

**POLICY REFERENCE MANUAL
TABLE OF CONTENTS**

100	District Organization and Basic Commitments
101	Legal Status of the School District
102	Educational Philosophy of the District
103	Equal Educational Opportunity
104	Educational and Operational Planning
104.01	Annual School Census
200	School Board
201	Legal Status of the School Board
201.01	Board Powers and Responsibilities
201.02	Board Membership - Elections/Appointment
201.03	Qualifications
201.04	Oath of Office
201.05	Term of Office
201.06	Vacancies
201.07	School Board Liability (Insurance)
202	School Board Member Conduct
202.01	Board Member Code of Ethics
202.02	Board Member Conflict of Interest
202.03	Board Self-Evaluation
203	Organization of the School Board
203.01	Board Organizational Meeting
203.02	President
203.03	Vice President
203.04	Secretary
203.05	Treasurer
203.06	Board Committees
203.07	Advisory Board Committees
203.08	School Board Legal Counsel
204	School Board Meetings
204.01	Regular Board Meetings
204.02	Special Board Meetings
204.03	Public Hearings
204.04	Work Sessions and Retreats
204.05	Open Meetings
204.06	Closed Sessions

- 204.07 Meeting Notice
- 204.08 Quorum
- 204.09 Rules of Order
- 204.10 Agenda
- 204.11 Meeting Minutes
- 204.12 Public Participation at Board Meetings

205 School Board Policy Process

- 205.01 Policy Development
- 205.02 Policy Adoption
- 205.03 Policy Revision and Review
- 205.04 Policy Communication
- 205.05 Policy Suspension
- 205.06 Administration in the Absence of Policy
- 205.07 Review of Administrative Regulations

206 Board Member Services

- 206.01 New Board Member Orientation
- 206.02 Board Association Membership
- 206.03 Board Member Development Opportunities
- 206.04 Board Member Compensation and Expenses

300 Administration

301 Administrative Structure

- 301.01 Structure of Management
- 301.02 Management Team
- 301.03 Succession of Authority to the Superintendent
- 301.04 Communication Channels

302 Superintendent

- 302.01 Superintendent Qualifications, Recruitment, Appointment
- 302.02 Superintendent Contract and Contract Nonrenewal
- 302.03 Superintendent Salary and Other Compensation
- 302.04 Superintendent Duties
- 302.05 Superintendent Evaluation
- 302.06 Superintendent Professional Development
- 302.07 Superintendent Civic Activities
- 302.08 Superintendent Consulting/Outside Employment

303 Administrative Employees

- 303.01 Administrative Positions
- 303.02 Administrator Qualifications, Recruitment, Appointment
- 303.03 Administrator Contract and Contract Nonrenewal
- 303.04 Administrator Salary and Other Compensation
- 303.05 Administrator Duties

- 303.06 Administrator Evaluation
- 303.07 Administrator Professional Development
- 303.08 Administrator Civic Activities
- 303.09 Administrator Consulting/Outside Employment

304 Policy Implementation

- 304.01 Development and Enforcement of Administrative Regulations
- 304.02 Monitoring of Administrative Regulations
- 304.03 Handbooks and Directives

- 305 Administrative Code of Ethics

400 Personnel

- 401 Guiding Principles for Employees

402 Employees and Internal Relations

- 402.01 Equal Opportunity Employment
- 402.02 Employee Orientation
- 402.03 Employee Conflict of Interest
- 402.04 Nepotism
- 402.05 Employee Grievances
- 402.06 Employee Records
- 402.07 Transporting of Students by Employees
- 402.08 Employee Travel Compensation
- 402.09 Recognition for Service of Employees
- 402.10 Employee Political Activity
- 402.11 Credit Cards
- 402.12 Employee Involvement in Decision Making
- 402.13 Communications with Employees
- 402.14 Employee Use of District Technology

403 Employees and Outside Relations

- 403.01 Release of Credit Information
- 403.02 Child Abuse Reporting
- 403.03 Abuse of Students by School District Employees
- 403.04 Gifts to Employees
- 403.05 Public Complaints about Employees
- 403.06 Employee Outside Employment

404 Employee Health and Well-Being

- 404.01 Employee Physical Examinations
- 404.02 Employee Injury on the Job
- 404.03 Employees' Personal Security and Safety
- 404.04 Communicable Diseases - Employees
- 404.05 Hazardous Chemical Disclosure

- 404.06 Harassment
- 404.07 Substance-Free Workplace
- 404.08 Drug and Alcohol Testing Program
- 404.09 Injured Employee Alternative Duty Review

- 405 Employee Conduct and Appearance

- 406 Certified Employees - General**
 - 406.01 Certificated Employee Defined
 - 406.02 Certificated Employee Qualifications, Recruitment, and Selection
 - 406.03 Certificated Employee Individual Contracts
 - 406.04 Certificated Employee Continuing Contracts
 - 406.05 Certificated Employee Work Days
 - 406.06 Certificated Employee Assignment
 - 406.07 Certificated Employee Transfers
 - 406.08 Certificated Employee Evaluation
 - 406.09 Certificated Employee Probationary Status/Tenure

- 407 Certified Employee Compensation and Benefits**
 - 407.01 Certificated Employee Salary Schedule
 - 407.02 Certificated Employee Salary Schedule Advancement
 - 407.03 Certificated Employee Continued Education Credit/Credentials
 - 407.04 Certificated Employee Compensation for Extra Duty
 - 407.05 Certificated Employee Workers' Compensation
 - 407.06 Certificated Employee Tax Shelter Programs

- 408 Certified Employee Termination of Employment**
 - 408.01 Certificated Employee Resignation
 - 408.02 Certificated Employee Contract Release
 - 408.03 Certificated Employee Retirement
 - 408.04 Certificated Employee Suspension
 - 408.05 Certificated Employee Reduction-In-Force
 - 408.06 Certificated Employee Early Retirement

- 409 Certified Employee Professional Growth**
 - 409.01 Certificated Employee Professional Development
 - 409.02 Certificated Employee Training, Workshops, or Conferences
 - 409.03 Certificated Employee Mentor Teachers
 - 409.04 Certificated Employee Publication or Creation of Materials
 - 409.05 Certificated Employee Tutoring

- 410 Certified Employee Vacations and Leaves of Absence**
 - 410.01 Certificated Employee Vacation, Holidays, and Personal Leave
 - 410.02 Certificated Employee Personal Illness Leave
 - 410.03 Certificated Employee Family and Medical Leave

- 410.04 Certificated Employee Bereavement Leave
- 410.05 Certificated Employee Political Leave
- 410.06 Certificated Employee Jury Duty Leave
- 410.07 Certificated Employee Military Service Leave
- 410.08 Certificated Employee Unpaid Leave

- 411 Other Certified Employees**
- 411.01 Substitute Teachers
- 411.02 Summer School Certificated Employees
- 411.03 Truancy Officer
- 411.04 Education Aide

- 412 Support Staff - General**
- 412.01 Support Staff Defined
- 412.02 Support Staff Qualifications, Recruitment, and Selection
- 412.03 Support Staff Contracts
- 412.04 Support Staff Licensing/Certification
- 412.05 Support Staff Assignment
- 412.06 Support Staff Transfers
- 412.07 Support Staff Evaluation
- 412.08 Support Staff Probationary Status

- 413 Support Staff Compensation and Benefits**
- 413.01 Support Staff Compensation
- 413.02 Support Staff Wage and Overtime Compensation
- 413.03 Support Staff Group Insurance Benefits
- 413.04 Support Staff Workers' Compensation
- 413.05 Support Staff Tax Shelter Programs

- 414 Support Staff Termination of Employment**
- 414.01 Support Staff Resignation
- 414.02 Support Staff Retirement
- 414.03 Support Staff Suspension
- 414.04 Support Staff Dismissal
- 414.05 Support Staff Reduction-In-Force

- 415 Support Staff Vacations and Leaves of Absence**
- 415.01 Support Staff Vacations, Holidays and Personal Leave
- 415.02 Support Staff Personal Illness Leave
- 415.03 Support Staff Family and Medical Leave
- 415.04 Support Staff Bereavement Leave
- 415.05 Support Staff Political Leave
- 415.06 Support Staff Jury Duty Leave
- 415.07 Support Staff Military Service Leave
- 415.08 Support Staff Unpaid Leave
- 415.09 Support Staff Professional Purposes Leave

- 500** **Students**
501 Objectives for Equal Educational Opportunities for Students
- 502** **Student Admissions**
502.01 Resident Students
502.02 Nonresident Students
502.03 Entrance - Admissions
502.04 Attendance Center Assignment
502.05 Student Transfers In
502.06 Student Transfers Out or Withdrawals
502.07 Student Re-entry to School
502.08 Exchange and Foreign Student Admissions
502.09 Magnet or Alternative School Admissions
502.10 Assignment of New Students to Classes and Grade Levels
502.11 Assignment of Continuing Students to Class
- 503** **Student Attendance**
503.01 Compulsory Attendance
503.02 Student Attendance Records
503.03 Student Absences - Excused
503.04 Truancy - Unexcused Absences
503.05 Student Release During School Hours
503.06 Students of Legal Age
503.07 Pregnant Students
503.08 Married Students or Students with Children
503.09 Homeless Children and Youth
- 504** **Student Rights and Responsibilities**
504.01 Student Due Process Rights
504.02 Student Involvement in Decision Making
504.03 Student Conduct
504.04 Student Conduct on School Buses
504.05 Not used
504.06 Student Appearance
504.07 Care of School Property and Vandalism
504.08 Freedom of Expression
504.09 Student Lockers
504.10 Student Use of Computers
504.11 Weapons
504.12 Regulated Devices - Beepers, Cell Phones, and Laser Pointers
504.13 Use of Metal Detectors
504.14 Secret Societies or Gang Activity
504.15 Smoking, Drinking, or Drugs
504.16 Searches, Seizures and Arrests

- 504.17 Questioning of Students by Outside Agencies
- 504.18 Harassment by Students
- 504.19 Student Fees

505 Student Discipline

- 505.01 Detention of Students
- 505.02 Probation of Students
- 505.03 Suspension of Students
- 505.04 Expulsion of Students
- 505.05 Fines for Lost or Damaged Property
- 505.06 Corporal Punishment

506 Student Activities

- 506.01 Student Activity Eligibility
- 506.02 Student Organizations
- 506.03 Student Government
- 506.04 Student Advisory Councils
- 506.05 Student Member of School Board
- 506.06 Student Publications
- 506.07 Student Performances
- 506.08 Student Fund Raising
- 506.09 Student Activities Funds
- 506.10 Student Physicals for Athletics

507 Student Records

- 507.01 Student Records Access
- 507.02 Student Directory Information
- 507.03 Student Photographs
- 507.04 Student Library Circulation Records

508 Student Health and Well-Being

- 508.01 Student Health and Immunization Checkups
- 508.02 Administration of Medication to Students
- 508.03 Communicable or Infectious Diseases
- 508.04 Student Illness or Injury at School
- 508.05 Emergency Plans and Drills
- 508.06 Student Insurance
- 508.07 Custody and Parental Rights
- 508.08 Student Special Health Services
- 508.09 Guidance and Counseling
- 508.10 Referral of Students to Other Agencies

- 509** **Other Student Related Matters**
 - 509.01 Class or Student Group Gifts
 - 509.02 Open Night
 - 509.03 Student Memorials

- 600** **Instruction**
 - 601 Goals and Objectives

- 602** **General Organization**
 - 602.01 School Calendar
 - 602.02 School Day
 - 602.03 Open or Closed Campus

- 603** **Curriculum Development**
 - 603.01 Curriculum Development
 - 603.02 Curriculum Adoption
 - 603.03 Curriculum Guides and Course Outlines
 - 603.04 Curriculum Evaluation
 - 603.05 Pilot, Experimental or Innovative Projects

- 604** **Instructional Curriculum**
 - 604.01 Basic Instruction Program
 - 604.02 Summer School Instruction
 - 604.03 Special Education
 - 604.04 Multicultural and Nonsexist Education
 - 604.05 Health Education
 - 604.06 Physical Education
 - 604.07 Career Education
 - 604.08 Driver Education
 - 604.09 Teaching about Religion
 - 604.10 Academic Freedom
 - 604.11 Citizenship
 - 604.12 Global Education

- 605** **Alternative Programs**
 - 605.01 Instruction at a Post-Secondary Educational Institution
 - 605.02 Individualized Instruction
 - 605.03 Program for Talented and Gifted Students
 - 605.04 Program for At-Risk Students
 - 605.05 Religious Based Exclusion from a School Program
 - 605.06 English as a Second Language
 - 605.07 Dual Enrollment

- 606** **Instructional Materials**
 - 606.01 Instructional Materials Selection
 - 606.02 Instructional Materials Inspection
 - 606.03 Objection to Instructional Materials
 - 606.04 Technology and Instructional Materials
 - 606.05 Media Centers
 - 606.06 Acceptable Use of Computers, Technology and the Internet
 - 606.07 District Web Site

- 607** **Instructional Arrangements**
 - 607.01 Class Size - Class Grouping
 - 607.02 School Ceremonies and Observances
 - 607.03 Animals in the Classroom
 - 607.04 Student Production of Materials and Services
 - 607.05 Student Field Trips and Excursions
 - 607.06 Collection of Money by Teachers
 - 607.07 Planning and Record-Keeping by Teachers
 - 607.08 School Volunteers

- 608** **Instructional Services**
 - 608.01 Student Guidance and Counseling Program
 - 608.02 Student Health Services

- 609** **School Improvement Plan**
 - 609.01 Evaluation of Instructional Programs

- 610** **Testing**
 - 610.01 Test or Assessment Selection
 - 610.02 Test or Assessment Administration

- 611** **Academic Achievement**
 - 611.01 Student Progress Reports
 - 611.02 Student Promotion, Retention or Acceleration
 - 611.03 Student Honors and Awards
 - 611.04 Parent Conferences
 - 611.05 Grading Guidelines
 - 611.06 Class Rankings and Grade Point Average
 - 611.07 Graduation Requirements
 - 611.08 Early Graduation
 - 611.09 Commencement

- 700** **Business Operation**
 - 701 Fiscal Management Goals

702	Annual Budget
702.01	Fiscal Year
702.02	Budget Planning, Preparation and Schedules
702.03	Budget Adoption Process
703	Management of Capital Reserves
704	Accounting System
704.01	Deposits and Transfers
704.02	Financial Records
704.03	Inventories
704.04	Audits
705	Revenue
705.01	Local, State, Federal or Miscellaneous Revenue
705.02	Usage Fees, Admissions and Royalties
705.03	Free Admissions Passes
705.04	Gifts, Grants and Bequests
706	Expenditure
706.01	Purchasing Procedures
706.02	Petty Cash
706.03	Bidding Procedures
706.04	Vendor Relations
706.05	Purchasing on Behalf of Employees
707	Payroll
707.01	Payroll Procedures
707.02	Salary Deductions
707.03	Expense Authorization and Reimbursement
708	Employee Benefits Administration
708.01	Insurance Program
709	Cash in School Buildings
710	Disposition of School Property
800	Support Services
801	Transportation
801.01	Student Transportation
801.02	Special Education Student Transportation
801.03	Bus Scheduling and Routing
801.04	Bus Safety Program
801.05	Bus Driver Supervision

801.06	Student Transportation for Extracurricular Activities
801.07	Summer School Program Transportation Service
801.08	Transportation of Nonresident and Nonpublic School Students
801.09	Transportation of Nonschool Groups
801.10	Transportation in Inclement Weather
801.11	School-Owned Vehicles
801.12	Student Transportation in Private Vehicles
801.13	Use of Private Vehicles on School Business
801.14	Transportation Records
802	School Food Services
802.01	School Food Program
802.02	Food Service Prices
802.03	Collection of Money and Food Tickets
802.04	Food Service Records and Reports
802.05	Free or Reduced Cost Meals Eligibility
802.06	Vending Machines
803	Office Services
803.01	Photocopying Services
803.02	Mail and Delivery Service
803.03	Telephone Service
803.04	FAX Service
804	Data Management
804.01	Computer Security
804.02	Data or Records Retention
805	Risk Management
805.01	Insurance
900	Buildings and Sites
901	Objectives of Buildings and Sites
902	Site Acquisition and Building Construction
902.01	Buildings and Sites Long Range Planning
902.02	Construction Plans and Specifications
902.03	Site Acquisition
902.04	Bids and Awards for Construction Contracts
903	Maintenance, Operation and Management
903.01	Security
903.02	Access to Buildings
903.03	Maintenance Schedule
903.04	Requests for Improvements

- 903.05 Emergency Repairs
- 903.06 Buildings and Grounds - Records and Reports
- 903.07 Traffic and Parking Procedures
- 903.08 Vandalism
- 903.09 Energy Conservation

- 904 Selling and Leasing**
 - 904.01 Disposition of Obsolete Equipment
 - 904.02 Lease, Sale or Disposal of School District Buildings and Sites

- 905 Safety Program**
 - 905.01 Facilities Inspections
 - 905.02 Annual Emergency Safety Plan
 - 905.03 Warning Systems
 - 905.04 Bomb Threats
 - 905.05 Hazardous Materials
 - 905.06 Accident Reports
 - 905.07 Safety Drills
 - 905.08 School Closings and Cancellations
 - 905.09 Eye Protective Devices

- 1000 Community/Educational Agency Relations**
 - 1001 Principles and Objectives for Community Relations

 - 1002 District Annual Report

 - 1003 Public Examination of District Records

- 1004 Press, Radio and Television News Media**
 - 1004.01 Media Relations
 - 1004.02 Press Releases, Conferences and Interviews
 - 1004.03 Live Broadcast or Videotaping
 - 1004.04 Crisis Management Communications

- 1005 Public Participation in the School District**
 - 1005.01 Public Complaints
 - 1005.02 Parent Relations Goals
 - 1005.03 Parent Involvement in Decision Making
 - 1005.04 Community Relations Goals
 - 1005.05 Community Involvement in Decision Making
 - 1005.06 Community Resource Persons
 - 1005.07 Visitors to School
 - 1005.08 Public Conduct on School Premises
 - 1005.09 Skateboarding and Rollerblading
 - 1005.10 Distribution or Posting of Materials

- 1006** **Use of District Facilities and Equipment**
- 1006.01 Community Use of School District Buildings, Sites and Equipment
- 1006.02 Smoke-Free Environment

- 1007 Education Agency Relations