**EDUCATION PHILOSOPHY**

**Series 100**

**100 Legal Status of the School District**

**101 Educational Philosophy**

**102 Equal Educational Opportunity**

**102.E1 Section 504 Notice of Non-Discrimination**

**102.E2 Grievance Form**

**102.E3 Grievance Documentation**

**102.E4 Sec. 504 Student and Parental Rights**

**102.R1 Grievance Procedure Regulation**

**103 Long Range Needs Assessment**

**103.R1 Long Range Needs Assessment Regulation**

**104 Anti-Bullying/Harassment**

**104.E1 Anti-Bullying/Harassment Complaint Form**

**104.E2 Anti-Bullying/Harassment Witness Disclosure Form**

**104.R1 Anti-Bullying/Harassment Investigation Procedures**

**BOARD OF EDUCATION**

**Series 200**

**200.1 Organization of the Board of Directors**

**200.1R1 Organizational Meeting Procedures Regulation**

**200.2 Power of the Board of Directors**

**200.3 Responsibilities of the Board of Directors**

**201 Board of Directors Elections**

**202.1 Qualifications**

**202.2 Oath of Office**

**202.3 Term of Office**

**202.4 Vacancies**

**203 Board of Directors’ Conflict of Interest**

**204 Code of Ethics**

**205 Board Member Liability**

**206.1 President**

**206.2 Vice President**

**206.3 Secretary-Treasurer**

**207 Board of Directors’ Legal Counsel**

**208 Ad Hoc Committees**

**208.1E1 Ad Hoc Committees Exhibit**

**209.1 Development of Policy**

**209.2 Adoption of Policy**

**209.3 Dissemination of Policy**

**209.4 Suspension of Policy**

**209.5 Administration in Absence of Policy**

**209.6 Review and Revisions of Policy**

**209.7 Review of Administrative Regulations**

**210.1 Annual Meeting**

**210.2 Regular Meeting**

**210.3 Special Meeting**

**210.4 Work Sessions**

**210.5 Meeting Notice**

**210.6 Quorum**

**210.7 Rules of Order**

**210.8 Board Meeting Agenda**

**211 Open Meetings**

**212 Closed Session**

**213 Public Participation in Board Meetings**

**213.1R1 General Complaints By Citizens Regulation**

**214 Public Hearings**

**215 Board of Directors’ Records**

**216.1 Association Membership**

**216.2 Board of Directors’ Member Development and Training**

**216.3 Board of Directors’ Member Compensation and Expenses**

**217 Gifts to Board of Directors**

**ADMINISTRATION**

**Series 300**

**300 Role of School District Administration**

**301 Administrative Structure**

**301.1 Management**

**301.2 Management Team**

**302.1 Superintendent Qualifications, Recruitment, Appointment**

**302.2 Superintendent Contract and Contract Non-renewal**

**302.3 Superintendent Salary and Other Compensation**

**302.4 Superintendent Duties**

**302.5 Superintendent Evaluation**

**302.6 Superintendent Professional Development**

**302.7 Superintendent Civic Activities**

**302.8 Superintendent Consulting/Outside Employment**

**303.1 Administrative Positions**

**303.2 Administrator Qualifications, Recruitment, Appointment**

**303.3 Administrator Contract and Contract Non-renewal**

**303.4 Administrator Salary and Other Compensation**

**303.4R1(L) Administrative Salary and Other Compensation**

**303.5 Administrator Duties**

**303.6 Administrator Evaluation**

**303.7 Administrator Professional Development**

**303.8 Administrator Civic Activities**

**303.9 Administrator Consulting/Outside Employment**

**304.1 Development and Enforcement of Administrative Regulations**

**304.2 Monitoring of Administrative Regulations**

**305 Administrator Code of Ethics**

**306 Succession of Authority to the Superintendent**

**307 Communication Channels**

**STAFF PERSONNEL**

**Series 400**

**400 Role of and Guiding Principles for Employment**

**401 Employees and Internal Relations**

**401.1 Equal Employment Opportunity**

**401.2 Employee Conflict of Interest**

**401.3 Nepotism**

**401.4 Employee Complaints**

**401.5 Employee Records**

**401.5R1 Employee Records Regulation**

**401.6 Transporting of Students by Employees**

**401.7 Employee Travel Compensation**

**401.8 Recognition for Service of Employees**

**401.9 Employee Political Activity**

**401.10 Credit Cards**

**401.11 Employee Orientation**

**402 Employees and Outside Relations**

**402.1 Release of Credit Information**

**402.2 Child Abuse Reporting**

**402.2R1 Child Abuse Reporting Regulation**

**402.3 Abuse of Students by School District Employees**

**402.3E1 Abuse of Students by School District Employees**

**402.3E2 Abuse of Student by School District Employees**

**402.3R1 Abuse of Student by School District Employees Regulation**

**402.4 Gifts to Employees**

**402.5 Public Complaints about Employees**

**402.6 Employee Outside Employment**

**403 Employee’s Health and Well-Being**

**403.1 Employee Physical Examinations**

**403.2 Employee Injury on the Job**

**403.3 Communicable Disease – Employees**

**403.3E1 Hepatitis B Vaccine Information & Record**

**403.3R1 Universal Precautions Regulation**

**403.4 Hazardous Chemical Disclosure**

**403.5 Harassment**

**403.5E1 Harassment Complaint Form**

**403.5E2 Witness Disclosure Form**

**403.5R1 Harassment Investigation Procedures Regulation**

**403.6 Substance-Free Workplace**

**403.6E1 Substance-Free Workplace Notice to Employees**

**403.6R1 Substance-Free Workplace Regulation**

**403.7 Drug and Alcohol Testing Program**

**403.7R1 Drug and Alcohol Testing Program Regulation**

**403.7R2 Drug and Alcohol Testing Program Definitions**

**403.7E1 Drug and Alcohol Testing Program Notice to Employees**

**403.7E2 Drug and Alcohol Testing Program Acknowledgment**

**403.7E3 Consent for Request of Information**

**403.7E4 Drug/Alcohol Test Notification Form**

**403.7E5 Certification of Previous Employers Requiring Acknowledgment**

**403.7E6 Drug and Alcohol Reasonable Suspicion Observation**

**403.7E7 Drug and Alcohol Testing Program**

**403.7E8 Random Testing Driver Change List Form**

**403.7E9 Post-Accident Drug and Alcohol Testing Instruction**

**403.7E10 Drug & Alcohol Testing Program Worksheet**

**404 Employee Conduct and Appearance**

**404.R1 Code of Professional Conduct and Ethics**

**404.R2 Code of Rights and Responsibilities**

**405 Licensed Employees –General**

**405.1 Licensed Employee Defined**

**405.2 Licensed Employee Qualifications, Recruitment, Selection**

**405.3 Licensed Employee Individual Contracts**

**405.4 Licensed Employee Continuing Contracts**

**405.5 Licensed Employee Work Day**

**405.6 Licensed Employee Assignment**

**405.7 Licensed Employee Transfers**

**405.8 Licensed Employee Evaluation**

**405.9 Licensed Employee Probationary Status**

**406 Licensed Employee Compensation & Benefits**

**406.5 Licensed Employee Group Insurance Benefits**

**407 Licensed Employee Termination of Employment**

**407.1 Licensed Employee Resignation**

**407.2 Licensed Employee Contract Release**

**407.3 Licensed Employee Retirement**

**407.4 Licensed Employee Suspension**

**407.5 Licensed Employee Reduction in Force**

**407.6 Licensed Employee Early Retirement**

**408 Licensed Employee Professional Growth**

**408.1 Licensed Employee Professional Development**

**408.2 Licensed Employee Publication or Creation of Materials**

**408.3 Licensed Employee Tutoring**

**409 Licensed Employee Vacations and Leaves of Absence**

**409.1 Licensed Employee Vacation – Holidays - Personal**

**409.2 Licensed Employee Personal Illness Leave**

**409.3 Licensed Employee Family and Medical Leave**

**409.3E1 Licensed Employee Family and Medical Leave Notification**

**409.3E2 Licensed Employee Family and Medical Leave Requirements**

**409.3E3 Licensed Employee Family and Medical Leave Certification**

**409.3E4 Licensed Employee Family and Medical Leave Requirements**

**409.3R1 Licensed Employee Family and Medical Leave Regulation**

**409.3R2 Licensed Employee Family and Medical Leave Definition**

**409.4 Licensed Employee Bereavement Leave**

**409.5 Licensed Employee Political Leave**

**409.6 Licensed Employee Jury Duty Leave**

**409.7 Licensed Employee Military Service Leave**

**409.8 Licensed Employee Unpaid Leave**

**410 Other Licensed Employees**

**410.1 Substitute Teachers**

**410.2 Summer School Licensed Employee**

**410.4 Education Aide**

**STAFF PERSONNEL**

**Series 400**

**411 Classified Employees - General**

**411.1 Classified Employee Defined**

**411.2 Classified Employee – Qualifications, Recruitment, Selection**

**411.3 Classified Employee Contracts**

**411.4 Classified Employee Licensing/Certification**

**411.5 Classified Employee Assignment**

**411.6 Classified Employee Transfers**

**411.7 Classified Employee Evaluation**

**411.8 Classified Employee Probationary Status**

**412 Classified Employee Compensation and Benefits**

**412.1 Classified Employee Compensation**

**412.2 Classified Employee Wage and Overtime Compensation**

**412.3 Classified Employee Group Insurance Benefits**

**412.3R1(L) Contract Days and Benefits**

**413 Classified Employee – Termination of Employment**

**413.1 Classified Employee Resignation**

**413.2 Classified Employee Retirement**

**413.3 Classified Employee Suspension**

**413.4 Classified Employee Dismissal**

**413.5 Classified Employee Reduction in Force**

**414 Classified Employee Vacations & Leaves of Absence**

**414.1 Classified Employee Vacations – Holidays – Personal Leave**

**414.1R1(L) Classified Employee Vacations – Holidays – Personal Leave**

**414.2 Classified Employee Personal Illness Leave**

**414.3 Classified Employee Family and Medical Leave**

**414.3E1 Classified Employee Family and Medical Leave Notification**

**414.3E2 Classified Employee Family and Medical Leave Requirement**

**414.3E3 Classified Employee Family and Medical Leave Certification**

**414.3E4 Classified Employee Family and Medical Leave Request Worksheet**

**414.3R1 Classified Employee Family and Medical Leave Regulation**

**414.3R2 Classified Employee Family and Medical Leave Definitions**

**414.4 Classified Employee Bereavement Leave**

**414.5 Classified Employee Political Leave**

**414.6 Classified Employee Jury Duty Leave**

**414.7 Classified Employee Military Service Leave**

**414.8 Classified Employee Unpaid Leave**

**414.9 Classified Employee Professional Purposes Leave**

**STUDENT PERSONNEL**

**Series 500**

**500 Objectives for Equal Educational Opportunities for Students**

**501.1 Resident Students**

**501.2 Nonresident Students**

**501.3 Compulsory Attendance**

**501.3 Compulsory Age Attendance Regulation**

**501.4 Entrance - Admissions**

**501.5 Attendance Center Assignment**

**501.6 Student Transfers In**

**501.6R1(L) Student Transfers In**

**501.7 Student Transfers Out or Withdrawals**

**501.8 Student Attendance Records**

**501.11 Student Release During School Hours**

**501.111 Senior High School Open Campus**

**501.12 Pregnant Students**

**501.13 Students of Legal Age**

**501.14 Open Enrollment Transfers – Procedures As a Sending School**

**501.15 Open Enrollment Transfers – Procedures As a Receiving School**

**501.16 Homeless Children and Youth**

**502 Student Rights and Responsibilities**

**502.1 Student Appearance**

**502.2 Care of School Property/Vandalism**

**502.3 Freedom of Expression**

**502.4 Student Complaints and Grievances**

**502.5 Student Lockers**

**502.6 Weapons**

**502.7 Smoking – Drinking - Drugs**

**502.8 Search and Seizure**

**502.8E1 Search and Seizure Checklist**

**502.8R1 Search and Seizure Regulation**

**502.9 Interviews of Students by Outside Agencies**

**502.10 Student Bullying and Harassment**

**502.10R Student-To-Student Harassment Regulation**

**502.10E1 Harassment Complaint Form**

**502.10E2 Witness Disclosure Form**

**502.10R1 Student-To-Student Harassment Investigation Procedure Regulation**

**502.11 Use of Motor Vehicles**

**503.1 Student Conduct**

**503.1R1 Student Suspension Regulation**

**503.2 Expulsion**

**503.3 Fines – Fees – Charges**

**503.3E1 Standard Fee Waiver Application**

**503.4 Good Conduct Rule**

**503.5 Corporal Punishment**

**504.1 Student Government**

**504.2 Student Organizations**

**504.3 Student Publications**

**504.3R1 Student Publications Code Regulation**

**504.4 Student Performances**

**504.5 Student Fund Raising**

**504.5R Minors School Licenses**

**504.6 Student Activity Program**

**505.1 Student Progress Reports and Conferences**

**505.2 Student Promotion – Retention - Acceleration**

**505.3 Student Honors and Awards**

**505.4 Testing Program**

**505.5 Graduation Requirements**

**505.5R1(L) Graduation Requirements for Foreign Students**

**505.6 Early Graduation**

**505.7 Commencement**

**506.1 Student Records Access**

**506.1E1 Student Records Checklist**

**506.1E2 Request of Nonparent for Examination or Copies**

**506.1E3 Authorization for Release of Student Records**

**506.1E4 Request for Hearing on Correction of Student Records**

**506.1E5 Request for Examination of Student Records**

**506.1E6 Notification of Transfer of Student Records**

**506.1E7 Letter to Parent Regarding Receipt of a Subpoena**

**506.1E8 Juvenile Justice Agency Information Sharing Agreement**

**506.1E9 Annual Notice**

**506.1R1 Use of Student Records Regulation**

**506.2 Student Directory Information**

**506.2E1 Authorization for Releasing Student Directory Information**

**506.2R1 Use of Directory Information Regulation**

**506.3 Student Photographs**

**506.4 Student Library Circulation Records**

**507.1 Student Health and Immunization Certificates**

**507.2 Administration of Medication to Student**

**507.2E1 Record of the Administration of Medication**

**507.2E2 Parental Authorization and Release Form For the Administration of**

 **Medication to Students**

**507.2E3 Authorization – Asthma or Airway Constricting Medication Self-**

 **Administration Consent Form**

**507.3 Communicable Diseases – Students**

**507.3E2 Reportable Infectious Diseases**

**507.4 Student Illness or Injury at School**

**507.5 Emergency Plans and Drills**

**507.6 Student Insurance**

**507.7 Custody and Parental Rights**

**507.8 Student Special Health Services**

**507.8R1 Special Health Services Regulation**

**507.9 Wellness Policy**

**508.1 Class or Student Group Gifts**

**508.2 Open Night**

**EDUCATIONAL PROGRAM**

**Series 600**

**600 Goals and Objectives of the Education Program**

**601 General Organization**

**601.1 School Calendar**

**601.2 School Day**

**602 Curriculum Development**

**602.1 Curriculum Development**

**602.2 Curriculum Implementation**

**602.31 Accountability Test Integrity/Test Preparation**

**602.3 Curriculum Evaluation**

**602.4 Pilot – Experimental – Innovative Projects**

**603 Instructional Curriculum**

**603.1 Basic Instruction Program**

**603.2 Summer School Instruction**

**603.3 Special Education**

**603.4 Multicultural/Gender Fair Education**

**603.5 Health Education**

**603.5E1 Human Growth and Development Student Excuse**

**603.6 Physical Education**

**603.7 Career Education**

**603.8 Teaching About Religion**

**603.8R1 Teaching About Religion Regulation**

**603.9 Academic Freedom**

**603.9R1 Teaching Controversial Issues Regulation**

**603.10 Global Education**

**603.11 Citizenship**

**604 Alternative Programs**

**604.1 Competent Private Instruction**

**604.1E1 Competent Private instruction Report**

**604.2 Individualized Instruction**

**604.3 Program for Talented & Gifted Students**

**604.4 Program for At-Risk Students**

**604.5 Religious-Based Exclusion from a School Program**

**604.6 Instruction at a Post-Secondary Educational Institution**

**604.7 Dual Enrollment**

**604.8 Foreign Students**

**604.9 Home School Assistance Program**

**605 Instructional Materials**

**605.1 Instructional Materials Selection**

**605.1R1 Selection of Instructional Materials Regulation**

**605.2 Instructional Materials Inspection**

**605.3 Objection to Instructional Materials**

**605.3E1 Instructions to the Reconsideration Committee**

**605.3E2 Reconsideration of Instructional Materials Request Form**

**605.3E3 Sample Letter to Individual Challenging Instructional Materials**

**605.3R1 Reconsideration of Instructional Materials Regulation**

**605.4 Technology and Instructional Materials**

**605.5 School Library**

**605.6 Internet – Appropriate use**

**605.6E1 Internet Access Permission Letter to Parents**

**605.6E2 Internet Appropriate Use Violation Notice**

**605.6R1 Internet- Appropriate Use Regulation**

**605.7 Use of Information Resources**

**605.7R1 Use of Information Resources**

**606 Instructional Arrangements**

**606.1 Class Size – Class Grouping**

**606.2 School Ceremonies and Observances**

**606.3 Animals in the Classroom**

**606.4 Student Production of Materials & Services**

**606.5 Student Field Trips and Excursions**

**606.6 Insufficient Classroom Space**

**607 Instructional Services**

**607.1 Student Guidance and Counseling Program**

**607.2 Student Health Services**

**607.2R1 Student Health Services**

**AUXILIARY SERVICES**

**Series 700**

**700 Purpose of Non-instructional and Business Services**

**701.1 Depository of Funds**

**701.2 Transfer of Funds**

**701.3 Financial Records**

**701.4 Governmental Accounting Practices and Regulations**

**702 Cash in School Buildings**

**703.1 Budget Planning**

**703.2 Spending Plan**

**704.1 Local – State – Federal – Miscellaneous Revenue**

**704.2 Sale of Bonds**

**704.3 Investments**

**704.4 Gifts – Grants – Requests**

**704.5 Student Activities Fund**

**705.1 Purchasing – Bidding**

**705.1R1(L) Purchasing - Bidding**

**705.2 Purchasing on Behalf of Employees**

**705.3 Payment for Goods and Services**

**706.1 Payroll Periods**

**706.3 Pay Deductions**

**706.3R1 Pay Deductions**

**707.1 Secretary’s Reports**

**707.2 Treasurer’s Annual Report**

**707.3 Publications of Financial Reports**

**707.4 Audit**

**707.5 Internal Controls**

**707.5R1 Internal Controls Procedures**

**708 Care, Maintenance and Disposal of School District Records**

**709 Insurance Program**

**709.1R1(L) Insurance Program**

**710.1 School Food Program**

**710.2 Free or Reduced Cost Meals Eligibility**

**710.3 Vending Machines**

**711.1 Student School Transportation Eligibility**

**711.2 Student Conduct on School Transportation**

**711.3 Student Transportation for Extra Curricular Activities**

**711.4 Summer School Program Transportation Service**

**711.5 Transportation of Non-resident and Non-public School Students**

**711.6 Transportation of Non-school Groups**

**711.7 School Bus Safety Instruction**

**711.8 Transportation in Inclement Weather**

**BUSINESS PROCEDURES**

**Series 800**

**800 Objectives of Buildings & Sites**

**801.1 Buildings & Sites Long Range Planning**

**801.2 Buildings & Sites Surveys**

**801.3 Educational Specifications for Buildings & Sites**

**801.4 Site Acquisition**

**802.1 Maintenance Schedule**

**802.2 Requests for Improvements**

**802.3 Emergency Repairs**

**802.4 Capital Assets**

**802.4R1 Capital Assets**

**802.4R2 Capital Assets Management System Definitions**

**802.5 Buildings & Sites Adaptation for Persons with Disabilities**

**802.6 Vandalism**

**802.7 Energy Conservation**

**803.1 Disposition of Obsolete Equipment**

**803.2 Lease, Sale, or Disposal of School District Buildings & Sites**

**804.1 Facilities Inspections**

**804.2 Warning System and Emergency Plans**

**804.3 Bomb Threat**

**804.4 Asbestos Containing Material**

**BUILDING AND SITES**

**Series 900**

**900 Principles and Objectives for Community Relations**

**901 Public Examination of School District Records**

**902.1 News Media Relations**

**902.2 News Conferences and Interviews**

**902.3 News Releases**

**902.4 Live Broadcast or Videotaping**

**903.1 School – Community Groups**

**903.2 Community Resource Persons and Volunteers**

**903.3 Visitors to School District Buildings and Sites**

**903.4 Public Conduct on School Premises**

**903.5 Distribution of Materials**

**903.5R1 Distribution of Materials Regulation**

**904.1 Transporting Students in Private Vehicles**

**904.2 Advertising and Promotion**

**905.1 Community Use of School District Facilities & Equipment**

**905.1R1 Community Use of School District Facilities & Equipment Regulation**

**905.1E1 Community Use of School District Facilities & Equipment**

**905.1E2 Community Use of School District Facilities & Equipment**

**905.2 Smoke-Free Environment**

**SCHOOL COMMUNITY RELATIONS**

**Series 1000**

**1004.2AR Use of George Daily Community Auditorium**