

**IASB POLICY REFERENCE MANUAL  
TABLE OF CONTENTS  
SECTION 1 - SCHOOL DISTRICT ORGANIZATION**

1:10	School District Legal Status
1:20	District Organization, Operations and Cooperative Agreements
1:30	School District Philosophy
1:40	School District Organization

**IASB POLICY REFERENCE MANUAL  
TABLE OF CONTENTS  
SECTION 2 - SCHOOL BOARD**

Governance

- 2:10 School District Governance
- 2:20 Powers and Duties of the School Board
  - 2:20-E Exhibit - Waiver and Modification Request Resource Guide

Board Member

- 2:30 School District Elections
- 2:40 Board Member Qualifications
- 2:50 Board Member Term of Office
- 2:60 Board Member Removal from Office
- 2:70 Vacancies on the School Board - Filling Vacancies
- 2:80 Board Member Oath and Conduct
  - 2:80-E Exhibit - Board Member Code of Conduct
- 2:90 **OPEN**
- 2:100 Board Member Conflict of Interest
- 2:105 Ethics and Gift Ban
- 2:110 Qualifications, Term, and Duties of Board Officers
- 2:120 Board Member Development
- 2:125 Board Member Expenses
  - 2:125-E1 Exhibit – Board Member Expense Reimbursement Form
  - 2:125-E2 Exhibit – Board Member Estimated Expense Approval Form

Board Relationships

- 2:130 Board-Superintendent Relationship
- 2:140 Communications To and From the Board
  - 2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use
- 2:150 Committees
- 2:160 Board Attorney
- 2:170 Procurement of Architectural, Engineering, and Land Surveying Services
  - 2:170-AP Administrative Procedure - Qualification Based Selection
- 2:180 **OPEN**

Board Meetings

- 2:190      **OPEN**
- 2:200      Types of School Board Meetings
  - 2:200-AP    Administrative Procedure - Types of School Board Meetings
- 2:210      Organizational School Board Meeting
- 2:220      School Board Meeting Procedure
  - 2:220-E1    Exhibit - Board Treatment of Closed Meeting Verbatim Records and Minutes
- 2:230      Public Participation at School Board Meetings and Petitions to the Board

Board Policy

- 2:240      Board Policy Development

Board Records

- 2:250      Access to District Public Records
  - 2:250 - E1    Exhibit – Written Request for District Public Records
  - 2:250 – E2    Exhibit – Immediately Available District Public Records and Web Posted Reports
  - 2:250 – E3    Exhibit – Recurrent Requester Notification

Uniform Grievance Procedure

- 2:260      Uniform Grievance Procedure

**IASB POLICY REFERENCE MANUAL  
TABLE OF CONTENTS  
SECTION 3 - GENERAL SCHOOL ADMINISTRATION**

3:10	Goals and Objectives
3:20	<b>OPEN</b>
3:30	Chain of Command
3:30-E	Exhibit – Organizational Chart
3:40	Superintendent
3:50	Administrative Personnel Other Than the Superintendent
3:60	Administrative Responsibility of the Building Principal
3:70	Succession of Authority
3:70 – AP	Administrative Procedure – Succession Plan

**IASB POLICY REFERENCE MANUAL  
TABLE OF CONTENTS  
SECTION 4 - OPERATIONAL SERVICES**

Fiscal and Business

- 4:10 Fiscal and Business Management
- 4:15 Identity Protection
- 4:20 Fund Balances
- 4:30 Revenue and Investments
- 4:40 Incurring Debt
- 4:45 Insufficient Fund Checks and Debt Recovery
- 4:50 Payment Procedures
- 4:55 Use of Credit and Procurement Cards
- 4:55-E Exhibit - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
- 4:60 Purchases and Contracts
- 4:70 Resource Conservation
- 4:80 Accounting and Audits
- 4:90 Activity Funds
- 4:100 Insurance Management

Operations

- 4:110 Transportation
  - 4:110-AP2 Administrative Procedure - Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments
- 4:120 Food Services
  - 4:120-AP Administrative Procedure - Food Services
- 4:130 Free and Reduced-Price Food Services
- 4:140 Waiver of Student Fees
  - 4:140-E1 Exhibit - Application for Fee Waiver
  - 4:140-E2 Exhibit - Response to Application for Fee Waiver, Appeal, and Response to Appeal
- 4:150 Facility Management and Building Programs
- 4:160 Environmental Quality of Buildings and Grounds
  - 4:160 – AP Administrative Procedure – Hazardous and Infectious Materials
  - 4:160-AP,E1 Exhibit – Integrated Pest Management Plan

Safety and Security

- 4:170 Safety
- 4:175 Convicted Child Sex Offender; Criminal Background Check and/or Screen
- 4:170-AP6 Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED
- 4:170-AP8 Administrative Procedure – Movable Soccer Goal Safety
- 4:175 Convicted Child Sex Offender: Screening Notifications
- 4:180 Pandemic Preparedness

**IASB POLICY REFERENCE MANUAL  
TABLE OF CONTENTS  
SECTION 5 - PERSONNEL**

General Personnel

- 5:10 Equal Employment Opportunity and Minority Recruitment
  - 5:10-AP Administrative Procedure - Workplace Accommodations for Nursing Mothers
- 5:20 Workplace Harassment Prohibited
- 5:30 Hiring Process and Criteria
  - 5:30-AP1 Procedural Guidelines for Hiring Practices
- 5:35 Compliance with the Fair Labor Standards Act
- 5:40 Communicable and Chronic Infectious Disease
- 5:50 Drug- and Alcohol-Free Workplace; Tobacco Prohibition
- 5:60 Expenses
  - 5:60 – E1 Exhibit – Employee Reimbursement Form
  - 5:60 – E2 Exhibit – Employee Estimated Expense Approval Form
- 5:70 Religious Holidays
- 5:80 Court Duty
- 5:90 Abused and Neglected Child Reporting
- 5:100 Staff Development Program
- 5:110 Recognition for Service
- 5:120 Ethics and Conduct
  - 5:120-AP2 Administrative Procedure - Employee Conduct Standards
- 5:130 Responsibilities Concerning Internal Information
  - 5:130-AP Administrative Procedure - Email Retention
- 5:140 Solicitations By or From Staff
- 5:150 Personnel Records
  - 5:150-AP Administrative Procedure - Personnel Records
- 5:160 Release of Credit Information
- 5:170 Copyright
- 5:180 Temporary Illness or Temporary Incapacity
- 5:185 Family and Medical Leave

Professional Personnel

- 5:190 Teacher Qualifications

5:200	Terms and Conditions of Employment and Dismissal
5:210	Resignations
5:220	Substitute Teachers
5:230	Maintaining Student Discipline
5:240	Suspension
5:250	Leaves of Absence
5:260	Student Teachers

Educational Support Personnel

5:270	Employment At-Will, Compensation, and Assignment
5:280	Duties and Qualifications
5:285	Drug and Alcohol Testing for School Bus and Commercial Drivers
5:290	Employment Termination and Suspensions
5:300	Schedules and Employment Year
5:310	Compensatory Time Off
	5:310 Exhibit – Agreement to Receive Commensatory Time Off
5:320	Evaluation
5:330	Sick Days, Vacation, Holidays, and Leaves



**IASB POLICY REFERENCE MANUAL  
TABLE OF CONTENTS  
SECTION 6 - INSTRUCTION**

Philosophy and Goals

- 6:10 Educational Philosophy and Objectives
- 6:15 School Accountability
  - 6:15-AP Administrative Procedure - School Choice and Supplemental Educational Services

Educational Calendar and Organization

- 6:20 School Year Calendar and Day
- 6:30 Organization of Instruction

Curriculum

- 6:40 Curriculum Development
- 6:50 School Wellness
- 6:60 Curriculum Content
  - 6:60-AP Administrative Procedure - Comprehensive Health Education Program
  - 6:60-E Exhibit - Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
- 6:65 Student Social and Emotional Development
- 6:70 Teaching About Religions
- 6:80 Teaching About Controversial Issues
- 6:90 Kindergarten
- 6:100 Using Animals in the Educational Program
  - 6:100-E1 Guidelines and Application for Using Animals in School Facilities for Educational Purposes
  - 6:100-E2 Exhibit – Student Permission for Exposure to Animals

Special Programs

- 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 6:120 Education of Children with Disabilities
  - 6:120-AP1 Service Animals
  - 6:120-AP2 Administrative Procedure – Access to Classrooms and Personnel
  - 6:120-AP2,E1 Request to Access to Classroom and Personnel
  - 6:120-AP3, E1 Exhibit - Guidelines for Service Animals in School Facilities
- 6:130 Program for the Gifted

- 6:140 Education of Homeless Children
  - 6:140-AP Administrative Procedure - Education of Homeless Children
- 6:145 Migrant Students
- 6:150 Home and Hospital Instruction
- 6:160 English Language Learners
- 6:170 Title I Programs
  - 6:170-AP1 Administrative Procedure - Checklist for Development, Implementation, and Maintenance of Parental Involvement Compacts for Title I Programs
  - 6:170-AP1, E1 Exhibit - District-Level Parental Involvement Compact
  - 6:170-AP1, E2 Exhibit - School-Level Parental Involvement Compact
  - 6:170-AP2 Administrative Procedure - Notice to Parents Required by No Child Left Behind Act of 2001
  - 6:170-AP3 Administrative Procedure - No Child Left Behind Checklist
- 6:180 Extended Instructional Programs
- 6:185 Remote Educational Program
- 6:190 Extracurricular and Co-Curricular Activities

Instructional Resources

- 6:200 **OPEN**
- 6:210 Instructional Materials
- 6:230 Library Media Program
- 6:235 Access to Electronic Networks
  - 6:235-AP Administrative Procedure – Acceptable Use Electronic Networks
  - 6:235-AP1, E1 Exhibit - Student Authorization for Electronic Network Access
  - 6:235-AP1, E2 Exhibit - Staff Authorization for Electronic Network Access
- 6:236 e\_reader Acceptable Use Policy and Agreement Form
- 6:240 Field Trips
- 6:250 Community Resource Persons and Volunteers
  - 6:250-E Exhibit - Resource Person and Volunteer Information Form and Waiver of Liability
- 6:255 Assemblies and Ceremonies
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs
  - 6:260-E Exhibit - Curriculum Objection

Guidance and Counseling

- 6:270 Guidance and Counseling Program

## Achievement

- 6:280 Grading and Promotion
  - 6:280-AP Administrative Procedure - Evaluating and Reporting Student Achievement
- 6:290 Homework
- 6:300 Graduation Requirements
  - 6:300-E1 Exhibit – Application for Diploma for Veterans of WWII, Korean Conflict, Vietnam Conflict
  - 6:300-E2 Exhibit - State Law Graduation Requirements
- 6:310 Credit for Alternative Courses and Programs, and Course Substitutions
- 6:315 High School Credit for Students in Grade 7 or 8
- 6:320 High School Credit for Proficiency
- 6:330 Achievement and Awards
- 6:340 Student Testing and Assessment Program

**IASB POLICY REFERENCE MANUAL  
TABLE OF CONTENTS  
SECTION 7 - STUDENTS**

Equity

- 7:10 Equal Educational Opportunities
- 7:15 Student and Family Privacy Rights
- 7:20 Harassment of Students Prohibited

Assignment and Admission

- 7:30 Student Assignment and Intra-District Transfer
- 7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students
- 7:50 School Admissions and Student Transfers To and From Non-District Schools
- 7:60 Residence
  - 7:60-AP2, E1 Exhibit - Letter of Residence from Landlord in Lieu of Lease
  - 7:60-AP2, E2 Exhibit - Letter of Residence to be Used When the Person Seeking to Enroll a Student Is Living with a District Resident
  - 7:60-AP2, E3 Exhibit - Evidence of Non-Parent's Custody, Control, and Responsibility of a Student

Attendance

- 7:70 Attendance and Truancy
- 7:80 Release Time for Religious Instruction/Observance
- 7:90 Release During School Hours
- 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:110 **OPEN**
- 7:120 **OPEN**

Rights and Responsibilities

- 7:130 Student Rights and Responsibilities
- 7:140 Search and Seizure
- 7:150 Agency and Police Interviews
- 7:160 Student Appearance
- 7:170 Vandalism
- 7:180 Preventing Bullying, Intimidation, and Harassment
- 7:185 Teen Dating Violence Prohibited
- 7:190 Student Discipline
  - 7:190-AP3 Administrative Procedure - Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

- 7:190-AP4 Administrative Procedure - Use of Isolated Time Out and Physical Restraint
- 7:190-E1 Exhibit - Aggressive Behavior Reporting Letter and Form
- 7:200 Suspension Procedures
  - 7:200-E1 Exhibit – Short Term Out-of-School Suspension (1-3) Reporting Form
  - 7:200-E2 Exhibit – Long Term Out-of-School Suspension (4-10) Reporting Form
- 7:210 Expulsion Procedures
  - 7:210-E1 Exhibit – Notice of Expulsion Hearing
- 7:220 Bus Conduct
  - 7:220-AP Administrative Procedures – Electronic Recordings on School Buses
- 7:230 Misconduct by Students with Disabilities
- 7:240 Conduct Code for Participants in Extracurricular Activities

#### Welfare Services

- 7:250 Student Support Services
- 7:260 Exemption from Physical Activity
- 7:270 Administering Medicines to Students
  - 7:270-E Exhibit - School Medication Authorization Form
- 7:280 Communicable and Chronic Infectious Disease
- 7:285 Food Allergy Management Program
  - 7:285-AP Administrative Procedure - Implementing a Food Allergy Management Program
- 7:290 Adolescent Suicide Awareness and Prevention Programs

#### Activities

- 7:300 Extracurricular Athletics
  - 7:300-E1 Exhibit - Agreement to Participate
  - 7:300-E3 Exhibit - Authorization for Medical Treatment
- 7:305 Student Athlete Concussions and Head Injuries
  - 7:305-AP Administrative Procedure - Program for Managing Student Athlete Concussions and Head Injuries
- 7:310 Restrictions on Publications: Elementary School
- 7:315 Restriction on Publications: High School
- 7:320 **OPEN**
- 7:325 Student Fund-Raising Activities
- 7:330 Student Use of Buildings - Equal Access

7:330-E Exhibit - Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings

Records

7:340 Student Records

7:340-AP1, E1 Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

7:340-AP1, E3 Exhibit - Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information

7:340-AP1, E4 Exhibit - Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information

7:340-AP1, E5 Exhibit - Biometric Information Collection Authorization\

**IASB POLICY REFERENCE MANUAL  
TABLE OF CONTENTS  
SECTION 8 - COMMUNITY RELATIONS**

8:10	Connection with the Community
8:20	Community Use of School Facilities
8:20-E	Exhibit - Application and Procedures for Use of School Facilities
8:25	Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
8:30	Visitors to and Conduct on School Property
8:30-AP	Administrative Procedure - Definition of Child Sex Offender
8:30-E1	Exhibit - Letter to Parent Regarding Visits to School by Child Sex Offenders
8:30-E2	Exhibit - Child Sex Offender's Request for Permission to Visit School Property
8:40	Spectator Conduct at School Events (Not in PRESS)
8:50	Visitors to School (Not in PRESS)
8:60	<b>OPEN</b>
8:70	Accommodating Individuals with Disabilities
8:80	Gifts to the District
8:90	Parent Organizations and Booster Clubs
8:95	Parental Involvement
8:95 – AP	AP – Parental Involvement
8:100	Relations with Other Organizations and Agencies
8:110	Public Suggestions and Concerns

