

TABLE OF CONTENTS

CHAPTER I -- BOARD OF EDUCATION

- 1.00 Mission Statement
- 1.01 Educational Philosophy, Goals and Objectives
- 1.02 School District and Board of Education Legal Status
- 1.03 Formulation, Amendment, Dissemination and Update of Policies
- 1.04 Membership and Election of Board of Education
- 1.05 Major Functions of Board of Education
- 1.06 Authority and Functions of Board Members
- 1.07 Board Member Conflict of Interest
- 1.08 Compensation of Board Members
- 1.09 Officers of the Board of Education
- 1.10 Appointment of the Treasurer
- 1.11 Job Description – Treasurer
- 1.12 Evaluation of Treasurer
- 1.13 Incapacity of Treasurer
- 1.14 Committees
- 1.15 Board of Education Meetings
- 1.16 Public Participation at Board Meetings
- 1.17 School Board Conferences, Conventions and Workshops
- 1.18 Board - Staff Communications
- 1.19 Work Stoppages

CHAPTER II -- ADMINISTRATIVE ORGANIZATION / PERSONNEL

- 2.00 Appointment of the Superintendent
 - 2.01 Job Description – Superintendent
 - 2.02 Evaluation of the Superintendent
 - 2.03 Incapacity of the Superintendent
 - 2.04 Employment of Principals and Other Administrators
 - 2.05 Evaluation of Administrators (Condensed Version)
 - 2.05 Evaluation of Administrators (Complete Version)
 - 2.06 Administrative Staff Reduction in Force
-

TABLE OF CONTENTS

CHAPTER III -- GENERAL PERSONNEL

- 3.00 Equal Employment Opportunity
- 3.01 Verification of Employment Eligibility
- 3.02 Criminal Records Check
- 3.03 Physical Examination and Tuberculin Screening
- 3.04 Family and Medical Leave Act
- 3.05 Staff Conduct
- 3.06 Staff Participation in Political Activities and Levy Campaigns
- 3.07 Professional Staff Development
- 3.08 Democratic/Ethical Principles
- 3.09 Alcohol and Drug-Free Schools
- 3.10 Alcohol and Drug Abuse Testing Policy for Employees Performing Safety-Sensitive Duties
- 3.11 Report of New Hires
- 3.12 Staff Gifts
- 3.13 Staff Computer, E-Mail and Internet Use
- 3.14 Assault Leave
- 3.15 Employee Medical Information

CHAPTER IV -- INSTRUCTIONAL PERSONNEL

- 4.00 Professional Staff Positions, Recruiting, and Employment
- 4.01 Employment of Substitute Teaching Staff
- 4.02 Student Teacher Policy
- 4.03 Evaluation of Teachers
- 4.04 Evaluation of School Counselors

CHAPTER V -- CLASSIFIED PERSONNEL

- 5.00 Employment of Classified Personnel
 - 5.01 Employment of Substitutes
 - 5.02 Evaluation of Classified Personnel (Non-Union)
 - 5.03 Support Staff Hours and Overtime (Non-Union)
 - 5.04 Vacation Usage (Non-Union)
-

TABLE OF CONTENTS

CHAPTER VI -- PUPIL PERSONNEL

- 6.00 Compulsory School Attendance
 - 6.01 Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation
 - 6.02 Initial Admission of Students
 - 6.03 Students Transferring from State-Approved, Nonpublic Schools
 - 6.04 Intra-District Open Enrollment
 - 6.05 Inter-District Open Enrollment
 - 6.06 Enrollment of Resident and Nonresident, Homeless, and Foreign Exchange Students
 - 6.07 Married and Pregnant Students
 - 6.08 Student Absences and Excuses
 - 6.09 Habitual and Chronic Truancy Intervention Strategies
 - 6.10 Student Attendance Accounting/Missing Children
 - 6.11 Student Dismissal Precautions and Tardiness
 - 6.12 Withdrawal from School
 - 6.13 Grading Systems
 - 6.14 Class Rank, Valedictorian Guidelines
 - 6.15 Graduation/Diploma Requirements
 - 6.16 Student Records
 - 6.17 Student Accident Insurance
 - 6.18 Student Discipline
 - 6.19 Code of Student Conduct
 - 6.20 Student Conduct (Zero Tolerance)
 - 6.21 Drug and Alcohol Abuse (Drug-Free Schools) and Anabolic Steroids
 - 6.22 Counterfeit or Look-Alike Drugs
 - 6.23 Hazing
 - 6.24 Student Dress Code
 - 6.25 Anti-Gang Policy
 - 6.26 Dangerous Weapons in the Schools, Bomb Threats and Violent Conduct
 - 6.27 Student Fees and Fines
 - 6.28 Interrogations and Searches
 - 6.29 Pupil Health and Safety
 - 6.30 Immunization
 - 6.31 Student Health Services and First Aid
 - 6.32 School Bus Emergency and Evacuation Procedures
 - 6.33 Use of Tobacco
-

TABLE OF CONTENTS

CHAPTER VI -- PUPIL PERSONNEL (CONT'D.)

- 6.34 Administering Medication to Students
- 6.35 Asthma Medication and Epinephrine Auto Injectors
- 6.36 Emergency Medical Authorization
- 6.37 Suspected Child Abuse or Neglect
- 6.38 Fire and Tornado Warning Drills
- 6.39 Community Use of School Facilities
- 6.40 Student Fund Raising
- 6.41 Transportation
- 6.42 Student Conduct on School Buses
- 6.43 Restraint and Seclusion
- 6.44 Corporal Punishment
- 6.45 Pagers and Other Electronic Communications Devices
- 6.46 Transportation of Students in Board-Owned Vehicles
- 6.47 Home Education and Home Instruction
- 6.48 School and Non-School Sponsored Expression
- 6.49 Student E-Mail, Internet and Computer Use
- 6.50 Students With Food Allergies
- 6.51 Diabetes Care

CHAPTER VII -- INSTRUCTIONAL PROGRAM

- 7.00 Equal Educational Opportunity
 - 7.01 Curriculum and Instruction
 - 7.02 Curriculum Guides and Courses of Study
 - 7.03 Summer School Program
 - 7.04 Promotion, Placement and Retention
 - 7.05 Remediation/Intervention Program for Reading Skills
 - 7.06 Diagnostic Assessments
 - 7.07 Special Accommodations for Students Assessments
 - 7.08 Achievement Testing Policies
 - 7.09 Educational Options
 - 7.10 Career – Technical Education Program
 - 7.11 Homebound Instruction Program
 - 7.12 [Intentionally left blank]
 - 7.13 Special Education Program (Condensed Version)
 - 7.14 Gifted Education Program
-

TABLE OF CONTENTS

CHAPTER VII – INSTRUCTIONAL PROGRAM (CONT'D.)

- 7.15 Teaching About Religion
- 7.16 Academic Prevention/Intervention Services
- 7.17 Extracurricular Activities
- 7.18 Extracurricular Activities Academic Policy
- 7.19 Interscholastic Athletics
- 7.20 Student Organizations
- 7.21 Field Trips
- 7.22 Facilities
- 7.23 Selection of Textbooks, Electronic Textbooks, and Supplementary Materials
- 7.24 Selection of Resource Materials and Equipment Other Than Textbooks
- 7.25 Selection of Library Media Materials
- 7.26 Homework
- 7.27 College Credit Plus Program
- 7.28 Guidance Program
- 7.29 [Intentionally left blank]
- 7.30 Screenings, Surveys, Physical Examinations, and Instructional Materials
- 7.31 Parent Participation in Title I Programs
- 7.32 Credit Flexibility

CHAPTER VIII – FISCAL MANAGEMENT

- 8.00 Budget Planning and Appropriations Measure
 - 8.01 Investment Policy
 - 8.02 Student Activity Fund Management
 - 8.03 Petty Cash Account
 - 8.04 Tax Sheltered Annuities and Deferred Compensation Plan
 - 8.05 Cash in School Buildings
 - 8.06 Fixed Asset Accounting Policy
 - 8.07 Purchases
 - 8.08 Expense Reimbursements
 - 8.09 Cell Phone Usage
 - 8.10 Uniform Grant Guidance
 - 8.11 Credit Card Policy
 - 8.12 Time and Effort Reporting
 - 8.13 Procurement with Federal Grants/Funds
 - 8.14 Disposal of Property
-

TABLE OF CONTENTS

CHAPTER IX -- MISCELLANEOUS

- 9.00 Community Relations Program
 - 9.01 Parental Involvement in Education
 - 9.02 School Visitors
 - 9.03 Organizations Supporting Education
 - 9.04 Gifts, Grants and Donations
 - 9.05 Emergency Closings
 - 9.06 Personal Information Systems
 - 9.07 Public Records
 - 9.08 Title IX Grievance Procedure – Employee and Student
 - 9.09 Harassment and Violence
 - 9.10 Student Complaints of Sexual Harassment
 - 9.11 Employee Complaints of Sexual Harassment
 - 9.12 Racial/Ethnic/National Origin Harassment and Discrimination Policy
Covering Employees
 - 9.13 Racial/Ethnic/National Origin Harassment and Discrimination Policy
Covering Students
 - 9.14 Smoke Free Schools
 - 9.15 Food Sale Standards and Services
 - 9.16 Copyright Law
 - 9.17 Bloodborne Pathogens
 - 9.18 School Ceremonies and Observances/Patriotic Exercises
 - 9.19 Section 504/ADA/Title VI Grievance Procedure
 - 9.20 Business Advisory Council
 - 9.21 Report of Serious Violations
 - 9.22 Loss of Driving Privileges for Absence without Legitimate Excuse
 - 9.23 HIV/AIDS
 - 9.24 Records Retention and Disposal Schedule
 - 9.25 School Volunteers
 - 9.26 Emergency Management Plan
 - 9.27 Prohibition and Reporting of Sexual Abuse
 - 9.28 School Wellness Policy
 - 9.29 Harassment, Intimidation, and Bullying
 - 9.30 No Idling Policy
-

TABLE OF CONTENTS

CHAPTER IX – MISCELLANEOUS (CONT'D.)

- 9.31 Health and Safety in School Buildings
- 9.32 Application of Pesticides
- 9.33 Family and Civic Engagement Team
- 9.34 Eligibility for Free or Reduced Price Meals or Free Milk
- 9.35 Child Find
- 9.36 Crowdfunding