

## **TABLE OF CONTENTS**

100	School District
200	Board of Directors
300	Administration
400	Staff Personnel
500	Students
600	Educational Program
700	Auxiliary Services
800	Business Procedures
900	Buildings and Sites
1000	School-Community Relations
	Index

# EDUCATIONAL PHILOSOPHY

## Series 100

Introduction

100 Legal Status of the School District

101 Educational Philosophy

102 Equal Educational Opportunity and Non-Discrimination Policy

102.E1 Annual Notice of Nondiscrimination

102.E2 Continuous Notice of Nondiscrimination

102.E3 Section 504 Student and Parental Rights

102.E4 Complaint Form

102.E5 Witness Disclosure Form

102.E6 Disposition of Complaint Form

102.R1 Grievance Procedure

103 Long Range Needs Assessment

104 Anti-Bullying/Harassment Policy

104.E1 Anti-bullying/Anti-Harassment Policy Complaint Form

104.E2 Anti-bullying/Anti-Harassment Witness Disclosure Form

104.E3 Anti-bullying/Anti-Harassment Disposition of Complaint Form

104.R1 Anti-Bully/Anti-Harassment Investigation Procedures

105 The People and Their School District

# **BOARD OF DIRECTORS**

## Series 200

- 200           Statement of Guiding Principles for the  
              Board of Directors
  - 200.1       Organization of the Board of Directors
  
- 201           General Organization
  - 201.1       Name of School District
  - 201.2       Legal Status of the Board
  - 201.3       General Powers and Duties of the Board
  - 201.4       Elections to the Board
  - 201.5       Membership of the Board
  - 201.6       Term of Office of Board Members
  
- 202           Specific Duties of the Board
  - 202.1       Code of Ethics of the Board
  - 202.2       President of the Board
  - 202.3       Vice-President of the Board
  - 202.4       Vacancies
  - 202.5.1     Secretary/Treasurer of the Board
  - 202.5.1a    Treasurer
  - 202.5.1-E   Resolution Combining Offices of  
              Secretary and Treasurer
  
- 203           Procedures of Operation
  - 203.1       Development of Policy
  - 203.11      Review and Revision of Policy
  - 203.12      Administration in Absence of Policy
  - 203.13      Dissemination of Policy
  - 203.2       Adoption of Policy
  - 203.3       Approval of Administrative Regulations
  - 203.4       Standing Committees of the Board
  - 203.5       Temporary Committees of the Board
  - 203.6       Citizens' Advisory Committees
  - 203.7       Legal Counsel
  - 203.8       Conflicts of Interest of Board Members
  - 203.9       Gifts to Board of Directors
  
- 204           Meetings of the Board
  - 204.1       Open Meetings
  - 204.2       Regular Board Meetings
  - 204.3       Special Board Meetings
  - 204.4       Closed Sessions of the Board
  - 204.5       Annual Meetings of the Board
  - 204.7       Notice for Board Meetings
  - 204.8       Quorum for Board Meetings

204.9 Rules of Order  
204.10 Agenda for Board Meetings  
204.11 Order of Regular Business Meetings of the Board  
204.12 Complaints Before the Board  
204.13 Minutes of Meetings of the Board  
204.14 Participation by the Public  
204.15 Oath of Office, Board Members  
204.20 Consent Agendas

205 Miscellaneous  
205.1 Compensation of Expenses to Board Members  
205.2 Membership in State and National Associations  
205.3 Board of Directors and Elected Officials  
  
216.2 Board of Director's Member Development and Training

# **ADMINISTRATION**

## Series 300

- 300 Statement of Guiding Principles  
for Administration
- 301 Superintendent
  - 301.1 Superintendent of Schools - Qualifications
  - 301.2 Superintendent of Schools - Appointment
  - 301.3 Superintendent of Schools - Functions
  - 301.4 Superintendent of Schools - Evaluation
  - 301.5 Superintendent of Schools - Professional Development
  - 301.6 Superintendent of Schools - Succession of Authority
- 303 Building Principals
  - 303.1 Building Principals - Qualifications
  - 303.2 Building Principals - Appointment
  - 303.3 Building Principals - Functions
  - 303.4 Building Principals - Evaluation
  - 303.5 Building Principals - Professional Development
- 312 Administrative Personnel Employment
  - 312.1 Individual Contracts
- 314 Administrative Personnel Contract Termination
  - 314.1 Retirement
  - 314.2 Resignation
  - 314.3 Dismissal

# STAFF PERSONNEL

## Series 400

400	Statement of Guiding Principles for Staff Personnel
400.6	Technology Resources
400.8	Employee Expression
401	Certificated Personnel Selection
401.2	Definition of Certificated Personnel
401.3	Qualifications, Recruitment, Selection of Certificated Personnel
401.5	Certification
401.11	Equal Employment Opportunity
401.12	Grievance Procedure
402	Certificated Personnel Employment
402.1	Original Contracts of Certificated Personnel
402.2	Continuing Contracts of Certificated Personnel
402.6	Insurance for Certificated Personnel
402.8	Vacations/Holidays of Certificated Personnel
402.9	Evaluation of Certificated Personnel
403	Certificated Personnel Contract Termination
403.1	Retirement of Certificated Personnel
403.11	Retirement Recognition
403.2	Resignation of Certificated Personnel
403.3	Discharge/Dismissal of Certificated Personnel
403.6	Drug and Alcohol Testing Program
404	Certificated Personnel Leaves of Absence
404.1	Personal Illness/Disability Leave
404.2	Paid Time Off Leave
404.3	Bereavement Leave
404.4	Association Leave
404.5	Professional Leave
404.7	Military Service
404.8	Family & Medical Leave Act of 1993
405	Certificated Personnel Related Consideration
405.1	Gifts to Employees
405.4	Tutoring by Certificated Personnel
405.6	Professional Credit Programs and Inservice for Certificated Personnel
405.7	Child Abuse Reporting by Certificated Personnel
405.72	Abuse of Students by School District Employees
405.73	Abuse of Students by School District Employees Regulations
405.74	Abuse of Students by School District Employees Complaint of Injury Form
405.75	Abuse of Students by School District Employees

405.76	Report of Level I Investigation Abuse of Students by School District Employees Level I Investigator's Report Form
405.9	Probationary Status, Licensed Employees
405.13	Copyright of Materials
406	Part-Time Certificated Personnel
406.2	Substitutes for Certificated Personnel
406.21	Substitute Teacher Pay
406.3	Student Teachers
406.31	Cooperating Teacher
407	Support Personnel Selection
407.1	Definition of Support Personnel
407.11	Education Aide
407.3	Recruitment and Selection of Support Personnel
408	Support Personnel Employment
408.1	Contracts for Support Personnel
408.2	Assignment and Transfer of Support Personnel
408.3	Salary Schedules for Support Personnel
408.4	Insurance for Support Personnel
408.5	Vacations for Support Personnel
408.6	Evaluation of Support Personnel
409	Support Personnel Leaves of Absence
409.2	Resignation of Support Personnel
409.3	Discharge of Support Personnel
409.4	Reduction in Force of Support Staff
410	Support Personnel Leaves of Absence
410.1	Personal Illness/Disability Leave of Support Personnel
410.2	Extended Illness Leave for Support Personnel
410.3	Emergency Leave for Support Personnel
410.31	Family Illness Leave for Support Personnel
410.4	Bereavement Leave for Support Personnel
410.6	Military Service for Support Personnel
410.7	Unpaid Leave for Support Personnel
410.8	Holidays for Support Personnel
410.9	Remembrances - Flowers and Gifts
411	Support Personnel-Related Considerations
411.1	Relations to Pupils and Public for Support Personnel
	Sexual Harassment (See 104)
412	Part-Time Support Personnel
412.1	Substitutes for Support Personnel
413	Staff Personnel
413.1	Annuities
413.2	Physical Examinations
413.3	Jury Duty

413.5	Drug Free Workplace
413.6	Hazardous Chemical Disclosure
413.7	Access to Buildings
413.8	Payroll Schedule
413.9	Employee Conflict of Interest



# **STUDENTS**

## Series 500

- 500 Statement of Guiding Principles for Students
- 501 Student Attendance
  - 501.2 Entrance Requirements; Evidence of Age
  - 501.3 Compulsory Attendance
  - 501.4 Attendance Records
  - 501.5 Resident Students
  - 501.6 Nonresident Students
  - 501.7 International Students
  - 501.16 Homeless Children and Youth
- 502 Student Behavior and Discipline
  - 502.1 Student Conduct
  - 502.1A Student Appearance
  - 502.2 Student Suspension
  - 502.3 Student Expulsion
  - 502.4 Smoking - Drinking - Drugs
  - 502.5 Student Lockers
  - 502.6 Weapons
  - 502.6A Administrative Regulations
  - 502.7 Student-to-Student Harassment
  - 502.7A Student-to-Student Harassment Investigation Procedures
  - 502.8 Search and Seizure
  - 502.9 Student Expression
  - 502.10 Physical Restraint and Seclusion of Students
  - 502.10R1 Use of Physical Restraint and Seclusion with Students
  - 502.10E1 Use of Physical Restraint and/or Seclusion Documentation Form
  - 502.10E2 Debriefing Letter to Guardian of Student Involved in an Occurrence Where Physical Restraint and/or Seclusion was Used
- 503 Student Activities
  - 503.1 Student Government
  - 503.2 Student Organizations
  - 503.3 Student Publications
  - 503.4 Student Social Events
  - 503.5 Student Activity Program
  - 503.6 Interscholastic Competition
  - 503.7 Student Attendance at Events Outside of School
  - 503.8 Student Honors and Awards
  - 503.9 Student Good Conduct Rule
  - 503.10 Fines - Fees - Charges
  - 503.10R1 Student Fee Waiver and Reduction Procedures

- 504 Student Health and Safety Regulations
  - 504.1 Student Health and Immunization Certificates
  - 504.21 Communicable Diseases
  - 504.22 Universal Precautions Regulation
  - 504.3 Injury of Illness at School
  - 504.31 Student Health Services
  
  - 504.31B Special Health Services
  - 504.31R Medication Policy
  - 504.32 Concussion Management
  - 504.4 Student Use of Bicycles
  - 504.5 Student Use of Motor Vehicles
  - 504.6 Student Work Permits
  - 504.7 Emergency School Closings
  - 504.8 Student Insurance, General
  - 504.9 Student Insurance, Athletic
- 505 Miscellaneous Student-Related Matters
  - 505.2 Student Activity Accounts
  - 505.3 Senior Graduation Announcements
  - 505.31 Senior Pictures
  - 505.32 Class Rings
  - 505.4 Testing Program
  - 505.5 Interrogations of Students by Outside Agencies
  - 505.8 Parent and Family Engagement
- 506
  - 506.1 Education Records Access
  - 506.1R Use of Education Records Regulations
  - 506.2 Student Directory Information
  - 506.2R1 Use of Directory Information
  - 506.2E1 Authorization for Releasing Student Directory Information
- 507
  - 507.9 Wellness Policy

# EDUCATIONAL PROGRAM

## Series 600

- 600 Statement of Guiding Principles for the Educational Program
- 601 General Organization
  - 601.1 Types of School Organization
  - 601.2 School Calendar
  - 601.4 School Day: Instructional Schedule
- 602 Programs of Instruction
  - 602.1 Multicultural/Gender Fair Education-Replaced by 102.1
  - 602.2 Elementary Curriculum
  - 602.3 Middle School Curriculum
  - 602.4 High School Curriculum
  - 602.40 Homework
  - 602.5 Summer School Instruction
  - 602.61 Special Education-Parent/Student Due Process Rights and Procedural Safeguards
  - 602.62 Special Education-Child Find Program
  - 602.64 Special Education-Student Records
  - 602.66 Student Special Health Services
  - 602.7 Talented and Gifted Education
  - 602.8 Career Education
  - 602.9 Alternative Programs
  - 602.91 Program for Students at Risk
  - 602.10 Community Education
  - 602.13 Co-Curricular Activities
  - 602.131 Athletic Practices and Extra-curricular Activities
  - 602.132 Cancellation/Postponement of Activities
  - 602.14 Curriculum Development
  - 602.141 Curriculum Implementation
  - 602.142 Curriculum Evaluation
  - 602.143 Test Preparation for Standardized Tests
  - 602.15 Religion and Public Schools
  - 602.151 Religion Based Exclusion from School Program
  - 602.16 Equivalent Instruction Exception to Compulsory Education Requirements
  - 602.161 Competent Private Instruction
  - 602.162 Dual Enrollment
  - 602.17 Global Education
  - 602.18 Physical Education
  - 602.19 Health Education
  - 602.20 Citizenship
  - 602.30 Instruction at a Postsecondary Educational Institution
- 603 Instructional Arrangements
  - 603.1 Class Size
  - 603.11 Insufficient Classroom Space
  - 603.2 Field Trips and Excursions

603.3 Special Education  
603.4 Selection of Instructional Materials  
603.5 Request for Reconsideration Procedures  
603.5R Reconsideration Request Form  
603.6 Outside Resource People  
603.7 Teaching Controversial Issues  
603.8 Shared-Time Staff

604 Services  
604.1 Student Guidance and Counseling Program  
604.2 Health Services  
604.21 Suicide Prevention and Aces Training Requirements  
604.4 Media Centers  
604.5 Student Library Circulation Records  
604.6 Use of Information Resources Copyright & Plagarism

605 Student Progress  
605.1 Progress Reports of Students  
605.12 Credit Policy for Special Education Resource  
Teaching Program  
605.2 Student Promotion - Retention - Acceleration  
605.21 Performance Testing for Classroom Credit  
605.3 Promotion of Students  
605.4 Graduation Requirements  
605.41 Early Graduation

606  
606.2 Open Enrollment As A Sending District  
606.3 Open Enrollment As A Receiving District

607  
607.1 Animals In The Classroom  
607.2 Assistance Animals

## AUXILIARY SERVICES

### Series 700

- 700 Statement of Guiding Principles for Auxiliary Services
- 701 School Lunch Program
  - 701.1 Purpose of Program
  - 701.2 Scope of Program
  - 701.3 Financial Support
  - 701.4 Eligibility for Free or Reduced-Cost Meals
  - 701.5 Meal Charges
- 702 Transportation
  - 702.5 Summer Program Bus Service
  - 702.6 Transportation Insurance Program
  - 702.7 Regulations for Students Riding Buses
  - 702.9 Special Convenience Bus Stops
  - 702.11 Seat Belts
  - 711.2 Use of Video Cameras on School Buses
  - 711.2R Use of Video Cameras on School Buses Regulations
  - 711.8 Transportation in Inclement Weather
  - 711.9 District Vehicle Idling

# **BUSINESS PROCEDURES**

## Series 800

- 800 Statement of Guiding Principles for Business Procedures
- 801 Budget
  - 801.1 Planning the Budget
  - 801.2 Preparation of the Budget Document
  - 801.3 Requirements of the Budget Document
  - 801.4 Publication of the Budget
  - 801.5 Public Review of the Budget
  - 801.6 Budget Adoption by the Board
  - 801.7 Budget as a Spending Plan
  - 801.8 Transfer of Inactive Account Funds
  - 801.9 Financial Accounting System
  - 801.10 Internal Controls
- 802 Income
  - 802.1 Local, State, and Federal Income
  - 802.2 Tuition Fees
  - 802.3 Sale, Lease or Disposition of Student Constructed Buildings
  - 802.4 Use of School Property and Equipment
  - 802.5 Sale of Bonds
  - 802.5R1 Post-Issuance Compliance Regulation for Tax-Exempt Obligations
  - 802.6 Investments
  - 802.7 Gifts, Grants, and Bequests
  - 802.8 Depository of Funds
- 803 Expenditures
  - 803.1 Purchasing and Bidding
  - 803.2 Requisitions
  - 803.3 Purchase Orders
  - 803.4 Receiving Goods and Services
  - 803.5 Approval & Payment for Goods & Services
  - 803.6 Unpaid Warrants
  - 803.7 Payroll Periods
  - 803.8 Payroll Deductions
  - 803.9 Travel Allowance
  - 803.10 Credit Cards
- 804 Reports
  - 804.1 Secretary/Treasurer's Monthly Reports
  - 804.2 Secretary/Treasurer's Annual Report
  - 804.5 Audits

805	Records
805.1	Board of Directors' Records
805.2	Personnel Records
805.4	Bonds for Officers and Employees
805.5	Inventory
805.6	Fixed Assets Capitalization
806	Insurance
806.1	Insurance Program

# **BUILDINGS AND SITES**

## Series 900

- 900           Statement of Guiding Principles for Buildings and  
              Sites
- 901           Site Acquisition and Building Construction
  - 901.1        School Facilities Surveys
  - 901.2        Site Specifications
  - 901.3        Site Acquisition
  - 901.4        Selection of an Architect
  - 901.5        Educational Specifications for Buildings
  - 901.6        Preliminary Building Specifications
  - 901.8        Final Building Specifications
  - 901.9        Financing Sites and Construction
- 902           Maintenance and Operation
  - 902.1        Maintenance Schedule
  - 902.2        Requests for Improvements
  - 902.3        Emergency Repairs
  - 902.4        Use of Contract Service
  - 902.5        Disposition of Obsolete Equipment
  - 902.7        Adaptation for the Handicapped
  - 902.8        Means of Escape from Fire
  - 902.9        Life Cycle Analysis
- 905
  - 905.2        Tobacco-Free Environment



# **SCHOOL-COMMUNITY RELATIONS**

## Series 1000

- 1000 Statement of Guiding Principles for Relations
- 1001 Public Communications
  - 1001.1 Board-Community Relations
  - 1001.2 Releases to News Media - Internal School News
  - 1001.3 Releases to News Media - Board Matters
  - 1001.4 Duplicated or Printed Materials
  - 1001.5 Board Proceedings
  - 1001.6 Public Records
- 1002 Citizens' Advisory Committees
  - 1002.1 Organization and Dissolution
  - 1002.2 Membership and Appointment
  - 1002.3 Communications and Recommendations
- 1003 Relations Between School Personnel and the Public
  - 1003.1 Participation in Community Life
  - 1003.2 Gifts to School District Personnel
  - 1003.3 Citizens' Complaints About School Personnel
  - 1003.4 Citizen Assistance to School Personnel
- 1004 Use of School Facilities
  - 1004.1 Community Use of School Facilities
  - 1004.2 Use of School Facilities for Private Profit
  - 1004.7 Gratuities to Personnel
- 1005 Community Activities Involving Students
  - 1005.1 Public Performances by Students
  - 1005.2 Contests for Students
  - 1005.3 Sales Promotions Prohibited
  - 1005.4 Money-Raising Activities in the Schools
  - 1005.6 Transporting Students in Private Vehicles
- 1006 Visitors to the School

## A

### Absences (See Leaves and Absences)

- 405.3 Access to Building for Certificated Personnel
- Activities Fees (Use 505.2, Student Activity Accounts)
- 902.7 Adaptation for the Handicapped
- Addressing the Board (Use 204.14, Participation by the Public)

### ADMINISTRATION

- 300 Administration
- 203.3 Approval of Administrative Regulations
- 303 Building Principals
- 303.2 Building Principals - Appointment
- 303.4 Building Principals - Evaluation
- 303.3 Building Principals - Functions
- 303.1 Building Principals - Qualifications
- 312 Contracts - Administrative Personnel
- 314 Contract Termination - Administrative Personnel
- 300 Statement of Guiding Principles for Administration
- 301.2 Superintendent of Schools - Appointment
- 301.4 Superintendent of Schools - Evaluation
- 301.3 Superintendent of Schools - Functions
- 301.1 Superintendent of Schools - Qualifications
- 314 Administrative Personnel Contract Termination
- 314.1 Retirement
- 314.2 Resignation
- 314.3 Dismissal
- 312 Administrative Personnel Employment Individual Contract
- Administrative Personnel (Use 300, Administration, and subcodes)
- Advisory Committee (Use 203.6 and 1002, Citizens' Advisory Committees)
- Affirmative Action (Use 401.1 and 407.2, Equal Opportunity Employment/Affirmative Action)
- Age of School Entrance (Use 501.2, Entrance Requirements; Evidence of Age)
- 204.10 Agenda for Board Meetings
- Alcohol (Use 502.4, Smoking, Drinking, and Drugs)
- 602.9 Alternative Programs
- 204.5 Annual Meetings of the Board
- 607.1 Animals In The Classroom
- 607.2 Animals, Assistance
- 413.1 Annuities for Personnel
- 104 Anti-Bullying/Harassment Policy

### APPOINTMENT

- 303.2 Building Principals - Appointment
- 401.4 Certificated Personnel Selection
- 407.3 Support Personnel Selection

301.2 Superintendent of Schools - Appointment

803.5 Approval and Payment for Goods and Services

203.3 Approval of Administrative Regulations

408.2 Assignment and Transfer of Support Personnel

ATHLETICS

602.131 Athletic Practices and Extra-curricular Activities

602.132 Cancellation/Postponement of Activities

602.13 Co-Curricular Activities

503.6 Interscholastic Competition

Attendance (Use 501, Student Attendance)

501.4 Attendance Records

Attorney (Use 203.7, Legal Counsel)

804.5 Audits

Automobiles (Use 504.5, Student Use of Motor Vehicles)

Awards (Use 503.8, Student Honors and Awards)

700 Auxiliary Services

## B

Banking (Use as appropriate: 802.8, Depository of Funds; 595.2, Student Activity Accounts)

Behavior Code (Use 502, Student Behavior and Discipline, and subcodes)

Bicycle Use (Use 504.4, Student Use of Bicycles)

Board Committees (Use 203.6, Citizens' Advisory Committees; 203.4, Standing Committees of the Board; or 203.5, Temporary Committees of the Board)

Board Member Qualifications (Use 201.4, Elections to Board)

## BOARD OF DIRECTORS

204.10 Agenda for Board Meetings

204.20 Consent Agendas

204.5 Annual Meetings of the Board

203.3 Approval of Administrative Regulations

200 Board of Directors

205.3 Board of Directors and Elected Officials

216.2 Board of Director's Member Development and Training

805.1 Board of Directors' Records

1001.5 Board Proceedings

801.6 Budget Adoption by the Board

203.6 Citizens' Advisory Committees

202.1 Code of Ethics of the Board

205.1 Compensation for Expenses to Board Members

204.12 Complaints Before the Board

203.8 Conflicts of Interest of Board Members

203.1 Development of Policy

201.4 Elections to the Board

- 204.4 Executive Sessions of the Board
- 201.3 General Powers and Duties of the Board
- 203.7 Legal Counsel
- 201.2 Legal Status of the Board
- 204 Meetings of the Board
- 205.2 Membership in State & National Associations
- 201.5 Membership of the Board
- 204.7 Notice for Board Meetings
- 204.15 Oath of Office, Board Member
- 204.1 Open Meetings
- 204.11 Order of Regular Business Meetings of the Board
- 200.1 Organization of the Board of Directors
- 202.2 President of the Board
- 204.14 Participation by the Public
- 204.8 Quorum for Board Meetings
- 204.2 Regular Board Meetings
- 1001.3 Releases to News Media - Board Matters
- 204.9 Rules of Order
- 202.5.1 Secretary of the Board
- 202.5.1a Treasurer
- 204.3 Special Board Meetings
- 203.4 Standing Committees of the Board
- 200 Statement of Guiding Principles for the Board of Directors
- 203.5 Temporary Committees of the Board
- 201.6 Term of Office of Board Members
- 202.5.1 Treasurer of the Board
- 202.4 Vacancies
- 202.3 Vice-President of the Board
- 805.4 Bonds for Officers and Employees

#### BUDGET

- 801.6 Budget Adoption by the Board
- 801.7 Budget as a Spending Plan
- 801.9 Financial Accounting System
- 801.1 Planning the Budget
- 801.2 Preparation of the Budget Document
- 801.5 Public Review of the Budget
- 801.4 Publication of the Budget
- 801.3 Requirements of the Budget Document
- 801.8 Transfer of Inactive Account Funds

#### BUILDING PRINCIPALS

- 303.2 Building Principals - Appointment
- 303.4 Building Principals - Evaluation
- 303.3 Building Principals - Functions
- 303.5 Building Principals - Professional Development
- 303.1 Building Principals - Qualifications
- 900 Buildings and Sites
- Buses (Use 702, "Transportation")
- 800 Business Procedures

## C

Cabinets (Use 306, Administrative Cabinet, and subcodes)

602.8 Career Education

401.5 Certification

Certificated Personnel (Use specific subject of interest, i.e. Evaluation of Certificated Personnel)

405.7 Child Abuse Reporting by Certificated Personnel

405.71 Child Abuse Reporting Regulations

1003.4 Citizen Assistance to School Personnel

504.21 Communicable Diseases

### CITIZENS' ADVISORY COMMITTEES

203.6 Citizens' Advisory Committees

1002.3 Communications and Recommendations

1002.2 Membership and Appointment

1002.1 Organization and Dissolution

1003.3 Citizens' Complaints About School Personnel

Civil Defense Alarms (Use 504.10, Fire/  
Tornado/Disaster Drills)

602.20 Citizenship

603.1 Class Size

603.11 Class Space

204.4 Closed Session of the Board

602.13 Co-Curricular Activities

202.1 Code of Ethics of the Board

405.13 Copyright of Materials

### COMMITTEES

203.6 Citizens' Advisory Committees

203.4 Standing Committees of the Board

203.5 Temporary Committees of the Board

1002.3 Communications and Recommendations of Citizens' Advisory Committees

602.10 Community Education

Community Relations (Use 1000, School-Community Relations, and subcodes)

1004.1 Community Use of School Facilities

### COMPENSATION

205.1 Compensation for Expenses to Board Members

408.3 Salary Schedules for Support Personnel

602.161 Competent Private Instruction

204.12 Complaints Before the Board

504.32 Concussion Management

### CONDUCT

202.1 Code of Ethics of the Board

502.1 Maintenance of Orderly Conduct

702.7 Regulations for Students Riding Buses

502.8 Search and Seizure

502.4 Smoking, Drinking, and Drugs  
502.1 Student Behavior and Discipline  
502.3 Student Expulsion  
503.9 Student Good Conduct Rule  
502.2 Student Suspension  
203.8 Conflicts of Interest of Board Members  
413.9 Conflict of Interest - Employees

#### CONSTRUCTION

901.5 Educational Specifications for Building  
901.8 Final Building Specifications  
901.9 Financing Sites and Construction  
901.6 Preliminary Building Specifications  
901.1 School Facilities Surveys  
901.4 Selection of an Architect  
901.3 Site Acquisition  
901.2 Site Specifications  
1005.2 Contests for Students  
402.2 Continuing Contracts for Certificated Personnel

#### CONTRACTS

312.1 Administrative Personnel  
402.1 Certificated Personnel  
402.2 Continuing  
408.1 Support Staff  
Termination (Use Termination of Employment with  
specific classification)  
902.4 Use of Contract Service (Maintenance and  
Operations)  
Counseling (Use 604.1, Guidance and Counseling)  
803.10 Credit Cards  
602.14 Curriculum Development  
602.141 Curriculum Implementation  
602.142 Curriculum Evaluation

### D

407.1 Definition of Support Personnel  
401.2 Definitions of Certificated Personnel  
407.1 Definitions (of Certificated Personnel Positions)  
802.8 Depository of Funds  
203.1 Development of Policy  
403.3 Discharge/Dismissal of Certificated Personnel  
409.3 Discharge of Support Personnel  
Disease Prevention (Use 504.1 through 504.22)

#### DISMISSAL

402.2 Continuing Contracts of Certificated Personnel  
403.3 Discharge/Dismissal of Certificated Personnel  
409.3 Discharge of Support Personnel  
314.3 Administrative Personnel Contract Termination  
902.5 Disposition of Obsolete Equipment

403.6	Drug and Alcohol Testing Program
413.5	Drug Free Workplace
	Drugs (Use 502.4, Smoking, Drinking, and Drugs)
	Due Process (Use as appropriate: 1003.3, Citizens'
	Complaints About School Personnel; 405.5, Grievance
	Procedure for Certificated Personnel; 411.2,
	Grievance Procedures for Support Personnel)
602.162	Dual Enrollment
1001.4	Duplicated or Printed Materials

## E

103	Educational Long Range Needs Assessment
101	Educational Philosophy
600	Educational Program
901.5	Educational Specifications for Building
201.4	Elections to the Board
602.2	Elementary Curriculum
701.4	Eligibility for Free or Reduced-Cost Meals
410.3	Emergency Leave for Support Personnel
504.7	Emergency School Closings
902.3	Emergency Repairs
102	Equal Educational Opportunity and Non-Discrimination

### EMPLOYMENT

	Contracts (Use contracts or specific employment
	item)
401.11	Equal Employment Opportunity
303.4	Evaluation of Building Principals
301.4	Evaluation of Superintendent of Schools
402.9	Evaluation of Certificated Personnel
408.6	Evaluation of Support Personnel
410.2	Extended Illness Leave for Support Personnel

### EXAMINATIONS

413.2	Physical Examinations of Personnel
605.2	Testing Program
	Executive Session of the Board (Use 204.4, Closed
	Session of the Board)

### EXPENDITURES

803.5	Approval and Payment for Goods and Services
205.1	Compensation for Expenses to Board Members
803.8	Payroll Deductions
803.7	Payroll Periods
803.3	Purchase Orders
803.1	Purchasing and Bidding
803.4	Receiving Goods and Services
803.2	Requisitions
803.9	Travel Allowance
803.6	Unpaid Warrants

702.4           Extra-Curricular Activities Bus Service

## F

### FACILITIES

1004.1       Community Use of School Facilities  
1004.7       Gratuities to Personnel  
1004.9       Loan of School Equipment  
1004.2       Use of School Facilities for Private Profit  
404.8       Family & Medical Leave Act

### FEES

1004.1       Community Use of School Facilities  
802.2       Tuition Fees  
603.2       Field Trips and Excursions  
901.8       Final Building Specifications  
801.9       Financial Accounting System  
             Financial Reports, (Use 804, Reports, and subcodes)  
701.3       Financial Support for School Lunch Program  
901.9       Financing Sites and Construction  
503.10      Fines - Fees - Charges  
805.6       Fixed Assets Capitalization  
             Foreign Students (Use 501.7, International Students)  
             Formulation of policy (Use 203.1, Development of  
             Policy)  
             Fund Raising (Use 1005.4, Money-Raising Activities in  
             the Schools)

### FUNDS

505.2       Student Activity Accounts  
             See also 802, Income  
410.4       Funeral Leave for Support Personnel

## G

201.3       General Powers and Duties of the Board  
             Gifted Students (Use 602.7, Talented and Gifted  
             Education)

### GIFTS

802.7       Gifts, Grants, and Bequests  
203.9       Gifts to Board of Directors  
1003.2      Gifts to School District Personnel  
405.1       Gifts to Employees  
602.17      Global Education

### GOALS

101       Educational Philosophy  
100       Legal Status of the School District  
300       Statement of Guiding Principles for Administration



700	Statement of Guiding Principles for Auxiliary Services
900	Statement of Guiding Principles for Buildings and Sites
800	Statement of Guiding Principles for Business Procedures
1000	Statement of Guiding Principles for Community Relations
400	Statement of Guiding Principles for Staff Personnel
500	Statement of Guiding Principles for Student Personnel
200	Statement of Guiding Principles for the Board of Directors
600	Statement of Guiding Principles for the Educational Program
503.9	Good Conduct Rule, Students
605.4	Graduation Requirements
1004.7	Gratuities to Personnel
	 GRIEVANCES
401.12	Grievance Procedure
102.R1	Grievance Procedure

## H

	Handicapped Students (Use 902.7, Adaptation for the Handicapped; 602.1, Nondiscrimination on the Basis of Sex or Handicap)
204.12	Handling Grievances Before the Board
413.6	Hazardous Chemical Disclosure
	Health (Use 604.2, Health Services; 504, Student Health and Safety Regulations)
602.19	Health Education
604.2	Health Services
	Hiring (See Employment)
402.8	Holidays for Certificated Personnel
410.8	Holidays for Support Personnel
501.16	Homeless Children and Youth
602.40	Homework

## I

	INCOME
802.8	Depository of Funds
802.7	Gifts, Grants, and Bequests
802	Income (Use specific type of income)
802.6	Investments
802.1	Local, State, and Federal Income
802.5	Sale of Bonds

802.2 Tuition Fees  
802.4 Use of School Property and Equipment  
504.3 Injury or Illness at School  
Inservice for Certificated Personnel (Use 405.6,  
Professional Credit Programs and Inservice for  
Certificated Personnel)

#### INSTRUCTIONAL ARRANGEMENTS

603.1 Class Size  
603.2 Field Trips and Excursions  
603.3 Homework  
603.6 Outside Resource People  
603.5 Reconsideration of Instructional Materials  
603.4 Selection of Instructional Materials  
603.7 Teaching Controversial Issues  
Textbook Selection (Use 603.4, Selection of  
Instructional Materials)

#### INSTRUCTIONAL PROGRAMS

602.9 Alternative Programs  
602.8 Career Education  
602.13 Co-Curricular Activities  
602.10 Community Education  
602.14 Curriculum Revision  
602.2 Elementary Curriculum  
602.16 Equivalent Instruction Exception to Compulsory  
Education Req.  
602.1 Nondiscrimination on the Basis of Sex or Handicap  
602.30 Postsecondary Educational Institution  
602.15 Religion and Public Schools  
602.151 Religion Based Exclusion from School Program  
602.4 Junior/Senior High School Curriculum  
602.6 Special Education  
602.5 Summer School Instruction  
602.7 Talented and Gifted Education

#### INSURANCE

402.6 Insurance for Certificated Personnel  
408.4 Insurance for Support Personnel  
806.1 Insurance Program  
504.9 Student Insurance, Athletic  
504.8 Student Insurance, General  
702.6 Transportation Insurance Program  
801.10 Internal Controls  
501.7 International Students  
505.5 Interrogations of Students by Outside Agencies  
503.6 Interscholastic Competition  
805.5 Inventory Records  
802.6 Investments

## J - K

602.4 Junior/Senior High School Curriculum  
413.3 Jury Duty

## L

413.3 LEAVES OF ABSENCE  
410.3 Emergency Leave for Support Personnel  
410.2 Extended Illness Leave for Support Personnel  
410.31 Family Illness Leave for Support Personnel  
410.4 Funeral Leave for Support Personnel  
404.6 Absence Leave for Certificated Personnel  
410.5 Jury Duty Leave for Support Personnel  
404.7 Military Service for Certificated Personnel  
410.6 Military Service for Support Personnel  
410.1 Personal Illness/Disability Leave for Support  
Personnel  
410.8 Religious Holidays for Support Personnel  
501 Student Attendance  
410.7 Unpaid Leaves for Support Personnel  
203.7 Legal Counsel

LEGAL STATUS  
201.2 Legal Status of the Board  
201.1 Name of School District  
100 Legal Status of the School District  
902.9 Life Cycle Analysis  
702.1 Local and State Transportation Regulations  
802.1 Local, State and Federal Income  
Lunch Program (Use 701, School Lunch Program)  
103 Long Range Needs Assessment

## M

MAINTENANCE  
902.7 Adaptation for the Handicapped  
902.5 Disposition of Obsolete Equipment  
902.3 Emergency Repairs  
902.9 Life Cycle Analysis  
902.1 Maintenance Schedule  
902.8 Means of Escape from Fire  
902.2 Requests for Improvement  
902.4 Use of Contract Service  
504.31 Student Health Services  
504.31B Special Health Services  
504.31R Medication Policy  
902.8 Means of Escape from Fire

604.4	Media Centers
	Meetings (Use 204, Meetings of the Board, and subcodes)
204	Meetings of the Board
1002.2	Membership and Appointment of Citizens' Advisory Committees
205.2	Membership in State and National Associations
201.5	Membership of the Board
404.7	Military Service for Certificated Personnel
410.6	Military Service for Support Personnel
204.13	Minutes of Meetings of the Board
1005.4	Money-Raising Activities in the Schools

## N

201.1	Name of School District
501.6	Nonresident Students
102	Equal Educational Opportunity and Non-Discrimination
204.7	Notice for Board Meetings

## O

204.15	Oath of Office, Board Member
606.2	Open Enrollment, Sending District Procedures
606.3	Open Enrollment, Receiving District Procedures
204.1	Open Meetings Law
204.11	Order of Regular Business Meetings of the Board
1002.1	Organization & Dissolution of Citizens' Advisory Committees
201.7	Organization of the Board
204.6	Organizational Meeting of the Board
402.1	Original Contract of Certificated Personnel
603.6	Outside Resource People

## P

407.11	Paraprofessionals
1003.1	Participation in Community Life
803.8	Payroll Deductions
803.7	Payroll Periods
605.21	Performance Testing for Classroom Credit
605.5	Permanent Record of Students
410.1	Personal Illness/Disability Leave for Support Personnel

Personnel (Use 400, Staff Personnel, and subcodes;  
 500, Student Personnel, and subcodes)  
 805.2 Personnel Records  
 Philosophy of Education (Use 100, Educational  
 Philosophy  
 602.18 Physical Education  
 413.2 Physical Examinations  
 801.1 Planning the Budget  
  
 POLICY  
 203.1 Development of Policy  
 203.11 Review and Revision of Policy  
 203.12 Administration in Absence of Policy  
 203.13 Dissemination of Policy  
 203.2 Adoption of Policy  
 802.5R1 Post-Issuance Compliance Regulation for Tax-Exempt Obligations  
 901.6 Preliminary Building Specifications  
 801.2 Preparation of the Budget Document  
 202.2 President of the Board  
 Press Relations (Use 1001, Public Communications,  
 and subcodes)  
 Principals (Use 303, Building Principals, and  
 subcodes)  
 405.9 Probationary Status of Licensed Employees  
 405.6 Professional Development - Cert. Personnel  
 Professional Staff (See Cert. Personnel)  
 602.91 Program for Students at Risk  
 605.1 Progress Reports to Students  
 605.3 Promotion of Students  
 204.14 Public Participation at Board Meetings  
 1005.1 Public Performances by Students  
 1001.6 Public Records  
 1001.1 Public Relations  
 801.5 Public Review of the Budget  
 Public Use of School Facilities (Use 1004.1,  
 Community Use of School Facilities)  
 801.4 Publication of the Budget  
 803.3 Purchase Orders  
 803.1 Purchasing and Bidding  
 701.1 Purpose of School Lunch Program

## Q

QUALIFICATIONS  
 303.1 Building Principals - Qualifications  
 301.1 Superintendent of Schools - Qualifications  
 401.3 Qualifications, Recruitment, Selection of Certificated  
 Personnel  
 204.8 Quorum for Board Meetings

## R

803.4 Receiving Goods and Services  
603.5 Reconsideration of Materials

### RECORDS

501.4 Attendance Records  
805.1 Board of Directors' Records  
805.4 Bonds for Officers and Employees  
805.5 Inventory Records  
805.2 Personnel Records  
1001.6 Public Records  
505.1 Student Records  
407.4 Recruitment and Selection of Support Personnel  
401.3 Recruitment and Selection of Certificated Personnel  
409.4 Reduction in Force of Support Personnel  
204.2 Regular Board Meetings  
Regulations (Use 203.3, Approval of Administrative Regulations)  
1004.1 Regulations Concerning the Use of School Facilities  
702.7 Regulations for Students Riding Buses  
1001.3 Releases to News Media - Board Matters  
1001.2 Releases to News media - Internal School News  
Repairs (Use 902, Maintenance and Operation, and subcodes)

### REPORTS

804.5 Audits  
605.1 Progress Reports to Students  
804.1 Secretary's and Treasurer's Monthly Reports  
804.2 Secretary/Treasurer's Annual Report  
902.2 Requests for Improvement/Emergency Repairs  
801.3 Requirements of the Budget Document  
803.2 Requisitions  
501.5 Resident Students  
314.2 Resignation of Administrative Personnel  
403.2 Resignation of Certificated Personnel  
409.2 Resignation of Support Personnel  
314.1 Retirement of Administrative Personnel  
403.1 Retirement of Certificated Personnel  
403.11 Retirement Recognition  
204.9 Rules of Order

## S

Safety (Use 504, Student Health and Safety Regulations)  
408.3 Salary Schedules for Noncertified Personnel  
802.5 Sale of Bonds

802.3 Sale, Lease or Disposition of Student Constructed Buildings  
 1005.3 Sales Promotions Prohibited  
 1000 School-Community Relations  
 601.4 School Day: Instructional Schedule  
 601.2 School Calendar  
 701 School Lunch Program  
 701.2 Scope of School Lunch Program  
 502.8 Search and Seizure  
 202.5.1 Secretary-Treasurer of the Board  
 804.1 Secretary's & Treasurer's Monthly Reports  
 901.4 Selection of an Architect  
 407.3 Selection of Support Staff  
 602.4 Junior/Senior High School Curriculum  
 604 Services  
 104 Sexual Harassment  
     104.R1, Harassment Investigation Procedures;  
     104.E1, Harassment Complaint Form; 104.E2,  
     Witness Disclosure Form; 104.E3, Disposition of Complaint  
     Form  
 901.3 Site Acquisition  
 901 Suite Acquisition and Building Construction  
 901.2 Site Specifications  
 204.3 Special Board Meetings  
 702.9 Special Convenience Bus Stops  
 602.6 Special Education  
 603.3 Special Education  
 202 Specific Duties of the Board  
     Sports (Use as appropriate: 602.13, Co-Curricular  
     Activities; 702.4, Extra-Curricular Activities Bus  
     Service; 503.6, Interscholastic Competition)  
     Staff Personnel (Use specific subject of interest  
     i.e. Leaves of Absence - Certificated Personnel)  
 203.4 Standing Committees of the Board  
 300 Statement of Guiding Principles for Administration  
 700 Statement of Guiding Principles for Auxiliary  
     Services  
 900 Statement of Guiding Principles for Buildings and  
     Sites  
 800 Statement of Guiding Principles for Business  
     Procedures  
 1000 Statement of Guiding Principles for Community  
     Relations  
 400 Statement of Guiding Principles for Staff Personnel  
 500 Statement of Guiding Principles for Students  
 200 Statement of Guiding Principles for Board of  
     Directors  
 600 Statement of Guiding Principles for the Education  
     Program  
  
 503 STUDENT  
 405.72 Student Abuse by School District Employees  
 405.73 Student Abuse by School District Employees  
     Regulations  
 405.74 Student Abuse Complaint of Injury Form

405.75	Student Abuse Level I Investigation
405.76	Student Abuse Level I Investigator's Report Form
505.2	Student Activity Accounts
503.5	Student Activity Program
502.1A	Student Appearance
503.7	Student Attendance at Events Outside of School
502.1	Student Conduct
501.3	Student Compulsory Attendance
506.2	Student Directory Information
506.2R1	Student Directory Information, Use of
506.2E1	Student Directory Information, Authorization for Release
702.2	Student Eligibility for Bus Service
502.9	Student Expression
502.3	Student Expulsion
503.9	Student Good Conduct Rule
503.1	Student Government
604.1	Student Guidance and Counseling Program
504.1	Student Health and Immunization Certificates
503.8	Student Honors and Awards
504.9	Student Insurance, Athletic
504.8	Student Insurance, General
604.5	Student Library Circulation Records
502.5	Student Lockers
503.2	Student Organizations
605.2	Student Promotion - Retention - Acceleration
605.1	Student Progress Reports
503.3	Student Publications
506.1	Education Records Access
502.4	Student Smoking - Drinking Drugs
503.4	Student Social Events
602.66	Student Special Health Services
502.2	Student Suspension
502.7	Student-to-Student Harassment
502.7A	Student-to-Student Harassment Investigation
	Procedures
406.3	Student Teachers
505.4	Student Testing Program
504.4	Student Use of Bicycles
604.6	Student Use of Information Resources Copyright & Plagiarism
504.5	Student Use of Motor Vehicles
504.6	Student Work Permits
406.2	Substitutes for Certificated Personnel
412.1	Substitutes for Support Personnel
604.21	Suicide Prevention and Aces Training Requirements
702.5	Summer Program Bus Service
602.5	Summer School Instruction

#### SUPERINTENDENT

301	Statement of Guiding Principles
301.2	Superintendent of Schools - Appointment
301.4	Superintendent of Schools - Evaluation
301.3	Superintendent of Schools - Functions
301.5	Superintendent of Schools - Professional



Development  
Support Personnel (Use specific subject of interest,  
i.e. Reduction in Force Support Staff)  
Suspension (Use 502.2, Student Suspension)

## T

602.7 Talented and Gifted Education  
603.7 Teaching Controversial Issues  
400.6 Technology Resources  
203.5 Temporary Committees of the Board  
201.6 Terms of Office of Board Members

### TERMINATION OF EMPLOYMENT

403.3 Discharge/Dismissal of Certificated Personnel  
409.3 Discharge of Support Personnel  
314.3 Dismissal of Administrative Personnel contract  
409.4 Reduction in Force of Support Staff  
314.2 Resignation of Administrative Personnel  
403.2 Resignation of Certificated Personnel  
409.2 Resignation of Support Personnel  
314.1 Retirement of Administrative Personnel  
403.1 Retirement of Certificated Personnel

602.143 Test Preparation for Standardized Tests  
905.2 Tobacco-Free Environment  
801.8 Transfer of Inactive Account Funds

### TRANSPORTATION

711.8 Inclement Weather  
711.9 District Vehicle Idling  
702.7 Regulations for Students Riding Buses  
702.9 Special Convenience Bus Stops  
702.5 Summer Program Bus Service  
702.6 Transportation Insurance Program  
1005.6 Transporting Students in Private Vehicles  
803.9 Travel Allowance  
804.2 Secretary/Treasurer's Annual Report  
202.5.1 Secretary/Treasurer of the Board  
202.5.1a Treasurer  
202.5.1-E Resolution Combining Offices of Secretary and Treasurer  
802.2 Tuition Fees  
405.4 Tutoring by Certificated Personnel

## U

410.7 Unpaid Leave for Support Personnel  
803.6 Unpaid Warrants  
902.4 Use of Contract Service  
1004.1 Use of School Facilities  
1004.2 Use of School Facilities for Private Profit

802.4	Use of School Property and Equipment
711.2	Use of Video Cameras on School Buses
711.2R1	Use of Video Cameras on School Buses Regulations

## V

402.8	Vacations/Holidays for Certificated Personnel
408.5	Vacations/Holidays for Support Personnel
202.3	Vice-President of the Board
1006	Visitors to the School

## W

502.6	Weapons
502.6A	Administrative Regulations
507.9	Wellness Policy