

POLICIES AND PROCEDURES MANUAL
FLAGSTAFF JUNIOR ACADEMY

ARTICLE I - INTRODUCTION

This Policies and Procedures Manual (“Manual”) is designed to present the policies and procedures by which Flagstaff Junior Academy (“FJA,” “the Academy,” or “the school”) conducts its administration, educational services, and general activities.

Section 1.01 Employee Acknowledgement Form

The Policy Manual contains important information about the School. I understand that I should consult my supervisor regarding any questions not answered in the Manual.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies and/or procedures. Only the Board has the ability to adopt any revisions to the policies in the Manual.

Furthermore, I acknowledge that this Manual, and revisions to it, are part of my employment with the School. I have received the Manual, and I understand that it is my responsibility to read and comply with the policies contained in the Manual and any revisions made to it.

EMPLOYEE’S SIGNATURE

DATE

EMPLOYEE’S NAME (TYPED OR PRINTED)

Section 1.02 Organization Description

Goals & Mission Statement

GOALS:

To observe, demonstrate and measure academic progress while honoring and educating each individual student.

MISSION STATEMENT:

To Foster:

*An academic and exploratory experience that includes data-driven teaching practices, inclusive education and individual guidance to the development of independence.

*An environment that promotes self-esteem and a desire for excellence as well as one that instills responsibility and community.

*An atmosphere that encourages parents and families to become part of their child's school experience and education.

Philosophy

Educational Philosophy. We believe that all children, in order to develop to their fullest, must have freedom. This freedom will allow them to develop intellectually, spiritually and physically. This freedom is achieved through the order and self-correcting of a prepared environment. The teacher prepares the environment. A child is guided by modeling and motivated by the work itself. We hope to provide a framework in which social and intellectual disciplinary development go hand in hand.

Teachers. We also believe that commendable teachers deserve quality salaries. We strive to pay our teachers competitive salaries demonstrative of their abilities and talents.

Communication. Good communication flow with the teacher should be the principal vehicle for questions that arise. We should model problem solving for our children in this manner. Parent-teacher conferences are scheduled throughout the year for this purpose. The teacher will also inform parents of any matter concerning their child as the need arises.

Concerns regarding teaching personnel should be dealt with as it arises with the teacher. If this does not resolve the conflict, a phone call followed by a written communication should be made to the Executive Director.

Services Provided

Flagstaff Junior Academy is a non-profit, charter school that provides educational services for children in grades K through 8. F.J.A. also has a private Montessori Children's House serving children ages 3 and 4.

School History / Charter

Flagstaff Junior Academy has been in operation as a non-profit, charter school since 1996. FJA is chartered as a public school under the Charter Board of the State of Arizona.

Organizational Structure

Executive Director

The Executive Director is responsible for the implementation of the broad educational policies established by the FJA Board of Directors within the limits of the financial policies set by that Board.

The Executive Director shall ensure that Board policies, as they relate to the day-to-day operations of FJA, are implemented. S/he oversees the business operations; develops and evaluates student programs and services; provides administrative and professional leadership for faculty, staff, students, and FJA Corporation members; and coordinates external relations.

The Executive Director shall ensure that all activities of FJA are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona State Board of Education and the Arizona State Board for Charter Schools and the policies of the FJA Board of Directors.

Board of Directors

Section 1. Comprisal and Term Limits.

Flagstaff Junior Academy is organized as a non-profit corporation governed by a Board of Directors ("the Board"). The Board makes all administrative and policy decisions, including but not limited to, establishing policies, curriculum, personnel, finance and budget, and the overall operation of the school. The members of the Board of Directors shall be appointed by the board. No past or present FJA employee may serve on the board. The Board members shall be appointed for a minimum term of 2 years and may serve a maximum of three consecutive terms, with Board voter approval. After three consecutive terms a member, after an absence of one year, may again be considered for a position on the Board of Directors.

Section 2. Board Member Resignation/Advertisement/Application Protocol

When a Board member resigns remaining board members will be notified as soon as is reasonably possible.

If resigning board member waits until next regularly scheduled board meeting, the board may vote to approve resignation. If resigning board member prefers resignation to be

effective immediately due to extenuating circumstances (and resignation is submitted between regularly scheduled meetings), the president may (1) approve the resignation on behalf of the board, (2) notify the board electronically, and (3) publicly acknowledge the resignation at the next regularly scheduled board meeting via presidential report.

(Note: Until board members are notified and resignation is officially accepted, ED, office staff and resigning board member are asked to refrain from sharing resignations with the general public)

The board identifies recruitment needs (such as a business or a parent or a community member) as needed. Available slots are advertised via FJA website, recruitment efforts and/or word of mouth. The following steps will follow:

- 1) Interested persons submit an online application
- 2) Applications are distributed to board members via packet of information received prior to any regularly scheduled board meeting for review at the next board meeting.
- 3) The applicants do a brief presentation
- 4) The Board votes on the applicant(s)
- 5) The chosen applicant is provided with necessary paperwork to be completed with deadlines
- 6) Chosen applicant is invited to next meeting.

Annual Gifts and Development

FJA is a non-profit organization that receives revenue from federal grants, state funding and donations. The Board may consider fund-raising activities to benefit the school. In addition, community members, parents, and corporations are encouraged to consider donations to the Academy for a tax deduction. FJA qualifies as a non-profit corporation under Section 501(c)(3) of the Internal Revenue Service code.

ARTICLE II. PERSONNEL POLICIES

Section 2.01 Nature of Employment

This Manual is intended to provide employees with a general understanding of the Academy's personnel policies. Employees are required to familiarize themselves with the contents of this Manual, for it will answer many common questions concerning employment with the Academy.

This Manual cannot anticipate every situation or answer every question about employment. This, however, is intended to be the guide to the Board and the employee and is to be considered a part of the employment agreement. The employees shall be notified of any modifications to the Manual and are expected to follow the modification to the Manual as adopted by the Board.

Section 2.02 Equality of Employment Opportunities/Non-Discrimination

The Academy is an equal opportunity employer and complies with employment requirements of the State of Arizona and the United States government.

The Academy is committed to a policy of non-discrimination relative to race, sex, age, religion, disability, sexual orientation, veteran status, national and/or ethnic background, and non-disqualifying handicapping condition. Any employee who feels that s/he has been discriminated against on these grounds is urged to immediately report discriminatory incidents to the Executive Director.

Section 2.03 Immigration Law Compliance

The Academy is committed to employing only individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the School within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Section 2.04 Anti-Nepotism

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons employed by FJA may be hired only if they will not be working directly for or supervising a relative. School employees cannot be transferred into such a reporting relationship.

No person may be employed by FJA while either that person or a member of his/her immediate family serves on a board, committee, or council which, either by rule or by practice, regularly nominates, recommends, or screens candidates for the project or program in which he/she is employed.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

No person shall participate in the consideration of any application for employment or promotion that involves the possible selection of a relative (as that term is defined herein) of such person.

For the purposes of this policy, relatives are defined as immediate family members which includes spouses, parents, children, brothers, and sisters, as well as mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, aunt, uncle, niece, nephew, step-parent, and step-child. This policy also applies to individuals, and their relatives and children, who are not legally related but who reside with another employee.

Section 2.05 Management

A. Administrative Responsibility

FJA is a non-profit corporation governed by a Board of Directors and administered by an Executive Director. The Board of Directors is legally responsible for the operation of FJA. Authority for managing FJA is delegated to the Executive Director.

The Executive Director is charged with the management of FJA. The direction of its working forces, including, but not limited to, the right to hire, promote, demote, discipline, or discharge, is vested exclusively with the Executive Director, acting within the guidelines set by the FJA Board of Directors.

B. Chain of Command

In the absence of the Executive Director, the following is the chain of command:

Cedar Avenue Campus: Assistant Executive Director, lead teacher designated by the
Executive Director

Middle School: Assistant Executive Director, lead teacher designated by the
Executive Director

C. Regular Hours of Work

Administrative staff works from 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday.

Children's House staff's regular hours of work are from 7:45 a.m. to 3:45 p.m. Monday through Thursday and 7:45 a.m. to 12:45 p.m. on Fridays

Cedar Campus' staff's regular hours of work are from 7:45 a.m. to 3:45 p.m. Monday through Thursday and 7:45 a.m. to 12:45 p.m. on Fridays

Middle School staff's regular hours are 7:30 a.m. to 3:30 p.m. Monday through Thursday and 7:30 to 12:30 on Fridays.

* There is an all-school meeting one Friday a month where attendance is mandatory.

At times, circumstances will require varying schedules for employees. The Executive Director will advise employees of their individual work schedules and any variations in such schedules. As stated, staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day of the week. The Executive Director is authorized to declare administrative leaves when the situation dictates.

D. Dress

Employees are expected to be neat in appearance and dress in a professional manner consistent with an institution that serves the public. The impression made on students, visitors and co-workers must be of foremost consideration. Teachers should not wear flip-flops, sandals, shorts, spaghetti strap tops, t-shirts (unless they are FJA shirts), or any other non-professional, inappropriate dress. Employees who show up to work wearing inappropriate dress shall be sent home to change into more professional dress. A violation of the school's dress code may subject the employee to discipline.

E. Absences

If an employee is unable to report for duty, that employee must notify the immediate supervisor at least one hour prior to the beginning of work. Failure to do so may result in disciplinary action. Unless in the case of an emergency, the employee is responsible to obtain a substitute teacher from the school's approved substitute teacher list. In the case of an emergency, the supervisor shall obtain appropriate substitute teacher coverage for the class.

An employee shall be deemed "absent without leave" when absent from work during scheduled duty time without prior notification to the School. This shall include absence due to lateness or due to leaving early or any other absence that is not specifically excused. Absence will not be excused unless the reason for absence conforms to policy on sick or vacation leave, or other specific policy on excused absences as adopted by the Board.

Employees are authorized to leave campus during lunch period, but are otherwise expected to be on campus during scheduled duty time unless off campus on school business.

Employees shall not be compensated for time missed due to being absent without leave. A subsequent paycheck of the employee will be docked for minutes/hours missed.

All unauthorized and/or unreported absences will be considered Absence Without Leave (AWOL), and a deduction of pay will be made. Such absences will be grounds for disciplinary action. Absence Without Leave for three days within a calendar month will be deemed a resignation from employment.

F. Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Academy to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is time actually spent on the job performing assigned duties.

Employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. Time cards shall be kept at the work site.

It is the hourly employee's responsibility to sign his or her time record and to certify the accuracy of all time recorded. Timecards and time sheets should be turned in to the supervisor on the last day of their workweek before payday (i.e., if you work on Saturday before payday, complete your time sheet and leave in the designated place for your supervisor before you leave, attach your completed timecard to the time sheet.) The supervisor will review and sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Hourly employees are required to take up to a 30 minute paid lunch break on a daily basis.

G. Paydays

Most contract employees are paid every two weeks, over twenty-three pay periods. Administrators under annual contracts are paid every two weeks, over twenty-six pay periods. All non-contract employees are paid every two weeks and their paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a regular day off or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

H. Safety

To provide a safe and healthy work environment for students, employees and visitors, FJA provides information to employees about work place safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board posting, memos, or other written communications.

Employees and supervisors shall receive periodic work place safety training. The training shall cover potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the work place are encouraged to raise them with the Executive Director.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Executive Director. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately (within twenty-four (24) hours of the injury) notify the Executive Director. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

I. Emergency Closures

At times, emergencies such as severe weather, fires, power failures, and water/sewer line breakage, etc. can disrupt school operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

FJA follows the delayed schedule and/or snow days as called by the Flagstaff Unified School District. Snow day closures are called by the Executive Director who shall notify the radio station. FJA also maintains a snow day hot line, which posts the school status by 6:30 a.m. The hot line number is 774-6007, extension 73. FJA also will post weather delays/closures on the FJA website. On “delayed schedule” days, our classes will begin promptly at 10:00 a.m. at the middle school, and at 10:15 at the Cedar campus. In addition, if FUSD calls a delayed start on a Friday, FJA will delay the start and ending of the school day by 2 hours at each campus, respectively.

J. Attendance and Punctuality

To maintain a safe and productive work environment, FJA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a

burden on other employees and on the Academy. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Executive Director as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

K. Control and Return of Property

Employees are responsible for all FJA property, including but not limited to, computers, printers, and all other electronic devices, software, computer-generated materials, other materials or written information issued to them or in their possession or control. Employees must return all FJA property immediately upon request or upon termination of employment. The Executive Director or the Board will determine the value of the unreturned or damaged property and may charge employee directly or withhold the value of the item from the employee's final paycheck.

Any and all information generated by, stored on, or contained in any FJA computer is or becomes the property of FJA and may not be damaged, removed or copied and removed from FJA without written approval from the Executive Director.

Any materials, designs, plans, data, writings, drawings, or other information, from whatever source, electronic or written, done by an employee for and on behalf of FJA, shall remain the property of FJA. The Academy shall own and control all copyrights that may attach to such electronic or written information. Said property of the Academy shall not be given to an outside firm or individual except with appropriate authorization or upon an appropriate request under applicable law. Any unauthorized transfer, use, or disclosure of information will constitute unacceptable conduct.

Any employee who violates the provisions of this section will be subject to disciplinary action, up to and including possible termination of employment.

School staff and community members may not use FJA equipment for personal use. No FJA property may be taken off campus without the prior approval of the Executive Director.

L. Keys Policy

Keys to classrooms and other school buildings will be issued at the beginning of the school year and must be returned upon the termination of employment. Each employee shall be held strictly accountable for the key(s) issued to him/her. Should any key(s) be lost or misplaced, it will be immediately reported to the employee's immediate supervisor. Terminated employees must return keys to the office by the end of business on the day after the last day worked.

M. Security Inspections

FJA wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, explosives, or other improper materials. To this end, the Academy prohibits the possession, transfer, sale, or use of such materials on its premises. The Academy requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Academy. Accordingly, any agent or representative of the Academy can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

N. Staff Meetings

An all-school staff meeting shall be held every month; monthly staff meetings will be held separately with the elementary and middle school staffs, respectively; and grade level meetings will be held weekly during the school year.

O. Family/Personal Matters/Gossip

While on duty, employees are expected to be professional and courteous with all other employees, students and parents. Employees shall not interject family matters into relationships with fellow employees. Employees shall leave family problems at home. Violation of this section could subject the Employee to discipline up to and including termination.

P. Political Activities

The Academy respects each person's right to participate in political activities and encourages its employees to participate in the political process. However, FJA employees shall not take an active part or engage in any political campaign activity while on official duty. The foregoing prohibition shall include the wearing of campaign buttons or other political campaign items while on official duty. Further:

- An employee shall not neglect his/her assigned duties and responsibilities because of permitted political activity.
- An employee may participate in any campaign and election so long as such participation does not interfere with his/her school duties and responsibilities.
- An employee shall not use the property, supplies and equipment of the school in performing political activities.
- With the approval of the Board, an employee may participate in any nonpartisan campaign or effort that promotes education or protects the continuation of educational services to the students served by the school.
- An employee shall not appear to represent the school without prior written authority of the Board.
- An employee shall not participate in controversial issues outside the school campus in a manner that may reasonably be interpreted to be representative of the school or its position or in a manner that hinders the operation of the school.

Q. Salary Schedule

Staff Salaries

Unless otherwise negotiated, annual salaries will be based on a 185 day work schedule.

Stipends for extra duties are based on the following:

Coaching a competitive team sport	\$1000/year
Advising an FJA approved club	\$500/year
Completing extra duties as assigned	Negotiable

Teacher Salaries

Teacher salaries will be paid at the level agreed upon in the annual letter of employment and contract.

Initial salary will be based on a teacher pay schedule approved by the FJA Board. This pay scale takes into consideration a base salary, step increases for years of employment as a teacher, adequate performance evaluation, level of education and continuing education.

Unless otherwise negotiated, annual salaries will be based on a 185 day work schedule.

Salary Schedule with 20 Year Ceiling

Steps	Montessori Cert.	Bachelors	Teach. Cert.	Teach Cert. w/Endorse	Masters
0	31,044	31,980	32,500	33,020	34,060
1	31,252	32,188	32,708	33,228	34,268
2	31,460	32,396	32,916	33,436	34,476
3	32,500	33,436	33,956	34,476	35,516
4	33,150	34,105	34,635	35,166	36,226
5	33,813	34,787	35,328	35,869	36,951
6	34,821	35,824	36,381	36,938	38,052
7	35,691	36,540	37,108	37,677	38,813

8	36,584	37,271	37,851	38,430	39,590
9	37,498	38,016	38,608	39,199	40,381
10	38,613	39,146	39,755	40,364	41,581
11	38,999	39,538	40,153	40,768	41,997
12	39,389	39,933	40,554	41,175	42,417
13	39,783	40,333	40,960	41,587	42,841
14	40,180	40,736	41,369	42,003	43,270
15	40,582	41,143	41,783	42,423	43,702
16	40,988	41,555	42,201	42,847	44,139
17	41,398	41,970	42,623	43,276	44,581
18	41,812	42,390	43,049	43,708	45,026
19	42,230	42,814	43,480	44,145	45,477
20	42,652	43,242	43,915	44,587	45,931

- \$500 professional development money for the year
- Does not carry over from year to year

Full time (min. 30 hours per week) aides would be eligible for benefit package after 90 day probationary period. Part-time aides (less than 30 hours) NOT eligible for benefits.

Aide Wage

Office Aide \$10 – 12 hourly

Classroom/Playground \$10 – 12 hourly

Floating Special Ed \$12 – 15 hourly

O13ne on One Special Ed \$15 – 20 hourly

After 90 days Admin can authorize a raise. Raises may be annually thereafter. Raises from .25 - \$1 per hour.

R. Field Trips

Employees must check with the FJA office before scheduling any field trips to avoid potential conflicts in activities. For walking field trips in close proximity to the Academy, teacher must obtain the prior written permission from the student's parents. This permission form shall be obtained at the commencement of each school year and shall be on file with the Executive Director. For other field trips, written permission must be obtained from each student's parent(s) prior to each field trip. However, the FJA office must always be aware of the location of its teachers and students at all times during fieldtrips. FJA complies with the State guidelines for field trips.

S. Outside School Employment

An FJA employee's position shall be given precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no FJA facilities, equipment, or material are used, unless pre-approved by the Executive Director, and the outside work or self-employment does not interfere with the employees' performance of District-assigned duties.

Outside employment is defined as any business-related activity that results in income reportable to the Internal Revenue Service. Outside employment must be compatible with the full and proper discharge of the duties and responsibilities of FJA employment. It shall not impair the employee's capacity to perform FJA duties and responsibilities in an acceptable manner.

Any employee who desires to engage in outside employment shall provide information to the Executive Director concerning the duties and the hours of such employment.

It is the responsibility of the employee to report to the District Superintendent any change in the status/duties pertaining to outside employment. Any change in job classification and/or District employment shall require new approval for outside employment.

Permission for outside employment must be renewed annually by fiscal year.

Section 2.06 New Employees

A. In General

It is the policy of FJA to fill job openings with the best-qualified applicants. In the selection of employees, careful consideration is given to ability, experience, training, interests and aptitude.

All persons who may be interested in applying for a specific position with FJA are to be referred to the Executive Director.

FJA will respond to all applicants, solicited or unsolicited. The Executive Director will be responsible for the logging in of all applicants and proper advertisement. The Executive Director will be responsible for the development of job descriptions. The FJA Board will ratify salaries.

B. Open Positions

When a position becomes available, the Executive Director will notify the FJA Board President. If determined, the position will be advertised in appropriate places and applicants will be screened and interviewed, and the best applicant will be hired to fill the vacancy.

C. Recruiting Process

Advertisement. When a position becomes available, the Executive Director may advertise in local, state or out-of-town newspapers, or other education organizations. Professional positions may be advertised in national professional publications and/or on the Internet.

Applications and Resumes. Applications and resumes are kept on file for a minimum of six (6) months, although updated applications may be requested after sixty (60) days. Previously submitted applications/resumes may be reviewed for appropriateness for new openings, for whatever reason. Applications from current employees who elect to be considered for a job opening may also be reviewed.

D. Screening Process

In General. All applicants, both internal and external, shall submit an application and resume to the Executive Director. The Executive Director will give first consideration to internal applicants. The applications and resumes of qualified applicants will be reviewed according to the job description and other criteria for the position.

For all full-time positions, the Executive Director will select finalists for a vacant position, and then interview the finalists with the designated interview team. The Executive Director will select this team. This team may consist of a combination of the Executive Director, pertinent teachers, parents and Board Members. The interview team will interview the finalists and then issue a recommendation of their choice in writing to the Executive Director. The Executive Director will then make a recommendation to the Board.

For all Limited-Term appointments, part time, or consultant positions, the Executive Director will select finalists for a vacant position, conduct interviews and hire said employees.

Fingerprinting and Background Checks. The selection process may require fingerprinting and background checks as set forth below:

All personnel employed by FJA shall be fingerprinted as a condition of employment. For personnel who are required to be fingerprinted as a condition of receiving a teaching certificate or other license, FJA may satisfy the fingerprinting requirement by accepting the certificate or license. Employment with FJA is contingent upon the results of the fingerprint check or maintenance of the certificate or license which satisfies the fingerprinting requirement.

If an employee's Fingerprint Clearance Card expires, he/she will not be allowed to work and not receive pay. Accrued personal/sick days may not be utilized.

Prospective employees shall certify in a sworn statement that they are not awaiting trial on and have never been convicted of or admitted in open court or pursuant to a plea agreement of committing any criminal offenses in this state or any other jurisdiction as specified below:

- Sexual abuse of a minor
- Incest
- First or second degree murder
- Kidnapping
- Arson
- Sexual assault
- Sexual exploitation of a minor
- Felony offenses involving contributing to the delinquency of a minor
- Commercial sexual exploitation of a minor
- Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs or controlled substances
- Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs or other controlled substances
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs or other controlled substances
- Burglary in the first degree
- Burglary in the second or third degree
- Aggravated or armed robbery
- Robbery
- A dangerous crime against children as defined in A.R.S. § 13-604.01
- Child abuse
- Sexual conduct with a minor
- Molestation of a child
- Voluntary manslaughter
- Aggravated assault
- Assault
- Exploitation of minors, involving drug offenses

Fingerprinting is not required for volunteers who will be providing services to pupils in the presence of and under the direct supervision of a teacher.

FJA may refuse to hire or may review or terminate any person who has been convicted of or admitted committing any of the crimes listed above or a similar offense in another jurisdiction.

This section does not require pupils who are also employed by FJA to be fingerprinted.

E. Selection

Once an applicant has been selected, the FJA Executive Director will offer the position to the selected applicant per the salary schedule.

Section 2.07 Standards of Conduct for All Employees

All employees shall be subject to discipline up to and including termination, for the commission of any one or more of the following offenses:

- The failure or refusal, without just cause, to obey or carry out any orders, instructions, assignments, or duties within the time designated by one in a position of authority for the performance of said orders, instructions, assignments or duties.
- The failure to maintain, to all persons, conduct, demeanor and speech exhibiting the respect and professionalism appropriate to an employee of an educational institution.
- Failure, without just cause, to obey or comply with any directive or adopted and published policy of the Board.
- The unexcused absence from one's duties or duty station.
- Idleness, sleeping or unauthorized participation in non-job related activities during duty hours, with the exception of overnight fieldtrips.
- Any act or failure to act which will foreseeably endanger or cause physical or emotional damage or educational or moral harm to any student of the Academy at any time while said student is enrolled as a student. The Academy disallows corporal punishment, which is defined as "intentionally striking the child or other forms of child abuse noted herein."
- Any act or failure to act which will foreseeably endanger or cause physical harm to another employee of the Academy.
- Failure to disclose or report, to a person in a position of relevant authority, any conduct, occurrence, information or condition, which if not so disclosed or reported, will or is likely to cause harm, loss or damage to the Academy, or any employee or student thereof.
- Any violation of the Drug Free Workplace Policy. This shall include the abuse of any substance, including, but not limited to, alcohol.
- The use, without proper authorization, of Academy or governmental property.
- The alteration without proper authority, or falsification of any official student or school record, reinstatement, certificates, grades, ratings, or reports with regard to any test, certificate or appointment.
- Theft of property belonging to or in the care and/or custody of the school or any other employee or student of the school.

No employee shall place or allow himself or herself to be placed in a situation or pursue a course of conduct involving a student which will or may be reasonably perceived by the student or such other person or persons who may also be present, as compromising to the welfare, morality or comfort of the student.

No employee shall either solicit or accept any reward, favor, gift or any other form of gratuity for the anticipation of, or in return for, any performance or non-performance of any duty from a vendor, contractor, firm, or individual or any other source having or proposing to have or do business with the school, its programs or operations.

No employee shall conduct or participate in any unauthorized political activity during working hours or when using school property or facilities.

No employee shall presume to speak for, or on behalf of, the school, the Board or the administration unless specifically authorized to do so. An employee who is officially designated to so speak shall at all times be accurate, shall exercise proper restraint, and shall show respect for the opinions of others when serving as a designated spokesperson in public statements and proceedings relating to the school, its policies or operations.

Employees shall dress in a manner appropriate and proper with respect to their position, the occasion and their function while on duty or when representing the school in any capacity.

No employee shall discuss or divulge confidential aspects of programs or operations or any other sensitive or confidential information, either to or with another employee not entitled to the information or to a person or group outside of the school, without the specific authorization of the Executive Director.

No employee shall engage in any activity of misconduct, abuse, or harassment of a sexual nature towards any other employee or student of the Academy.

No employee shall use or be under the influence of alcohol or drugs.

No employee shall be convicted for abusing or being under the influence of substances, including alcohol and/or illegal drugs.

No employee shall directly or indirectly, give, render, pay, offer, solicit or accept any money, service or other valuable consideration for or on account of any appointment, grade, proposed appointment, promotion, or proposed motion to a position at the school or affiliated with the school or any business transactions of the school.

No employee of the personnel office, examiner, or other, will obstruct another from examination, eligibility certification or appointment under these policies, nor to furnish special or unpublished information for the purpose of affecting the rights or prospects with respect to employment.

No employee shall induce or attempt to induce any employee or student to commit an unlawful act or acts in violation of these policies, or United States or State of Arizona laws or regulations.

No employee shall engage in vending, soliciting or collecting contributions on the campus at any time, without prior written authorization of the Executive Director.

Employees will at all times be responsible with money or property of the Academy and carelessness or negligence with the same shall be a violation of these policies.

Section 2.08 Code of Ethics

All FJA employees are representatives of the school and need to conduct themselves in a professional manner. All controversial issues need to be addressed to the Executive Director. This especially pertains to the news media. Consequences will result in a letter written and put into employee's file. A code of ethics agreement within the contract will be signed by each teacher. This policy shall not be construed to interfere with an employee's exercise of his/her right to talk or complain about work-related issues; Further, it does not prohibit the discussion of wages, benefits, or other terms and conditions of employment; and is not intended to discourage concerted activity (i.e., discussion of working conditions).

Section 2.09 Drug-Free Workplace

The Flagstaff Junior Academy workplace shall and must be drug-free in order to comply with federal laws, to ensure the safety and productivity of staff and to ensure the safety and learning environment of our students. Therefore, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance; the possession or use of an alcoholic beverage; and/or the use of an otherwise lawful substance which, when used other than as intended by the manufacturer, alters the perception or physical reaction of the person using or consuming that substance or the vapors therefrom, is strictly prohibited in the workplace.

Definitions of terms used in this Manual relative to these issues are as follows:

Conviction: A finding of guilt or the imposition of sentence, or both, by a court of competent jurisdiction, concerning a criminal violation occurring in the workplace, of any drug law of the United States of America, the State of Arizona, or other state.

Drugs: Alcoholic beverages, controlled substances as defined in the Controlled Substances Act, Schedules I through V, 21 U.S.C. 812, and the laws of the State of Arizona, and any lawful substance which, when used other than as intended by the manufacturer, alters the perception or physical reaction of the person using or consuming that substance or the vapors there from.

Drug Abuse: Unlawful manufacture, distribution, dispensing, possession or use of an alcoholic beverage, controlled substance or an otherwise lawful substance which, when used other than as intended by the manufacturer, alters the perception or physical reaction of the person using or consuming that substance or the vapors there from.

Employee: Every employee of FJA.

Workplace: The grounds and buildings of FJA, all equipment and vehicles belonging to or under the authority of FJA, all roadways and parking lots within the exterior boundaries of

the land granted to FJA and any location where the employee is performing school duties or functions.

Section 2.10 Notice to Employees

A notice, substantially in the form as set forth in the section below, shall be posted in each building in which the work of the Academy is conducted and shall be provided to every employee of the Academy pursuant to the Drug Free Workplace Act of 1988, P.L. 100-690. The Board shall give those persons who are presently employed by the Academy a copy of the notice upon the adoption of this Manual. Thereafter, each employee shall be given a copy of the notice upon beginning his or her term of employment.

YOU ARE HEREBY NOTIFIED:

THAT the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance; the possession or use of an alcoholic beverage; and/or the use of an otherwise lawful substance which, when used other than as intended by the manufacturer, alters the perception or physical reaction of the person using or consuming that substance or the vapors there from, is strictly prohibited in the workplace.

THAT any violation of this prohibition may subject the employee to disciplinary action.

THAT, as a condition of your employment, you are required to:

- Abide by the terms and requirements of the notice provided and by the conditions of the *Drug Free Workplace Policy* while in the workplace.
- Notify the Executive Director in writing within five (5) calendar days of your conviction by any court of competent jurisdiction of drug abuse involving a controlled substance occurring in the workplace.
- Make available and permit inspection, for the purposes of assuring a drug-free workplace, of all government, school and personal property in or brought into the workplace which is under your control or use. Any such inspection may be made without prior notice being given to the employee.

Section 2.11 Controlled Substance and Alcohol Policy

Employees are prohibited from using or possessing alcohol, and from the use or possession of controlled substances for non-prescribed or non-medical purposes, on school property. Any employee in violation of this policy shall be subject to removal from school property, and may be reported to law enforcement authorities. Any employee who violates the controlled substance and alcohol policy is subject to disciplinary action, up to and including termination, for the first or any subsequent offense.

Any employee who has apparently consumed alcoholic beverages or controlled substances prior to a school activity or on school property will not be allowed to be on school property or to participate in school activities. Controlled substances and alcohol testing shall be

required whenever a supervisor has probable cause to believe that an employee's job performance or an employee's behavior at a school function has been impaired by the use of alcohol or a controlled substance. Probable cause shall be based on observations by school personnel, and shall be documented in writing by a signed statement. In addition, testing shall be required whenever the supervisor has probable cause, based on knowledge of the circumstances of an accident, to suspect that the employee's involvement in the accident was influenced by the use of alcohol or a controlled substance. A signed statement shall document probable cause.

In the event that controlled substance or alcohol testing is required, the employee shall be immediately transported to an appropriate testing facility for breath analysis, urinalysis, and/or blood analyses as appropriate. Refusal to cooperate with required testing shall be considered grounds for discipline, including termination.

An employee, at his or her cost, may obtain a second opinion on the test results. It is the employee's responsibility to obtain any such second opinion.

This policy shall not in any way limit the authority of the Academy to rely on information other than controlled substances and alcohol testing in the discipline of employees for drug and alcohol use. In addition, nothing in this policy shall require termination of employees receiving a positive controlled substances or alcohol test, and the Academy may choose to support a rehabilitation or other process at the discretion of the Academy.

Section 2.12 Smoking/Chewing Tobacco

In keeping with the Academy's intent to provide a safe healthy work environment, smoking and chewing tobacco are prohibited throughout the campus. This policy is in addition to all other policies regarding tobacco, alcohol and controlled substances. All said policies and possible penalties shall be considered cumulative.

This policy applies equally to all Board members, employees, and visitors.

Section 2.13 FJA Drug Policy

FJA is a drug free, tobacco free and alcohol free school. This includes off-campus school events and field trips in which students are participating ("School Events"). During school events involving students, teachers, staff members and volunteers attending or participation in the school event will comply with FJA's drug free and alcohol free policy unless the event is off-campus and is a fundraising event.

Section 2.14 Nondiscrimination/Sexual Harassment

A. Statement of Philosophy

The Academy is proud of its tradition of providing all of its employees with a congenial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere, which promotes equal opportunities for all employees and prohibits discriminatory practices, including sexual

harassment. At school, sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

The behavior described above is unacceptable in the workplace itself and in other work related settings such as on business trips and business related events.

B. Nondiscrimination

1. The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and handicap. 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.

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

3. Complaint Procedure. The school is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Executive Director, or designee, shall investigate and document complaints filed pursuant to this policy as soon as reasonable. In investigating the complaint, the Executive Director will maintain confidentiality to the extent reasonably possible. The Executive Director, or designee, shall also investigate incidents of policy violation that are raised by the Board, even though no complaint has been made.

If, after the initial investigation, the Executive Director has reason to believe that a violation of policy has occurred, the Executive Director shall determine whether to hold an administrative hearing and/or to recommend bringing the matter before the Board. If there is reason to believe that the Executive Director has violated policy, the complaint shall be made to the President of the Board. If disciplinary action is imposed relative to this claim and investigation, the disciplined employee shall have the appeal rights set forth herein (see Article V.) for the discipline imposed.

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

C. Sexual Harassment /Sexual Misconduct by Employees

FJA is committed to maintaining a learning environment that is free from inappropriate conduct of a sexual nature. The Board prohibits the unlawful sexual harassment of any employee or other person at school or at any school-related activity.

FJA prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be kept confidential to the extent possible, within legal constraints, and individuals involved in the

investigation of such a complaint shall not discuss related information outside the investigation process.

D. Definition

Sexual harassment is a form of illegal gender discrimination that involves the imposition of an unwanted condition or requirement on the continued employment or education of the victim. Two forms of harassment are recognized:

- **Quid pro quo** harassment involves unwelcome sexual advances and/or requests for sexual favors, whether implicit or explicit, that are made a condition of continued employment or education. Only persons with the power to confer or withhold an employment or educational benefit, such as persons responsible for the direct supervision or evaluation of employees or students, can engage in quid pro quo harassment.
- **Hostile environment** harassment usually involves persistent, pervasive unwelcome conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student, or creates an intimidating, hostile or offensive employment or educational environment.

Sexual harassment can occur when:

- The submission to unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- The submission or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature is used as a basis for academic or employment decisions or evaluations.
- Types of conduct which are prohibited in the school and which may constitute sexual harassment or sexual misconduct include, but are not limited to:
- Unwelcome sexual flirtations or propositions.
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, notes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Touching an individual's body or clothes in a sexual way.
- Cornering or blocking of normal movements.

- Displaying sexually suggestive objects in the educational environment.

Any act of retaliation against an individual who reports a violation of the school’s sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual Misconduct. In addition to prohibiting sexual harassment as defined by law, Flagstaff Junior Academy also prohibits conduct of a sexual nature that, although not so serious or pervasive that it rises to the level of sexual harassment, is unprofessional and/or inappropriate for worksites and teaching locations. The purpose of prohibiting sexual misconduct is to discourage and, if necessary, take disciplinary action for inappropriate or unprofessional activity of a sexual nature in the workplace or classroom, even if that conduct appears to be welcomed and is not so serious or pervasive that it meets the definition of sexual harassment.

E. Reporting Procedure

Any employee who believes that (s)he has been or is being sexually harassed or who has been or is the victim of sexual misconduct by another employee shall immediately report it to the Executive Director, using the Complaint form attached hereto.

If the Executive Director is the alleged perpetrator or is allegedly involved in the sexual harassment, the incident(s) shall be reported immediately to the President of the Governing Board, using the attached Complaint form. Failure to promptly report sexual harassment may jeopardize the ability of Flagstaff Junior Academy to remedy any such harassment and may jeopardize the employee’s rights.

Upon receipt of the Complaint, the Executive Director, or the Board President as the case may be, shall promptly investigate the charges. Such investigation shall be initiated no later than five (5) working days after receipt of the Complaint. Complaints may be submitted confidentially.

In investigating the Complaint, the Executive Director, or the Board President as the case may be, will maintain confidentiality to the extent reasonably possible.

F. Sanctions

A substantiated charge against an employee shall subject the employee to disciplinary action, including reprimands, suspension without pay and termination.

SEXUAL HARASSMENT/SEXUAL MISCONDUCT

COMPLAINT FORM

Please print:

Your Name _____ Date _____

Address _____

Telephone _____

I wish to complain against:

Please state name and title of person: _____

Please describe the incident, participants, the background to the incident, and any attempts you have made to solve the problem. Specify relevant dates, times, and places.

Please list names(s), address(es), and telephone number(s) of any individuals who can provide additional information.

Name	Address	Telephone Number
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe how you would like to see the situation be resolved. Be as specific as possible.

SECTION 2.15 Child Abuse Detection, Reporting, Prevention

A. Statement of General Policy

It is the policy of the Academy that child abuse, whether physical, emotional or sexual, be recognized and reported to the proper authorities. It shall be the duty and responsibility of each and every member of the Academy staff in contact with students to be aware of the criteria for identifying a student's mood, conduct, physical condition and educational performance as they may suggest the presence of abusive influences and experiences and to report the same to the appropriate authority. Classroom teachers, school counselors, and all staff whose duties require regular contact with students shall receive training in the recognition of the symptoms of abuse, recommended methodologies of interacting and counseling with students who are suspected to be the victim of abuse and the record keeping and reporting procedures promulgated in support of this policy.

B. Definitions

1. Physical Abuse: The deprivation of the child of food, shelter, clothing, care and supervision, medical and dental care and treatment, or educational opportunity; non-accidental and physically assaultive behavior inflicted upon the child which results in demonstrable tissue injury to the child.

2. Emotional Abuse: A consistent pattern of conduct, speech or attitude toward the child which arrests the child's development or demonstrably impairs the child psychologically and/or emotionally.

3. Sexual Abuse: The sexual exploitation of a child or his or her image; physical contact, whether with or without the consent of the child, with his or her genitalia, breasts or buttocks in a sexual context; exposing to and in the presence of a child one's genitalia, breasts or buttocks or causing the child to have any physical contact with the same.

4. Child: Any enrolled student of FJA under the age of eighteen (18) years.

C. Prohibition Against Child Abuse

Child abuse, in any form and to any extent, is strictly prohibited at any time or in any place within the boundaries of FJA. Violation of this policy will result in discipline up to and including termination.

D. Duty to Report Suspected Abuse

All employees of this school are hereby required to report suspected child abuse pursuant to the terms and conditions of this Manual and applicable law. The failure to report suspected

instances of child abuse shall be considered as grounds for discipline and may result in further sanctions imposed by state and federal law.

E. Record Keeping Requirements

1. All classroom teachers, teacher assistants, counselors, counseling technicians, and health care personnel shall keep anecdotal records or notations of any student who displays any of the symptoms of being the victim of child abuse.
2. All such records shall remain privileged and shall not be communicated to the other students, the parents or guardians of the student or other nonprofessional staff having no direct interest in the matter until such time as a formal report is made to the proper authority or authorities.

F. Reporting Procedures

1. At such time as the classroom teacher, teacher assistant, counselor and/or health care personnel shall have any basis for a reasonable belief that the child is the victim of abuse, a verbal report shall be made directly to the Executive Director and a report shall be submitted to the police, and/or child protective services and if the individual is a certificated teacher, to the Arizona Department of Education, as required by State Reporting Requirements.
2. In the event there appear, at any time, to be physical symptoms of abuse, the child shall be immediately taken to a medical authority for further diagnosis and treatment.
3. In the event there appear, at any time or over a period of time, to be emotional symptoms of abuse, the child shall be referred to a student counselor or certified counselor for such consultation as is deemed to be in the best interest of the child.
4. At any time that there appears to be any basis for a report of a reasonable suspicion that the child is the victim of an abusive situation, such report shall be made to Child Protective Services and/or to the local Police Department by the Executive Director or his or her designee.
5. Any person making a report as described above which is based upon a reasonable belief and which is made in good faith shall be immune from civil or criminal liability to the full extent provided by state and federal law.

Section 2.16 Whistleblower Policy

All employees of the Charter School are subject to the obligations and protections of the Arizona Whistleblower Law, A.R.S. 23-425 & 23-418 & A.R.S. 38-531 to 38-534.

The Charter School will not discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee or a person acting on behalf of the employee makes a good faith report or is about to report to the Charter School or an appropriate authority an instance of wrongdoing, which is not merely technical or minimal,

or an instance of substantial waste, abuse, misuse, destruction or loss of the Charter School funds or resources.

The Charter School will not discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee is requested by an appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE
CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR
FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS
CONTROL.

ARTICLE III. EMPLOYMENT STATUS AND RECORDS

Section 3.01 Classification of Employees

A. Full-time Employees

Full-time employees are those employees scheduled to work for thirty (30) or more hours per week. Full-time employees are eligible for Board approved benefit package. Hourly employees have a 60 day waiting period before becoming eligible for benefit package.

Professional/Contract employees. Contract employees are teachers and administrators who are under contract with the school.

Support staff/Non-contract employees. Non-contract employees hold non-teaching positions and have an open-ended term of employment unless otherwise stipulated in their letters of appointment.

B. Part-time Employees

Employees scheduled for less than 30 hours per week.

C. Contracted Services

Limited-term appointments are made when a special project requires the addition of employees for a specific period of time, or to temporarily fill the position of an employee who is absent. Long-term substitute teachers fall under this classification of employee. Certain benefits may be available for limited term appointments.

D. Consultant

FJA may make contractual arrangements with consultants for specific purposes. Such consultants will not be considered employees of FJA for any employee benefits.

Section 3.02 Introductory Period for New Employees

A new employee shall successfully complete a six (6) month introductory period before becoming a regular FJA employee. The Executive Director will make a formal evaluation at three (3) months and six (6) months.

An introductory employee may be released from employment at any time during the introductory period with or without cause, without a statement of reason, and with no right of appeal or grievance at any time during the introductory period. Upon termination, introductory employees are not eligible to receive compensation for unused vacation time.

At the end of the introductory period, the employee shall be given a verbal and written evaluation of job performance with a recommendation of regular status or termination.

Section 3.03 Transfer, Reduction and Promotion of Employees

A. Transfer of Employees: In General

FJA may transfer an employee to a different position within the organization for any of the following reasons:

Flexibility of the workforce;

If the employee is not suited to his/her position;

If the employee's job is eliminated due to business necessity;

If workload needs in another area require additional staff;

If the work priorities of the organization shift;

At the request of the employee; or

Other business necessity.

B. Lateral Position Transfers

Employees who are transferred to a lateral position within the organization will maintain benefits and salary. However, if the new position is at either a higher or lower salary level, adjustments will be made accordingly.

C. Position Reduction

In the event that it is deemed necessary to reduce position hours and/or responsibilities, salary and benefits will be adjusted accordingly.

D. Introductory Period for Transferred/Promoted Employees

An employee who is transferred or promoted may be required to serve an introductory period of six (6) months, not to exceed one year, to prove his/her ability to perform the new position. Transferred or promoted employees will be notified upon starting the new position if an introductory period is required. At the end of the introductory period, the

employee shall be given a verbal and written evaluation of job performance with a recommendation of regular status or termination. No right of re-employment in the position formerly held shall exist.

Section 3.04 Performance Evaluation

A. Policy

Performance evaluation is the continuing process of measuring employee's contribution to FJA. The performance evaluation process: (1) provides the employee with the supervisor's assessment of areas of strengths and those needing improvement in the performance of assigned duties; (2) allows the employee and supervisor to plan professional development activities; and (3) provides the supervisor with a formal process for feedback to and from employees. Performance evaluation will be the supporting data used for individual personnel decisions such as promotions, demotions, incentive awards and other recognition. It will also be used to plan group training, organizational restructuring and work force expansion.

B. Evaluation Periods

Probationary Employees. Probationary employees (new introductory period employees) will be evaluated in accordance with this Manual.

Transferred/Promoted Employees. Transferred and promoted employees will be evaluated in accordance with this Manual.

Teachers. The Executive Director will conduct a minimum of two (2) evaluations per teacher. These will be conducted within the periods of November 15 to December 15 and March 1 to April 1. Additional evaluations may be conducted at any time determined advisable by the Executive Director.

Support Staff. The Executive Director will conduct an annual evaluation per employee to be conducted by January 31.

C. Performance Standards

In General. Performance standards will be based upon the principal job elements set forth in the written Position Description and, where possible, written in measurable objective statements.

Teachers. In addition to the requirements listed in the Teacher Position Description in Section 3.05 of this Manual, FJA teachers will be periodically evaluated in the following areas: Classroom Management, Collaboration/Collegiality, Professional Development, and Professionalism.

D. Deficiencies

A formal evaluation will be conducted when the immediate supervisor or the Executive Director notes unsatisfactory work performance. Follow-up plans to improve performance

will include specific actions needed to be performed by the employee, along with a timeline within which improvement should be noted.

E. Executive Director

The Board is responsible for conducting an annual evaluation for the Executive Director. Such evaluation shall be completed by March 1st of each year. The evaluation shall be based upon criteria taken from the job description, as set forth in Section 3.05(B) of this Manual and based upon the Executive Director's annual goals. Evaluations will be discussed with the Executive Director in an executive session of a duly called meeting of the Board. The Executive Director will be given a copy of the written evaluation.

Section 3.05 Position Descriptions

A. In General

All employee positions shall have a Position Description. The Executive Director shall use Position Descriptions to orient new employees regarding their duties and responsibilities. The Executive Director shall use Position Descriptions and these policies as the basis for evaluating the performance of an employee.

Preparation of Position Descriptions shall be the responsibility of the Executive Director or the Executive Director's designee. The Board shall approve all Position Descriptions.

B. POSITION: Executive Director

Terms of Employment: 12 month contract with standard benefits per FJA Policies & Procedures. Summer hours will be determined by the needs of the School.

POSITION SUMMARY:

Ensures Flagstaff Junior Academy carries out its educational mission through effective use of its management team and development of its services.

QUALIFICATIONS:

Master's Degree in Educational Administration
Montessori Certification
Minimum of Ten (10) Years Prior Teaching Experience (Preferably in multi-grade levels)
Exhibits a high degree of degree of integrity when dealing with staff, teachers, and parents
Possesses outstanding Public Relation and Communication Skills
Current Fingerprint Clearance Card

Such alternatives to the above qualifications as the Board may find acceptable.

DUTIES AND RESPONSIBILITIES:

The Executive Director shall manage and operate FJA under the direction of the FJA Board within the limits set by the Arizona State Charter Board

The Executive Director ensures that FJA students receive a high quality education as per the FJA Mission statement.

Serves as executive officer of Flagstaff Junior Academy for all divisions and units of the school

Promotes Collaboration and Team Work amongst the FJA community

Attends and participates in any and all meetings that deal with the Operations of FJA

Works as an active participant in Strategic Planning

Directs preparation and administration of school budget

Ensures that FJA follows the USFR for Charter Schools in all of its financial operations.

Manages contracts with outside vendors

Ensures that FJA staff follow FJA policies and procedures as set forth in this Manual, as related to cost control, budgeting, audits, logs, donations, purchases, requisitions, payroll, employee benefits and student attendance reports.

Participates in and attends all audits of FJA by outside agencies.

Interprets the school and its programs to the public as an FJA “spokesperson.”

Directs selection and appointment of all personnel and recommends for Board approval. Makes assignments, reassignments, and transfers of personnel as are in his or her professional judgment necessary to secure highest efficiency of all staff and to best serve FJA

Ensures that all employees have been educated on the policies and procedures approved by the Board

Conducts bi-annual performance evaluations of all full-time, salaried personnel and conducts ongoing and annual performance evaluations of professional and support staff

Monitors and evaluates all curricular and extracurricular programs on an ongoing and annual basis

Maintains an open waiting list for the enrollment of pupils and maintains a comprehensive set of pupil records.

Enrolls, disciplines, and dismisses students as per FJA policies.

Ensures that teachers and other staff or consultants coordinate, such that the individual education needs of each student are met.

Promotes ongoing Montessori education of teachers, staff, and parents.

Establishes open communication policies and procedures between FJA Board, FJA Staff, and FJA Families.

Works with Board to achieve goals and objectives of Academy and provides high quality education to students.

Advises the board on development of educational policies and procedures for recommendation by the Board.

Informs Board or its Committees of all relevant trends, matters and data so that the Board is able to meet its responsibilities

Establishes and utilizes open communication policies and procedures between FJA Board via director's reports, FJA staff and teachers through weekly grade level and monthly all-school meetings and FJA families through newsletters.

Communicates with the Board President in a more direct manner when a situation arises that requires more immediate attention.

Conveys Board Decisions in an appropriate manner to FJA staff and families

Advocates for FJA in Charter School, Political, and Professional Activities.

Responsible for prescribing and enforcing school-wide policies to insure accurate attendance information, equipment / inventory control, auditing procedures, and maintaining district records utilizing generally accepted accounting principles

Enforces rules for disciplinary action taken against school in accordance with FJA policy and State Law.

Seeks legal counsel for advice when necessary.

Ensures that all programs meet the licensing and funding requirements of the Arizona State Charter Board for Schools, the Arizona Department of Education, and any other applicable certifying agency.

Performs such other duties and responsibilities as directed by Board.

SUMMARY:

The Executive Director is an effective liaison between the FJA Board, FJA staff and teachers, FJA families and students, and the general community. The Executive Director manages FJA and the direction of its working forces, including, but not limited to, the right to hire, promote, demote, discipline or discharge, acting within the guidelines set by the FJA Board of Directors. The Executive Director shall manage and operate FJA under the direction of the FJA Board of Directors within the limits of the financial policies set by that Board and by the Charter Board of the State of Arizona Department of Education. Further, the Executive Director will keep informed of new philosophies in education and charter schools, and should adequate funds be available, will attend workshops, conventions and conferences that are determined to be of the most benefit to FJA. In the absence of specific rule, policy or Board directive has authority to perform any duty authorized by State Law or order to carry out school operations.

C. Position: Assistant Executive Director

Terms of Employment: 12 month contract commencing with standard benefits per FJA Policies & Procedures. Summer hours will be determined by the needs of the school.

Evaluation: Performance in this position will be evaluated regularly by the Executive Director

and in accordance with Board Policy.

Compensation: Reviewed and established annually by the FJA Board of Directors.

Reports to: EXECUTIVE DIRECTOR

JOB SUMMARY

The Assistant Executive Director assists the Executive Director in the performance of the various leadership and managerial responsibilities, which are attendant to the successful administration of Flagstaff Junior Academy. The specific duties which are assigned by the Executive Director and the decision-making authority related to such assignments are established in the working relationship between the Executive Director and Assistant Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned

- Providing teachers with constructive feedback and being an instructional leader.
- Ability to effectively communicate and to apply leadership skills within a shared decision-making model.
- Assist Executive Director and faculty and staff with parent orientation, parent information nights, parent/teacher conferences and other essential duties as assigned.
- Sound educational philosophy and instructional competence .
- Knowledge and prior application of current information, theory, and research in education.
- A background in appropriate level of the organization (elementary, middle, high).
- Experience, or willingness to be trained, in approved teacher evaluation tool and to effectively utilize evaluation tool in observing, evaluating, and coaching teachers.
- Commitment to innovation and creativity.
- Being able to effectively implement a school-wide discipline program.
- Able to assist both campuses in assessing technology needs and implementing necessary technology infrastructure and classroom tools.
- Communicate and meet with parents as needed.
- Attend monthly Board meetings and assist facilitating regular staff meetings.
- Lead and facilitate school wide data team.

Assists the Director in:

- Curriculum and program development and evaluation.
- Presentation of staff development and in-service for all employees.

- Development and implementation of school restructuring programs, consensus and team building models, interdisciplinary teams and shared decision-making.
- Development and management of sound fiscal practices.
- Assist Executive Director with professional development trainings, including finding quality, meaningful professional development for in-house staff and faculty trainings.
- Manage data and information to inform decisions and measure progress of student, adult, and school performance.
- Assist with the facilitation of school-wide Galileo student assessment tool, ensuring that assessments are done at least two times annually and that data is compiled and shared with teachers in a meaningful way to improve student growth.
- Manage Title I program, including grant writing, organization and supervision of tutoring programs, decision-making on Title I resources and materials, assessing program strengths and weaknesses, and making changes accordingly to improve program to benefit student achievement.
- Facilitate grant writing for various school programs including RTTT, ESEA, Continuous Improvement Plan monitoring, and other applicable grants that may benefit Flagstaff Junior Academy and its students.
- Create and manage a Response to Intervention program to be implemented by teachers at both campuses.
- Attend appropriate professional development trainings applicable to the position of administration.
- Perform other duties and responsibilities as assigned.

EDUCATION AND/OR EXPERIENCE:

- Minimum of a Master's Degree with an emphasis on Educational Administration desired.
- Five years of teaching experience is preferred.
- Two years of administrative or supervisory experience is preferred.
- Montessori-based experience or certification is desired.

SUPERVISION ADMINISTERED:

The Assistant Executive Director is responsible for the direct supervision of any employee upon delegation of this responsibility by the Executive Director. The Assistant Executive Director may be assigned full responsibility for all site employees in the absence of the Executive Director from the site.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

D. Support Staff: Position Description

POSITION: *Business Manager*

SUPERVISOR: *Executive Director*

Terms of Employment: 12 month contract with standard benefits per FJA Policies and Procedures. Summer hours will be determined by the needs of the school.

POSITION SUMMARY:

Supervises all front office daily operations. Administer financial/business affair of FJA and Children's House.

QUALIFICATIONS:

Degree in business management, accounting, or related field preferred. Minimum of three (3) years of experience in management of a school business office is preferred. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Ability to multi-task and maintain high quality of work.

High level of attention to detail and maintaining accurate work.

Demonstrate the ability to communicate orally and in writing in an effective manner.

Maintain integrity of confidential information relating to students, parents and staff.

The ability to work in a team environment

Working knowledge of Quickbooks, Microsoft Word and Excel

Current fingerprint clearance card.

DUTIES AND RESPONSIBILITIES:

Serves as custodian for and maintains adequate records for Flagstaff Junior Academy and Flagstaff Junior Academy Children's House.

Maintains financial accounts, business and general fixed asset records as required by Arizona Revised Statue, State Board Policies and FJA Policies and Procedures.

Responsible for the collection, safekeeping and distribution of all funds for FJA purchases in accordance with the FJA's procurement policies.

Perform payroll operations assuring that payroll accounts are accurate and performed on a timely basis.

Recommends budget preparation, determines budget limits, administers a budget control program, and monitors budget balances and cash balances on a monthly basis.

Oversees Federal and State grant income and expenditures aligning to the grant budget.

Acts as advisor to the Board and Executive Director on the school budget and all other business and financial questions. Prepare monthly financial reports for the Executive Director and FJA Board.

Prepare financial reports as required by State and Federal agencies having jurisdiction over public charter school funds.

Collects, verifies and prepares State reports necessary to ensure accurate student enrollment attendance data as reflected in ADM and ADA information.

Track volunteer driver's fingerprint applications along with current driver's license and insurance.

Office support: Handle multiple phone lines. Ability to screen calls and assist callers with information needed. Professional appearance and friendly manner in greeting visitors upon arrival.

Attend and record minutes of FJA Board meetings.

Responsible for monthly fire drills.

Maintain FJA website keeping it updated and informative.

Dispense medication to students as needed.

Prepare and participate in annual audit as required by Arizona State Board for Charter Schools.

Other duties and responsibilities as assigned or requested by the Executive Director or Governing Board.

SUMMARY:

Maintains and monitors the operation of business affairs of Flagstaff Junior Academy and Flagstaff Junior Academy Children's House. Acts as business advisor to the Executive Director. Position requires a strong, blended background in office administration with vision to accommodate the goals of FJA. The individual will have highly developed problem solving, analytical, and facilitation skills. The individual will be expected to execute administrative duties in a high standard with timely follow-through and the capacity to work individually as well as in a team environment. Strong written and verbal communication skills with the ability to promote thoughts and ideas to all levels of the organization are essential. Education and/or experience, Associates Degree with an emphasis in business or related field and 3 year's experience in office management, preferably working with an education agency. Acts as front desk attendant in answering phone calls, greeting parents, students and visitors, ensuring that they receive appropriate information. Responsible for ensuring accuracy and upkeep of daily sign in/sign out for students, visitors and substitutes. Accurate recording of student and staff absenteeism. Assists in the preparation of budgets and budget narratives for applications. Manages all

hardcopy and computerized data storage systems, including reports, records, and other documents as required. Attends meetings as assigned and prepares reports as requested. Effectively handle and respond to all staff and public requests in a timely manner. Accountable for purchasing and maintenance of office supplies. Ability to be a team player. Excellent overall computers skills including Quickbooks, Microsoft Office, Excel. Must be able to obtain a fingerprint clearance card.

While reporting to the Executive Director, the Business Manager will assume responsibility for all business aspects of operating the school. Examples of duties include charter school compliance, accounts receivable/payable, human-resources management and administration, vendor management. As the Business Manager, you will oversee compliance and reporting in accordance with all state and federal laws, regulations and policies pertaining to non-profit corporations and charter schools, collaborate with the Executive Director to prepare the school budget.

EVALUATION: Annual basis by March 1st in accordance with the Policies & Procedures Manual

E. Professional Staff: Teacher Position Description

All employees that hold the position of teacher at FJA shall abide by the following rules and duties as part of the teacher position description:

Teachers shall work solely under the supervision and direction of the Executive Director of FJA.

Teachers must submit curriculum plans to the Executive Director on a weekly basis.

Teachers must attend all meetings, conferences, and workshops as requested by the Director.

Teachers must document and submit parent conference schedules throughout the year to the Executive Director.

Teachers shall abide by the Academy's mission statement, philosophy, applicable federal and state law, requirements of the Charter contract, Academy policies and procedures as set forth in this Manual, and directives of the Board now in force and as they may be modified.

Teachers shall abide by the normal hours of work as established for all employees through Board policy and regulation.

Teachers shall be available, on a reasonable basis, to consult with parents, faculty, Executive Directors, and the Board of Directors.

TITLE: Teacher

TITLE: Lead Teacher: Job description is the same as above but may be called upon to make immediate decisions or take immediate action in the absence of the Executive Director. Lead Teachers will be identified to the Board as well as Business Manager at the beginning or every school year.

Terms of Employment:

SALARY: Based on Board approved salary schedule.

WORK YEAR: 10-Month Contract

BENEFITS: Board Approved Package

HOURS: 40 Plus as Needed

QUALIFICATIONS:

An Arizona Teachers Certificate or be “highly qualified” as is defined by federal No Child Left Behind requirement.

Such other qualifications as the Board/Executive Director may require

These qualifications may be amended by the Board/Executive Director if deemed necessary.

PRIMARY FUNCTIONS:

The teacher shall work solely under the supervision and direction of their supervisor.

The teacher agrees to submit curriculum plans to the Executive Director on a weekly basis.

The teacher agrees to attend all meetings, conferences and workshops as requested by the Executive Director.

The teacher needs to document and submit parent conference schedules throughout the year to the Executive Director.

The teacher agrees to abide by the school’s mission statement, philosophy, applicable federal and state law, requirements of the Charter contract, school policies and directives of the Board now in force and as they are modified.

The teacher shall abide by the normal hours as stated in the Policies and Procedures Manual in section 2.05 C.

The teacher shall be available on a reasonable basis, to consult with parents, faculty, administrators, and the Board of Directors.

Section 3.06 Contract Offering

A. Professional Employees

No later than May 1st of each year the Executive Director shall submit his/her recommendations to the Board with regard to whether current professional employees should or should not be offered new contracts for the following school year. In formulating his/her recommendations, the Executive Director shall consult with the employee’s supervisors. The Board shall make decisions regarding these recommendations during the May Board meeting. If the Board is unable to do so during the May Board meeting, the Board, at its sole discretion, may continue these decisions to a later date. However, it is the intent of the Board that unless an unusual circumstance arises, it will make its decisions on the renewal of professional employees on or before June 1st.

Not offering a contract for a subsequent year is not considered an adverse action. The Board does not recognize any tenure rights or rights to continued employment of any professional employee. Therefore, the decision to not offer non-tenured professional employees by the Board is final and not subject to an appeal or grievance.

If the Board elects to offer the professional employee a contract, the written contract shall be offered as soon after the Board meeting as is practicable. The employee shall accept or decline the contract no later than ten (10) calendar days after written notice of the offer. If the contract is not accepted within the ten (10) calendar days, the offer shall be deemed to have been declined by the employee and shall be void thereafter.

As stated above, not offering a contract is not an adverse action and the employee shall not be entitled to any appeal or grievance rights on the non-renewal.

B. Support Staff

In General. Support staff employees are not hired for any specific contract term. As such, they are not covered by the contract renewal provision. Instead, support staff employment is governed by the following FJA policy of At-Will Employment.

At-Will Employment. FJA is an at-will employer. Nothing in this Manual should be considered as a guarantee of continued employment. Either the employee or FJA may terminate the employment relationship at any time for any reason not expressly prohibited by law. Any oral or written representation to the contrary is invalid and should not be relied upon by any prospective or current employee.

C. Probationary Employees (Introductory Period Employees)

If the probationary employee is a professional/contract employee of the Academy, contract renewal shall be as set forth in paragraph (A) above.

If the employee has not completed his/her probationary period under the old contract, then the probationary period will be continued into the new contract term. The offering of a contract to a probationary employee is not considered a satisfactory completion of the probationary period. The probationary period shall continue for the mandatory ninety (90) days or greater if the period is extended.

D. Temporary/Hourly Employees

Since temporary employees are not hired for any specific contract term, they are not covered by the contract offering provision.

E. Leave Policy

1. Personal Leave

Personal leave with pay shall be granted to all full-time contract employees only. Eligible administrators will receive 13 days of personal leave per contract year. Full-time teachers will receive 10 days of personal leave per contract year.

Any unused personal leave shall accumulate to a maximum of 20 days for teachers and up to 30 days for eligible administrators. After the maximum amount has been accumulated, no more personal leave can be earned. As accumulated personal leave days are used and drop below the maximum limit, additional personal leave may accrue again, up to the maximum limit. Employees may be reimbursed for personal leave up to 20 days for full-time teachers at the current substitute teacher rate, and up to 30 days for eligible administration based on contracted daily rate of pay.

2. Professional Leave of Absence

The Executive Director may grant a request for leave with pay by any full-time teacher for educational/professional purposes. The request must include the length of time, course or courses, seminars, conferences, workshops, and the benefit the employee will receive. The decision to grant professional leave is solely within the discretion of the Executive Director, after considering factors such as the value of the professional leave to the school, and availability of a substitute, if necessary.

3. Jury Leave

Every employee who is summoned for jury duty shall immediately notify the Executive Director. Every employee who is required to serve as a juror shall be entitled to leave during the period of such service or while necessarily being present in court as a result of such call. Five days (5) paid leave shall be granted to all full-time contract employees for such duty. Additional paid leave needs approval of the Board.

4. Bereavement Leave

Bereavement leave with pay may be granted to all full-time contract employees. Five (5) days paid leave may be granted for members of the employee's immediate family or significant other. Three days (3) paid leave may be granted for members of the employee's extended family.

5. Maternity/Paternity Leave

The mother/father of a newborn or adopted baby will be given a 5 day paid leave. This leave must be taken within three months of the event. These days will not be deducted from accumulated personal leave days.

6. Leave Without Pay

FJA recognizes that circumstances may occur which necessitate an employee's absence from duty that is not covered by any specific leave provision. In those circumstances, the Executive Director may grant a leave of absence without pay if the Executive Director determines that such leave is appropriate. Leave of absence may be granted for the following purposes:

- A serious health condition of the employee which makes the employee unable to perform the functions of the employee's position.

- A serious health condition of the employee's spouse, child or parent, where the employee has to provide for the care of the sick individual.

Leave of absence without pay shall not exceed 12 weeks during any school year. An employee must give at least 30 days' notice of the need for unpaid leave, if the reason for the leave is foreseeable. If the leave is due to an emergency situation, the employee must notify the Executive Director of the need for the leave as soon as is practicable.

The Executive Director may require that the employee provide a statement from a medical health care provider to support the leave request.

The Executive Director may require that the employee provide a medical release prior to being allowed to return to work, if the leave was necessitated due to the employee's own health problems.

For the duration of the unpaid leave, the employee will continue to receive any fringe benefits to which the employee is otherwise entitled.

ARTICLE IV. TERMINATION OF EMPLOYMENT

Section 4.01 Voluntary Termination (Resignation)

A. Employees are requested to give at least thirty (30) days written notice of their intent to resign.

B. Earned compensatory time and accrued leave allowed under policy shall be paid to employee upon termination of employment, unless that employee is on probation.

C. An employee who has submitted a letter of resignation may not withdraw the resignation after the Executive Director has accepted it. The resignation shall become effective as of the date specified in the letter of resignation, unless otherwise mutually agreed between the Executive Director and the employee. However, the Executive Director may at any time dismiss an employee as otherwise provided in this Manual.

D. The following procedures shall be followed in the case of resignation from employment:

1. The employee shall provide a written notice of their intent to resign to the Executive Director.
2. The Executive Director shall provide a copy of the letter of resignation to the Board.
3. The immediate supervisor shall account for all school property issued to the employee before the effective date of the resignation.
4. If the employee owes property to the Academy, the office manager shall take all necessary steps to initiate collection of the property before the final paycheck is released. The office manager shall notify the Executive Director that he/she has accounted for all school property issued to the employee and that the final paycheck can be released by the Academy. If the keys are not returned by the close of business on the day after the last day worked, the ex-employee may be responsible for the cost of re-keying the locks.

Section 4.02 Involuntary Termination (Dismissal Other Than Layoff/Reduction-in-Force and Non-Renewals)

1. Probationary employees are employees-at-will and may be terminated at any time, with or without cause. Probationary employees have no right to appeal their dismissal.
2. Support staff are employees at will and may be terminated at any time, with or without cause. Support staff have no right to appeal their dismissal.
3. Non-probationary professional employees may be terminated for cause. Examples of infractions which may result in disciplinary action, including involuntary dismissal, are included in the Table of Penalties. However, it is not possible to list all the forms of behavior which are considered unacceptable in the work place and the Board may in its discretion dismiss any employee for unsatisfactory performance, unprofessional conduct, insubordination, violation of policies or laws, or such other conduct that constitutes cause to dismiss. While the Board may choose to take a lesser disciplinary action such as a warning or suspension for a first offense, the Board may in its discretion dismiss an employee for a first offense if appropriate depending on the facts and circumstances of the situation.
4. Involuntary Dismissal Procedures (other than Layoff/Reduction-in-Force):
 - a) The Executive Director may recommend dismissal of an employee to the Board. The Executive Director will draft a Notice of Intent to Terminate letter setting forth the reasons for the recommendation for termination and citing the specific policy violations violated by the employee. A copy of this recommended Notice of Intent to Terminate letter may be delivered to the employee.
 - b) The Executive Director will provide the recommended Notice of Intent to Terminate letter to the Board at a Board meeting with a recommendation to the Board as to whether reasonable cause exists to terminate the employee.
 - c) If the Board, after reviewing the recommended Notice of Intent to Terminate letter and after receiving the recommendation from the Executive Director, believes that adequate cause exists to terminate the employee, the employee will be sent by personal delivery or through certified mail a letter from the Board terminating the employee and setting forth the reasons for the termination and citing policies violated by the employee. The termination will become effective five (5) working days after the letter is sent unless the employee appeals the termination decision. The employee must appeal the termination decision to the Executive Director in writing within 5 days of the letter being sent.
 - d) If the employee appeals the termination to the Board, the employee will continue as an employee of the Academy pending the outcome of the termination appeal.
 - e) Once the Board receives the termination appeal, the Board will hold a meeting to hear the employee's appeal. The Board, at its discretion, may designate a hearing officer to hear the appeal.

f) The hearing on the dismissal appeal may, at the option of the employee, be done in executive session. If the employee does not opt to have the hearing in executive session, the hearing will be at an open public meeting.

g) At this hearing the Executive Director or designee shall present the termination against the employee and will present to the Board witnesses and other exhibits pertaining to the termination letter. Counsel may represent the Executive Director or designee.

h) The employee shall thereafter present his/her witnesses and documentation with regard to the termination letter. The employee may be represented by counsel at the employee's own expense.

i) All testimony shall be taken under oath, the proceeding shall be recorded, and both sides shall have a right to cross-examine the other side's witnesses. Formal Rules of Evidence shall not apply and the Board will allow in any evidence that is relevant and non-repetitive.

j) Either side may be represented by counsel at the party's own expense.

k) After both sides have presented their case, both sides will be allowed a brief closing argument.

l) After both sides have presented closing argument, the Board shall deliberate and decide to: 1) uphold the termination; 2) reject the termination; 3) impose a lesser disciplinary action.

m) The decision of the Board shall be made within 5 business days and will be final and effective immediately.

n) Pending action by the Board, an employee may be placed upon administrative leave with pay and with full benefits if, in the opinion of the Executive Director, it is appropriate and in the best interest of the Academy.

Section 4.03 Table of Penalties

TABLE OF DISCIPLINARY PENALTIES

Guidelines	First Offense	Second Offense	Third Offense
The knowing failure or refusal, without just cause to obey or carry out orders, instructions, assignments or duties within the time designated by one in a position of authority for the performance of said orders	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	5 days (without pay) to Termination

The knowing failure to maintain to all persons, conduct, demeanor and speech exhibiting the respect and professionalism appropriate to the employee of an educational institution.	Letter of Reprimand to termination	1 day Suspension (without pay) to termination.	5 days (without pay) to Termination
Failure without just cause, to obey or Comply with any directive of the School, or any adopted and published policy of the School	Letter of Reprimand to 30 days Suspension (without pay)	1 day Suspension (without pay) to Termination	5 days (without pay) to Termination
The unauthorized absence from one's duties of one hour or less more than twice in one week or four times in one year.	Verbal warning to termination	Letter of Reprimand to 1 day Suspension (without pay) to termination	1 day Suspension (without pay) to Termination
The unauthorized absence from one's duties of more than one hour.	Verbal warning to 1 day Suspension (without pay)	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination
Idleness, unauthorized sleeping or unauthorized participation on non-job-related activities during duty hours.	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	3 days Suspension (without pay) to Termination
Any purposeful act or failure to act, which will foreseeably endanger or cause physical or emotional damage or educational or moral harm to any student at any time while said student is enrolled at the School	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	5 days Suspension (without pay) to Termination
Any purposeful act or failure to act, which will foreseeably endanger or cause physical harm to another employee of the School	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	5 days Suspension (without pay) to Termination
The failure to disclose or report, to a position of relevant authority, any conduct, occurrence, information or condition, which if not so disclosed or reported, will or is likely to cause harm,	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	5 days Suspension (without pay) to Termination

loss or damage to the School or any student or employee thereof and in violation of applicable law.			
Any violation of the Drug Free Policy.	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	10 days Suspension (without pay) to Termination
The use without proper authorization or the illegal operation of any vehicle owned, leased or in the possession of the School or the intentional permitting of such unauthorized use of illegal operation.	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	5 days Suspension (without pay) to Termination
Guidelines	First Offense	Second Offense	Third Offense

The intentional use without proper authorization of School or United States Government property.	Verbal Warning to 3 days Suspension (without pay) to termination.	Letter of Reprimand to termination (without pay)	5 days Suspension (without pay) to Termination
The alteration or destruction, without proper authorization, of any official school record.	Verbal Warning to 10 days Suspension (without pay)	Letter of Reprimand to Termination	5 days Suspension (without pay) to Termination
Theft of property or records belonging to the School, the United States Government, or any employee of or student enrolled in the School	1 day Suspension (without pay) to Termination	15 days (without pay) to termination	Termination
Disclosure of confidential information vital to the interest of School.	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	5 days Suspension (without pay) to Termination
Abuse of the Business Travel Expense Policy, which includes but is not limited to falsifying expense reports. (Note: Expenses provided in a falsified report will not be reimbursed.)	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	5 days Suspension (without pay) to Termination
Improper, careless, negligent destructive, or unsafe use or operation of equipment.	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	5 days Suspension (without pay) to Termination
Abuse or neglect of a student by an employee	3 days Suspension (without pay) to Termination	Termination	
Failure to report all known	Letter of Reprimand to Termination	1 day Suspension (without pay) to Termination	5 days Suspension (without pay) to Termination
Sexual relations w/a student by employee.	Termination		

Section 4.04 Layoff/Reduction-in-Force

This provision relates to any involuntary employment termination for non-disciplinary reasons initiated by the organization due to economic need, insufficient federal funding, changing program needs, a reduction in student count, reductions in work load or other factors which, in the sole discretion of the Board, render such action prudent and in the best interest of the Academy. The Executive Director shall notify the Board when funding or workload circumstances require a layoff/reduction-in-force, and shall submit a layoff/reduction-in-force plan to the Board.

In developing such plan, whether during the academic year or at the time for contract renewal decisions, the Executive Director shall give preference in retention to positions essential to the administration and operation of the school. In considering the Executive Director's plan, the Board shall also give preference in retention to such positions.

The Executive Director and the Board shall also consider the following factors in making layoff/reduction-in-force decisions, whether during the academic year or at the time for contract renewal decisions:

1. Recommendations of supervisors
2. Importance to the school of position held
3. Quality of service to the Academy
4. Length of service to and employment with the school in compliance with applicable law.

The Board shall give all affected employees prior written notice of any anticipated layoff or reduction in force to the extent practicable.

Section 4.05 Reinstatement

Any employee affected by a reduction in force may be reinstated pursuant to the Personnel Policies and Procedures of the Academy (i.e. Selection Procedures) and qualifications for the position. Such reinstatement may occur only within the contract year in which the layoff or reduction in force occurred.

Section 4.06 Termination Due to Inability to Perform Duties

Upon written verification of a medical doctor that an employee is unable to perform the duties and responsibilities in the employee's job description and all leave has been used and alternative employment is not available or possible, said employee may be terminated. If the employee exhibits signs or symptoms that indicate he or she is not able to perform his or her duties the School may direct the employee to be evaluated by a medical professional. Such evaluations shall be at no cost to the employee.

Extended benefits may be available to the employee under the health and hospitalization policy then in force, federal law, such as the Family Leave Medical Act, and/or applicable Workmen's Compensation provisions.

Salary and benefits will terminate automatically on the day all leave benefits have been expended. If an employee is considered full-time and eligible for medical benefits, upon leaving employment they are eligible for Cobra coverage. Employee coverage will end the last day of the month following employee termination. FJA contracts with InfintiSource who will notify employee of cobra eligibility. It is the responsibility of the employee to either accept or decline Cobra coverage, at their expense. After expiration of employment, and up to one (1) calendar year after the date of said expiration, the employee will be entitled to preferential consideration for any position for which he or she is qualified and able to perform the necessary duties.

ARTICLE V. GRIEVANCE PROCEDURE

Section 5.01 Purpose

The purpose of the grievance procedure is to provide a uniform and equitable method of resolving alleged complaints as quickly as possible and at the lowest possible level of supervision. This procedure is intended to ensure that any eligible employee will be heard and that corrective action taken will be without reprisal or discrimination against the employee submitting the grievance.

Section 5.02 Definitions

A *grievance* is a complaint by full-time contract employees concerning the work rules, unsafe or unhealthy working conditions or other matters that are directly related to his/her terms and conditions of employment and which cannot be satisfactorily resolved between the employee and his/her immediate supervisor. The grievance procedure does not apply to disciplinary actions or employee evaluations.

A *grievant* shall be a full-time contract employee of FJA filing a grievance.

Terms and conditions of employment shall be the hours of employment, the compensation therefore, including fringe benefits, and the employee's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the Academy.

Section 5.03 Eligibility and Employee Rights

All regular, full-time employees are eligible. Temporary, part-time and probationary employees are not entitled to the grievance procedure.

Section 5.04 Procedure

The grievant must attempt to resolve his/her grievance by one or more informal conferences with his/her immediate supervisor. The first of these informal conferences must be conducted within three (3) days after the employee knew, or should have known, of the act or omission-giving rise to the grievance. A second or any subsequent conference must occur within three (3) days after the initial informal conference, or any subsequent conference. A "day" is any day in which the school is operating.

If the matter cannot be resolved through informal conferences, the grievant then has one of two choices. Within 3 days of the last informal conference, the grievant may request a confidential mediation session in which participation must be voluntary to all parties. The mediator shall be a neutral person, excluding board members, staff and parents associated with FJA, to be appointed by the Board of Directors. If no agreement is reached, it is understood that parties have not waived their rights to filing a formal grievance. Mediation pauses the grievance procedure in an effort to resolve the grievance.

The grievant may pass on the option of mediation, and thus may present the grievance in writing to the immediate supervisor within three (3) days after the last informal conference. The grievant may present the grievance in writing to the immediate supervisor within three (3) days after the last informal conference. The grievance must clearly specify the actions or matters grieved, a citation of the specific article, section, and paragraph of the policy or regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, and shall include specific supporting facts and circumstances to include: dates, times, places, statements and witnesses.

The immediate supervisor shall render a written decision within five (5) working days of receipt of the grievance.

If the grievant is not satisfied with the supervisor's decision, he/she may submit the grievance in writing to the Executive Director within three (3) working days of receipt of the decision. This appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Executive Director shall communicate a decision within five (5) days after receiving the appeal. If the grievant is not satisfied with the final decision, they may appeal, in writing, to the Board.

If the Executive Director is the immediate supervisor, then the employee shall present the written grievance to the Governing Board within three (3) days after the last informal conference. The Governing Board shall review the grievance and shall issue a written response within ten (10) days following the review. The Board's decision shall be final. Review and discussion of the grievance by the Board shall take place in executive session, unless the employee requests that the matter be discussed in open public meeting. Any decision by the Board shall take place during open public meeting.

ARTICLE VI. DISCIPLINARY PROCEDURE

Section 6.01 Disciplinary Action

A. School policy towards disciplining employees is generally reflected in the recommendations in the Table of Penalties (see Section 6.03). If an employee engages in an act of misconduct, which is not addressed in the Table of Penalties, the Executive Director shall select an appropriate penalty.

B. Notwithstanding Section 5.01A and recommendations in the Table of Penalties, the specific type and degree of disciplinary action to be taken in a particular situation shall be determined by the facts and circumstances of each situation.

Previously documented disciplinary action(s), the degree of the conduct involved and other mitigating and exacerbating factors shall be considered in determining which penalty to impose.

1. Types of Disciplinary Action

When disciplinary action is to be taken the following steps are recommended:

Warning (verbal/written)
Suspension
Termination

NOTE: This is a recommended procedure for disciplinary action. The facts and circumstances of a specific situation may preclude progressive discipline in favor of a more severe initial disciplinary action.

2. Guidelines and Procedures for Disciplinary Actions

A. Warning: When a written warning is issued, a copy of the letter covering the details of the warning sent to the Executive Director's Office. Where appropriate, a reasonable period of time for improvement or corrections will be allowed before taking further action. A witness shall be present only when necessary. Written warnings may, at the discretion of Executive Director and upon the employee's written request, be removed from an employee's personnel file after a 12-months good conduct period.

B. Suspension: Suspension consists of a period of time during which an employee will not work and shall not receive compensation. The maximum suspension period shall be ten working days.

C. Termination: Involuntary Termination is covered in Section 6.02 of this Manual.

D. Procedure for Disciplinary Action. The Executive Director will impose disciplinary actions. The employee will receive written notice of the Executive Director's intent to impose disciplinary action. The notice shall specify the conduct warranting the disciplinary action and shall state the exact disciplinary action to be imposed. These actions may include, without limitation thereto, written reprimand, suspension without pay for up to ten (10) days.

Any employee who wishes to object to the disciplinary action shall submit a written appeal to the Executive Director within 5 days of receipt of the notice. The appeal shall set forth, in detail, the reasons for the employee's objections to the imposition of the proposed disciplinary action. The Executive Director shall review the written appeal with the employee and shall allow the employee to explain why, in the employee's opinion, the disciplinary action should not be imposed. The Executive Director's decision shall be in writing and shall be final.

If the Employee does not appeal the proposed disciplinary action within 5 days of receipt of the notice, the Employee will be considered as having waived his/her right to a hearing and the disciplinary action shall be imposed as proposed in the notice.

3. Non-Disciplinary Action

Not all actions regarding an employee are considered “discipline”, even though they may involve alleged or possible violations of policies or rules by the employee. This policy addresses only discipline and has no application to any of the following:

- A.** The employee’s evaluation procedure or the resulting evaluations as they pertain to the adequacy of the employee’s performance.
- B.** Letters or memoranda directed to an employee containing directives or instructions for future conduct.
- C.** Counseling of an employee concerning expectations of future conduct.
- D.** Non-renewal of a contract of an employee employed by the district.
- E.** Reassignment With Pay. The Executive Director may reassign an employee to another position on campus or to said employee’s home or such other appropriate place to allow an investigation of allegations relating to said employee.
- F.** Counseling memos may be used to inform employees of the above-described matters. Counseling memos are not discipline or disciplinary action. Counseling memos are to be considered a positive, pro-active, cooperative approach to potential problems. They also serve to provide notice to employees of potential problem areas prior to them becoming discipline issues.

Section 7.01 Statement of Fundamental Policy

FJA believes that school and life which benefits students and enhances their educational efforts is a product of rights and responsibilities which all must follow in order for students to study and to learn in harmony. Student rights and responsibilities are set forth in this Manual. The Manual explains what each student is entitled to expect, as well as responsibilities each student must accept and possible consequences for failing to act within these policies and procedures.

A student violating FJA policies and rules will be held accountable for his/her behavior or actions and is subject to disciplinary action as set forth herein. The penalty for an infraction may include, but is not limited to restrictions, suspension, and/or expulsion.

Section 7.02 Students’ Rights

- Students at FJA have and shall be accorded the following rights:
- The right to an education.
- The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.

- The right to freely express their spirituality and culture in a manner that does not infringe on the rights of others.
- The right of freedom of speech and expression so long as the speech and expression does not unreasonably disrupt the educational process or endanger the health and safety of the student and others.
- The right to freedom of the press, except where material in student publications is libelous, slanderous, obscene or harmful to other students, staff or the Academy's mission.
- The right to freedom from discrimination.

Section 7.03 Students' Responsibilities

General student responsibilities are as follows:

- To attend all classes each day except when ill or properly excused.
- Allow others the freedom to learn without upsetting the classroom environment.
- To not bring anything to school that is forbidden by law such as alcoholic beverages, drugs, weapons or stolen property.
- To fully comply with all of the Academy's policies, procedures and rules.
- To express their own religion and culture in a manner that is not prohibited by law or violates other individual's rights.
- To express opinions and ideas respectfully so as not to slander or offend others, and to understand that others should be allowed to express their ideas.
- To not discriminate against others.

Section 7.04 Admissions

Open Enrollment is the last week of each February. If more applications are received than openings, a lottery will take place. Applications for the lottery are received when the school receives the online application via email. The random lottery will take place by April 1st of each year.

Parents of pupils interested in enrollment may visit a classroom. This visit can then be followed by meeting with the Executive Director or Head Teacher. Those applying during the summer may request a meeting with the Lead Teacher or Director.

Applicants may visit the school without the parents as part of the application process.

Siblings of children already enrolled in FJA, as well as current attendees, are given preference in enrollment.

An intent to continue form will be sent in January to parents of current students. Return of this form shall be considered adequate for continuing admission.

FJA does not provide transportation to and from school.

Section 7.05 General Rules

1. Students are to attend classes on weekdays, except for holidays. FJA staff will enforce the Arizona State mandated attendance policy.
2. Students must comply with FJA's policies, procedures, rules and regulations established by FJA at all times.
3. Use of tobacco products is prohibited. This includes possession, use, distribution or selling of the products.
4. The possession, use, distribution or selling of drugs, alcohol and controlled substances is prohibited. Law enforcement and parents will be notified immediately of any violation of this rule.
5. All visitors must report in at the front office.
6. Students, staff and visitors are to maintain buildings in good condition. Vandalism or property damage will not be tolerated. Law enforcement will be notified. Students causing property damage and their parents will be held responsible for all costs necessary to repair or replace said damage.
7. Stealing from students, school, and staff is prohibited. Law enforcement will be notified in the event of a theft.

Section 7.06 Student Dress Code

FJA believes that students should take pride in their attire and dress appropriately. In addition to the following guidelines, students should dress in a manner that takes into account the educational environment, safety, health and welfare for others. The following guidelines are provided to assist students, staff and parents in determining what "is" and what "is not" appropriate with respect to student attire. Failure to abide by the dress code may result in disciplinary action.

1. Sagging is prohibited. Sagging is wearing the pants on the hips or below which would allow underwear to show.
2. Clothing such as bare midriffs, halter-tops and spaghetti straps is unacceptable. See-through clothing is prohibited.

3. “Bandanas” or scarves used for gang identification, any size, color or shape, will not be carried, worn or displayed on school property. This may also include anything that may represent a display of “colors.”
4. Any type of jewelry or body adornment presenting a health and/or safety hazard to self or others is prohibited (i.e., nose ring, excessive earrings, body studs).
5. Wearing chains in excess of twelve inches (12”) long and with a chain link size greater than one-half inch (1/2”) is prohibited. Chains not complying with the above-stated conditions will be confiscated, if found. Chains worn on the outside of the pants, hanging down and connected to a wallet are not allowed. These items will be confiscated, if found.
6. Any clothing or jewelry that symbolizes drugs, alcohol, sex, tobacco, or any lewd act is expressively forbidden. This includes profanity or defamatory writing on clothing or jewelry.
7. Gang-related personalization of any sort is not permitted on hats, clothing, or one’s person. This includes anything worn or carried on campus. Any type of clothing or headgear which promotes gang activities or is worn in a manner that promotes gang activities is prohibited.
8. Sunglasses are to be worn outside only.
9. All belts will be tucked and will not be allowed to hang in front.
10. Offensive body language or movements and hand gestures (including gang related) will not be allowed.
11. Shorts, skirts, and skorts may be worn, but no more than 3 inches above the knee.
12. Clothing may not be worn that is ripped or torn.

Section 7.07 School Hours

FJA Cedar Campus hours are from 8:15 a.m. to 3:00 p.m. The elementary school office will accept telephone calls and messages from 8:00 a.m. to 4:00 p.m.

FJA Middle School hours are from 7:30 a.m. to 3:15 p.m. The middle school office will accept telephone calls and messages, Mondays through Thursdays from 7:30 a.m. to 3:30 p.m, Mondays through Thursdays and Fridays from 7:30 a.m. to 1:00 p.m.

FJA Children’s House hours are from 8:15 a.m. to 3:30 p.m.

Fridays are early dismissal. FJA Cedar Campus will dismiss at 12:00 and FJA Middle School will dismiss at 12:15. Children's House will dismiss at 11:30.

Section 7.08 Attendance and Arrival/Dismissal

A. Attendance

The Student's education and well being are our priority. It is the goal of Flagstaff Junior Academy to do our best in teaching children the skills necessary for them to become active and contributing members of our community. In order for our staff to focus on the needs of the students, it is important that each child attend school on a regular basis and on time for class.

FJA recognizes that from time to time it is necessary for a student to be absent from regularly scheduled school for a parent supervised or sanctioned event, which may include an official religious holiday of a religious organization. Medical illnesses and injuries may necessitate being absent from school also. These absences are considered excused. Whenever possible, prior notice must be given to FJA of these events so that they are not mistaken for unexcused absences. FJA also suggests that parents of absent student who is absent, or planning to be, check with the student's teacher(s) to obtain homework if warranted and the student is able to work.

If a student's absence is not for one of the reasons stated above, it is considered unexcused.

A student is tardy if that student is not in the classroom and ready for school when the teacher begins class.

Three (3) unexcused tardies will equal one (1) unexcused absence. Three (3) unexcused absences will result in notification to the local law enforcement/truancy officials, and a documented three day at home suspension. Further infractions will result in a Board hearing which could result in more severe consequences, including expulsion.

The Executive Director has full authority to deal with unexcused absences and unexcused tardies and may enter into attendance contracts with a student and that student's parents or guardians, or take other appropriate action as the Director may determine rather than expulsion. If a student reaches 5 unexcused absences, an attendance contract may be implemented. If a student reaches 10 unexcused absences, expulsion may be recommended and the matter shall be placed for hearing before the FJA Board of Directors or an independent hearing officer, with the student present, pursuant to Section 7.19 (C) of the Policies and Procedures Manual. The student and/or parents will have the opportunity for due process before this hearing, which will include a written response from the parents/student to explain the large number of absences.

B. Arrival and Dismissal

Flagstaff Junior Academy (FJA) is not responsible for nor does it provide transportation for its students. In accordance with school district policy and as a condition for your child's

attendance at FJA, parents/legal guardians are responsible to make arrangements for the drop-off and pick-up of their child. School hours are from 8:15 a.m.– 3:00 p.m. at Cedar Campus, 8:00 a.m. – 3:15 p.m. at the Middle school and 8:30 a.m. – 3:30 p.m. at The Children’s House Monday through Thursdays and 8:15 a.m. – 12:00 p.m. at the Cedar Campus and 8:00 a.m. – 12:15 p.m. at the Middle School and 8:30 a.m. – 11:30 a.m. at The Children’s House on Fridays. Parents are responsible to make arrangements to have their child at school prior to the commencement of the start of school and to make arrangements for the child to be picked up from school no later than 15 minutes after the end of the school day. Morning drop-off time at the Cedar campus is between 8:00 and 8:15 and at the Bonito campus between 7:40-7:55 a.m. Students need to be picked up from school no later than 3:15 at the Cedar campus, and 3:30 at the Bonito campus. Students remaining at the Cedar campus after 3:15 will be sent to After Care and students remaining at the Bonito campus after 3:30 will be required to leave campus, as there is no adult supervision after 3:30.

In the event of an early release day or the closing of school for inclement weather or for an emergency, the parents will be notified and will be expected to pick up their child within 15 minutes from the close of the school day. Making arrangements for the prompt pick-up of your child from the school grounds is an essential requirement of your child attending school at FJA.

The Cedar campus does provide before and after school care of your children for a fee.

Section 7.09 Report Cards

5th – 8th grade report cards/progress reports are issued four times throughout the school year. Parent/Teacher conferences are scheduled to coincide with report cards/progress reports. 1st – 4th grade progress reports for the Cedar Campus students are made available during Parent/Teacher conferences.

Section 7.10 Promotion or Retention

The decision of whether to promote a student to the next grade or to retain the student in the same grade shall be made by the combined efforts of the student’s teacher(s), the Executive Director, and the parent/guardian. Efforts will be made to ensure the appropriate grade placement for each individual student. If a student receives 4 or more Fs in core classes throughout the school year, they are eligible for retention and/or summer school, and this will be determined by the Executive Director.

Section 7.11 Property Damage

Any damage to FJA property by a student will be the responsibility of the student and the student’s parent. The student and parent shall pay for any replacement and/or repair costs. Any such damage shall be paid within ninety (90) days of notice to the parent of the damage and amounts. If payments are not received within the above-stated ninety (90) day period, the student will not be allowed to return to school until the debt is cleared. Disciplinary action will apply to incidents of intentional property damage. Law enforcement may be notified.

Section 7.12 Extracurricular Activities

The Academy offers a variety of extracurricular activities. These may include and are not limited to: volleyball, cross-country, basketball, ultimate frisbee, wrestling, Middle School Student Council, Drama, Chess, mountain biking, skateboarding club, tea club, etc. Students must be academically eligible to participate in extracurricular activities and school-related/off-campus activities. Students at the middle school will be considered ineligible if they have any Ds or Fs, or if they have an excessive number of discipline referrals or absences. Students at the Cedar campus are considered ineligible for extra-curricular activities if their teacher and/or the Executive Director feel that they have not earned the right to participate in such activities based on academic performance, excessive absences, or due to discipline issues. Some fees may apply to participate in extra-curricular activities.

Nonacademic Settings (34 CFR 300.317)

In providing or arranging for the provision of nonacademic and extracurricular services and activities, including meals, recess periods, and other nonacademic activities, FJA must ensure that each child with a disability participates with nondisabled children in the extracurricular services and activities to the maximum extent appropriate to the needs of that child.

FJA will ensure that the supplementary aides and services determined by the IEP Team to be appropriate and necessary are provided to allow the child to participate in nonacademic settings.

FJA has a Middle School Student Council. The Student Council gives students an opportunity to organize in a meaningful and effective way. The purpose of the Student Council is to create good relationships between the members of the student body, staff, administration and the community and to teach leadership and develop pride in the Academy. Students are encouraged to support and participate in the Student Council and its activities.

Membership in clubs and organizations is open to all students. All students are encouraged to join FJA clubs and organizations.

Section 7.13 Students With Disabilities/Section 504 of the Rehabilitation Act of 1973

Non-Discrimination Policy

Non-Discrimination Policy

Flagstaff Junior Academy's Non-Discrimination Policy

It is a policy of Flagstaff Junior Academy ("FJA") not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX of the Education Amendments of 1972, and Section 504

of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act (ADA) of 1991.. Inquiries regarding FJA's compliance with Title VI, Title IX, Section 504, or the ADA should be directed to Jill Paez at 755 N. Bonito Street, Flagstaff, AZ 86001, tel. 928.214.7317, JillianPaez @fjademy.com, or to the U.S. Department of Education, Office of Civil Rights, Denver, CO.

Non-Discrimination Policy- Section
504

What is Section 504?

Section 504 prohibits discrimination against individuals with disabilities, including both students and staff members, by schools receiving federal financial assistance. Schools comply by providing a qualifying individual with a disability the accommodations necessary to allow him or her to perform employment tasks or, for a student, to receive a free appropriate public education ("FAPE"). Accommodations must also be provided to families who need those accommodations in order to participate in school activities.

Section 504 vs. IDEA

Many aspects of the Section 504 regulations concerning FAPE parallel the requirements of the Individuals with Disabilities Education Act ("IDEA "). In those areas, by fulfilling responsibilities under the IDEA a school may also satisfy Section 504. However, the laws differ in scope. Students who are not eligible for IDEA services may be considered disabled and eligible for services under Section 504.

For the purposes of Section 504, a person may be considered disabled if the individual: (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Major life activities include functions
such as:

- Learning
- Caring for oneself,
- Walking
- Seeing
- Speaking
- Learning
- Performing manual tasks
- Hearing

- Breathing
- Working

This definition is broad and inclusive. It differs significantly from the more restrictive IDEA definitions of disability. Through IDEA, special education services are provided to students at least three but less than 22 years old who have been evaluated and found to have at least one of the following disabilities and who are found to need special education and related services.

Qualifying disabilities for IDEA include:

- Autism
- Emotional Disability
- Hearing Impairment
- Other Health Impairment
- Specific Learning Disability
- Mild, Moderate, or Severe Intellectual Disability
- Multiple Disabilities
- Multiple Disabilities with Severe Sensory Impairment
- Orthopedic Impairment
- Preschool Moderate Delay
- Preschool Severe Delay
- Speech/Language Impairment
- Traumatic Brain Injury
- Visual Impairment
- Preschool Speech and Language

An example of someone who may not be covered by IDEA but would be entitled to accommodations under Section 504 is a student with juvenile arthritis, diabetes, mild anxiety or attention deficit disorder (ADD). Such a student has a disability for purposes of Section 504, yet may not be covered by IDEA if he or she does not need placement in a special education program or whose condition does not fall into a specified IDEA category.

What This Means for Your Child

If a school has reason to believe that a student may have a disability and need accommodations in the regular classroom setting in order to participate in school programs, the school must evaluate the student. If the student is determined to be disabled under Section 504, the school must develop and implement a plan for the delivery of any needed services (a "504 plan").

The type of disability believed to be present and the type of services the student may need determines what is required for the Section 504 evaluation and placement process. The evaluation must be sufficient to accurately and completely assess the nature and extent of the disability and the recommended services. Evaluations more limited than a full special education evaluation may be adequate in some circumstances. For example, in the case of a student with juvenile arthritis or diabetes, the evaluation might consist of the school nurse meeting with the parent and reviewing the student's current medical records. An evaluation for a student with ADD may involve review of the student's psychoeducational evaluations and teacher observations. In some cases, additional testing may be necessary.

To determine what accommodations are needed, a group of people knowledgeable about the student, the meaning of the evaluation data, and placement options (the "504 team") will be convened to identify and agree upon appropriate accommodations. The 504 team will review the nature of the disability, whether special accommodations are needed, and, if so, what those accommodations are. The 504 team may not consider mitigating circumstances relating to the student's disability such as medications or aids when determining if a student has a disability. The decision about Section 504 eligibility and accommodation will be documented in the student's file and reviewed periodically. The 504 team will not consider how the student's disability impacts their education, but rather how the disability impacts a major life activity.

Accommodations vary to address the specific disability. For the student with juvenile arthritis, Section 504 accommodations might include the use of a laptop to improve writing speed and allow a less painful means of writing. For a student with diabetes, Section 504 accommodations might include administration and monitoring of medication and a class schedule modified to address the student's stamina or food needs. For a student with ADD, accommodations might include modification of classroom seating arrangements, a behavior plan, and monitoring of medication. Each student's 504 team will determine which accommodations are appropriate for each individual student (i.e., accommodations are not "one size fits all").

Under Section 504, parents or guardians must be provided with notice of actions affecting the identification, evaluation, or placement of the student. They are entitled to an impartial hearing if they disagree with school's decisions in these areas. This process is explained in more detail below.

Remember, some students who have physical or mental conditions that impair their ability to perform a major life activity may be entitled to accommodations under Section 504 even though they may not be covered a specific IDEA category.

Section 504 Compliance Plan

The Compliance Plan serves students, parents, employees, applicants for employment, and programs within FJA. FJA assures students, parents, job applicants, and employees that it will not discriminate against any individual with disabilities.

The following person is designated as Section 504 Coordinator:

Jill
Paez
755 N. Bonito
Street Flagstaff,
AZ 86001, tel.
928.214.7317
JillianPaez@fjacademy.c
om

Notice to students, parents, employees, and the general public of nondiscrimination assurances and parent/student rights and identification, evaluation, and placement will be disseminated in the following manner:

- Announcement in the central office.
- Posted notice in each public school building.
- Notice will be included on FJA 's website, in the Policy Manual, and in the parent/student handbook.

FJA will inform individuals with disabilities and their parents/guardians of the school's responsibilities and procedural safeguards under Section 504 and the IDEA.

Hearing and Appeals Process

FJA has established the following procedures to resolve complaints of discrimination on the basis of disability. Any employee, parent/guardian of a student enrolled, or student 18 years of age or older may file a complaint if she or he believes there has been a violation of Section 504.

Step One: A complaint of discrimination must be in writing and submitted to the Section 504 Coordinator within 10 days after the alleged violation occurred. The complaint should fully state the facts of the alleged violation and the remedy that is being sought. The Section 504 Coordinator will investigate the circumstances of

the alleged violation and make a written report of his or her findings of fact and conclusions within 10 school days.

Step Two : If the complaint has not been resolved to the satisfaction of the complainant, he or she may appeal the report of the Section 504 Coordinator to FJA's Executive Director within five school days of receipt of the report. After investigation and within 10 school days of receipt of the appeal, the Executive Director will issue a written decision affirming, reversing, or modifying the report.

Step Three: If the complaint has not been resolved in Step Two to the satisfaction of the complainant, he or she may appeal to the school board within five school days of receipt of the Executive Director's decision. The school board will conduct an informal hearing in an closed meeting to review the alleged violation. The board will give each party at least 10 days' notice of its meeting. The complainant may be represented at the board hearing by an attorney or another designated individual, at the complainant's expense. The board will affirm, reverse, or modify the decision issued under Step Two within 15 school days of the hearing.

To the extent a report or decision in any of these steps calls for implementing additional accommodations or changes in existing services, those changes will be made no later than 15 school days following the date of the decision, unless the decision is appealed.

Definitions Used in Section 504 Regulations

34 C.F.R. §
104.3U)(1)

An individual with disabilities is one who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- had a record of such an impairment; or
- is regarded as having such an impairment.

34 C.F.R. §
104.30)(2)(i)

A physical or mental impairment
is:

any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory: including speech organs; cardiovascular; reproductive; digestive; genital; urinary; hemic; lymphatic; skin; endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

34 C.F.R. § I
104.3(j)(2)(ii)

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

34 C.F.R. §
104.3(j)(2)(iii)

Has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

34 C.F.R. §
104.3(j)(2)(iv)

Is regarded as having an impairment
means:

has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation;
has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
has none of the impairments defined above but is treated by a recipient as having such an impairment.

34 C.F.R. §
104.3(1)

Qualified person with disabilities
means:

In an education context, a student (a) of an age during which individuals without disabilities are provided such [educational] services, (b) of an age during which it is mandatory under state law to provide such services to individuals with disabilities, or (c) to whom a state is required to provide a free appropriate public education under IDEA.

In an employment context, an individual who, with reasonable accommodation, can perform the essential functions of the job in question.

For any student who is an individual with disabilities as defined above, a public school must provide a free appropriate public education. For any employee of a public school that is an individual with disabilities as defined above, a public school must make reasonable accommodations to the known physical or mental limitations of the employee.

Flagstaff Junior Academy is an Equal Opportunity Employer.

If you would like to contact the U.S. Department of Education, Office for Civil Rights, they may be reached at:

Office for Civil Rights

Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 310
Denver, CO 80204-3582
tel. 303.844.5695

Section 7.14 Health Policies

A. In General

Comprehensive health care remains the responsibility of the student's parent(s) and/or guardian(s).

FJA does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol or any other intoxicating substance. However, it reserves the right to administer emergency first aid treatment in the above circumstances as needed and the student's parents shall be notified to immediately remove the student from the campus.

In the event of an illness or injury during the school day, parents will be notified and may be asked to take their child home, as may be necessary.

B. Medication

If a licensed physician places a student on a special medication, the medication will be kept in a locked cabinet in a designated area. Medication will be dispensed by qualified personnel to the student in accordance with the directions given by the treating physician.

The parent must also sign a parent permission and release form in order for such medication to be distributed to their child.

C. Dental

When a student complains of a toothache, the parent may be notified and asked to take the student home.

Section 7.15 Student Sexual Harassment/Sexual Misconduct

FJA is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activity.

1. Examples of Sexual Harassment

- Behaviors that may constitute sexual harassment include but are not limited to:
- Intentional touching;
- Explicit or implicit propositions to engage in sexual activity;
- Gratuitous comments of a sexual nature such as explicit statements, questions, jokes or anecdotes;
- Remarks of a sexual nature about a person's clothing or body;
- Remarks about sexual activities or speculation about sexual experiences;
- Exposure to gratuitous sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;
- Deliberate physical interference with or restriction of an individual's movements;
- Persistent, unwanted sexual/romantic attention;
- Subtle or overt pressure for sexual favors; or
- Deliberate, repeated humiliation or intimidation based upon the sex of the individual.

2. Sexual Misconduct

FJA takes steps in prohibiting sexual harassment and also prohibits conduct of a sexual nature that, although not so serious or pervasive that it rises to the level of sexual harassment, is inappropriate in the classroom or on school premises. Examples of such misconduct include, but are not limited to:

- Repeatedly engaging in sexually oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the classroom, even if such conduct is not objected to by those present; and
- Gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting even if not objected to by those present.
- Any student who engages in the sexual harassment or sexual misconduct of anyone at school or a school-related activity shall be subject to disciplinary action. For students in pre-grades K through 3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension and/or expulsion.

3. Reporting Sexual Harassment or Sexual Misconduct

A. Confront the Offender: A student may, at any time, personally confront the individual whose conduct is offensive, unwelcome or intimidating and request that such conduct stop. If you choose to do this, be direct and consistent. Explain that the conduct

is offensive or makes you feel intimidated or uncomfortable and ask that it stop. Make sure that your message to the individual is clear. ***However, if that action is not feasible or successful, or if a student feels uncomfortable taking it, the options described below are also available.***

B. Report It: Persons who are sexually harassed or subjected to sexual misconduct may feel confused and helpless or blame themselves for the offensive behavior. They may also be afraid of retaliation and be reluctant to let anyone know about their situation. It is important for persons who believe they have been sexually harassed to report it and get help to protect themselves and others from unwanted sexual attention and advances that may interfere with academic opportunities and performance.

Any student or parent on behalf of a student, who believes that he or she may have been sexually harassed or subjected to sexual misconduct, is encouraged to report such conduct to the teacher, the Executive Director or a person designated by the Executive Director for that purpose.

No student will be required to report or make a complaint of sexual misconduct or sexual harassment to the person who is the subject of the complaint. A confidential complaint may be made and the school will inform the student who made the complaint of any actions it takes in response to the complaint within the bounds of applicable law as to the student or employee confidentiality.

Within 24 hours, staff shall report complaints of sexual harassment to the Executive Director or his/her designee who will immediately log the complaint. Staff shall similarly report any such incidents they may observe even if the harassed student has not complained.

The Executive Director or designee shall immediately investigate any report of the sexual harassment of a student. If a more extensive investigation is necessary, Flagstaff Junior Academy may utilize an outside investigator who shall serve as a fact-finder.

Such investigation must be completed within thirty (30) days of receipt by the Executive Director of the complaint. Pending such an investigation, the Executive Director shall take any action necessary to protect the alleged victim.

Upon verifying that sexual harassment occurred, the Executive Director shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment.

Names, office locations and phone numbers of persons to contact for further information or assistance on how to use this policy:

Thomas Drumm, Executive Director
Flagstaff Junior Academy
Cedar Campus: 774-6007 Middle School: 214-7317

Section 7.16 Check-Out Procedures

Parents or legal guardians of students must designate those persons who are authorized to check out their children. Written designation of authorized person must be included in the student's enrollment packet.

The Academy reserves the right to deny a check-out if, in the Academy's opinion, such check-out appears to compromise the personal safety or welfare of the student. If the check-out is to be denied, it will be the responsibility of the Executive Director to hold a meeting with the parent and the student to discuss the matter. The parents are to be advised in writing if the privilege is denied.

Section 7.17 Student Discipline

Appropriate behavior is a necessary prerequisite to learning. Therefore, each student must conduct himself/herself properly and in accordance with school rules, regulations, and policies at all times. Each employee of the Academy is responsible for helping to enforce proper student conduct.

Cooperation between parent(s), legal guardian(s) (hereinafter "parents") and the Academy is essential to positive, effective student discipline. To facilitate and further this cooperation, the Academy will:

- Inform parents of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute to parents clearly stated discipline policies, rules, and regulations.

Students must accept responsibility for their conduct. FJA will assist parents whenever possible by recommending services and agencies that may be of assistance in correcting unacceptable student behavior. However, ultimately parents must assume the responsibility for the conduct of their children.

The following infractions are considered unacceptable and a cause for disciplinary action. The following infractions are broad in scope and call for the Executive Director and/or Board to exercise discretion (within the law and policies) based upon the facts and circumstances of individual cases in terms of what appears best for the students and the Academy. This list is not meant to exclude other infractions that might occur that could jeopardize the health, safety, or welfare of others or interfere with the educational process.

A. Infractions Against Public Order

1. Public nuisance

- Explosives/Fireworks
- Making bomb threats
- Setting off false fire alarms

2. Loitering/trespassing

3. Disorderly conduct

- Disturbing a school meeting, activity or school event
- Vulgar or obscene language, gestures or ethnic slurs
- Arson or attempted arson
- Fighting
- threatening violence or attempting violence

- Possession and/or use of a weapon or dangerous instrument
- Bullying
- Bullying or threatening using electronic or written communication

B. Infractions Against Authority

1. Insubordination
2. Obstructing an investigative process
3. Insult or verbal abuse of faculty or staff members
4. Assault of faculty or staff members
5. Giving false identification or information
6. Resisting authority
7. Forgery
8. Violation of Board or School rules

C. Destruction of School Property

1. Vandalism
2. Theft/graffiti/larceny

D. Infractions Against Others

1. Endangerment
2. Creating a hazardous or physically offensive condition
3. Bullying, harassment, threats, verbal or written abuse
4. Slander
5. Extortion
6. Physical assault
7. Improper sexual advances
8. Fighting
9. Hazing

E. Substance and Alcohol Abuse – The Academy is a Drug-Free Zone

1. Use, possession, or sale of a controlled substance. A controlled substance is defined as: any substance defined as a controlled substance by Arizona or federal law; narcotic drugs, harmful drugs, hypnotic drugs, opiates, cocaine, marijuana, and alcohol-based substances, and vapor-releasing substances, and use of a prescription drug without a prescription or other than prescribed.

F. Being Under the Influence of a Controlled Substance as Defined Above

G. Use or Possession of Tobacco Products of All Descriptions

H. Sexual or Physical Abuse of Students

I. Date Rape or Statutory Rape

J. Sexual Harassment or Sexual Intimidation

Section 7.18 Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning
- Written warning/notification to parents
- Detention
- In-school suspension (length contingent on infraction)
- Out-of-school short-term suspension (not to exceed ten (10) days)
- Long-term suspension (greater than ten (10) days)
- Expulsion

Loss of privileges will accompany written warnings/notifications and infractions warranting higher penalties. A non-inclusive list of privileges that may be revoked are: sports activities, trips, Student Council, clubs, other FJA activities, social contact and other extracurricular activities.

Depending upon the nature of the violation, student discipline may be progressive, i.e., a student's first violation could merit a lighter penalty than the subsequent violations. An FJA employee should take into account all other relevant factors in determining an appropriate penalty, including, but not limited to, the following: the seriousness of the offense, the number of violations, the repetitiousness of the violations, and whether there are any aggravating or mitigating circumstances surrounding the violations. Penalties may be imposed either alone or in combination. For example, a student may receive a written warning and a short-term suspension.

Section 7.19 General Due Process Rights

A. Discipline Which Involves Short-Term In School Suspension

For minor disciplinary offenses where the penalty is less than an out of school suspension or expulsion, the accused student has the right to an oral or written notice (at the discretion of the Academy) of the reasons for the discipline to be imposed. The student has a right to meet with the Executive Director and/or his/her designee to discuss the student's position on the discipline and the circumstances surrounding the discipline.

After the student has had an informal opportunity to discuss the matter with the Executive Director and/or his/her designee, the discipline will be imposed. The decision of the Executive Director and/or his/her designee is final.

The discipline shall be recorded in the student's file.

The intention of this section is to allow the accused student an informal opportunity to be heard before discipline is actually imposed on the student. Where appropriate, necessary or due to exigent circumstances, discipline may be imposed prior to an informal opportunity to be heard or reviewed by the Executive Director. In such exigent situations, the student will, shortly after the imposition of the penalty, be given an opportunity for an informal review with the Executive Director and an opportunity to be heard.

The parents shall be notified in writing of the school's imposition of any in school suspensions.

B. Discipline Which Involves Short-Term Out of School Suspension of 10 Days or Less

If the intended discipline to be imposed against a student involves a short-term out of school suspension of ten (10) days or less, the student shall receive oral or written notice of the intended discipline before imposition. The notice shall state the reason(s) for the proposed disciplinary action and the evidence supporting the proposed action. The student will be asked to explain the incident giving rise to the disciplinary action during a meeting with the Executive Director. Following the meeting, the Executive Director may, based upon the evidence, suspend the student for up to ten (10) days, impose other less severe disciplinary alternatives or, if appropriate, exonerate the student.

A written record of any disciplinary action shall be kept in the student's file.

If the disciplinary action involves suspension, the student's parents must be notified prior to the student being allowed to leave the school premises. If parents cannot be contacted, the student will be kept in an isolated area, under adult supervision, until dismissal time. If the parents cannot be contacted at that time, a written notification to the parents of the suspension will be given to the student.

As soon as possible following the decision to suspend the student, a letter will be sent to the student's parents, explaining the terms of the suspension, the reasons for the suspension and requesting a meeting to discuss the situation with the parents. Reasons for short-term suspension may include consideration of long-term suspension or expulsion proceedings.

C. Long-Term Suspension/Expulsion

When the intended discipline involves a long-term (either in school or out of school) suspension of more than ten (10) days or expulsion, the accused student has a right to the following before discipline is imposed (unless an emergency suspension exists as set forth herein):

1. At least five (5) days prior to the time set for a formal hearing on the suspension, the Executive Director shall provide said student and/or his/her parents and/or legal guardians written notice of intent to impose long-term suspension. Notice shall be deemed given at the time the Academy deposits such notice in the U.S. mail, return receipt requested, to the parties' address of record on file at the Academy or, in the alternative and at the Academy's sole discretion, by actual delivery to the parties or to the parties' last known address. The written notice shall set forth the charges, the rules violated, the facts alleged to constitute the violation, and copies of any and all pertinent

documents or exhibits that the Academy intends to use at the suspension/expulsion hearing.

Additionally, the letter shall contain the extent of punishment to be considered, the date, time and place of the formal hearing, a designation of the school's witnesses, and the name of the hearing officer, if one has been designated. The student and/or his/her parent or legal guardian shall also be informed of the student's right to obtain counsel (at his/her own expense) and to present witnesses on his/her behalf.

2. A hearing on the long-term suspension/expulsion shall be held to impose long-term suspension/expulsion. The hearing shall be held before an independent hearing officer designated by the Board. The Executive Director shall present the case on behalf of the school.

3. The parents or legal guardians of the student must be informed of the following:

- The student and his/her parents or legal guardians have the right to a statement of the charges and obtain a copy of the rules alleged to have been violated.
- Counsel may represent the student at the family's personal expense.
- The student may present witnesses.
- The student has a right to cross-examine the school's witnesses.
- Counsel may represent the school.
- The school has a right to cross-examine the student's witnesses.
- The burden of proof lies with the school.
- The hearing will be recorded.
- The hearing will be conducted in private, with only the parties and necessary witnesses being in attendance. Student's names shall be referred to by a number or alias so as to protect the privacy of student.

Long-Term Suspension

Within five (5) days of the conclusion of the hearing, the hearing officer shall issue a written decision, setting forth the reasons for the long-term suspension. The parents may appeal the decision by submitting a written notice of appeal to the Governing Board within five (5) days of receipt of the decision. If the parents do not appeal, the decision will be final after the expiration of the appeal's period. In the event of an appeal, the Governing Board will review the record of the proceedings and, based on the record, will issue a decision. The Board may uphold the hearing officer's decision or it may modify the decision. The Board's decision is final.

Expulsion

Within five (5) days of the conclusion of the hearing, the hearing officer shall issue a written recommendation for expulsion to the Board. The recommendation shall contain the reasons for expulsion. The parents shall be notified of the recommendation. The notification shall also contain:

The time and place of the Board meeting at which the recommendation will be considered;

That the parents or legal guardian have a right to appeal the recommendation at the time of the Board meeting;

That a written appeal shall be delivered to the Executive Director prior to the Board meeting;

That the Board may accept the recommendation or reject the recommendation and impose a different disciplinary action;

In the event that the Board accepts the recommendation, the expulsion shall become effective on the day following the Board meeting;

That the decision of the Board will be on the record only and will be final;

That any Board discussion on the recommendation shall be in executive session, unless the parents or legal guardian request that the discussion take place in open public meeting;

That the final decision by the Board shall take place in open public meeting.

D. Emergency Suspension

In a situation where exigent circumstances require the immediate removal from campus of a student, the Academy may impose an immediate, emergency suspension of a student prior to a due process hearing as outlined above. The decision to execute an emergency suspension may be made by the Executive Director or his/her designee or by the Executive Director or his/her designee. Emergency removal of a student from the campus is justified where there is a serious, immediate, and continuing danger to the health, safety and welfare of the student or others on campus. Emergency removal of the student from campus is not in and of itself considered disciplinary action, but simply a means to protect the health, safety and welfare of the student or others.

The student suspended in an emergency situation shall be readmitted to the Academy as soon as the emergency has passed. Additionally, the student suspended on an emergency basis has the right to a due process hearing on the suspension within 3 days of the emergency suspension. Which due process hearing applies depends upon the discipline being imposed as set forth above. If the discipline intended to be imposed is a suspension for 10 days or less, the suspension for 10 days or less discipline policy shall apply. If the discipline intended to be imposed for more than 10 days, the long-term suspension policy will apply.

At the time of the emergency removal, the student must be immediately informed orally by the Academy staff of:

- The precise rule alleged to have been violated;
- The facts which constitute the violation;
- The right to a formal disciplinary hearing within 3 days from the emergency suspension;
and
- The facts, which justify the emergency removal.

This oral notification shall be reduced to writing and mailed to the student and his/her parents and/or legal guardian within 24 hours of the emergency suspension. A full written report of the details surrounding the emergency suspension shall be provided to the Executive Director within 24 hours of the incident.

E. Expungement

Allegations of misconduct and information pertaining to shall be expunged from a student's school record in the event it is found that the student did not commit the violations of laws, rules or policies as alleged.

Section 7.20 Discipline of Special Education Students

All disciplinary action relative to special education students must be taken pursuant to 34 C.F.R. §§ 300.519 through 300.529, references therein and amendments thereto. Copies of the above CFRs shall be kept by the Director of Special Education and provided to the staff as needed. It shall be the duty of the Special Education Director of the Academy to review said CFRs in January of each year and to supplement and amend these attachments as necessary to maintain their currency.

It should be noted that in general, removal of a child with a disability from the child's current educational placement for more than ten (10) consecutive schooldays and/or a series of removals that constitute a pattern and cumulate to more than ten (10) schooldays in a school year constitute a change of placement. The procedures set forth in 34 C.F.R. §§ 300.519 through 300.529 must take place prior to the expiration of that time. It shall be the duty of the Special Education Director to ensure that the appropriate procedures take place in a timely manner.

A. Suspension for up to 10 days

A student with a disability may be suspended from the regular classroom for up to ten (10) days at a time whenever discipline is appropriate and is administered consistent with treatment of non-disabled students.

The student shall receive oral or written notice of the misconduct and shall be provided an opportunity to present an explanation. Following the meeting, the teacher may suspend the student for up to ten (10) days, may impose a lesser penalty or may exonerate the student.

No appeal is available from a short-term suspension.

A suspended student is not allowed to leave campus until parents have been notified. If parents cannot be contacted, the student will be kept in an isolated area, under adult supervision, until dismissal time. If the parents cannot be contacted at that time, an explanatory message to the parents will be given to the student.

A letter to the parents will be written as soon as possible after suspension is imposed, to explain the terms and reasons for the suspension and requesting a meeting to discuss the student's conduct.

A change of placement occurs if the suspension is for longer than ten (10) days or is one of a series of suspensions for up to ten (10) days that constitute a pattern. Factors to be considered in

determining whether a change in placement has occurred include the length of each removal, total time the child is removed and proximity of removals to each other.

B. Long-term Suspension and Expulsion

If a suspension of more than ten (10) school days is imposed, the disciplinary action is considered a change in placement. The school will continue to provide services to the extent determined necessary by the IEP team during long-term suspensions or expulsion.

If the student commits an offense which may be subject to long-term suspension or expulsion, the school will immediately do the following:

Place the student on short-term suspension pending a decision on the long-term suspension or expulsion.

Immediately, but in no case later than ten (10) school days after the decision to take that action is made, the school will hold a manifestation determination hearing for the purpose of determining whether or not the offensive conduct is a manifestation of the student's disability.

If the student's conduct is determined to be a manifestation of the student's disability, then the suspension shall not be extended beyond the initial ten (10) school days. In that case, placement shall be as determined by the multidisciplinary conference.

If the student's conduct is determined not to be manifestation of the student's disability, then discipline shall be administered consistent with treatment of non-disabled students.

C. Interim Alternative Educational Setting

The school may unilaterally remove a student from regular placement into an alternative educational setting for no more than forty five (45) days, if the student has committed a weapon or drug offense or causes severe bodily injury to another student or staff member or where a Due Process Hearing Officer has determined that injury to the student or others is likely if the current placement is maintained.

While the student is in the alternative placement, the student will continue to receive those services described in the current IEP. The student will, in addition thereto, receive services and modifications which are designed to prevent the conduct giving rise to the placement.

Section 7.21 Incident Report Procedures

A. Search and Seizure Policy

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the Academy's responsibility to protect the health, safety, and welfare of all of its students and staff.

Academy employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students or staff may be in danger. Any school employee making a search or seizure will follow these guidelines:

General search of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that jeopardizes the Academy, staff, or students' health, safety, welfare and mission, or violates a law or a school rule is on school property. This search of school property may be made without the student being present.

Illegal items (firearms, weapons, drugs, alcohol) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purpose, may be seized by school employees.

Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

A student's person may be searched by Academy employees when there is reasonable cause to believe that the student has on his/her person illegal items, items that may interfere with Academy purposes, or which may constitute evidence of the violation of an Academy rule.

The Academy maintains ownership of student lockers. The Academy may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students or to discover evidence of violations of school rules. General searches of lockers may be made without notice. The students should therefore adjust his/her expectations of privacy with respect to lockers accordingly. The personal footlockers or luggage items of students are subject to search if there is reasonable cause to believe that lockers or luggage containing illegal items, items that interfere with school purposes, or evidence of the violation of a school rule.

B. Student Interrogation – Arrest

While the student is within the care or custody of the Academy, it is the responsibility of the Academy to make an effort to act on behalf of the parents with respect to interrogation by law enforcement officials. A parent may and a school staff person will be present during these interrogations, except when interviews are conducted by a child protective service worker pursuant to A.R.S. § 8-224(B) or similar federal statute.

When a student is taken into custody (arrested) the arresting officer shall be requested by the Academy to notify the student's parents or guardians. The arresting officer shall be responsible for the care and custody of the student and shall be responsible for reporting the arrest to the parents. However, the Academy personnel shall make every reasonable effort to ensure that parents have been notified of the fact that the student has been taken into custody. Personnel of the Academy shall cooperate with the police. After an arrest has been formally made the Academy and its employees no longer exercise jurisdiction or control of the student.

C. Student Grievances

Any student who has a grievance with a school staff member, other than a disciplinary matter, shall raise his/her grievance with the Academy official most directly involved with the

circumstances giving rise to the grievance. If such an informal resolution is unsuccessful, then the student shall make an appointment to see the Executive Director for resolution for the grievance. The decision of the Executive Director is final.

Grievance procedures may not be used by the student for disciplinary actions. Disciplinary procedures and appeals are addressed under Student Discipline.

Section 7.22 Student Freedom of Expression

Students at the Academy have the right to freedom of expression that is appropriate for children in school. To ensure the educational mission of the Academy is not materially and substantially disrupted or interfered with, the following expressions are prohibited:

- Expression which for any reason causes or is likely to cause a material and substantial disruption or interference with teaching of the Academy or the orderly operation and discipline of the Academy or school activity;
- Cursing, profanity and other vulgar or indecent language;
- Speech which is obscene to minors;
- Speech which is slanderous or libelous;
- Speech which invades the rights of other persons;
- Speech which advertises or promotes alcohol, tobacco, illegal drugs, or any product or service harmful to minors and not permitted to minors by law;
- Speech which could result in tort liability for the Academy;
- Rude and discourteous speech inconsistent with habits and manners of civil discourse;
- Insulting or fighting words (including but not limited to, slurs of another person's character, family, race, religion, sex, ethnic origin, physical appearance, sexual preference, intellectual ability or handicapping conditions);
- Threats of violence or other intimidating statements;
- Abusive or harassing conduct (including speech) sufficiently severe and pervasive as to create a hostile learning environment for any student;
- Speech which is likely to cause the commission of unlawful acts or the violation of lawful school regulations;
- Statements reflecting biases or prejudice in school sponsored expressive activities such as student newspapers, yearbooks, and school plays.
- Students shall obey the directions of school personnel and cease prohibited expressions and activities noted above.

Section 7.23 Parent Code of Conduct

This Parent Code of Conduct sets forth the expected behaviors of parents/guardians and visitors when on school property or when engaging with school personnel. The Parent Code of Conduct is established to ensure a positive working relationship between the school, parents/guardians, and the general community.

As a parent/guardian or visitor I agree to:

- Be courteous in speech and actions.
- Be supportive of the efforts of the school to educate or behavior of my child(ren) and the children of others.
- Meet with school staff when requested to discuss the education or behavior of my child(ren); Work with school staff members to solve any discipline or other problems. Please let the school know if something has happened at home that could affect how your child does in school.
- Contact my child's teacher first regarding classroom matters. Refrain from disciplining your own or other children while at school.
- Sign in at the office upon entering the school and seek permission prior to going to other areas of the building.
- Refrain from the use of profanity when talking with school personnel.
- Refrain from use of physical contact or force at all times when meeting with school personnel or when on school property. Verbal threats, intimidating behavior and/or physical violence on school property will result in police involvement and the pursuance of the appropriate legal actions.
- Each year provide your child's school with your current telephone number, home address, work telephone number and emergency contact number. Parents must immediately notify the school of any changes in contact information.
- Understand and support the rules in the Parent/Student Handbook and talk to your child about them.
- Teach your child to follow the dress code as outlined in the handbook. It is important to dress neatly and appropriately for school, because it is a place to work and learn.
- Make every effort to ensure that your child arrives at school on time every day.
- Contact the school when your child is absent and explain the reason for the absence.
- Be aware that when parents are divorced or separated, both parents have full rights to participate in the child's school activities and to know what is happening at school, unless there is a court documentation limiting that access. If such an injunction document exists, you must provide the director a certified copy. The non-custodial

parent will not be allowed to remove the child from the school without the permission of the residential parent. A non-custodial parent has the right of access to student records and information unless a court order prohibits such access.

- Give the school written permission if you want a stepparent who is not the legal guardian of the child to have information about the child or to sign forms related to the child. Permission must be submitted to the school every year.
- Be aware that only people listed on the Emergency Information Form or on the Enrollment Form may pick up a student from school during the school day.
- Adhere to school developed, on-site traffic plans for vehicles when bringing students to school or picking them up after school. Do not park in handicapped parking space unless medically necessary and only with an appropriate Handicapped sticker. Do not park in the apartment parking lot across the street.
- Do my best to volunteer at my child's school in a capacity where my skills can be utilized.

CONSEQUENCES:

Consequences will be enacted by the Director when the Parent Code of Conduct is not followed. Consequences may include: conference with the director and/or FJA Board, or a meeting before the Board to discuss the inappropriate action(s). Serious violations of the Code of Conduct may result in legal sanctions or injunctions. Any abusive or profane language or physical contact with employees or among visitors will result in charges being filed and the parties will be issued a No Trespassing notice. Additionally, the Local Law Enforcement Department will be contacted in the event of any physical or verbal abuse.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

ARTICLE VIII. SCHOOL POLICIES

Section 8.01 Homeless Policy

Homeless children and youth are defined by the McKinney-Vento Act, as “individuals who lack a fixed, regular, and adequate nighttime residence.”

Homeless children and youth will receive equal, free and appropriate education as other children. Each child, including preschool aged children, will have access to educational and other services they need to enable them to meet academic achievement standards to which all students are held. Children will not be separated from the mainstream school environment for the bases of being considered homeless. Homeless children and youth will be immediately enrolled into school, with or without required documentation (including immunization). The agency (Flagstaff Junior Academy) will use their best efforts to assist the family in attaining required records at a later date, if necessary (and/or assisting child in getting required immunizations).

Section 8.02 Homeless Dispute Policy

If a dispute arises over any issue covered in this policy, they child or youth in transition shall be immediately admitted to the school on which the enrollment is sought, pending final resolution of the dispute. The student shall also have the rights of any student in transition to all appropriate educational services, transportation, free meals and Title 1 services while the dispute is pending.

FJA shall provide the parents if unaccompanied youth with a written explanation of its decision and the right to appeal and shall immediately refer the parent or youth to the liaison. The liaison shall ensure the student is enrolled in the school of his of her choice and receiving other services to which he or she is entitled and shall resolve the dispute as opportunity to participate meaningfully in the resolution of the dispute. The liaison shall keep records of all disputes in order to determine whether particular issues of schools are repeatedly delaying or denying the enrollment of children and youth transition.

The parties mentioned above have the right to appeal the liaison's decisions through applicable law and appeal procedures.

Section 8.03 Anti-Bullying Policy

In keeping with the mission of Flagstaff Junior Academy Charter School to provide a safe and nurturing educational environment this policy is designed to create a climate in which all types of bullying and intimidation are regarded as unacceptable and to promote consistency in our approach to this issue. We believe that it is the right of members of the school community – students, faculty, staff, and families – to be free of bullying and, if bullied, to be provided with help and support.

We define bullying as harmful behavior that is generally conscious and is often part of an on-going pattern of behavior. We also recognize that bullying can take many different forms and these included:

- Emotional bullying which involves attacks against a person's emotional well-being and includes spreading rumors and excluding others from activities.
- Verbal bullying which involves name calling, insults, and other verbal forms of humiliation and harm.
- Physical bullying, which involves bodily aggression such as hitting, kicking, and punching.

The purpose of this policy document is to outline our responsibilities as staff, faculty, students, parents/guardians, and families to eliminate social, emotional, and physical intimidation and bullying in any form within the Flagstaff Junior Academy community. It is our intention to take positive and supportive action for the prevention of, and intervention in, bullying situations. It is our goal to inform students and parents of the school's expectations and to foster a productive partnership, which helps maintain a bully-free educational environment.

Bullying may involve, but is not limited to:

**Hitting
Kicking
Punching
Choking
Pinching
Slapping
Pushing
Taunting
Teasing
Name-Calling
Excluding
Threatening
Intimidating
Insulting
Stealing
Rejecting
Spreading Rumors
Using Racial Slurs
Scaring
Sexual Harassment**

Faculty and Staff Responsibilities

- Be a positive role model in word and action at all times.
- Work to remove opportunities for bullying and/or harassment through active supervision at all times.
- Be observant of signs of distress or suspected incidents of bullying and/or harassment.
- Intervene appropriately when acts of bullying and/or harassment are suspected or observed.
- Report suspected or observed incidents of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian.
- Complete documentation when appropriate.
- Work to build, support, and maintain a bully free campus environment.
- Attend annual policy manual meeting. Read, sign and uphold the policy.

Student Responsibilities

- Treat others with respect, kindness, and courtesy.
- Be aware of how your words and actions affect others.
- Read, sign, and uphold the Flagstaff Junior
- Academy anti-Bullying policy.
- Refrain from participating in acts of bullying and/or harassment.
- Report suspected or observed acts of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian.
- Work to build, support and maintain a bully free campus environment.

Parent Responsibilities

- Be a positive role model in word and action at all times while on the Flagstaff Junior Academy campus.
- Demonstrate respect and courtesy in all Flagstaff Junior Academy relationships.
- Read, sign, and uphold the Flagstaff Junior Academy anti-Bullying policy.
- Discuss and clarify the policy with your child/children.
- Take an active interest in your child's social relationships and friendships.
- Watch for signs of distress in your child or sudden changes in their behavior or demeanor. All of these may indicate a potential problem.
- Communicate with Flagstaff Junior Academy administrators, faculty/staff members about suspected, observed, or reported incidents of bullying and/or harassment.
- Commit to working with Flagstaff Junior Academy personnel when your child is involved in a bullying and/or harassment incident.

Consequences for bullying and/or harassment may included, but are not limited to:

- Meeting with administrator and/or appropriate school personnel
- Mediation
- Removal from classroom, playground, and/or classroom activities
- Individual behavior plans/contracts
- Disciplinary hearing
- Short term suspension
- Long term suspension
- Expulsion

Reporting Bullying Behaviors, including Sexual Harassment, Abuse and Molestation

Any student, employee, volunteer or school community member who believes he or she has been the victim of any form of bullying or sexual harassment by another student, employee, volunteer

or school community member should report such incident to the Executive Director. If the Executive Director is the alleged perpetrator of the incident or incidents, then the report should be made to the Governing Board.

PARENT SIGNATURE _____

Section 8.04 Charitable Participation Policy

FJA supports and encourages the community participation of its student body in charitable and relief efforts to help in giving hope and relief to children and families. As such, FJA student body shall be involved in at least one annual community relief effort which may be as central as the local Flagstaff area and/or as broad as an international relief effort. However, because it is useful and rewarding for students to participate in a more “hands on” approach (e.g., working in the food bank, distributing to women’s and children’s shelters, etc.) the priority of relief efforts will be those assisting the immediate local area first.

As the First Amendment of the Constitution of the United States requires that public schools be neutral toward religion. FJA can neither show religion hostility or favoritism. Charitable or relief efforts participated in by the student body may be approved so long as the relief effort does not have the effect of inhibiting or advancing religion, and it may not involve the distribution of religious material. Further, student participation is optional and should appear so to the reasonable observer.

Section 8.05 Constitutionally Protected Prayer Policy

Pursuant to Public Law 107-110 section 9524 it shall be the policy of Flagstaff Junior Academy Charter School to ensure that no policy, procedure or practice shall prevent, deny, or otherwise discourage the participation of any employee or student in any of the public elementary or secondary schools of the Flagstaff Junior Academy Charter School in constitutionally protected public prayer.

The authorized signatory of the local education agency (LEA) is designated by the Board as the Executive Director of the school. Said signatory shall affirm that no policy, procedure or practice shall prevent, deny, or otherwise discourage participation in constitutionally protected prayer in any elementary or secondary school in the LEA.

Section 8.06 Elementary Classroom Size Policy

The Primary class size limit will be thirty (30) with equitable age limits ages 3-5.

Grade 1-4 will be formed at twenty three (23) for the beginning of the school year. After the 100th day, students withdrawing may not be replaced unless class sizes go under 20, except that consideration may be given to those situations involving siblings and upon the agreement of affected teacher or classroom.

This policy is totally contingent on the state of the school's budget and can be altered with input from the Director and Office Financial Manager.

Section 8.07 Middle School Class Size Policy

Grades 5-8 will be capped at 24 students per section (5th/6th combined and 7th/8th combined) for the beginning of the school year. Spaces will be filled upon availability, or if a student is withdrawn from the middle school, up until the 24 spaces are filled. Classes shall be considered full when sections have reached 24 students, and after the 100th day, resulting in no further openings until fall enrollment.

This policy is totally contingent on the state of the school's budget and can be altered with input from the Director and Office Financial Manager. In such cases, the board will be notified of exceptions within the policy.

Section 8.08 Confidentiality Policy

All Parent, Guardian, and student information is strictly confidential and may only be used by FJA for official school sanctioned events or business. This information shall not be used or disclosed to any other entity for any reason except as required by law.

Section 8.09 Chaperone/Driver Policy

1. Teachers will always provide a very detailed map of the driving directions.
2. A phone sheet will be provided that has all of the chaperone's cell phone numbers on it.
3. For longer trips there will be a **pre-trip chaperone meeting** to go over responsibilities and ensure that all vehicles are **maintained** and **operating properly**.
4. There will be indicated expectations communicated by teachers to the Chaperones/ Drivers depending on the specific field trip:
 - A. Drivers must have fingerprint clearance and proof of insurance on file.
 - B. Forms can be obtained from the office.
 - C. Chaperones/ Drivers will be informed of the students whom they are responsible for.
 - D. Chaperones/ Drivers will always maintain the speed limit or slower and will try not to use cell phones, unless calls have to do with the field trip.
5. **Weapons, drugs and alcohol must be removed** from any car prior to transporting FJA students.
6. **Smoking is not allowed** within cars transporting FJA students other than your own.
7. Chaperones/ Drivers are not to have two or more moving violations in the last **12 months** with no more than 3 MVD points total on their record.
8. If your driver's license status changes, it is **your responsibility** to report this to FJA administration before being a chaperone/driver again.

Teachers/fieldtrip organizers are required to ensure the above 5 requirements are met.

I have read and understand my responsibilities as a chaperone/driver on fieldtrips

Signature: _____

Date: _____

Section 8.10 Procurement Policy

Flagstaff Junior Academy will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

Flagstaff Junior Academy charter school shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

Flagstaff Junior Academy charter school understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

Section 8.11 Fire/Emergency Evacuation Plan

Administration is responsible for developing a written building evacuation plan and informing staff and residents of that plan. In case of fire, the fire evacuation plan exists to prevent confusion and accidents. The general procedures for evacuation from the building are as follows:

The building shall be evacuated immediately.

Students and staff should not run or scream, or otherwise act in a manner that may create or exacerbate panic or fear.

All students and staff members must evacuate the buildings immediately and in an orderly manner (single file).

A designated student or staff member will hold doors open until the building is completely evacuated.

Students will be accounted for outside the building to assure all are out.

No one will stop to retrieve personal belongings. The building will be evacuated immediately.

Everyone is to report to a designated area with shoes and appropriate clothing (if possible).

Students and staff may not re-enter a building until a member of the fire department instructs them to do so.

Fire drills are to be conducted once a month during the day. The Executive Director, when conducting the fire drill, will ensure that security goes from room to room to ensure that all staff and students have evacuated the building.

The staff shall report any safety issues or problems to the Executive Director, who will ensure that corrective action is taken.

NOTE: Tampering with fire alarm and sprinkler system are federal offenses. Proper authorities will be notified.

Section 8.12 School Board Code of Ethics

This code of ethics and standards of conduct has been developed by Flagstaff Junior Academy to help the school board carry out the important education decision making role, while maintaining effective relationships with school administrator, staff, and members. The code is as follows:

- Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished. Consider the needs of the entire school community and vote for what seems best for students.
- Be informed about educational issues through individual study and by participating in board's development opportunities. Expect an equitable amount of board meeting time to be spent both learning about educational programs and conducting business of the board.
- Attend all regularly scheduled and emergency board meetings, insofar as possible, and review advance materials about the issues to be considered on each agenda. Make a conscientious effort to be well prepared for each meeting.
- Follow formal meeting protocol.
- Maintain confidentiality of information and discussion conducted in executive session. Adhere to the principle that the public's business should be conducted in the public view, and closed meetings to deal with sensitive personnel, student, legal or contractual problems.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations. Once the board vote has been taken, support board decisions regardless of how individuals voted.
- Avoid making commitments that may compromise the decision making ability of the board or administrator.
- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Diligently exercise the board's oversight role, questioning where appropriate, but avoiding personal attacks.

- Voice opinions respectfully and maintain good relations with other board members, administrators, staff, and members.
- Be respectful, attentive and concise. Work to create a positive environment in all meetings and contacts where the community will feel comfortable as observers and/or participants.
- Do not assume any individual authority when the board is not in session. A school board member has no legal powers unless participating at a legally held school board meeting, or acting on behalf of the school board after the board formally grants authority to do so.
- Be guided by the principle that an individual member has no authority by him or herself; all precautions must be taken in communications both public and private, to ensure an understanding that an individual board member is expressing only his or her individual opinion. Ensure that when responding to the media, or in communication with others, a clear distinction is made between personal opinion or belief, and a decision made by the school boards.
- Recognize that a board member's responsibility is to see that the school is well run, but not to run them. Individual board members shall not give directives to any school administrator or employee, publicly or privately.
- Carry out the liaison responsibilities assigned by the board to the fullest extent practicable, including maintaining open lines of communication, to fully and fairly represent the issues, and concerns of the board.
- Do not use board membership for political, personal, or financial advancement. Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting vote. Do not receive anything of value by contract or otherwise, from the school, unless received: As a result of a contract accepted after a public bid, in public recognition of service or achievement, as regular salary or expenses allowed by law for official duties performed as a member of the board. Never use any information gained confidentially in the performance of the board duties as a means of making private profit or gaining personal advantage of any kind. Ensure the integrity of the actions of the board by avoiding granting special favors or unfair privileges to anyone and any entity.
- Agree to remove oneself from board deliberation and votes when necessary to avoid the appearance of conflict of interest.
- Put loyalty to the welfare of the children and the school (administration and staff) as a whole, above loyalty to individuals, or special interest groups.
- Recommend and support policies and programs that support and protect the human rights of all members of the school community.
- Review orally and in public session at the annual organizational meeting each of these principles and abide by them as a board member.

- Report through the appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered. (Reference Board Code of Conduct Complaint Procedure)

COMPLAINT PROCEDURE

It is desirable that violations of the Code of Conduct for the Board be resolved in a prompt and fair manner. The first step to resolve problems should be through discussions with the individual, or the individuals involved, either with or without the assistance of a neutral facilitator. If the outcome is unsatisfactory then a formal complaint can be filed with the Executive Committee at which time the following procedure will be followed.

- 1) The Board shall appoint two Board members (Compliance Officers) to investigate the complaint. Each complaint regarding noncompliance will be taken seriously and investigated. The Compliance Officers will maintain confidentiality, to the extent reasonably possible. Documents generated by the Compliance Officers in connection with an investigation that does not result in a Board hearing shall be marked “confidential”, sealed and given to the Secretary of the corporation for safe-keeping. These records will remain sealed unless allegations of harassment, under section 5 below, are made and documents from previous investigations are relevant to a section 5 issue. In that case, the Secretary will release the relevant sealed documents to the Compliance Officers investigating the section 5 matter.
- 2) If, after the initial investigation, the Compliance Officers have reason to believe that a violation of the Code of Conduct has occurred, the Compliance Officers shall determine whether or not to hold an administrative hearing or to recommend bringing the matter before the entire Board.
- 3) In cases of serious misconduct, suspension, censure, or removal proceedings may be initiated in accordance with the Bylaws.
- 4) If the investigation reveals no reasonable cause to believe policy has been violated, the Compliance Officers shall so inform the board.
- 5) If someone knowingly files or threatens to file a false complaint, as outlined in this regulation, or appears to file complaints over minor infractions that are deemed by the Compliance Officers to be a form of harassment, that complaint will be dismissed.
- 6) Each party involved in a complaint procedure shall have the right to have witnesses and others persons of their choosing present in all meetings in compliance with the Open Meeting law.
- 7) Retaliation in any form for the filing of a complaint is prohibited. The filing of a complaint shall in no way affect the status of the person who makes the report.

Section 8.13 Film/Video Policy

Any film / video that a teacher desires to show needs to be communicated to and approved by the Director through Weekly Lesson Plans. There also needs to be verbal confirmation from the Director. Any film higher than a “G” needs to have a parent permission slip.

The Middle School has the option of having a standing permission form verifying that any film or commercial video recommended by the staff and approved by the Director is automatically accepted. If a parent chooses not to sign the standing permission form, permission must be granted for each individual film.

Section 8.14 Classroom Observation/Visitation/Volunteer Policies

Prospective Parent/Guardians

- i) Parents/Guardians considering enrollment at FJA for their child(ren) may schedule an observation time with the office.
- ii) The pre-authorized classroom observation/visit will be limited to 30 minutes for the elementary and middle school classes and up to one hour for the Children's House.

Enrolled Parents/Guardians

- iii) Classroom observations time will be requested and authorized in advance by the classroom teacher of FJA Director.

Volunteers

- iv) Participation of volunteers in classroom and field trip activities shall be pre-authorized by the classroom teacher(s).
- v) Volunteers shall be utilized at the discretion of the classroom teacher(s).
- vi) Supervision of classroom volunteers and volunteer activities will be by the classroom teacher. Other volunteers shall be supervised by the director or her designee.

Section 8.15 Comparability Procedure Timeline

The charter will follow all of the following procedures.

LATE WINTER

School administration will check to see if the Comparability Procedures need to be revised and/or amended and alert the Governing Authority.

SPRING

School administration will adopt revisions to the Comparability Procedures if necessary.

SUMMER

Make grant applications, completion reports, and plans for new school year.

FALL

Collect 40th day enrollment data and expenditure data. Enter into school profile.

Determine exemption. File biennial Assurance of Comparability when due.

Maintain all required documentation with the Custodian of Records.

ARTICLE XI. USE OF COMPUTERS, THE INTERNET, ELECTRONIC MAIL AND DEVICES

Section 9.01 Agreement and Permission Form

The Flagstaff Junior Academy (hereinafter “School”) is pleased to offer students and staff (hereinafter jointly referred to as “Users”) access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all Users must sign this Agreement and students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Section 9.02 What is Possible?

Access to e-mail and the Internet will enable staff and students to explore thousand of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purposes of the School are to use Internet resources for constructive educational goals, Users may find ways to access other materials. The School believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the School supports and respects each family’s right to decide whether or not to apply for access.

Section 9.03 What is Expected?

Users are responsible for appropriate behavior on the School’s computer network just as they are in their work, classroom or on a school playground. Communications on the network are often public in nature. General School rules for behavior and communications apply. It is expected that Users will comply with School standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked and further disciplinary action may be taken if abused. The User is personally responsible for his/her actions in accessing and utilizing the School’s computer resources. The Users are advised never to access, keep or send anything that they would not want their supervisors, parents or teachers to see.

Section 9.04 General Conditions for Use

Privacy – Network storage areas may be treated like School lockers. Network Administrators may review communications to maintain system integrity and ensure that Users are using the system responsibly and within the School’s policies and guidelines.

Storage capacity – Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

Replacement – Any devices provided by the school, if lost or damaged, must be replaced or the cost reimbursed.

Illegal copying – Users should never download or install any commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people’s work or intrude into other people’s files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not consistent with the rules of School behavior. A good rule to follow is never view, send or access materials which you would not want your supervisors, teachers and parents to see. Should Users encounter such material by accident, they should report it to the Network Administrator or their teacher immediately. Rules for usage

These are rules and guidelines to follow to prevent the loss of network privileges and/or disciplinary action.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware or freeware.
4. Do not violate copyright laws. Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for a User’s use only.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another’s folders, work or files.
9. Adhere to the rules of Internet etiquette set forth in the School’s Internet policy.
10. Read and adhere to the School’s Internet policy attached hereto.
11. Do not reveal your home address or personal telephone number or the addresses and telephone numbers of students, staff or colleagues.
12. Do notify an adult immediately if, by accident, you encounter materials which violate the Rules of Appropriate Use.
13. BE PREPARED to be held accountable for your actions and for the loss of privileges and disciplinary action if the Rules of Appropriate Use are violated.

Section 9.05 User Acceptable Use Agreement

USER:

Name

I understand that my computer use is not private and that the School will monitor my activity on the computer system.

I have read the School's electronic communications system policy and administrative regulations and net etiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or disciplinary action against me.

User's signature _____

Date _____

Network Administrator's signature _____

Date _____

PARENT/GUARDIAN ACCEPTABLE USE AGREEMENT, RELEASE AND WAIVER

PARENT OR GUARDIAN:

___ **I do not give permission** for my child to participate in the School's electronic communications system.

I have read the School's electronic communications system policy, administrative regulations and net etiquette information. In consideration for the privilege of my child using the School's electronic communications system and in consideration for my child having access to the public networks, I hereby release the School, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitation, the types of damage identified in the School's policy and administrative regulations.

___ **I give permission** for my child to participate in the School's electronic communications system and certify that the information contained on this form is correct.

Signature of parent or guardian _____

Home address

Date _____

Home phone number _____

Section 9.06 Electronic Information System/Internet Acceptable Use Policy

The Flagstaff Junior Academy (hereinafter “School”) provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the School by facilitating resource sharing, innovation, and communication with the support and supervision of students, parents, teachers and support staff. The use of these technology resources is a privilege, not a right. Computers and related equipment may only be used for education purposes and school use only. No private use of the computer or related equipment is allowed.

These technology resources include use of an international computer network variously identified as the Electronic Information System, the Internet, the World Wide Web, or the Information Superhighway. This resource provides access to other educational institutions, libraries, agencies, organizations and individual persons. This access can greatly enhance the educational mission of the School and its students’ educational experience. This access also has the potential to provide material that may not be considered of educational value or which may be considered harmful or offensive. The School will make every effort to protect students and staff from any misuses or abuses of this service; however, personal responsibility is essential in the use of this system, and all users must be watchful to avoid inappropriate and illegal interaction with the information service. All Users and, where applicable, all parents of Users must familiarize themselves with the School’s policies and rules regarding the usage of this resource and agree to adhere to said policies and rules prior to being granted the privilege of using this resource. Violations of the School’s policies and rules concerning this resource may result in revocation of the user’s privilege and may subject the user to disciplinary action.

Internet access will be provided to the students and staff in accordance with the terms of this policy. **Internet access from School computers is reserved solely for educational purposes and school use only.** Use by outside groups is prohibited. The School reserves the right to monitor all Internet activity including transmission and receipt of e-mail.

Section 9.07 Acceptable Use

The following are rules for the use of the School’s electronic information system. **Use consistent with these rules is acceptable.** Use which violates these or other School rules or policies is **unacceptable use** which **may result in loss of User privileges and/or disciplinary action:**

- Assigned computer/Internet accounts must only be used for educational research and personal growth.
- Users are responsible for the proper use of their account and shall use only their own personal account number to access the electronic information service. Users shall not allow any other person to use their account, nor give their account number to any other person, on or off line.
- Users shall not use the system to promote the use of drugs, alcohol or tobacco, nor deliberately promote unethical practices or practices which violate any law or School policy.

- Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for users' use only.
- Users shall not read the other users' mail or files; they shall not attempt to interfere with other Users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other Users' mail or files.
- Messages should be kept as brief as possible.
- Use of any other organization's networks or computing resources must also comply with the rules of that network.
- Transmission of any material in violation of any federal or state laws is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for commercial activities is generally not permitted.
- Use for product advertisement or political lobbying is prohibited.
- Messages of a private or personal nature involving students, staff or other individuals are not permitted.
- Inappropriate use of electronic resources can also be a violation of local, state and federal laws, and a User can be prosecuted for violating those laws.
- Users granted access to the Internet through the School information system assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by School policy.
- No User shall access, transmit or re-transmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like.
- No User shall access, transmit or re-transmit any information containing pornographic or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate prurient or erotic feelings by the description or portrayal of sexual activity or the nude human form).
- No User shall access, transmit or re-transmit material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another.

- No User shall use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the User's possession without the appropriate registration of the software including the payment of any fees owing to the owner of the software).
- No User shall use encryption software from any access point within the School.
- No User shall transmit credit card information or other personal information from an access point within the School.
- No person shall transmit e-mail through an anonymous mailer.
- No User shall access the Internet from the School access point using a non-School Internet account.
- No User shall commit or attempt to commit any wrongful act involving the use of the network which disrupts the operation of the network within the School or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- No User shall use the electronic communication system for harassment. Harassment is defined as the persistent annoyance or disruption of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

Section 9.08 Use is a Privilege

The use of the School's electronic information system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and further disciplinary action. The cancellation of this privilege may be appealed to the Executive Director.

Section 9.09 Mandatory Internet Filters

As required by federal and state laws, (47 U.S.C.A. §230 et seq.; A.R.S. §§34-501, 502) the School, through the Network Administrator and Executive Director, will equip the electronic information system available to users with software that seeks to prevent minors from gaining access to materials that is "harmful to minors" or purchase Internet connectivity from an Internet service provider that provides filter services to limit access to material that is "harmful to minors."

The Network Administrator shall research available software and Internet services to determine the software and/or service that will best serve the School's and Users' needs, taking into consideration effectiveness in filtering such material and cost to the School. The Network Administrator shall summarize his/her research of the alternatives and make recommendations of which software and/or services should be purchased. The summary and recommendations should be submitted annually in writing to the Executive Director prior to July 1. The Executive Director shall submit said report to the Governing Board for its decision regarding purchase of said software or services prior to each new school year. The standards and rules set forth in the

School's Electronic Information System policy shall be considered in selecting this software and/or service.

The term "harmful to minors" is defined as "That quality of description or representation, in whatever form, of nudity, sexual activity, sexual conduct, sexual excitement or sadomasochistic abuse when both: (a) to the average adult applying contemporary standards with respect to what is suitable to minors it both (i) appeals to the prurient interest when taken as a whole and (ii) portrays the description in a patently offensive way, and (b) taken as a whole, does not have serious literary, artistic, political or scientific value for minors." (47 U.S.C.A. § 231; A.R.S. §§ 13-3501).

The above described filters and filtering services cannot guarantee that a User will not encounter material that may be deemed offensive or harmful. A User, and where appropriate a User's parent/guardian, must be aware of this continuing possibility of encountering offensive or harmful material through the School's electronic information system. The continuing possibility of encountering offensive or harmful material via the electronic information system should be considered when applying for the privilege of using the electronic information system, when authorizing such use for one's child or ward, and when using the electronic information system.

Section 9.10 No Warranties

The School makes no warranties of any kind, express or implied, relative to the service it is providing through its electronic information system. The School will not be responsible for any damage a user suffers. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, errors in deliveries, or service interruptions whether caused by the School's negligence or by the user's errors or omissions. Use of any information obtained via the electronic information system is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through the electronic information system. All users must consider the source of any information they obtain and consider the validity of that information. Not all information obtained via the electronic information system is accurate or reliable, particularly where the advice of medical or legal or accounting or other professionals would be appropriate. Users are advised not to rely on advice found on the electronic information system. The School is not responsible for such advice.

Opinions, advice, services, and all other information expressed on the electronic information system are those of the on-line authors and not of the School.

The School does not guarantee or imply that access to the electronic information system will always be available when users want access or that the software provided by the School will always work as intended. The School is not responsible for failures in the operation or technical functioning of the electronic information system, computers or software used to access the system.

Section 9.11 Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. Failure to do so may result in loss of your electronic information system privilege and/or disciplinary action. The rules of network etiquette and privacy include, but are not limited to, the following:

BE POLITE. Never send, or encourage others to send, abusive messages.

USE APPROPRIATE LANGUAGE. Remember that you are a representative of our School on a non-private system. You may be alone with your computer, but what you say and do can be viewed worldwide. NEVER SWEAR, USE VULGARITIES OR ANY OTHER INAPPROPRIATE LANGUAGE. Illegal activities of any kind are strictly prohibited.

PRIVACY. Do not reveal your home address or personal telephone number or the addresses or telephone numbers of students or colleagues.

ELECTRONIC MAIL. Electronic mail (e-mail) is not private. Messages relating to or in support of illegal activities must be reported to the network administrator and local legal authorities.

DISRUPTIONS. Do not use the network in any way that would disrupt the use of the network by others.

OTHER CONSIDERATIONS.

1. Check for spelling errors and make sure your message is easy to understand and read.
2. Use accurate and descriptive titles for your articles. Tell people what an article is about before they read it.
3. Send your messages to only the most appropriate audience, not to “everyone.”
4. Remember that humor and satire is very often misinterpreted and may not be funny to some people.
5. If you post to multiple groups, specify all groups in a single message.
6. Cite references for any facts you present.
7. Forgive the spelling and grammar errors of others.
8. Remember that all network users are human beings. Do not attack.
9. Post only to groups you know.

Section 9.12 Web publishing policies

A. General statement of policy. It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the Web for students whose parents have returned the form asking that such information not be released.

B. Rules for Web publishing.

1. Only a student’s first name shall be used in any student published work.
2. Pictures that are a part of student publishing shall not include identifying information.

3. Under no circumstances may a student's home address or phone number be included in any publication.
4. If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
5. No student's name or picture will be published unless a parent/guardian has signed a release allowing publication. A separate release must be obtained for each publication.

C. Closed forum. A school's Web site is a closed forum.

1. Any Web site created by the School shall be a closed forum for School use only to transmit information to the public. All Web pages created by staff, students and student organizations on the School's computer system will be subject to treatment as School sponsored publications. Accordingly, the School reserves the right to exercise editorial control over such publications. In addition to editorial control, staff and student work published on the Web must meet standards of spelling, grammar, adequate research and other qualitative measures.

D. Links to third party sites.

1. Any links to the School's Web site must be approved in writing by the network administrator and Superintendent.

Links to areas allow you to leave the School site. The link to sites are not under the control of the School, and the School is not responsible for the contents of any link sites or any link contained in a link site, or any changes or updates to said sites. The School is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site by the School.

PERMISSION AND RELEASE TO PUBLISH

STUDENT'S FIRST NAME AND/OR PICTURE ON THE INTERNET

As the parent or guardian of _____, I understand the benefits and risks of publishing works on the Internet. In consideration of the benefits of allowing my student to publish his/her work, first name and/or picture on the School's Web page, I hereby give permission for the student's a.) first name and first name only to be published on the Web or b.) first name and photograph with no identifying information to be published on the Web.

a. _____

yes no initials

b. _____

yes no initials

Further, I accept full responsibility for the publication of the student's name and/or picture as set forth in the publication attached hereto and agree to release and hold the School harmless from any and all damages or injury to me or to the student arising from said publication.

Parent or Guardian (printed)

Date _____

Parent or Guardian (signature)

ARTICLE X - BOARD POLICIES

Section 10.01 Policy Name: Agenda Preparation and Dissemination

Policy Summary:

This policy describes the correct procedure on how the agenda for board meetings is created and distributed to Board Members and Public.

Policy Detail:

Regular Meetings:

The Board President will prepare Board meeting agendas in consultation with the Executive Director.

The Board members may request that items be placed on the agenda. Any Board member desiring to place an item on the agenda will notify the Board President of the particular item of business at least five (5) working days before the meeting. The inclusion of these items shall be at the discretion of the President. If the inclusion of these items is declined by the Board President, the reason(s) for the denial will be announced to the Board of Directors at the next regularly scheduled meeting of the Board of Directors, during a President's Report. If the President declines to add an item to the agenda, other Board members may offer a motion to reconsider the President's denial to place an item on the next meeting's agenda. Items not included on the meeting agenda will not be discussed, nor will action be taken on them at that time, it can be requested that the item be added to the next meeting.

Items of business requested by the public will be submitted in writing and received in the business office of the school at least ten (10) working days before the Board meeting. The inclusion of these items shall be at the discretion of the Board President.

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 Board President during an emergency meeting, special meeting or when compliance would be impractical. However, the Board President shall comply with all legal requirements in scheduling special meetings.

Posting the agenda:

Agendas will be posted following Open Meeting Law specifications and school policy. The Board President will notify the Webmaster of the school to post the agenda on the schools website. The Board President will notify the business manager to post the remainder of the notifications.

Section 10.02 Policy Name: Call to The Public Policy and Form

Policy Summary:

This policy describes the “Call to the Public” section of a board meeting.

Policy Detail:

The Board President may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body 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. There is no requirement to have a call to the public session during a meeting.

- Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Board Secretary prior to the start of the Board meeting. Forms must be filled out by party wishing to speak.
- The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set.
- If considered necessary, the President shall set a time limit on the length of the comment period. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit for individual speakers.
- Members of the public may be recognized by the President to assist the Board with information for the conduct of its official business.
- Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. 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.
- A member of the public can not relinquish their time to another person, for any reason.

Board Approved February 21, 2012

Request to Address Board

This form must be filled out & submitted to the Board Secretary, before the call to order of the Board Meeting. This form does not guarantee the submitter a chance to speak to the Board of Directors.

Name: _____

Date: _____

How are you addressing the board? (circle all that apply)

Parent / Staff / Community Member / Other please specify _____

Topic or summary about what you wish to discuss:
