. Policies related to parental involvement pursuant to A.R.S. 15-102 and set out herein.

20. The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352.]
21. Information about the student accountability information system (SAIS) as prescribed in section 15-1042.
22. The right to access the failing schools tutoring fund pursuant to A.R.S. 15-241.
23. Access to the Arizona Department of Education (DOE) statutory handbook of parental rights, which is posted on the DOE website and is prominently posted on a publicly accessible portion of the District website with a link to the statutory handbook of parental rights with the title and sections as listed below.
 - a. Title 1, chapter 6.
 - b. Section 15-102.
 - c. Section 15-110.
 - d. Section 15-113.
 - e. Section 15-117.
 - f. Section 15-351.
 - g. Section 15-721.
 - h. Section 15-722.
 - i. Section 15-730.

The District plan under this policy may also include:

- A. Making parents aware of this District parental involvement policy, including:
 1. Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.
 2. The parent's right to inspect the District policies and curriculum.
- B. Efforts to encourage the development of parenting skills.
- C. The communication to parents of techniques designed to assist the student's learning experience in the home.
- D. Efforts to encourage access to community and support services for children and families.
- E. The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.
- F. Identifying opportunities for parents to participate in and support classroom instruction at the school.
- G. Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.
- H. The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.

I. The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.

J. The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.

K. Provide to parents the information in this policy in an electronic form.

Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

For the purposes of this policy parent means the natural or adoptive parent or legal guardian of a minor child.

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

A. The Superintendent or principal shall:

1. Deliver the requested information to the parent within ten (10) calendar days, or
2. Provide to the parent a written explanation for denial of the requested information.

B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:

1. The parent may submit to the Governing Board a request for the requested information, and
2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

LEGAL REF.:

A.R.S.

1-601

1-602

15-101

15-102

15-110

15-113

15-117

15-249

15-341

15-351

15-721

15-722

15-730

Last Revision Date: June 25, 2022

1.32 Accountability - Community Involvement

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the governing board to ensure that the community is involved in the decision-making of the district.

- A. The Board shall minimize the need for Executive Sessions, except where prescribed by law.
- B. The Board shall meet at the most convenient public facility in the school district.
- C. At a minimum, the 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.

LEGAL REF.:

A.R.S.

15-321

Last Revision Date: June 25, 2022

1.33 Accountability - General Complaints

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to strive to resolve public concern and complaints for all matters, including personnel.

A. Written, signed complaints, regardless of how they are received, will be referred to the Superintendent for study and resolution, if possible.

1. The Superintendent shall develop a complaint form requesting basic information.
2. The Superintendent shall forward the form to the complainant if the initial complaint was incomplete.

B. The Superintendent shall develop a procedure for logging, reviewing and recording disposition of received complaints. The Board may review this documentation at any time. The documentation may be destroyed after a period of 3 years. This is a public record, as permitted by law.

C. The Board will hear citizen complaints when they have not been resolved by the Superintendent.

1. The Board member(s) may contact the individual who initiated the complaint and provide the details of the investigation.

D. If a complaint involves a complex problem, and/or a lengthy investigation will be required, the investigating administrator shall make periodic reports to the Board.

E. The Board will not consider or act on anonymous complaints, or complaints that have not been explored at the appropriate administrative level.

F. This policy addresses all complaints except Instructional Resources.

Last Revision Date: June 25, 2022

1.34 Accountability - Complaints About Instructional Resources

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to strive to resolve public concern and complaints about Instructional Resources.

A. Written, signed complaints about Instructional Resources, regardless of how they are received, will be referred to the Superintendent for study and resolution, if possible.

1. The Superintendent shall develop a complaint form requesting basic information.
2. The Superintendent shall forward the form to the complainant if the initial complaint was incomplete.

B. The Superintendent shall develop a procedure for logging, reviewing and recording disposition of received complaints. The Board may review this documentation at any time. The documentation may be destroyed after a period of 3 years. This is a public record, as permitted by law.

C. The Board will hear complaints about Instructional Resources when they have not been resolved by the Superintendent.

1) The Board member(s) may contact the individual who initiated the complaint and provide the details of the investigation.

D. If a complaint involves a complex problem, and/or a lengthy investigation will be required, the investigating administrator shall make periodic reports to the Board.

E. The Board will not consider or act on anonymous complaints, or complaints that have not been explored at the appropriate administrative level.

LEGAL REF.:

A.R.S.

15-341

15-721

Last Revision Date: June 25, 2022

1.35 Accountability - Financial Reporting, Audits and Reviews

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Policy Objectives: It is the intent of the Board to be in compliance with all state and federal requirements for financial monitoring and audits and to be stewards of taxpayer dollars.

A. The Superintendent shall implement procedures that assure compliance with all state and federal requirements for audits and financial reporting.

1)The financial records of the District shall be audited by an independent accounting firm in conformance with generally accepted auditing standards and legal requirements.

B. Every audit contract shall include a systematic review of average daily membership, as defined in section 15-901, using methodology that is consistent with guidelines established by the auditor general.

C. The Board shall publicly accept all audits and compliance questionnaires by roll call vote.

D. Every audit contract shall include a systematic review of average daily membership, as defined in section 15-901, using methodology that is consistent with guidelines established by the auditor general.

E. All final audit reports and reviews shall be presented to the Board and filed with appropriate state and other authorities.

F. The District shall prominently post on its website the Auditor General District Spending (Classroom Dollars) Report.

G. The Superintendent and/or Board, may contract with certified or registered public accountants, qualified management consultants, or other similar professional experts as reasonably necessary to conduct, or aid the performance of an audit.

1.An audit that is performed by contract must be conducted by persons who have no financial interests in the affairs of the District or its officers. Contracting for these audits will be awarded in accordance with federal and state procurement laws.

LEGAL REF.:

A.R.S.

15-213

15-239

15-904

15-914

15-2111

41-1279.03

LEGAL REF. (cont.):

A.R.S.

41-1279.04

41-1279.05

41-1279.07

41-1279.21

41-1279.22

A.A.C.

R7-2-902

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

Last Revision Date: June 25, 2022

1.36 Accountability - Superintendent

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: “Superintendent” means a Superintendent, or principal, or both.

Policy Objectives: It is the intent of the Board that the administration of the school system is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

A. The Board shall employ a Superintendent or principal, or both.

B. If the Board employs a Superintendent, the governing board shall determine the qualifications for the superintendent by action taken at a public meeting.

1. The Board shall require a superintendent to have a valid fingerprint clearance card that is issued pursuant to title 41, chapter 12, article 3.1.

C. The Superintendent shall enforce the statutes and rules of the state of Arizona and the federal government, and the policies of the Governing Board of the District.

D. 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.

E. The Board views Superintendent performance as identical to District performance so that District accomplishment of Board-prescribed District Goals will be viewed as successful Superintendent performance.

F. The Superintendent may make recommendations to the Board for changes in Board policies and the educational program.

LEGAL REF.:

A.R.S.

15-342

15-503

38-201

41-1758 et seq.

A.A.C.

R7-2-603

Last Revision Date: June 25, 2022