CHAPTER 1.00: DISTRICT PHILOSOPHY

District’s Vision and Mission Statement ........................................... 1.10

CHAPTER 2.00: SCHOOLBOARD GOVERNANCE AND ORGANIZATION

Scope of the School District ............................................................ 2.10*
Orientation of Board Members ....................................................... 2.11
Responsibilities and Authority of the Board ..................................... 2.20
Organization and Officers of the Board ............................................. 2.21
Board Meetings .................................................................................. 2.22*
School Board Rules/Policies ............................................................ 2.23*
Compliance with Rules of School Board ........................................... 2.231
Collective Bargaining Agreements .................................................... 2.24
School Board Adopted Plans ............................................................ 2.25+
Five Year Comprehensive and Strategic Plan .................................... 2.251
School Improvement and Education Accountability ........................... 2.26*+
Family and School Partnership for Student Achievement ................. 2.261*+
Special Committees of the School Board .......................................... 2.27
Schedule for Legal Advertisements ................................................... 2.28
Auditor Selection Committee ........................................................... 2.29
School Advisory Councils ............................................................... 2.30+
TABLE OF CONTENTS (Continued)

Legal Counsel – Board .................................................. 2.40
Legal Counsel – Superintendent ...................................... 2.41
Legal Services for Employees ........................................... 2.42
Participation in Activities ................................................ 2.50
Political Activity on School Board Grounds ....................... 2.51
Program of Awards ....................................................... 2.60*+
Employee Suggestion Program .......................................... 2.61
Bullying and Harassment ................................................ 2.70*
Hazing ................................................................. 2.701*+
Policy Against Discrimination – Students ......................... 2.71
Policy Against Discrimination – Employees/Applicants .......... 2.72
Reporting Child Abuse .................................................. 2.80
Unlawful Discrimination Prohibited .................................... 2.81+
Tobacco Use in District Facilities ....................................... 2.90
Wellness Program ..................................................... 2.95*+

CHAPTER 3.00: SCHOOL ADMINISTRATION

Administrative Organization ............................................ 3.10*
Schools-Within-A-School .............................................. 3.11
Responsibilities of Superintendent .................................... 3.20
Superintendent’s Contract, Compensation and Benefits ........ 3.201
Evaluation of the Superintendent ..................................... 3.202
Directives, Procedures and Administrative Manuals ............ 3.21
TABLE OF CONTENTS (Continued)

Opening and Closing of Schools ........................................... 3.22*
Emergencies ................................................................. 3.23
Automatic External Defibrillators ........................................... 3.25+
Responsibilities of Principals ................................................. 3.30
Campus Disorders and Trespassing ....................................... 3.40
Disruptions at School Board Functions ............................... 3.41
Alcohol, Alcoholic Beverages, Mood-Modifying or
    Controlled Substance on Board Property ....................... 3.42
Animals on Campus .......................................................... 3.47+
Service Animals .............................................................. 3.48+
Inspection of Public Records ............................................... 3.50
Copying of Public Records .................................................. 3.51+
Copyrighted Material .......................................................... 3.52
Flag Display and Pledge ....................................................... 3.60
A Moment of Silence ............................................................ 3.61
Agents, Solicitors and Salespersons ....................................... 3.70
School Volunteers ............................................................... 3.80
Charter Schools ................................................................. 3.90

CHAPTER 4.00: CURRICULUM AND INSTRUCTION

The Curriculum ................................................................. 4.10*+
Student Progression Plan .................................................... 4.11*+
TABLE OF CONTENTS (Continued)

Physical Education .................................................. 4.111*+

Academically Challenging Curriculum to Enhance Learning

(ACCEL) Options .................................................... 4.113+
Grade Forgiveness ..................................................... 4.115*
Early High School Graduation ...................................... 4.117*+
Exceptional Student Education ..................................... 4.12+
Dropout Prevention Program ........................................ 4.13+
Adult Education ....................................................... 4.14*
Homework Assignments ............................................. 4.16
Veteran’s Day Activities ............................................. 4.17
Academic and Career Planning ..................................... 4.18
Textbook Adoption .................................................... 4.21
Educational Media Materials Selection .......................... 4.22
Sale of Textbooks ..................................................... 4.23
Challenged Materials ................................................ 4.30*
Community Speakers ............................................... 4.31
Extracurricular Program ............................................. 4.40
Non-School Sponsored Trips ........................................ 4.41
Public Appearance of School Groups ............................ 4.42
Field Trips ............................................................. 4.43+
Field Trip Medication Training for Teachers and Staff .... 4.431
School Functions ...................................................... 4.44
TABLE OF CONTENTS (Continued)

Religious Activities ................................................................. 4.45
Religious Expression in Public Schools ........................................... 4.46
Student Clubs and Organizations .................................................. 4.50
Student Publications ................................................................. 4.51
District and Statewide Assessment Program ................................. 4.60+
Security of Tests ........................................................................ 4.61
Virtual Instruction ........................................................................ 4.65
Home Education Program ............................................................ 4.70
Participation of Home Education and Private School Students
   In Extracurricular Activities ...................................................... 4.72
Report Cards .............................................................................. 4.80++

CHAPTER 5.00: STUDENTS

Requirements for Original Entry ................................................. 5.10
Admission to Kindergarten ........................................................... 5.11
Admission to First Grade ............................................................. 5.12
Post-Secondary Career and Technical Programs ........................... 5.13++
Homeless Students ..................................................................... 5.14*
Educational Stability for Children in Foster Care ........................ 5.15++
Children of Military Families ..................................................... 5.16+
Student Assignment / School Choice Options .............................. 5.20+
Student Out of Zone Transfers / Choice ....................................... 5.201++
TABLE OF CONTENTS (Continued)

Controlled Open Enrollment ................................................................. 5.23*+
Classroom Transfer .................................................................................. 5.25+
Student Control ....................................................................................... 5.30+
Threat Assessment Teams ......................................................................... 5.305
Student Detention, Search and Seizure ................................................... 5.31
Zero Tolerance for School Related Crimes ........................................... 5.32*
Possession of Weapons and Other Prohibited Articles ....................... 5.321
Prohibition Against Use, Sale or Possession of Alcohol or Drugs ........ 5.322
Teacher Removal of Students from Classroom ...................................... 5.33
Expulsion of Students ............................................................................. 5.34
Use of Time Out, Seclusion and physical Intervention for
  Students with Disabilities ....................................................................... 5.343
Granting Permission for Students to Leave the School Campus .......... 5.35
Vehicle Use by Students .......................................................................... 5.36+
Students Dress and Grooming ................................................................. 5.37
Gang Control Policy ................................................................................ 5.371
Student Identification Badges Policy ..................................................... 5.372
Student Use of Electronic Devices ......................................................... 5.38
Student Use of Social Media ................................................................... 5.381
Student Fees and Supplies ..................................................................... 5.39
Student Attendance ................................................................................ 5.40*
Academic Honesty .................................................................................. 5.50
CHAPTER 6.00: HUMAN RESOURCES

Employment of Personnel ............................................. 6.10*+
Employment Defined ................................................... 6.11
Definition of Personnel ................................................. 6.111
Nepotism ..................................................................... 6.12
Year of Service Defined for Administrative and Instructional
Personnel ..................................................................... 6.13*
# TABLE OF CONTENTS (Continued)

The Instructional Staff ........................................ 6.14*

Employment of Athletic Coaches Who Are Not Full-Time

Employees of The School Board ............................ 6.141*+

Non-Certified Instructional Personnel ..................... 6.142

Employment of Non-Degreed Vocational and Adult

Instructional Personnel ...................................... 6.143*

Educational Paraprofessional .............................. 6.144*

Substitute Teachers, Temporary and Substitute Classified

And Support Employees ..................................... 6.145*

Veterans’ Preferences ........................................ 6.15

Dual Employment ............................................. 6.16

Appointment or Employment Requirements ............ 6.17*

Physical Examinations ....................................... 6.171

License of School Bus Operator .......................... 6.172*

Responsibilities of School Bus Operators ............... 6.173*

Contracts: Instructional and Administrative Personnel .... 6.18*

Probationary Status for Non-Instructional Personnel .... 6.181

Identification .................................................. 6.19

Certification of Administrative and Instructional Personnel .... 6.20*

District Certificates ........................................ 6.21*

Teaching Out-of-Field ...................................... 6.22+

Professional Ethics ......................................... 6.27*

Anti-Fraud .................................................... 6.28
TABLE OF CONTENTS (Continued)

Report of Misconduct ........................................................... 6.29*
Violation of Local, State, and/or Federal Laws .......................... 6.30
Personal Business on School Time .......................................... 6.301
Indebtedness Created Against a School or The School Board ...... 6.302
Employees With Weapons ...................................................... 6.303
Private Instruction and Tutoring .............................................. 6.304
Conflict of Interest ............................................................... 6.305
Staff Gifts and Solicitations ................................................... 6.306
Records and Reports ............................................................. 6.31*+
Telephone Calls, Electronic Communications and Facsimiles ...... 6.32+
Wireless Telephone Usage ..................................................... 6.321
District-Related Social Media Accounts ................................. 6.322
Alcohol and Drug-Free Workplace ......................................... 6.33
Political Activities of Employees ........................................... 6.34
Grievance Procedure for Personnel ....................................... 6.35*
Complaints Against Employees ............................................. 6.36*
Suspension and Dismissal ..................................................... 6.37
Suspension With Partial or No Pay ......................................... 6.38
Background Investigations ..................................................... 6.39
Assessment of Employees ..................................................... 6.40
Instructional Employee Performance Criteria ......................... 6.41*+
Job Descriptions ................................................................. 6.42
**TABLE OF CONTENTS (Continued)**

- Leave of Absence ................................................................. 6.50*
- Leave Application ................................................................. 6.501*
- Approval of Leaves ................................................................. 6.502*
- Notification of Absence ......................................................... 6.51*
- Absence Without Leave .......................................................... 6.511*
- Resignations ............................................................................. 6.52
- Effective Date for Leave, Suspension or Termination ...................... 6.521*
- Retirement of Employees .......................................................... 6.53
- Deferred Retirement Option Program (‘DROP’) .............................. 6.531
- Annual / Vacation Leave ............................................................ 6.541*
- Family and Medical Leave ......................................................... 6.542*
- Illness-or-Injury-in-Line-of-Duty Leave ......................................... 6.543
- Jury / Witness Duty ................................................................. 6.544*
- Military Leave ........................................................................ 6.545*
- Personal Leave ....................................................................... 6.546*
- Professional Leave ................................................................. 6.547*
- Sick Leave .............................................................................. 6.549*
- Temporary Duty ..................................................................... 6.55*+
- Transportation – Employee Drug and Alcohol Testing .................. 6.60*
- School Board Employees with HIV, AIDS or Other
  Communicable Diseases .................................................... 6.61+
- AIDS, Bloodborne Pathogens and Environmental Hazards ............ 6.62+
## TABLE OF CONTENTS (Continued)

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Mothers</td>
<td>6.65+</td>
</tr>
<tr>
<td>Professional Development</td>
<td>6.70</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>6.80</td>
</tr>
<tr>
<td>Social Security Numbers</td>
<td>6.88*</td>
</tr>
<tr>
<td>Personnel Files</td>
<td>6.90</td>
</tr>
<tr>
<td>Salary Schedules</td>
<td>6.91*</td>
</tr>
<tr>
<td>Sick Leave Bank</td>
<td>6.911</td>
</tr>
<tr>
<td>Terminal Pay</td>
<td>6.912</td>
</tr>
<tr>
<td>Lump-Sum Payment of Vacation Leave</td>
<td>6.913</td>
</tr>
<tr>
<td>Compensatory Time</td>
<td>6.914</td>
</tr>
<tr>
<td>Use of Sick Leave by Family Members</td>
<td>6.915</td>
</tr>
<tr>
<td>Health Insurance Premiums</td>
<td>6.92</td>
</tr>
<tr>
<td>Cafeteria Plan</td>
<td>6.921</td>
</tr>
<tr>
<td>Best and Brightest Awards</td>
<td>6.93</td>
</tr>
</tbody>
</table>

## CHAPTER 7.00: BUSINESS SERVICES

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Budget System</td>
<td>7.10</td>
</tr>
<tr>
<td>Fund Balance Policy</td>
<td>7.101</td>
</tr>
<tr>
<td>Debt Management</td>
<td>7.102</td>
</tr>
<tr>
<td>Accounting and Control Procedures</td>
<td>7.20+</td>
</tr>
<tr>
<td>Grant Management</td>
<td>7.25+</td>
</tr>
<tr>
<td>Educational Enhancement Funds</td>
<td>7.30*</td>
</tr>
<tr>
<td>Food and Nutrition Services Funds</td>
<td>7.31*</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS (Continued)

Internal Funds ................................................................. 7.32*+
Petty Cash Funds ............................................................. 7.33*
Acceptance of Credit / Debit Cards ................................. 7.34
Investment of Funds ......................................................... 7.35
Electronic Funds Transfers and Payments ....................... 7.36
Bonded Personnel ............................................................. 7.37*
Facsimile and Electronic Signatures ............................... 7.38
Expenditures for Promotion and Public Relations ............ 7.39
Fund-Raising for School Projects and Activities .............. 7.40
Outside Organizations ...................................................... 7.41
Payment of Vouchers ......................................................... 7.50
Payroll ........................................................................ 7.51
Tax Sheltered Annuities and Custodial Accounts .............. 7.512
Travel Expense Reimbursement ....................................... 7.52*
Expenditures for Fringe Benefits for Employees ............... 7.53
Audits ........................................................................ 7.60*
Energy Conservation Policy ............................................. 7.61+
Purchasing and Competitive Solicitations ....................... 7.70*
Resolution of Protests from the Contract Bidding Process ... 7.701
Procurement Code of Conduct ......................................... 7.702
Selection Policy for Professional Construction Related Services .... 7.71
Acquisition, Use and Exchange of School Board Property .... 7.72
TABLE OF CONTENTS (Continued)

Acquisition of Real Property – for School Use ......................... 7.73
Lease and Lease-Purchase of Land, Facilities and Equipment .... 7.74
Sale, Transfer or Disposal of Property .................................. 7.75*
Lost or Stolen Property ......................................................... 7.76*
Inventories and Property Records ........................................ 7.77
Capital Assets ........................................................................ 7.77
Adequacy of Educational Facilities and Growth Management .... 7.78
Risk Management Insurance Program ................................. 7.80

CHAPTER 8.00: AUXILIARY SERVICES

Safety ................................................................. 8.10*+
Safety Program ......................................................... 8.11
Key Control / Access to Buildings ....................................... 8.111
Toxic Substances in School Work Areas ............................ 8.12+
Infection Control Guidelines ............................................ 8.13
Inspections .............................................................. 8.14*
Facility Fire Safety Inspection ........................................... 8.15*
Emergency Drills ....................................................... 8.16*+
Emergency Disaster ...................................................... 8.17*+
Emergency Closing of Schools ........................................ 8.18
Security Plan ............................................................. 8.19+
Preventive Maintenance ................................................ 8.20
Sanitation ................................................................. 8.21
Vandalism and Malicious Mischief ................................. 8.22
Use of Unmanned Aerial Systems in School Settings .......... 8.23
Purpose and Functions of the Transportation Program .... 8.30
Student Transportation .............................................. 8.31*
Bus Routes .............................................................. 8.32
Bus Emergency Evacuation Drills ................................. 8.33*
Instruction in Bus Safety ............................................ 8.34*
Exiting the School Bus .................................................. 8.35
Transporting Students in Private Vehicles ....................... 8.36*
Seat Belts ................................................................. 8.37
Automotive Equipment .................................................. 8.38
Vehicle Maintenance Program ....................................... 8.39
Vehicle / School Bus Idling ........................................... 8.391
General Food and Nutrition Services ............................ 8.40*+
Meal Patterns ............................................................. 8.41*
Free and Reduced Price Meals ....................................... 8.42*
Sale Prices of Meals ................................................... 8.43
Summer Nutrition Program .......................................... 8.44+
School Breakfast Program ........................................... 8.45
School Construction Bids Procedures ............................ 8.50
Construction Change Directives .................................... 8.502
Renovations, Remodeling, or Additions of Facilities by Booster Clubs,
TABLE OF CONTENTS (Continued)

PTA’s or Other School Affiliated Groups .............................. 8.51
Construction Change Orders ............................................. 8.52
Improvements to School Plants and Grounds ...................... 8.53
School Facilities Usage for Child Care ............................... 8.54+
Designation of School Facilities ....................................... 8.55
Telecommunication Plan and Electronic Communication Use ...... 8.60+
Records Retention and Disposal ....................................... 8.80+
Reports and Forms Management Committee ....................... 8.81*

CHAPTER 9.00: SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

Parent Organizations and School Support Groups ................. 9.10
Parent / Family Involvement ............................................ 9.101
Communications and Community Relations ........................ 9.20
School Reports ............................................................ 9.21+
Use of Facilities ........................................................... 9.30*+
Availability of School Facilities to Secondary Students for Meetings . 9.31*
Advertising and Commercial Activities ............................... 9.40
Distribution of Literature and Materials to Students ............... 9.50
Visitors ........................................................................ 9.60
Relations with Governmental Authorities ............................ 9.70
Community Service ......................................................... 9.75+
The following symbols are used with certain policies to indicate specific information about the policy.

*(Asterick)* - Denotes policies which are required by statutes or other regulations.

+(Plus sign)* - Denotes plans or other documents must be developed.