

# HOPI JUNIOR / SENIOR HIGH SCHOOL, INCORPORATED

## KEAMS CANYON, NAVAJO COUNTY, ARIZONA

### INTRODUCTION

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

Each person to whom a copy of this manual is assigned is charged with keeping it up to date as new policies and regulations are distributed by the central office.

#### How to Use This Manual

The Hopi Junior/Senior High School, Incorporated (Hopi Jr/Sr High) is operated in accordance with policies established by the Board and regulations developed by the Superintendent. The Board, which represents the state and local community, adopts policies after careful deliberation, and the school administration implements the policies through specific regulations and procedures. The Board and administration evaluate the effects of the policies and procedures and revise them as necessary.

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

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

***Please note:*** All copies of this manual are the property of the Hopi Junior/Senior High School, Incorporated.

There are 12 major classifications, each identified by an alphabetical code:

- A FOUNDATIONS AND BASIC COMMITMENTS
- B SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- D FISCAL MANAGEMENT
- E SUPPORT SERVICES
- F FACILITIES DEVELOPMENT
- G PERSONNEL
- H MEET AND CONFER
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- K SCHOOL - COMMUNITY RELATIONS
- L EDUCATION AGENCY RELATIONS

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

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

**How to find a policy.** There are two ways to find a policy in the manual:

- Consider where the policy would be filed among the 12 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for the term to locate the sheet that appears in alphabetical order by code within the particular section. (All pages of the manual are coded in the upper right-hand corner.) *Or -*
- Turn to the Code Finder Index at the end of the manual. The code finder is an alphabetical index of terms commonly used in education. Look up your topic as in any index, note its related code, and use the code to locate the sheet in the manual.

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

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

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

-R This symbol following a code indicates that the statement is a regulation, not a policy. If there is more than one regulation, the "-R" will be followed by a letter; e.g., "-RA," "-RB," et cetera.

-E Exhibit. This symbol following a code indicates that the statement is a reference document. If there is more than one reference document, the "-E" will be followed by a letter; e.g., "-EA," "-EB," et cetera.

LEGAL REF.: Pertinent legal references are given to inform the reader where in state law certain statutes that relate to a policy may be found. Unless otherwise noted, all references direct the reader to the Arizona Revised Statutes. It is important to mention here that other laws and/or court decisions may also be applicable to a particular policy. The following abbreviations are used in legal references:

A.A.C. Arizona Administrative Code

A.G.O. Attorney General Opinion

A.R.S. Arizona Revised Statutes

C.F.R. Code of Federal Regulation

P.L. Public Law (federal law as it is identified by Congress). Such laws will at some time after passage be codified in the United States Code

U.S.F.R. Uniform System of Financial Records

U.S.C. United States Code

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

## About Board Policies

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

- *Policies* are principles adopted by the Board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems; they need to be narrow enough to give the administration clear guidance.
- *Regulations* are the detailed directions developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.
- *Exhibits* are checklists, sample documents, forms, and other informational items to assist in implementing policies or procedures.
- The state and federal governments at times require governing boards to make detailed rules, or the Governing Board may decide that such rules are necessary. In spite of the detailed nature of such rules, once adopted by the Board they become policy.

Therefore:

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

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

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

### Is the Manual Complete?

No. The manual contains all of the current written policies of the Board. However, there is an almost continual need to draft and adopt new written policies and revise the existing ones. Additionally, changes in state law and State Board of Education regulations may necessitate policy modifications. No matter how well a policy manual is conceived and developed, it can never be totally comprehensive and absolutely up to date. Therefore, as new policies are developed, they will be coded according to the classification system and issued for insertion into the manual.

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

### Terminology

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

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

Whenever the term *School* appears in this manual it is to be interpreted as the "Hopi Junior/Senior High School, Incorporated."

Whenever the terms *Board or Governing Board* appear in this manual they are to be interpreted as the "Governing Board of the Hopi Junior/Senior High School, Incorporated."

It is the expectation of the Board that this collection of policies provides a platform for harmony and efficiency in all areas of school operations. This enables the Board to focus on its primary duty: the development of long-range plans and policies for the future of the School.

Governing Board

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