

Policies for All Foundation Competition Programs Approved by LRE Committee & Foundation Board December 10, 2009

Acronym and Term Definitions

1 Appointed Foundation Staff – the Foundation utilizes multiple staff to assist with the implementation of Competition Programs. The term Appointed Foundation Staff applies to the staff appointed by the Foundation, regardless of the exact position title, to oversee the implementation of the Competition Program.

2 Foundation – Arizona Foundation for Legal Services & Education, Inc. or Arizona Bar Foundation

3 Foundation Competition Program – or Foundation Program -an activity sponsored by the Foundation which involves a demonstration of knowledge by students from across Arizona showcasing their proficiency in an area of law and ability to communicate and apply that knowledge.

4 Foundation Volunteer Coordinator – the Foundation utilizes multiple volunteers to assist with the implementation of Competition Programs. The term Foundation Volunteer Coordinator applies to the volunteer appointed by the Foundation to assist with guiding the implementation of the Competition Program, regardless of the exact volunteer position title.

5 LRE – law related education, which includes civics, social studies, justice studies, and all applications of citizenship taught with an interactive method maximizing the involvement of the student and application to daily life.

6 Participant -include teachers, the Teacher Coach, administrators, students, volunteers, parents, and/or guests attending any Foundation Program.

7 Teacher Coach -The Teacher Coach of a team must be a faculty member at the same public or private school at which the students are officially enrolled. A Teacher Coach for the purposes of the Foundation Programs includes School Resource Officers working within the LRE Programs.

Anti-Discrimination Policy

All Foundation competition program participants are required to uphold equal opportunity standards without discrimination or regard to race, color, national origin, age, gender, political or sexual orientation, military service, pregnancy, disability, or any other legally protected status.

Code of Ethical Conduct

The purpose of Foundation Competition Programs is to allow students to develop skills in analysis, critical thinking, communication and presentation skills, and practical experience of applying the acquired knowledge of the law to a relevant issue. Other important objectives include: improving proficiency in speaking, listening, reading, and reasoning skills; promoting effective communication and cooperation between the educational and legal communities; providing an opportunity to compete in an academic setting; and promoting cooperation among young people of diverse interests and abilities.

As a means of diligent application of the Foundation Programs, the following Code of Ethical Conduct for all Participants has been adopted:

1. Each Participant promises to compete with the highest standards of respect for other participants, whether they are opponents, judges, evaluators, Teacher Coaches and competition personnel. All competitors and participants will focus on accepting defeat and success with dignity and restraint. The competition and activities will be conducted honestly, fairly, and with the utmost civility. Members and participants will avoid all tactics they know are wrong or in violation of the Rules. Participants will not willfully violate the Rules of the Program in spirit or in practice.
2. Teacher Coaches agree to focus attention on the educational value of the Foundation Programs. They shall discourage willful violations of the Rules. Teacher Coaches will instruct students as to proper procedure and decorum and will assist their students in understanding and abiding by competitions Rules and this Code of Ethical Conduct.
3. Teacher Coaches agree to uphold the highest standards of the educational/legal profession and will zealously encourage fair play. They will promote conduct and decorum in accordance with the Rules of Foundation Programs and this Code of Ethical Conduct.
4. Students are assuming the role of a professional and are expected to dress accordingly to maintain a professional appearance. Additionally to assure there is no opportunity for preferential treatment of one school over another, students and/or other participants should not wear paraphernalia or clothing that provides any identification of their school including school name and/or mascot.
5. All Participants are bound by all sections of this Code and agree to abide by the provisions. Schools are responsible for insuring that all Participants are aware of the Code. Students and Teacher Coaches will be required to sign a copy of this Code. This signature will serve as evidence of knowledge and agreement to the provisions of the Code. Violations of this Code of Ethical Conduct may be grounds for reductions in scores, disqualification from a contest and/or suspension or expulsion.
6. Presiding judges and evaluators are asked to observe the Competition with an objective eye. Interjecting one's own personal style and bias is of no value in the education process. Team members have agreed to abide by the Rules and this Code in spirit and in practice; therefore, violations should result in a lowering of the score. All judges and evaluators agree to be prepared and knowledgeable about this Code of Ethical Conduct, the Rules of the Program/Competition, and the procedures. The appearance of impropriety, bias or favoritism shall be avoided. Program/Competition judges will evaluate the competition with objectivity and honesty.

Foundation and Foundation Volunteer Responsibility

1. The Foundation will assure volunteers are aware of the Program Rules and Code of Ethical Conduct.
2. Foundation volunteers will agree to follow the rules and assist the program with an unbiased view and actions toward any team or school.
3. The Foundation will assure volunteers have the proper instructions and resources to complete their assignments and fill their agreed-upon responsibilities.
4. The Foundation and/or its volunteers will inform the schools of any changes in venue, time,

and/or program functioning in an expeditious manner.

5. Foundation volunteers will bring any conflict or dispute needing resolution to the Appointed Foundation Staff for immediate attention. The Appointed Foundation Staff will inform the appropriate parties after consultation with Foundation management and other volunteer coordinators. The volunteers will respect the decision made as final.

6. The Foundation and its volunteers will provide opportunity for evaluation and feedback of its Programs and will make continual strides for improvement and enhancement of LRE learning opportunities.

7. The Foundation staff and volunteers will follow the policies outline herein and will assure that all Rules and Guidelines of each Foundation Program are in compliance with the Policies as approved by the Foundation LRE Committee and Foundation board

Permission to Videotape, Photograph and Use of Likeness:

1. Video/audio taping of one school by another during the competition is prohibited without proper permission.

2. Video/audio taping by a Teacher Coach, or other participant requires the direct permission of the assigned Appointed Foundation Staff.

3. Those individuals wishing to video/audiotape the competition must sign in at the registration desk and provide the Foundation with the name of the student they are in attendance with and an appropriate release form from the school as is applicable.

4. All students, Teachers, advisors, observers, guests, and volunteers associated with this competition are hereby notified that the competition coordinators may use video/audiotape, photographs, and likeness for the purpose of:

- Completing print & electronic publications that may be used for Law-Related Education and development projects of the Arizona Foundation for Legal Services & Education.
- Newspaper/magazine articles and other publications to promote the Foundation Program and/or the Foundation in reference to the students direct involvement in law-related education and related activities.
- Foundation web sites for informational purposes.
- Public Service Announcements, radio announcements, television commercial or program and any production by and for the Foundation.

Qualification of Students

To participate in a Foundation Program, students must meet the following criteria:

1. A student must be an officially enrolled student at the public or private school which he/she seeks to represent in the Foundation program according to the school grade criteria outlined in each program.

2. Dual enrolled students – students officially enrolled at more than one school may only compete for the school at which their official permanent records are located.

3. Officially enrolled students – a student is not considered officially enrolled at a school unless

he/she is taking a course at the school for which they will receive a grade, other than a pass/fail, and which is entirely unrelated to the Foundation program.

4. A home-schooled student will be considered an officially enrolled student at any school within the school district in which he/she resides for home school.
5. All students on a team must be officially enrolled at the same school or in the case of a team with a home school student, within the same school district.
6. Students engaged in college courses or an internship will be considered officially enrolled high school students provided the school at which their official records are located still consider them officially enrolled at the school and they are not considered to have graduated or withdrawn from the school.
7. Students must be officially enrolled at the time the team is registered for the program. The Teacher is thereafter responsible for immediately notifying the Appointed Foundation Staff of any change in a student's status. Any student not officially enrolled on the day of a competition will be ineligible to participate in any capacity.
8. No regional or consolidated teams will be allowed. If a school is composed of several campuses or affiliated schools, all students on a team must attend classes on the same campus. In the event a student attends classes on more than one campus, each campus will be considered a different school and the limitations set forth for dual enrolled students will be applicable.

Rules Interpretation and Appeals

1 Appeals concerning Rules. With regard to interpretation and/or enforcement of the Rules of the Program, certain matters can be appealed to the Appointed Foundation Staff. The appeal must be made in writing within 10 calendar days of the action or decision appealed from or before the day of the Competition whichever period is shorter and signed by the Teacher of the appealing team. No appeal will be considered that is not in writing and signed. The Appointed Foundation Staff will notify the Teacher of the decision on the appeal after consultation with the Foundation management staff and appropriate Program Volunteer Coordinators (e.g., Legal Counsel, Regional coordinator)

2 Appeals concerning Eligibility. All appeals concerning the eligibility of a team or a student shall be raised, in writing, two weeks prior to the beginning of the appropriate Competition. Appeals must be signed by the Teacher of the objecting or disputed team and specify precisely the nature and grounds for the protest or objection. A copy of the written appeal will be mailed or delivered to the Teacher of the team/student under dispute. Any appeal not in writing and signed will not be considered. The Appointed Foundation Staff will notify the Teacher of the decision on the appeal prior to the Competition date, after consultation with the Foundation management staff and appropriate Program Volunteer Coordinators (e.g., Legal Counsel, Regional coordinator) The following are criteria for any consideration of an exception: a) the school sponsoring the team has never competed before or has not competed for at least four (4) consecutive years; b) only one (1) student does not meet the eligibility criteria; and c) the ineligible student has never participated in the program.

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4 Authority of the Appointed Foundation Staff. The Appointed Foundation Staff has discretion and authority regarding the proper interpretation, enforcement and application of the Foundation Program Rules. All decisions made by the Appointed Foundation Staff with regard to the Rules and

any appeals thereon shall be final and not subject to further review or appeal. Prior to making a final decision regarding any appeal or Rule interpretation, the Appointed Foundation Staff shall discuss the issue/appeal with the Foundation management and appropriate Foundation Volunteer Coordinator. By registering for Foundation programs, each high school, Teacher, attorney Coaches, student, parents of students, or anyone related to a team's participation acknowledges and voluntarily agrees to comply with the Rules of the Program and further agrees to the absolute and final authority of the Appointed Foundation Staff as set forth in this section.

School & Teacher Responsibility

1. Teacher Coaches -The Teacher Coaches of a team must be a faculty member at the same public or private school at which the students are officially enrolled. A Teacher Coach for the purposes of the Foundation Programs includes School Resource Officers working within the LRE Programs.
2. The School responsibility includes the Teacher Coaches being with his/her team in all scheduled activities associated with the preparation for and at the Regional competition and State Finals, if invited.
3. If the Teacher Coach is coaching two or more teams, he/she will be responsible for making sure that a responsible adult stays with the additional teams at all times during activities associated with the Foundation programs.
4. Teacher Coach responsibilities also include taking care of the necessary arrangements of notifying the parents of participating students about the dates, times, and locations of all program activities. Teacher Coaches must acquire the necessary emergency information and permission/release forms from the parent(s)/guardian should an accident take place involving the students, which absolves the Arizona Foundation for Legal Services & Education, any of its volunteers, supporters, regulators and/or affiliates from responsibility for student safety.
5. The Teacher is deemed to certify that all students meet the criteria as an officially enrolled student when the team is registered. The Teacher Coaches must notify the Appointed Foundation Staff of any change in a student's status. A Teacher Coach who fails to certify the eligibility of the students on the team or to notify the appropriate entities of any change in a student's status may be suspended from the Foundation programs for one year.
6. A school is responsible for all of its Participants including teachers, the Teacher Coach, administrators, students, volunteers, parents, and/or guests attending any Foundation Program. Any violation of the Rules of the Program or Code of Conduct by any of these parties may result in the team(s), student(s) or school(s) ineligibility to participate in the Program at the sole discretion of the Appointed Foundation Staff or Foundation Volunteer Coordinator after appropriate consultation with Foundation management.
7. Schools are responsible for insuring that all Participants are aware the Foundation may be photographing or filming during the event and their attendance signifies their permission to have the Foundation use these photographs and/or videos in the promotion of the Foundation Programs. Further, to give notice that by appearing at the competition consent to be video/audio taped and/or

photographed for promotional purposes is implied and that members of the media are invited to cover events.

8. The Teacher Coach is responsible for ensuring that each student arrives at the Program event with a completed parent permission form allowing the photographing, video/audio taping of the student. If a student fails to have this form completed, it is the Teacher Coach's responsibility to ensure that the student is not photographed, video/audio taped, or interviewed.

9. Schools are responsible for insuring all Participants are aware of the code of Ethical Conduct.
10. The school is responsible to inform the Appointed Foundation Staff prior to a scheduled competition if any students have special needs, so necessary accommodations can be made.