

Organization Handbook

Griffin Foundation, Inc.

2021-2022

FACULTY, STAFF, and BOARD HANDBOOK



Children Reaching for the Sky Elementary School
Future Investment Middle School
Kids with a Smile Preschool

Mission Statement:

The mission and focus of the Griffin Foundation, Inc. 501(c)(3) nonprofit organization is to enhance the lives of children through education, childcare, and nutrition.

CRS Creed:

1. I shall respect the individual rights of others and expect others to respect my rights.
2. I shall have pride and confidence in myself.
3. I shall continue to move forward by setting personal goals.
4. Through knowledge and education there are no limits on what I can achieve.
5. I shall stand by my commitments as well as take responsibility for all my actions.
6. I shall experience faith, hope, and love humankind.
7. I shall acknowledge and appreciate the historical accomplishments of those who have come before me.

Written by: Lee Griffin

FIMS Motto:

Students will have the foundation and determination to move forward with their education and future.

I shall be BRAVE!

B - BELIEVE

R - RISE

A -ACT & ACHIEVE

V -VISUALIZE

E- EVOLVE

Definitions:

Believe - to have confidence or faith in the truth, the existence, or the reliability of something, although without absolute proof that one is right in doing so: *Only if one believes in something can one act purposefully.*

Rise - advance to a higher level of action, thought, and feeling; ascend; move upward; to rise to one's responsibilities.

Act & Achieve - something done or performed; action; deed; to bring to a successful end; carry through; accomplish.

Visualize - make perceptible to the mind or imagination; to form a mental image of something not presence before the eye at the time.

Evolve - to come forth or develop gradually into being *to evolve a style of one's own.*

"I am, I shall, and I will be BRAVE. A star is only as bright as the sun that shines. The only limitations I have are the limitations that I place on myself. If I rise to the level of my expectations, success will follow me."

Written by: Lee Griffin

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Personnel:

Administration

Mr. Lee Griffin.....	Superintendent/Principal
Ms. Mary Heidinger.....	Assistant Principal

Staff

Dr. M. BealSpecial Education Teacher
Ms. J, Harrington..... Special Education Resources
Mrs/Mr. _____ ELL Teacher/Coordinator
Ms. Z. SmithPre School Teacher
Ms. K. Randall..... School Aide

Faculty

Ms. M. Dulawan.....Kindergarten Teacher
Ms. C. Garbo1st Grade Teacher
Ms. A. Patalinghug2nd Grade Teacher
Mrs. C. Gabato.....3rd Grade Teacher
Mrs. S. Taraz4th Grade Teacher
Ms. R. EspinosaMath Teacher
Ms. J. RicarteScience Teacher
Mr. H. PluessSocial Studies Teacher
Mr. S. Hoskins.....FIMS Physical Education Teacher
Ms. W. GamayonLanguage Arts Teacher

INTRODUCTION

This handbook has been prepared to identify policies and practices at the Griffin Foundation School District (GFSD)/Griffin Foundation, Inc., 501(c)(3) nonprofit organization. It is believed that the information contained in this manual is in the best interest of the educational organization and it should answer and guide many of your work-related questions and practices. Review the manual carefully; keep it in a safe place where it is accessible and use it as a guide throughout the school year. It is the responsibility of each faculty, Staff, and board member to read this handbook and to be familiar with the material.

The central goal of the Griffin Foundation, Inc. is to provide excellent educational opportunities for all students. Educating and supporting students to ensure the success of all our students take an entire community. By working together, we will provide our students with exceptional learning opportunities that will lay the foundation and prepare them for a successful future.

Absences, Teacher

It is in the best interest of the educational process that all personnel be present at their assigned duty stations for each scheduled workday. Faculty absences must be reported as soon as possible to Ms. Heidinger at her cell phone number (520) 429-2408 via phone call or text message to arrange for a Substitute. If after one attempt you are unable to reach her, you are required to call or text Mr. Griffin at (520) 991-5615. Be sure to leave your name when calling or texting, along with a message. Staff members are also required to follow the above procedures.

When teachers use their PTO hours, they may choose to use 4 hours or 8 hours (half day or full day). Substitutes are hired to fill in during teacher absences for either a half day or full day.

Just as student attendance is required for academic success, regular attendance is expected. However, do not come to school if you are too sick to teach or perform your duties. Employees may use their vacation/sick days for illness, personal, legal, business, religious, household, family, or other matters which require absence during school hours.

Absences, Student

Teachers are required to take accurate attendance each morning. School funding is tied directly to daily attendance, so be sure you have correctly reported students who are both present and absent. To avoid being marked tardy, a student must be present once their teacher enters the classroom from the morning lineup or Rise and Shine Assembly.

Students must be given an opportunity to make up missed work for excused absences or suspensions. Students should be given one day for every day absent to turn in missed work for full credit.

When students are issued a 3-day or longer suspension, it is the teachers' responsibility to provide work for that student and to give the work packet to the front office by the end of the next school day. Parents will be notified that class work will be left for their child and that it is the families' responsibility to pick up the work on behalf of their child.

Please notify Mr Heidinger of any student attendance concerns.

Academic Integrity, Student

Schools serve as learning environments in providing instruction but also in terms of how one behaves in the larger world. Academic integrity must govern every level of teaching and learning. Suspicions of copying must be addressed. Plagiarism must be explained so that students understand the difference between correctly using resources and copying. Teachers are expected to consistently employ safeguards that discourage dishonesty and promote academic integrity.

Accidents

Accidents or injuries on campus involving employees or students must be immediately reported to the Administrators. The employee will need to complete an Incident Report that same day. Safety is paramount in all school activities to minimize the potential for accidents.

Arizona Academic Standards:

Teachers are required to keep a current copy of the Arizona State Standards in their classroom. Teachers will need to use the Standards to develop and submit weekly lessons plans.

Assemblies:

Student assemblies serve as a medium for school communication and supplement the educational program. Standards of conduct should be reviewed with students prior to the event. Teachers are expected to actively supervise their students traveling to and from, as well as during assemblies, to ensure that it is a positive experience for all.

Morning assemblies will take place in the Rise & Shine Room (RSR) daily based on a rotating schedule. Pre-K, Kindergarten, and First Grade classes will meet in the RSR at 8:00 AM on Tuesdays and Thursdays. Second, Third, Fourth, and Fifth Grade classes will meet for their RSR assembly at 8:00 AM on Mondays, Wednesdays, and Fridays. Parents are invited and encouraged to attend the assembly.

Audio/Video Checkout:

To check out available A/V equipment, go into the *Public Folder*, *All Public Folders*, then *Equipment Checkout*. We have televisions, DVD players, LCD projectors, an ELMO, document cameras, a digital camera, and a speaker and microphone available for teacher use.

Bell Work:

It is critical to create a change in behavior the moment students enter the classroom. The classroom is a work environment, and students must recognize that once inside, socializing ends and schoolwork begins. Have students get seated and begin their Bell Work immediately. Do not allow students excess time to "settle in". All teachers should provide bell work activities at the start of the school day and/or at the beginning of each class. This will help minimize undesirable behaviors while utilizing instructional minutes effectively.

Blue Cards:

When employees know in advance that they will be absent, they are required to complete their Blue Card and place it in the principal's mailbox. After approving the absence, the card will then be given to either the Attendance/Records Specialist so she could locate a substitute or to Ms. Heidinger. It is the employees' responsibility to complete their Blue Card. It is strongly recommended that you use your vacation/sick days wisely during the school year.

Books:

Teachers are responsible for maintaining an accurate inventory list and monitoring textbooks and other classroom materials. When assigning textbooks to students, teachers are required to keep a sign out sheet to log and keep track of school district materials. When textbooks are not returned, it is the teacher's responsibility to contact the parents and make every effort to recoup materials and report the missing items to the principal.

Bulletin Boards:

All bulletin boards, whether located inside the classroom or in the hallway, require a background and border. Bulletin board themes should be changed regularly, preferably on monthly rotation, but you may keep a theme for a few months, if appropriate.

Cell Phones:

Faculty and Staff must keep their cell phones turned off. Personal calls should be scheduled when you are free, such as during your lunch break and/or planning period.

Certification/Licensure:

All teachers must be in possession of current licensure. It is the teacher's responsibility to maintain a valid credential and to renew it in a timely manner before the certificate expires.

Chain of Command:

All employees are required to follow the company Chain of Command. Preschool teachers and special program aides report to Ms. Heidinger. As well as Elementary and middle school teachers, classroom aides, and Staff report.

Classroom Inventories:

During the school opening, every teacher must turn in a classroom inventory listing their textbooks, materials, equipment, and supplies to the principal. Teachers are accountable for ensuring that all school purchased materials are listed on their inventory sheet. Teachers will also be responsible for supervising materials to reduce potential loss and damage.

Classroom Maintenance:

Teachers are expected to maintain a clean and attractive classroom environment that supports learning. Treat school property with respect and insist that your students do the same. Report any maintenance or facility (or transportation) concerns to Mr. Griffin, preferably in writing on the maintenance sheet or by email. Painting or drawing on walls are not permitted.

Classroom Management:

It is imperative that each teacher maintain classroom control for the safety of all and to promote an atmosphere conducive to learning. Class and school rules should be prominently displayed and referred to as warranted. Careful planning along with a rich, engaging curriculum are critical pieces of classroom management.

Code of Ethics:

The GFSD Code of Ethics defines the professional behavior of educators and serves as a guide to ethical conduct. These standards represent the conduct generally accepted by the education profession. The code protects the health, safety and general welfare of students and educators, ensures a degree of accountability within the education profession, and defines unethical conduct justifying disciplinary sanction.

Standard 1: Criminal Acts

An educator should abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude.

Standard 2: Abuse of Students

An educator should always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. Committing any act of child abuse, including physical and verbal abuse.
2. Committing any act of cruelty to children or any act of child endangerment.
3. Committing or soliciting any unlawful sexual act.
4. Engaging in harassing behavior based on race, gender, sex, national origin, religion or disability.
5. Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol, or illegal/unauthorized drugs.

Standard 3: Alcohol or Drugs

An educator should refrain from the use of alcohol or illegal or unauthorized drugs during professional practice. Unethical conduct includes but is not limited to being on school premises or at a school-related activity involving students while under the

influence of, possessing, using, or consuming illegal or unauthorized drugs or alcoholic beverages.

Standard 4: Public Funds and Property

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. Misusing public or school-related funds.
2. Failing to account for funds collected from students or parents.
3. Submitting fraudulent requests for reimbursement of expenses or for pay.
4. Co-mingling public or school-related funds with personal funds or checking accounts; and
5. Using school property without the approval of the Superintendent.

Standard 5: Confidential Information

An educator should comply with state and federal laws and school policies relating to the confidentiality of student and personnel records, standardized test material and other information covered by confidentiality agreements. Unethical conduct includes but is not limited to:

1. Sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law.
2. Sharing of confidential information restricted by state or federal law.
3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing, or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.
4. Violation of other confidentiality agreements required by state or local policy.

Standard 6: Abandonment of Contract

An educator should fulfill all the terms and obligations detailed in the contract for the duration of the contract. Unethical conduct includes but is not limited to:

1. Abandoning the contract for professional services without prior release from the contract by GFSD.
2. Willfully refusing to perform the services required by the contract.

Standard 7: Professional Conduct - An educator should demonstrate conduct that follows generally recognized professional standards. Unethical conduct is any conduct that impairs the certificate holder's ability to function professionally in his or her employment position or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

Committees:

All teachers will select and collaboratively serve on three committees during the school year. It is the responsibility of each committee member to schedule

meetings, share ideas, discuss plans, and to make recommendations for the betterment of the school.

Company Policies:

Staff members will be held responsible for the implementation and enforcement of all company policies and procedures, to include the processing of required Federal and State reports, making certain to meet their scheduled deadlines.

Company Time/Clock Procedures:

All employees are required to use the ADP Login/Logout System for work verification and payment processing. Staff members should clock out/clock in for lunch. Teachers are not required to use the ADP system for their lunch period, unless leaving the school grounds.

Computer Use:

Individuals assume personal responsibility for the use of their accounts. Please do not share your password.

Faculty and Staff should completely shut down their computer every Friday before leaving campus.

Teachers must monitor students constantly when on computers. Students may not be left unattended while using a computer.

Community Relations:

GFSD believes that the establishment of positive community relations is the mutual responsibility of every employee. The district accepts the premise that "Good teaching is good public relations." The teacher's attitude toward children and their parents helps to determine the attitude of the community toward the schools and toward the teachers.

To promote good public relations:

1. Be proud and loyal to the profession and its members; share your criticisms with those that can affect change (the Principal or Superintendent). Please remember that when you speak about your school, you are considered the expert; your opinion is highly valued, so please be positive.

2. Speak positively about what is going on at school publicly and privately.
3. Summarize the day's work with students just before they go home.

Conducting Outside Business:

GFSD employees are not allowed to conduct outside work or have an outside job that is performed during company hours.

Confidentiality:

Students and Employees are entitled to confidentiality regarding their personal information. Caution should be exercised when discussing personal information in the school office and other public places where others may overhear your conversation. Additionally, teachers should refrain from announcing grades aloud in class or posting them publicly.

Contracts:

Teaching contracts are for one year, and salary is based on a 26-week pay period. A signed contract is non-negotiable; employees are offered a position based on the company pay schedule with years of experience and educational attainment taken into consideration. Pay scales are processed annually, and the increases are usually between 2% - 4% and are based on performance/growth. Be aware that breaking your contract may result in a formal complaint filed with the Arizona Department of Education to revoke your teacher certification and may also result in a claim filed in Small Claims Court.

Copy Machines:

Faculty and Staff have access to several copy machines throughout the campus. Copies must be made judiciously as the school pays money per-copy, plus the cost of paper, toner, and repairs. Money spent on copies means less money for other areas of instruction. Excessive use of worksheets does not suggest good teaching practices, plus it brings up legal issues regarding copyright laws. It is recommended that teachers should limit copies/prints to 14,000 copies per year, broken down into 3,500 copies per quarter. Once you have reached your allotment, your copy privileges will be revoked or monitored.

Detention:

Teachers may assign after-school detention for specific behaviors such as excessive tardiness, repeated classroom disruptions, and to make up missed assignments after reasonable attempts to get the student to complete schoolwork. The teacher will make the student aware of the infraction that earned the detention.

After 3 tardies in a class or 3 missing assignments, FIMS teachers are to call home and arrange a detention for either that afternoon or the following day. Parent contact is required. Teachers will then complete a detention slip, keep the original, and give the copy to the student.

If the student fails to report to detention, the teacher reassigns detention. If the student fails to appear a second time, the teacher will notify the Assistant principal in writing.

CRS teachers will use the same procedures but may not assign detention for tardiness.

Detention sessions for CRS will be scheduled from 3:15 - 3:45 PM. Detention sessions for FIMS will be scheduled from 8:00 - 8:30 am or 4:00 - 4:30 PM. Parents will be responsible for picking up their student at the end of the detention session.

Detention rules:

1. Students are to be on time.
2. Students are to remain quiet.
3. Students are to bring appropriate and enough schoolwork or materials for reading or working during the entire detention.
4. Students are expected to sit up in their seats. No heads down on desks or sleeping will be permitted.
5. Students are not permitted to have or consume food or drink.
6. Students are not permitted to use computers during a detention.
7. Students are not permitted to play any type of games, card games, board games or electronic games.

8. Students unable to comply with the rules will receive only one warning for the school year. Failure to comply instructions, the student may be sent to the principal office.

Discipline:

GFSD implements PBIS (Positive Behavioral Interventions and Supports). Proper school behavior, like any academic content, must be taught before it can be evaluated. Classroom rules should be established by the teacher on the first day of school and practiced with the students. Consequences should be well thought out with the goal of teaching self-responsibility, eliminating the misbehavior, and should take into consideration the possible causes for the behavior. Consequences for inappropriate student behavior should be humane, efficiently administered, and with common sense to minimize disruptions to the instructional process. Punitive consequences that involve embarrassment, humiliation, and/or corporal punishment are inappropriate, unprofessional, and shall not be used as a means of discipline.

Teachers are expected to handle as much of their own classroom management as possible. Primary teachers are required to have classroom procedures in place for "time-out", and a chair designated (3 minutes for kindergarten, 3-5 minutes for 1st and 2nd grades) for a student that is misbehaving.

If a student need be removed immediately from the classroom due to an emergency or a severe infraction, call Ext. 1012 (the principal) or the front desk (Ext. 1010 or Ext. 2045) for assistance. The student will then be escorted out of the classroom.

Dress Code/Professional Appearance:

While there is no formal dress code for Staff, it is expected that teachers will set a professional tone by arriving to work each day dressed professionally or wearing casual business attire. Dresses, skirts, shorts, culottes, and skorts should be at or below the knees. Sweat clothes, spandex attire, spaghetti straps, low-slung pants, backless shirts, short shirts, see-through clothing, muscle shirts, slippers, pajama bottoms, hats, or anything that is too tight, low cut, or too revealing should not be worn to work. Sandals should have at least a one-inch

elevated sole and/or a back strap. On Fridays, acceptable clothing includes blue jeans and CRS/FIMS T-shirts.

Duty: Cafeteria, Playground, Before/After School

Employees assigned to cover cafeteria and playground duty must be punctual and alert while on duty. The more aware you are, the less likely that students will become disruptive or injured. If there are more than one adult present, please place yourselves at opposite ends of the room/playground so you can see all the students. Never turn your back to students.

Emergency Calls:

It is the duty of the Administrators (Superintendent or Principal) to contact the appropriate authorities in an emergency. If you need to make an emergency call to CPS, police, or 911, be sure to record the time of your call, the purpose of your call, and who you spoke with so that you can report the information to the principal. Regardless of your reasons to contact these agencies, your actions and the results/consequences thereof will become the responsibility of the Griffin Foundation. Every employee is considered a representative of this organization.

Emergency Procedures:

Fire evacuation routes are posted in every room throughout the campus. Faculty and Staff are responsible for reviewing the plans and ensuring that students are adequately prepared to exit the buildings safely and efficiently. During evacuation drills, teachers are required to take their roll books with them for attendance purposes.

Emergency Lesson Plans:

It is customary for teachers to keep lesson plans for three days on file in the main school office to be used in an emergency. These plans are generally broadly drawn so they can be used at any point in the school year. If an emergency lesson plan is used, it is the responsibility of the teacher to write a replacement plan. The absent teacher is responsible for leaving a complete lesson plan for the Substitute as well as having emergency plans on file with the school administration.

End of Year:

Once the school year has ended, teachers have several workdays to clean their classrooms, turn in their inventoried books and materials, remove all items from their classroom walls, and prepare for the next year. For non-returning teachers, please see the principal for end-of-the year checkout procedures.

Early check out is not permitted by teachers. Teachers who choose to leave before the end of the contractual year must use their PTO hours.

Evaluations:

Faculty - New teachers will be formally evaluated twice their first year, with the first scheduled observation taking place in November-December, and their second unannounced observation in April-May. Returning teachers will have one formal evaluation per year.

Staff - All Staff members are scheduled one evaluation per year.

All employees will have an opportunity to meet with the principal both before and after the observation and evaluation to ask questions and discuss your professional growth.

Equal Opportunity Employer:

The Griffin Foundation School district is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

Falsifying Records:

Faculty is required to maintain and keep accurate student records. Creating/falsifying reports, attendance, grades, and/or student assessments are grounds for reprimand, corrective action, or possible dismissal.

Field Trips:

All proposed school field trips must first be approved in writing by the Principal and Superintendent. Once authorized, permission slips must be signed by parents. Teachers will need to decide for students who will not participate on the field trip.

Fingerprinting:

All employees are required to maintain current fingerprint cards, issued by the state.

Food and Drinks:

Students may not eat or drink in the classrooms; however, water bottles in clear containers may be used in the classroom, per the teacher's discretion.

Teachers should not store food in the classrooms. It is recommended that you place your lunch in one of the refrigerators. Please remember to remove your food from the refrigerators each Friday afternoon.

Furniture:

Faculty/Staff are not permitted to move furniture out of their classroom or office without authorization. For questions regarding furniture removal, exchange, or repair, please request approval from the principal by email.

Grading:

To afford students every opportunity to succeed, teachers must input weekly into Gradebook 2 grades per subject per week for CRS students, or 3 grades per subject per week for FIMS students. Grades may be derived from tests, quizzes, class assignments, reports, projects, presentations, portfolio assessment, worksheets, peer reviews, journal entries, etc. CRS grades may not be from homework, attendance, or behavior. FIMS grades should not include attendance or behavior. The grading scale at CRS is as follows:

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

Below 60 = F

Guest Speakers:

Guest speakers, with administrative approval, may be invited to address students on specific issues. Teachers are responsible for the content of a guest's presentation and all sides of controversial issues should be examined. Requests should be submitted to the principal in writing.

Hall Passes:

Students are required to carry a hall pass when not accompanied by a teacher. Monitor student bathroom use by having students sign out when going to the bathroom during class time, in addition to carrying a hall pass.

Harassment Policy:

It is the objective of the GFSD to provide its employees with a pleasant environment which encourages efficient, productive, and creative work. The district will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. While all forms of harassment are prohibited, it is the district's intent to emphasize that sexual harassment is specifically prohibited.

Homework:

Teachers should assign homework to students Monday through Thursday, to reinforce skills previously taught and to extend the learning experience through practice and reflection. The most successful homework assignments have elements of creativity and are a direct extension of classroom experiences. Expectations for homework should be outlined at the beginning of the school year.

Investigations and Searches:

To ensure a safe and orderly environment that is conducive to learning, and to protect the safety and welfare of students and staff, school administrators (Superintendent, Principal) may search a student and/or their possessions if they have "reasonable suspicion" that a school rule or law has been violated, and that the search will turn up evidence of the violation. Furthermore, school officials may seize any illegal, unauthorized, stolen, or contraband materials discovered in the search. Under no circumstances should a teacher or staff member ever conduct a search of a student's person or belongings.

Keys:

Faculty and Staff may be issued keys to classrooms, school furniture, and school facilities. These keys must be treated with great care. Do not leave keys out where students may have access to them. Students are not to be given keys to run errands for teachers. Lost keys must be reported to the principal immediately.

Faculty and Staff may be held responsible for the cost of replacement keys and/or changing locks. Keys may not be duplicated and must be turned in to the principal at the end of each school year.

At no time students should be in possession of school keys.

Leave:

Leave, or PTO hours, are earned per pay period. Faculty may either use their available annual leave or carry over the hours for a district "buy back". Teachers will accrue 2.66 hours of PTO per pay period worked. Over the 15 pay periods teachers are in the classrooms, this will total the 40 hours of PTO that is given to each teacher per year.

Support Staff will accrue PTO hours per pay period worked over the pay periods in the fiscal year, this will total 40 hours of PTO up to 120 hours based on years of employment. New Staff members receive one week leave for the first year, two weeks leave for the second year, and three weeks leave for the third year.

PTO time may not be taken prior to being eligible for credited hours. Except for an emergency, employees may not take off additional time beyond their PTO hours. Excessive leave or abuse of company benefits will result in corrective action or possible termination. If an employee resigns or is terminated and has used more PTO than they have accrued, the time owed will be deducted from their final paycheck.

All employees that miss three or more days of work due to illness must submit a doctor's note upon returning to work.

Leaving Campus:

Staff may leave campus during their lunch break, ensuring that they clock out and then clock back in when returning to their work duties.

Faculty is not required to clock in and out for their 30-minute lunch. Planning periods, however, are considered a portion of your scheduled workday. Teachers should remain on campus during their planning period. If you need to leave campus, you are required to get authorization from the principal.

Lessons/Emergency Lesson Plans:

The current week's lesson plans should be entered into TaskStream by 12:00 noon each Monday. Lessons must be aligned with the Arizona State Standards and reflective of best practices in the field. A hardcopy should be on the teacher's desk each day along with the objectives posted on the board.

Teachers are required to provide three days worth of lesson plans for emergencies and absences. These plans should be submitted to the front desk or location designated for filing within the first week of school and replaced each time a plan is used by a teacher. 3-weeks of Backup lesson plans should always be maintained and kept on file in the front office.

Library Operations:

Teachers must assist in monitoring student's use of library books in the classroom, to include monitoring of students while conducting searches in the library. Equipment and educational material are for Teacher use only and students should not touch these materials. Please follow check-out procedures for classroom equipment/materials.

Mailboxes:

Teachers have an individual mailbox in the main office. Check the box regularly (before and after school at the minimum) to stay updated on school information. School mailboxes are to be used for official school business only.

Mandatory Reporting: Child Abuse

All school personnel are required to report suspected child abuse or neglect to appropriate school authorities. In addition, any employee who has knowledge of or suspects child abuse or neglect of any student by an employee or person acting on behalf of the school or school system shall report this suspected abuse to the Principal or Superintendent.

Medication:

Over-the-counter drugs (including cough drops, aspirin, and acetaminophen) and/or prescription medication should not be administered to students by faculty or staff members without written instructions from the student's physician and authorization from an administrator.

Moonlighting:

Company policy prohibits employees from working for another employer while on company time. Any outside work must be performed offsite before or after company time during your personal time.

Movies/Videos/Clips:

All movies, videos, and clips must be pre-approved in writing prior to showing the film to students. Pre-approval requires a Movie Form to be completed and approved preferably one week in advance.

CRS faculty may only show G-rated movies. FIMS faculty may show G or PG-rated movies with prior parental permission. Cartoons will not be approved. Please be aware that all movies, videos, and clips must be of educational value and tied into the curriculum.

Overtime:

Salaried employees do not receive overtime or comp-time for work necessary to perform their duties. Hours worked at are necessary to maintain company requirements and to ensure job employment and company growth.

Parent Conferences:

Conferences, formal and informal, are important tools that promote student success. It is suggested that anecdotal records from these conferences be kept in a notebook as documentation for future reference.

Parent Relations:

A good relationship between teacher and parent is just as important as a good relationship between teacher and student. Following is a list of suggestions to promote positive, trusting encounters:

1. Listen to parents and acknowledge concerns regarding their child.
2. Always demonstrate patient, courteous, and professional behavior.
3. Encourage parents' efforts and solicit their cooperation.
4. Schedule enough time to adequately discuss concerns with parents.
5. Call parents with "good news."

Parties:

Several party opportunities will be scheduled during the school year. All parties must adhere to the School District's policies regarding permissible and non-permissible foods. Parties may be held in the cafeterias or on the playgrounds, with teachers and students responsible for the clean up. No food or drinks may be consumed in the classrooms.

Students' birthdays are recognized during Rise and Shine Assembly, and parents are invited to attend and present a gift on stage for their child, if they wish to do so. If parents choose to bring food items to share on their child's birthday, the food must adhere to the School District guidelines and be store purchased (no homemade food may be served) and will need to be pre-approved by an Administrator. Furthermore, parents must bring enough food for the entire class. All birthday celebration food and drinks will be served during the students' lunch time.

Payroll Distribution:

All district employees are required to open a checking account for direct deposit. Pay stubs are placed in boxes every other Friday throughout the school year.

Personal Use of School Equipment:

School equipment is to be used for school business. Personal use of telephones, computers, copy machines, and faxes is allowed only on a very limited basis with prior administrative authorization.

Proprietary Information:

Faculty and Support Staff have a responsibility both as professionals and under company policy to refrain from discussing proprietary information with other staff, teachers, students, parents, and/or members of the community. Any employee identified as releasing proprietary information, including wages, personnel records, accounting documents, or business-related information, will be issued a formal reprimand. Likewise, student information must be kept confidential.

Pre-School:

Pre-school hours of operation are from 8:00 A.M. to 5:00 P.M. Monday through Friday, year around. Pre-School days of operation and holidays differ from the elementary and middle schools. Please see the pre-school calendar for additional information.

Professional Development:

Faculty Meetings and Professional Development are scheduled for Wednesdays of each week from 2:00 pm - 4:30 pm depending on grade level. An agenda will be e-mailed at the beginning of each week. Please pay attention to changes in meeting rooms and times. All teachers will be asked to participate in the meetings and to discuss, present, and share pedagogical experiences and skills.

Pupil Records:

Cumulative records must be kept on all students, and their academic progress shall be disseminated to parents via Report Cards and Progress Reports for each nine-week marking period. Teachers will record a minimum of 2 (CRS) or 3 (FIMS) grades for each student per subject per week using Gradebook. Grades must be recorded weekly in Gradebook and available each Monday by 12:00 noon for the previous week. As a back-up, it is recommended that teachers also keep a hard copy of their grades.

Recess:

Teachers are responsible for providing a safe environment during recess. This always requires the careful monitoring of your entire class. Providing structure and limiting balls and or equipment use may be helpful in reducing possible injuries. Students should not be climbing on the walls, fence, picnic benches, and basketball or tetherball poles. Other potentially dangerous behaviors should be addressed immediately. At the end of recess, teachers should direct students to return all the playground equipment to their designated place.

Religion:

The proper role of religion in public schools is in its educational value, not in religious endorsement or celebration. It is acceptable to use religious texts, music, or symbols as instructional aids, and to teach students about the role of religion in a cultural, historical, and economic context. Public school students should not be placed in situations requiring them to choose between participating in

a religious, spiritual, or cultural observance and meeting academic needs. Likewise, teachers should not ask students to participate in religious activities: i.e. writing to Santa Claus in the North Pole, discussions on God or faiths, etc.

Removing Students from Class:

Changing student placements or removing students from class may only be performed by the Administration. Teachers should not direct students to leave the class, without calling the principal or front office and arranging for an adult to escort the student.

Respect:

All employees are expected to address one another in a respectful and professional manner by their chosen professional titles (Mr., Miss., Ms., Mrs., and Dr.).

Rest Time (for Kindergarten Students):

Kindergarten faculty may choose to designate a rest time during the school day for kindergarten students to rest and unwind. Rest time should take place at the students' designated seat with their heads down on the tables. Students should not be allowed to lie on the floor. The length of time designated may range from 30 - 45 minutes.

Rise and Shine Assembly:

Teachers must lead their students into the Rise and Shine Room and have students sit in their assigned seating during their designated days. Each teacher will be given a date to lead the assembly on front stage. Students of the Month and birthdays are all recognized and conducted during Rise and Shine once a month.

School Property:

All school property belongs to the Griffin Foundation School District. Teachers are asked to be good stewards of school property. Administrative permission is required before any school property is borrowed, with the teacher accepting the responsibility to return the equipment in good condition. If a teacher transfers to another school, it is understood that all books and other materials will remain at the school that purchased them.

School Safety/Security:

Security is the shared responsibility of the Faculty, Staff, and student body. During class, doors are to be left unlocked. Windows on classroom doors should be uncovered to provide an immediate view of the class to make sure all is well inside. Constant vigilance must be maintained with any concerns directed immediately to the Administration. All teachers are expected to actively supervise hallways and other common areas, always placing students' safety first.

School Purchases:

All school related purchases such as supplies, materials, or equipment should be cleared by Administration. Employees will need to fill out a Purchase Order request and submit to Administration for reimbursement approval.

Sexual Harassment:

Sexual harassment of employees or students is strictly forbidden by the Griffin Foundation School District. If sexual harassment is reported, it will be dealt with in a professional manner. No sexual or affectionate behavior is allowed by employees on school grounds (i.e., hugging, kissing, or physical contact).

Smoke-Free School:

Smoking by students, school Staff, and school visitors in school buildings or school grounds is prohibited.

Special Education:

Special Education supports students with identified learning challenges and is governed by District, State, and Federal laws. All teachers are required to provide instructional support to special education students through adapted and/or modified curriculum and instruction, as well as following all IEP plans.

Student Retention:

Teachers must keep records and documentation on students that are under consideration for retention, and the teacher should regularly meet with parents and administrators to discuss strategies implemented to assist the students to succeed. In the beginning of the 4th marking period, teachers must submit all documentation with justification for school approval of student retention. Once a decision is rendered by the Administration, both the teacher and parent will be notified.

Supervision:

Every employee is responsible for a safe, orderly school. Teachers must actively always supervise all students in their charge. In addition, specific formal supervision duties (i.e., coverage before or after school, extra-curricular sponsorships, lunch, and playground duty, etc.) are assigned by the Administration. Students know when adults take their supervision responsibilities seriously and problems are less likely to occur in those areas.

Teacher Accountability:

It is the belief of the GFSD that student learning can be observed and measured. It is the intent of the School District to establish criteria for judging the effectiveness of employee performance. Teacher evaluations are an on-going process designed to improve the quality of instruction. The principal is responsible for observing and assessing the performance of the faculty and assisting them in improving their professional competence and performance.

Teacher Workdays/Obligations:

Several times during the school year teachers are required to assist with other school related activities such as Fun Day, Report Card Conferences, fundraising activities, and Open House. The Griffin Foundation has additional contractual days for teachers to perform such duties as necessary.

Telephones:

Telephones are for school use and personal calls must be limited to emergencies. Long distance calls may be made only with administrative permission related to school business. All personal cell phones must be turned off during teaching time.

Telephone/Communication Logs:

Teachers are required to maintain a teacher log of all communication with parents. If a teacher contacts or speaks with a parent regarding their child, this information should be documented and a copy filed on record (i.e., emails, letters, telephone calls, or notes).

Termination/Breach of Contract:

A teacher terminated or released due to a breach of contract or wrongful conduct has three days from the notification date to file a written appeal with the Griffin Foundation School District. Non-renewal of a contract may not be appealed.

Textbooks:

Textbooks are an important teaching resource. State-adopted books aligned to State Standards purchased by the district are intended to be the main instructional resources in your classroom. They are generally very expensive and accurate records must be maintained by teachers indicating which book has been assigned to which student. Review norms for the care of textbooks with your students. This is critical as students are expected to pay for any book they have lost or damaged.

Title IX - Non-Discrimination:

There will be no discrimination based on gender, race, age, creed, or color in the educational programs, activities, or employment practices in this school system. The principal shall act as Title IX Coordinator and will be responsible for supervising the efforts to comply with all aspects of the legislation.

Use of Tobacco Products:

GFSD is a non-smoking and tobacco-free environment. Faculty and Staff members are prohibited from smoking in the buildings, in vehicles, and on campus.

Use of School Building:

Employees should not give permission for students to use any part of the school building before and after school hours, nights, or on weekends, unless you are to be with them, and it is cleared with the Administration.

Valuables:

Do not leave keys, money, or other valuables on or in your desk, and ask students to do the same. Money left in your desk or classroom is done so at your own risk.

Work Hours, Faculty:

Middle school faculty should be on campus, clocked in, and ready to work at 8:00 A.M. each morning. Dismissal time is at 4:30 P.M. Elementary faculty should be on

campus, clocked in, and ready to work at 7:30 A.M. each morning. Dismissal time is at 3:30 P.M. Clock times are reviewed regularly, and it is the teacher's responsibility to ensure that they clock in and out every day. All faculty have a 30-minute lunch.

Work Hours, Staff:

Staff is required to work an eight-hour workday, with a one-hour lunch. Work hours and duties are subject to change.

Work Productivity:

All employees are required to be responsible and complete their work within a reasonable timeframe. It is the expectation of the GFSD that Staff members, while on duty, will be focused and productive by working on their assigned tasks. Behaviors such as chatting or gossiping during work hours are not conducive to the organization. Unproductive behavior will result in an Administrator requesting that the employee clock out, thus reducing their paycheck for time off task.

Board Members:

Whistleblower Protection Policy

The Griffin Foundation, Inc. 501(c)(3) nonprofit organization:

Directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Griffin Foundation, Inc, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Griffin Foundation, Inc can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of Griffin Foundation Inc's code of ethics or suspected violations of law or regulations that govern Griffin Foundation Inc's operations.

No Retaliation

It is contrary to the values of GFI for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of GFI. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Griffin Foundation, Inc has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with [Executive Director, or a board member]. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Griffin Foundation, Inc's [Compliance Officer] [or designated employee or board member], who has the responsibility to investigate all reported complaints. Employees with

concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director [or another designated person].

Compliance Officer [or other title that is appropriate for your organization]

The {Griffin Foundation, Inc's [designated person] is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the [Executive Director and/or the Board of Directors] of all complaints and their resolution and will report at least annually to the [Treasurer/Chair of the Finance Committee/Audit Committee] on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Griffin Foundation, Inc's [designated person] shall immediately notify the designated person of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Griffin Foundation, Inc's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer

Note: The Compliance Officer may be a board member, the Executive Director, or a third party designated by the organization to receive, investigate, and respond to complaints) Katie Randall (1844 S. Alvernon Way, Tucson, AZ 85711: krandall@griffinfoundation.org 520-790-8400 ext1016.

Gift acceptance policies:

A written gift acceptance policy can help manage the expectations of donors, (while treating them with respect) and serve as guidance for board and staff members who are either on the asking, or receiving, end of contributions. The most significant reasons to adopt a gift acceptance policy include:

- Accepting some types of gifts may run counter to the nonprofit's values - so a gift acceptance policy can be useful to underscore why the nonprofit cannot accept the gift.
- Some gifts may lead to legal obligations that the nonprofit is not otherwise ready to handle. Example: Gifts of real property may raise property tax issues; gifts of motor vehicles or boats may raise issues about disposal of hazardous waste or licensing issues.
- The nonprofit may simply not be equipped to either use or dispose of certain types of gifts (such as donations of outdated computers) or easily maintain. (Imagine receiving a gift of a racehorse!)
- Having a gift acceptance policy in place is considered a "best practice" from multiple perspectives - whether relating to relationships with donors or managing the nonprofit's own risks.

- The IRS Form 990 asks whether a nonprofit has a "gift acceptance policy" and requires nonprofits that respond "Yes" to complete [Schedule M](#), as well as report any non-cash contributions/in-kind gifts.

PRACTICE POINTERS

- Why does your nonprofit need a policy? Some may question the need for such a policy, especially if your nonprofit normally only receives gifts by cash or check. However, you never know when an unusual gift will arrive. Having a written policy that is adopted by the board will help expedite a process that otherwise might be delayed and provides volunteers and staff with a consistent way to handle unanticipated and unusual situations. A policy also de-personalizes the situation for staff members on the front-line of receiving an unusual gift who may be in the awkward position of explaining to a donor that the nonprofit will not automatically accept the donor's gift.
- "Non-Standard Contributions" are defined by the IRS as the "contribution of an item that is not reasonably expected to be used to satisfy or further the organization's exempt purpose and for which (a) there is no ready market to liquidate the donation to convert it to cash and (b) the value of the item is difficult to ascertain or speculative." However, most gift-acceptance policies end up being used to manage the potential contribution of items that the nonprofit is simply not well-equipped to handle and/or would distract the nonprofit from its primary mission. A common use for a gift-acceptance policy is to explain to a donor that there are certain types of gifts, especially in-kind contributions (outdated computers, for instance) that certain nonprofits simply can't easily use or dispose of safely.
- Consider the audience: Will the policy help guide prospective donors who are considering a gift? Or is the policy intended primarily to provide guidance for staff and board members? Some nonprofits adopt a policy for external use with donors, but also draft guidelines to help staff and board members put the policy into practice.

- For maximum financial transparency, consider posting the policy on your nonprofit's website which helps manage donors' expectations before they approach your nonprofit with a non-standard gift.
- If the policy will not be linked from the website, how will it be distributed so that individuals who are considering a gift can be informed about the policy?
- Some policies specify that prior to accepting certain types of gifts, such as real estate, the nonprofit will conduct a review and/or consult with legal counsel.
- **Conflicting interests:** The nonprofit doesn't want to be in a position of serving as both the recipient of a donation, and the tax-advisor for the donor with respect to the transaction! The policy can encourage donors to seek professional advice prior to making a gift and explain that the nonprofit will not provide advice directly to the donor because that would pose a conflict of interest.
- Consider the usefulness in certain situations of a "gift acceptance committee," or task force, composed of individuals with appropriate expertise and experience to evaluate gifts and decide whether to accept them.
- Nonprofits should always strive to treat donors with respect.
- If there are specific types of contributions that are or are not acceptable to the nonprofit, it is best to be transparent and name them in the policy.
- As with all policies - who is accountable? Will the policy be evaluated from time to time, and who will conduct the review? A "resource development" or "fundraising" committee of the board may be the best governance route for adopting, reviewing, and updating gift acceptance policies.

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- **Conflict-of-Interest Policy**
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- **Purpose**

- The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

- **Definitions**

- **1. Interested Person**

- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

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- **2. Financial Interest**

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- d. Compensation includes direct and indirect remuneration as well as gifts or favors that aren't insubstantial. A financial interest isn't necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

- **Procedures**

- **1. Duty to Disclose**

- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

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- **2. Determining Whether a Conflict of Interest Exists**

- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

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- **3. Procedures for Addressing the Conflict of Interest**

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement isn't reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter the transaction or arrangement.

- **4. Violations of the Conflict-of-Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

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- **Records of Proceedings**

- The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed.

- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

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- **Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or

collectively, is prohibited from providing information to any committee regarding compensation.

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- **Annual Statements**

- Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict-of-interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and

- d. Understands the Organization is charitable and to maintain its federal tax exemption

it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

- **Periodic Reviews**

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- To ensure the Organization operates in a manner consistent with charitable purposes and doesn't engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

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- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and don't result in inurement, impermissible private benefit, or in an excess benefit transaction.

- **Use of Outside Experts**

- When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARS - Conflict of interest; exemptions; employment prohibition:

A. Any public officer or employee of a public agency who has, or who's relative has, a substantial interest in any contract, sale, purchase, or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, or purchase.

B. Any public officer or employee who has, or who's relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

C. Notwithstanding the provisions of subsections A and B of this section, no public officer or employee of a public agency shall supply to such public agency any equipment, material, supplies or services, unless pursuant to an award or contract let after public competitive bidding, except that:

1. A school district governing board may purchase, as provided in sections 15-213 and 15-323, supplies, materials, and equipment from a school board member.

2. Political subdivisions other than school districts may purchase through their governing bodies, without using public competitive bidding procedures, supplies, materials, and equipment not exceeding three hundred dollars in cost in any single transaction, not to exceed a total of one thousand dollars annually, from a member of the governing body if the policy for such purchases is approved annually.

D. Notwithstanding subsections A and B of this section and as provided in sections 15-421 and 15-1441, the governing board of a school district or a community college district may not employ a person who is a member of the governing board or who is the spouse of a member of the governing board.

A.R.S. § 38-503

DOCUMENT RETENTION POLICY:

ARTICLE I PURPOSE:

The purposes of this document retention policy are for [Griffin Foundation, Inc] (the "Organization") to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of the Organization.

Think of a document retention policy simply as a document management policy. It is unwieldy and unrealistic, as well as unnecessary to think that a nonprofit will keep every document it generates.

Normally it is fine to clean up your desk by tossing out papers here and there, but when one staff person presses delete on a key document, and that document is needed later -- or if the subject matter of the document is under legal investigation and it appears that the nonprofit deleted it as a cover-up - trouble can follow. Adopting a written document retention policy ensures that staff and volunteers follow consistent guidance about document destruction and that document destruction/deletion practices become a regular business practice of the nonprofit.

Keep these records permanently:

- Articles of Incorporation
- Audit reports, from independent audits
- Corporate resolutions
- Determination Letter from the IRS, and correspondence relating to it
- Financial statements (year-end)
- Minutes of board meetings
- Real estate deeds, mortgages, bills of sale
- Tax returns

These categories serve as starting point for checking state-specific regulations that address document retention or destruction rules.

ARTICLE II POLICY:

Section 1. *General Guidelines.* Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, the Organization may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. *Exception for Litigation Relevant Documents.* The Organization expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the Organization informs you, that Organization records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. *Minimum Retention Periods for Specific Categories.*

(a) *Organizational Documents.* Organizational records include the Organization's articles of incorporation, by-laws and IRS Form 1023, Application for Exemption. May 2008 Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(b) *Tax Records.* Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Organization's revenues. Tax

records should be retained for at least seven years from the date of filing the applicable return.

(c) *Employment Records/Personnel Records.* State and federal statutes require the Organization to keep certain recruitment, employment, and personnel information. The Organization should also keep personnel files that reflect performance reviews and any complaints brought against the Organization or individual employees under applicable state and federal statutes. The Organization should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

(d) *Board and Board Committee Materials.* Meeting minutes should be retained in perpetuity in the Organization's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the Organization.

(e) *Press Releases/Public Filings.* The Organization should retain permanent copies of all press releases and publicly filed documents under the theory that the Organization should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Organization.

(f) *Marketing and Sales Documents.* The Organization should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(g) *Development/Intellectual Property and Trade Secrets.* Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Organization and are protected as a trade secret where the Organization: May 2008

(h) derives independent economic value from the secrecy of the information; and

(i) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

(j) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years.

(k) Audit Records. External audit reports should be kept permanently.

Section 4. Electronic Mail. E-mail that needs to be saved should be either:

(i) printed in hard copy and kept in the appropriate file; or

(ii) downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter. Unfortunately, there is no regulation or guideline for document retention that covers all nonprofits.