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<u>U.S.D. 329</u>

BOARD POLICIES

- A SCHOOL DISTRICT ORGANIZATION
- **B** SCHOOL BOARD OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- **D** FISCAL MANAGEMENT
- **E BUSINESS MANAGEMENT**
- F FACILITY EXPANSION PROGRAM
- **G PERSONNEL**
 - GA GENERAL
 - GB CERTIFIED
 - GC CLASSIFIED
- **H** NEGOTIATIONS
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- K GENERAL PUBLIC RELATIONS
- L INTERORGANIZATIONAL RELATIONS
- M RELATIONS WITH OTHER EDUCATIONAL ORGANIZATIONS

Table of Contents A--School District Organization

A ABE AC AD ADA AE AEA AEB AF	District Authority District Goals and Objectives School District Organization Plan District Attendance Areas School Census School Year School Calendar Extended School Year School Day
AFC	Emergency Closings
AG	School Closings

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B--School Board Operations

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BA	Philosophy of Education
BBBB	New Member Orientation
BBE	Compensation
BBC	Board Committees
BBE	Attorney
BBG	Consultants
BBH	Use of Facilities by Outside Agencies and Groups
BCAE	Public Hearings
BCBD	Agenda
BCBF	Rules of Order
BCBG	Voting Method
BCBH	Minutes
BCBJ	Public Participation
BCBJ	News Coverage
BCBK	Executive Sessions
BDA	Developing and Adopting Policy
BDC	Policy Adoption
BE	School Board Records
BG	Memberships
BG	Memberships
BH	School Board Member Ethics

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C—GENERAL SCHOOL ADMINISTRATION

CAGoals and Objectives of School Administration		
CB Administrator Ethics		
The Administrator		
CCOrganizational Chart		
CDAdministrative Line and Staff Relations (See GACA and GACB)		
CESuperintendent of Schools		
CEASuperintendent Qualifications		
CEBSuperintendent's Duties		
CECSuperintendent Recruitment		
CEECompensation and Benefits		
CEFExpense Reimbursement and Credit Cards (See CG, GAN and KB)		
CEGSuperintendent's Professional Development Opportunities		
CEIEvaluating the Superintendent (See CGI and GAK)		
CEJ Nonrenewing or Terminating the Superintendent's Contract		
CEKResignation		
CFBoard-Superintendent Relations (See BBC)		
CGAdministrative Personnel (See CEF, and GAN)		
Compensation Guides and Contracts		
Qualifications and Duties		
Recruitment		
Assignment		
Orientation		
Supervision		
Administrative Intern Program		
Travel Expense and Reimbursement		
CGIAdministrator Evaluation (See CEI and GAK)		
CGKSuspension		
CJ		
CKProfessional Development Opportunities		
CL		
Method of Appointment		
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	Organization
	Resources
	Financial
CMPolicy	Implementation (See BDA, CGK, CMA, GAA, and JA)
CMAAdmii	nistrative Rules and Regulations (See BDA, CM, DJFAB, GAA and JA)
	Staff Involvement
	Community Involvement
	Student Involvement
	Rules Drafting
	Disseminating Rules
	Reviewing Rules
	Action Allowed When No Policy Exists
CN Public	Records (See BE, CNA, ECA, IDAE, II, HAI, JGGA and JR et seq.)
	Types of Records
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	Building Records
	Public Access
	Copies of Records
	Disposition
CNADocur	nent Production, Including Electronic Information
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	Destroying Documents
CORepor	ts (See BCBK)
	Types of Reports
	Annual
	Budget Reports
	Disseminating Reports

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D--Fiscal Management

DA DC DFE DFG DFK DFM DH DIC DJ DJB DJE DJEB DJED DJED DJEE DJEG DJEJ DJEA DJEA	Goals and Objectives Annual Operating Budget Investment of Funds Fees, Payments and Rentals Gifts and Bequests Equipment and Supplies Sales Bonded Employees Inventories Expenditure of Funds Petty Cash Accounts Purchasing Quality Control Bids and Quotations Requirements Local Purchasing Purchase Orders and Contracts Payment Procedures Purchasing Authority Administrative Leeway
DJFA DJFAB DK	Purchasing Authority Administrative Leeway Student Activity Fund Management

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E--BUSINESS MANAGEMENT

EA Goals and Objectives		
EBBuildings and Grounds Management		
EBAInsurance Program		
Liability Other Than For Vehicles		
EBB Safety (See JBH)		
Safety Rules		
Safety Unit		
Warning System		
Safety Inspections		
Heating and Lighting		
EBBA		
Inspection		
Disposal		
Rules		
EBBD Evacuations and Emergencies (See EBBF and JBH)		
School-Closing Announcements		
Bomb Threats		
Planning for Emergencies		
EBBE Emergency Drills		
EBBFCrisis Planning (See EBBD)		
EBCSecurity and Safety (JCAC, JCDBB, JDD, JDDB, JDDC, JGGA, and KGD)		
Reporting Crimes at School to Law Enforcement		
Reporting Certain Students to Administrators and Staff		
Annual Reports		
Staff Immunity		
EBCA Vandalism		
Vandalism Protection		
Restitution for Damages		
Return of School Property		
Offering a Reward		

EBE Cleaning and Maintenance Program

Sanitation		
EBILong-Range Maintenance Program		
EBJRecords		
EC Equipment and Supplies Management		
Receiving		
ECAHIPAA Policy (See BCBK, BE, CN, CNA, IDAE and JR et seq.)		
Staff Training Required		
Compliance Required		
ECH Printing and Duplicating Services (See IIBG and KBA)		
ED Student Transportation Management (See EDDA and JGG)		
EDAA		
Liability		
Safety		
Speed Limits		
Safety Inspection		
Scheduling and Routing		
Records		
Licensing of Drivers		
Housing of School Vehicles		
Transportation to Summer Athletic Events (Option 1 and Option 2)		
EDDA Special Use of School Buses (See ED)		
EE Food Services Management (See EBBD)		
Sanitation Inspections		
Records		
Meal Prices		
Free and Reduced Price Meals		
Unpaid Meal Charges		
EFData Management		
Data Dissemination		
To Education Agencies		

F--Facility Expansion Program

- FA FB
- Goals and Objectives Building Committees Memorials and Naming of District Facilities Long Range Planning FC
- FD

G--PERSONNEL

Notification and Documentation		
Law Enforcement, School Resource, and Campus Security Officers		
Documentation of ESI Incidents		
Reporting Data		
Parent Right to Meeting on ESI Use		
Local Dispute Resolution Process		
GACAPositions (See CD and GACB)		
GACBJob Descriptions (See CD and GACA)		
GACCRecruitment and Hiring		
Recruitment		
Hiring		
Hiring Sequence		
GACCANepotism		
Supervision Limitations		
GACD		
GACEAssignment and Transfer		
GADEmployee Development Opportunities		
GAEComplaints		
GAFStaff-Student Relations (See GAAC, GAACA, JGEC, JGECA and KN)		
GAGConflict of Interest		
GAHParticipation in Community Activities		
GAHBPolitical Activities		
Holding Public Office		
Political Activity in the Schools		
GAI Solicitations (See KDC)		
GAJGifts (See JL and KH)		
Gifts to Staff Members		
GAK Personnel Records (See CEI, CGI, GACD, GBI, and GCI)		
Requests for References		
Immunity Provided		
Prohibition on Aiding and Abetting Sexual Abuse		
GALSalary Deductions (FLSA) (See GAOF)		
GAMPersonal Appearance		
GAN Travel Expenses (See BBBF, CG, CEF, GBRC and GCA)		

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GANA	Expense Reimbursement and Credit Cards (See CEF and GAN)
GAO	Maintaining Proper Control (See JGFB)
GAOA	Drug Free Workplace (See LDD)
	Alternative I
	Alternative II
GAOB	Drug Free Schools (See JDDA and LDD)
	Employee Conduct
GAOC	
GAOD	Drug and Alcohol Testing
GAOE	Workers Compensation
	Testing
	Choice of Physician
GAOF	Salary Deductions (See GAL)
GAR	Communicable Diseases
GARA	Bloodborne Pathogen Exposure Control Plan
GARI	
GARID	Military Leave
GAT	Staff Use of Communication Devices
	Definitions
	General Use
	Use in Vehicles
	Use of District-Provided Communication
	Devices
	Personal Use of District-Provided
	Communication Devices
	Staff Bring Your Own Device Policy
GBH	Supervision
GBI	Evaluation (See GAK)
	Availability of Evaluation Documents
	Evaluation Criteria
GBK	Suspension
GBN	Nonrenewal and Termination
GBO	Resignation
	Option 1

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Option 2

Exit Interviews

GBQAReduction of Teaching Staff

GBR Working Schedule (See JGFB)

Work Schedules

Attendance Required

GBRC.....Professional Development (See GAN and GBRH)

GBRD.....Staff Meetings

GBRE Additional Duty

GBRF Student and Parent Conferences

GBRGNon-School Employment

GBRGA.....Consulting

GBRGB..... Tutoring for Pay

GBRH Leaves and Absences (See GBRC)

GBRIBA.....Disability Leave

GBRJ.....Substitute Teaching

GBU Ethics (See IA and IKB)

GCA Compensation and Work Assignments (See GAN)

Work Assignments

Attendance Required

Workweek

Classification of Employees

Overtime

Compensation for Out-of-Town/Overnight Trips

GCIClassified Employee Evaluation (See GAK)

GCIA.....Evaluation of Coaches and Sponsors

GCK.....Suspension

GCRF.....Non-School Employment

GCRG Leaves and Absences

Paid Leave

Unpaid Leave

Jury Leave

GCRH Vacations

GCRI.....Paid Holidays

H--NEGOTIATIONS

HABGoals and Objectives

HACScope of Negotiations

HAEBoard Negotiating Representatives

HAF.....Superintendent's Role

HAHBA.....Use of School Facilities

HAHBB Use of School Equipment

HAINegotiations Procedures (See CN)

Distribution of Information

Research Assistance

Minutes and Records

Reporting to Staff and Board

Reporting to the Media and Public

HAJ Preliminary Agreement Disposition	
HAKRatification Procedures	
HAL Announcement of Agreement	
HAN	owdowns

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I--INSTRUCTIONAL PROGRAM

IA Philosophy - Mission Statement (See GBU and IKB)
IB School Site Councils See (KA)
IC Educational Program (See IDAA, IDAB, IDAC and IJ)
Curricular Offerings
Educational Goals and Objectives
Additional Educational Programs
ICA Pilot Projects (See IDAE,)
Pilot Project Evaluation
Student Surveys
ICAA Teaching Methods (See ICA, IDAE, IJ)
IDInstructional Program (See BBG, CJ, CL and IJ)
Modification
Personnel
Financial Resources
Evaluation
IDAA
Partnerships/Work-Study Program
IDAB Support Programs (See IC and LDD)
Drug Education
Student Mental Health
Dropout Prevention
At-Risk Students
Guidance
Homebound Instruction
IDAC Exceptional Programs (See IC)
IDACASpecial Education Services
IDACB
IDAD Title I Programs
Annual Parent Meeting
IDAE Student Privacy Policy (See BCBK, ICA, ICAA, II and JR et seq.)
Student Data Restrictions

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	Student Data Security Breach	
	Biometric Data	
	Select Student Surveys	
IDCE College	e Classes (See JBE and JQ)	
	Concurrent Enrollment	
DFA Athleti	cs	
IE Instruc	tional Arrangements	
	Class Size	
	Scheduling for Instruction	
	Pre-enrollment	
IEB Charter	r Schools	
IF Textbo	oks, Instructional Materials & Media Centers (See IKD and KN)	
	Selection Criteria: Textbooks and Instructional Materials	
	Selection Criteria: Media Center Materials	
	Collection Development	
	Challenges of Materials	
	Review Committee	
	The Review Committee Shall:	
	Removing Challenged Materials	
IFBH Outside	e Speakers (See IKB)	
IFC Comm	unity Resources (See KFD)	
IFCB Field T	rips	
	USD Approved Field Trips	
	Non-Sanctioned Field Trips	
IHA Gradin	g System	
IHB Homew	vork	
IHEA Make-V	Up Opportunities (See JBD and JDD)	
IHF Gradua	ation Requirements (See JFCA)	
II Educat	ional Testing Programs (See BCBK, BE, CN, CNA, IDAE, IJ and KBA)	
	Test Integrity	
	Reporting Test Results	
IIA Perform		
IIBFAccept		
IIBG Compu	iter Use (See ECH, JCDA and KBA)	

	Use of District Computers/Privacy Rights
	Copyright
	Installation
	Hardware
	Audits
	E-mail Privacy Rights
	Ownership of Employee Computer Materials
IIBGA Childre	en's Internet Protection Act
IIBGB On-Lin	ne Learning Opportunities
	Application
	Guideline
	Other Regulations or Guidelines
IIBGC Staff O	nline Activities
IJ Evalua	tion of Instructional Program (See IC, ICAA, ID, and II)
IKA Financ	sial Literacy (See ID)
IKB Contro	oversial Issues (See GBU, IA and IFBH)
IKCAHumai	n Sexuality and AIDS Education
	Opt-Out Procedure and Form
	Annual Request Required
	Notice of Availability
IKD Religio	on in Curricular or School Sponsored Activities (See AEA, IF, IKDA and KN)
	Teaching About Religion
	Religion in the Curriculum and School Activities
	Religious Symbols in the Classroom
	Religious Holidays
	Graduation and Other Ceremonies
IKDAReligi	ous Objections to Activities (IKD)
IKE Assem	ablies
IKI Lessor	n Plans
ING Anima	als and Plants in the School

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J--STUDENTS

JAGoals and Object	tives (See BDA, CM, CMA, GAA and JCDA)
JBAttendance Rec	ords (See JBC, JBD and JBE)
JBCEnrollment (See	IIBGB, JBCA, JBCB, and JQKA)
Residen	t Students
Non-res	ident Students
Non-Re	sident Student Continued Enrollment
Enrollm	ent Restriction
Enrollm	ent Procedures
Part-tim	e Students
Identific	ation of Students
Enrollm	ent Information
Assignn	ent to a School Building, Grade Level, or Classes
Transfer	ring Credit
Transfer	s from Non-Accredited Schools
JBCAHomeless Stude	nts (See EDAA and JBC)
Coordin	ator
JBCBFoster Care Stud	ents (See EDAA, JBC, and JBCA)
Point of	Contact
JBDAbsences and E	ccuses (See AEB, IHEA, JBE and JDD)
Excused	/Unexcused Absences
Signific	ant Part of a School Day
Make-U	p Work
JBETruancy (See Al	EB, IDCE, JBD, and JQ)
Waiver	of Compulsory Attendance Requirements
Involver	nent of Law Enforcement
Reportir	g to Parents
Dual En	rollment Students
JBHRelease of a Stud	lent during the School Day (See EBB and EBBD)
JCABSearches of Prop	erty (See JCABB)
Search o	f Lockers
Searches	s of Property

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JCABBSearches of Students (See JCAB and JCAC)
JCACInterrogation and Investigations
(See EBC, GAAD, JCABB, JCEC and JHCAA)
Coordination with Law Enforcement
Notification of Investigations Conducted by Law Enforcement Officers
Child Abuse and Identity Investigations Conducted by Law Enforcement
Officers
Law Enforcement Initiated Investigations at School
Taking Students into Custody
Disturbance of School Environment
Definition
JCDAStudent Conduct (See AEB, IIBG, JA, JCHAA and JHBAA)
JCDAATobacco-Free School Grounds for Students (See GAOC and KMA)
JCDBDress Code
JCDBBWeapons (See EBC, JDC, JDD, JHCAA and KGD)
Weapons and Destructive Devices
Penalties for Weapon Violations
JCEComplaints (See JDDC and KN)
Complaints about Discrimination
Complaints about School Rules
JCECDemonstrations (See JCAC)
JDACorporal Punishment
JDBDetention
JDCProbation (See JCDBB and JDD)
JDDSuspension and Expulsion Procedures
(See AEB, EBC, IHEA, JBD, JCDA, JCDBB, JDC, JDDB, JDDC and JHCAA)
Reasons for Suspension or Expulsion
Short-term Suspension
Long-term Suspension or Expulsion
Rules Which Apply in all Cases When a Student may be Suspended or
Expelled
Student Rights during a Long-Term Suspension/Expulsion Hearing
Appeal to the Board
JDDADrug Free Schools (See GAOB and LDD)

Student Conduct
Insert Local Sanctions Here
JDDBReporting to Law Enforcement (See EBC and JDD)
JDDCBullying (See EBC, GAAB, JCE, JDD, JGEC, JGECA and KGC)
Cyber Bullying
JFAcademic Achievement (See II and JR et seq.)
Reporting
Report Cards
JFAPeer Grading of Assignments
Option I – Peer Grading Prohibited
Option II – Limited Peer Grading Allowed
JFBPromotion and Retention
JFCGraduation Exercises
JFCAEarly Graduation (See IHF)
JGAStudent Insurance Program
JGCHealth Assessments and Physicals (See JGCB)
JGCALocal Health and Wellness
Health and Wellness Committee
Recordkeeping
JGCBInoculations (See JGC)
JGCBAAutomated External Defibrillators
JGCCCommunicable Diseases
JGCDHealth Screenings
Vision Screenings
Hearing Screening
Dental Screenings
Selected Screenings
JGDStudent Psychological Services (See JR, et seq.)
JGECSexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)
Response to Harassment Complaints
Definitions
Supportive Measures
The Formal Complaint
Formal Complaint Notice Requirements

Formal Complaint Investigation Procedures
Formal Complaint Investigation Report
Decision Maker's Determination
Appeals
Informal Resolution Process
JGECARacial and Disability Harassment: Students (See GAACA, GAAD, GAF, JDDC
and KN)
JGFBSupervision of Students (See GAO, GBR and JH)
JGFFStudent Transportation Regulation
JGFGStudent Accidents and Health Emergencies
Emergency Care
Records
JGFGBSupervision of Medications (See JGFGBA)
JGFGBAStudent Self-Administration of Medications (See JGFGB)
Student Eligibility
Authorization Required
Employee Immunity
Waiver of Liability
Additional Requirements
JGFGBBAccommodating Students with Diabetes
JGGTransportation (See ED and EDDA)
JGGAUse of Video Cameras (See CN and JR et seq.)
JGHSchool Food Service Programs
Free or Reduced Price Meals
Contracts with Other Agencies
JGHBVending Machines and Other Automated Play Machines (See DK and JGCA)
JHStudent Activities (See DK, JGFB, JM and KG)
Eligibility for Activities
Adding or Eliminating Activities
Activity Fund Management
JHCStudent Organizations
Student Clubs
Non-School Sponsored Student Clubs
Student Government

ЈНСА	Student Publications (See KI)
	School-Sponsored Student Publications
	Non-School Sponsored Student Publications
	Advertisements
ЈНСАА	Gang Intimidation (See JCAC, JCDA, JCDBB and JDD)
Л	Community Activities
JJ	Employment of Students (See IDAA)
	In-School Employment
	Outside Employment
	Vocational or Other Work Experience
JK	Solicitations (See KI)
л	Gifts (See DK, GAJ and KH)
	Student Gifts to Staff Members
	Faculty Gifts to Students
	Student Organization Gifts to the School
JM	Contests for Students (See JH)
JN	Awards
JQ	Exceptional Students (See IDCE and JBE)
	Concurrent Enrollment
JQA	Temporarily Disabled Students (See IDACB and JGFGBA)
JQE	Alternative Arrangements for Nontraditional Students
JQI	Adult Students
JQKA	Foreign Exchange Students (See JBC)
JQL	Hearing Procedures for Exceptional Students
JQLA	Class-size/Caseload Limits for Exceptional Students
JR	Student Records (See BCBK, CN, CNA, ECA, IDAE, JGGA, JR <u>et seq.</u> and KBA)
JRA	Types of Records (See BCBK, CN, CNA, ECA, IDAE, JGGA, JR <u>et seq.</u> and KBA)
	Permanent Student Records
	Administrative records
	Supplementary records
	Tentative records
JRB	Release of Student Records (See BCBK, CN, CNA, ECA, IDAE, JGGA, JR <u>et seq.</u> and KBA)

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Directory Information

Forwarding Pupil Records

JRC	.Disposition of Records
	(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)
JRD	.Hearing Request
	(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)
JS	.Student Fees and Charges
	Credit Card Payments
	Fee Schedules
	Debt Collection

Forwarding Pupil Records

K--GENERAL PUBLIC RELATIONS

КА	
КВ	Public Information Programs (See CEE, CEF, and KBA)
	Newsletters and other Media
KBA	District or School Websites (See DC, ECH, II, IIBG, JR et seq. and KB)
	Website Rules
КВС	
	Broadcasting and Taping
	News Releases
	Conferences and Interviews
КСА	Protection of Privacy Rights
КСВ	Custodial and Non-Custodial Parent Rights
KDC	
KFD	School Volunteers (See EBAA and IFC)
KG	Use of School Facilities by Community Groups (See DFG and JH)
	Use in Accordance with Board Policies
	Fees and Rental Charges
	Lease Arrangements
	Supervision of Non-School Groups
	Insurance and/or Bonds
KGA	Use of District Personal Property and Equipment
	Personal Use
KGB	
KGC	Bullying by Parents (See EBC, GAAE, JDDC, KGD)
KGD	
	and KGC)
	Criminal Possession of a Firearm
KGDA	Public Conduct on School Property
КН	Gifts to Schools (See GAJ and JL)
КІ	
	Materials Produced by Outside Groups – Including Religious Materials

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Political Campaign Materials

Advertising in the Schools

Mailing Lists

KK Sale of District Property (See DFM)

KM..... Visitors to the School

KN..... Complaints (See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC,

JGECA, and KNA)

Complaints About Discrimination or Discriminatory Harassment

Informal Procedures

Formal Complaint Procedures

Complaints About Discrimination on the Basis of Sex

Complaints Concerning Child Nutrition Programs

Complaints About Policy

Complaints About Curriculum (See IF)

Complaints About Instructional Materials

Complaints About Facilities and Services

Complaints About Personnel

Complaints About Emergency Safety Intervention Use

KNA Complaints Regarding Child Nutrition Programs

Complaints About Discrimination in Child Nutrition Programs

L--Interorganizational Relations

- LA
- LB
- LC
- LD
- Goals and Objectives School-Community Cooperation School-Community Programs School-General Government Relations Federal Government--Drug Free Schools LDD
- Churches LED

M--Relations with Other Education Agencies

- MA
- MD
- ΜF

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Goals and Objectives Interdistrict Relations Colleges and Universities Educational Accreditation Agency Relations MK