

Policies and Regulations Hinsdale County School District RE-1 Lake City, Colorado

This manual contains the policies of the Board of Education (reproduced on white paper), the major regulations intended to implement policy (yellow paper) and certain reference or "exhibit" documents that relate to policies and/or regulations (green paper).

Policy development in a modern, forward-looking school system is a dynamic on-going process. New problems, issues and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Board employs the looseleaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, regulations and exhibits are distributed by the central office.

Hinsdale County School District RE-1 operates according to policies established by the Board of Education. The Board, which represents the state and local community, develops policies after careful deliberation, and the school administration implements them through specific regulations and procedures. The Board then appraises the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies.

About policies and regulations

Generally the role of a board of education is to set policy and the role of the administration is to implement it through regulations. Here are definitions set forth by the National School Boards Association which provide a distinction between these two types of statements:

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted and may include why and how much. They are broad enough to

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indicate a line of action to be taken by the administration in meeting a number of day after day problems; they need to be narrow enough to give the administration clear guidance.

Regulations are detailed directions developed by the administration to put policy into practice. They tell how, by whom, where and when things are to be done.

These definitions are serviceable some of the time. They reflect sound theory of governance and administration. But the real world does not always conform. For example:

State and federal governments require boards of education to make or officially approve detailed regulations and procedures in certain areas.

A board signs contracts and agreements which may contain and interweave policies, regulations and procedural detail.

The public, staff or board members may demand that the Board itself, not the administration, establish specific regulations and procedures in certain sensitive areas.

It is the intermingling of policy and regulations in law, in contracts, in adopted statements of the Board that causes trouble. Sometimes they are not easily separated. Therefore the separation of policies and regulations in this manual follows several "rules of thumb" in addition to "basic theory":

1. When the school district's practice in a particular area is established by law, any informational statement covering the practice is presented as "policy"—that is, it appears on a white page. (A law, of course, may be quoted or referred to in a regulation.)
2. When the district's practice in a particular area has been established through a negotiated agreement, any statement pertaining to that practice is presented as "policy" on a white page.
3. Where the Board has interwoven regulations with policy and where separation would do harm to the meaning of both, the entire statement is presented on a white page.
4. Where the Board has adopted rules and by-laws concerning its own organizational and operating procedures, these statements appear as policy on white pages.

As long as the administration operates within the guidelines of general policy adopted by the Board, it may change regulations without prior Board approval unless Board action is required by law or unless the Board has specifically asked that a particular regulation be given Board approval. The Board, of course, should be kept informed of regulations issued by the administration.

Notes on use of the manual

Dates. Where possible the original date of adoption/approval/issuance appears immediately following each policy/regulation. In other instances, an approximate date or revision date is used.

Legal references. Pertinent legal references are given to tell the reader where in state or federal law he may find certain statutes that relate to a policy. Unless otherwise noted, all references direct the reader to the *Colorado Revised Statutes*, as revised through the last session of the legislature. Most of the statutes are included in *Colorado School Laws* published by the Colorado Department of Education. It is important to mention here that other laws and/or court decisions also may be applicable to a particular policy.

Cross references. Certain policies/regulations relate to others. Cross references are provided following many statements to help the reader find all of the related information.

Order of precedence. Board of Education policies and regulations must be read and interpreted in the light of *Colorado Revised Statutes* and state regulations. Whenever inconsistencies of interpretation arise, the law and state regulations prevail.

Terminology. To avoid problems of wording, masculine pronouns used in this manual refer to both sexes.

Is the manual complete?

No. The manual contains all of the current *written* policies of the Board of Education to date. But continually, the need for putting additional policies in writing, for adopting new ones and revising old ones becomes apparent. Additionally, state law and regulations change. No matter how well conceived and well developed, a policy manual can never be 100 percent complete and 100 percent up to date.

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It is the hope of the Board of Education that this collection of policies and regulations will make greater harmony and efficiency possible in all areas of school operations. This will enable the Board to devote more time to its primary duty—the development of long-range policies and planning for the future of the school system.

Board of Education
Hinsdale County School District RE-1

Date: April 9, 1996

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SECTION A - FOUNDATIONS AND BASIC COMMITMENTS

Section A contains policies, regulations and exhibits on the district's legal role in providing public education and the basic principles underlying school district governance. Included in this section are policies on nondiscrimination, educational philosophy and accountability.

AA	School District Legal Status
AC	Nondiscrimination/Equal Opportunity
ACA	Nondiscrimination on the Basis of Sex
ACA-E	Nondiscrimination on the Basis of Sex — Exhibit
ACE	Nondiscrimination on the Basis of Handicap/Disability
ACE-E	Nondiscrimination on the Basis of Handicap/Disability — Exhibit
AD	Educational Philosophy/School District Mission
ADA	School District Goals and Objectives
ADC	Tobacco-Free Schools
AE	Accountability/Commitment to Accomplishment
AE-R	Accountability/Commitment to Accomplishment (Accountability Committees) — Regulation
AE-E	Accountability Process Timeline — Exhibit
AEA	Standards Based Education
AED	School District Accreditation

SECTION B - SCHOOL DISTRICT GOVERNANCE

Section B contains policies, regulations and exhibits about school district governance and the policy adoption process.

BB	School Board Legal Status
BG	School Board Policy Process
BGA	Policy Implementation
BK	Memberships

SECTION C - GENERAL SCHOOL ADMINISTRATION

Section C contains policies, regulations and exhibits on school management, administrative organization and school building and department administration. It includes the administrative aspects of special programs and system wide reforms such as school or site-based management. It also contains personnel policies regarding the superintendent, senior administrators (management team) and school principals.

CBF	Superintendent's Conduct
CBI	Evaluation of Superintendent
CBIA*	Public Inspection of Superintendent's Evaluation
CC	Administrative Organization
CF	School Building Administration
CHCA	Handbooks and Directives

SECTION D - FISCAL MANAGEMENT

Section D contains policies, regulations and exhibits on school finances and the management of funds. It includes policies on budget, banking, accounting, purchasing and payroll. Policies on the financing of school construction and renovation, however, are filed in Section F - Facilities Development.

DA	Fiscal Management Goals/Priority Objectives
DB	Annual Budget
DBC	Budget Planning, Preparation and Schedules
DBC-E	Deadlines in Budgeting Process Set by Statute — Exhibit
DBD	Determination of Budget Priorities
DFA/DFAA	Revenues from Investments/Use of Surplus Funds
DFA/DFAA-R	Revenues from Investments/Use of Surplus Funds
DG	Banking Services (and Deposit of Funds)
DH	Bonded Employees and Officers
DI	Fiscal Accounting and Reporting
DID	Inventories
DIE	Audits/Financial Monitoring
DJ/DJA	Purchasing/Purchasing Authority
DJE	Bidding Procedures
DJG	Vendor Relations
DKB	Salary Deductions
DKC	Expense Authorization/Reimbursement

SECTION E - SUPPORT SERVICES

Section E contains policies, regulations and exhibits on non-instructional services and programs, particularly those on business management, safety, building and grounds management, office services, transportation and food services. Also included are policies on busing, fire drills, vandalism, data management and insurance programs.

EB	Environmental and Safety Program
EBAB	Hazardous Materials
EBAB-R	Hazardous Materials — Regulation
EBBA	Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances)
EBBA-R	Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances) — Regulation
EBBB	Accident Reports
EBCA	Disaster Plans
EBCB	Safety Drills
EBCB-R	Safety Drills — Regulation
EBCC	Bomb Threats
EBCE	School Closings and Cancellations
EC	Buildings/Grounds/Property Management
ECA/ECAB	Security/Access to Buildings

SECTION E - SUPPORT SERVICES (continued)

ECAC	Vandalism
EDB	Maintenance and Control of Materials and Equipment
EDC	Authorized Use of School-Owned Materials or Equipment
EEA	Student Transportation
EEAA	Walkers and Riders
EEAC	Bus Scheduling and Routing
EEAC-R	Bus Scheduling and Routing — Regulation
EEAE	Bus Safety Program
EEAEA	Bus Driver Requirements, Training and Responsibilities
EEAEAA*	<i>Drug and Alcohol Testing for Bus Drivers</i>
EEAEAA*-R	<i>Drug and Alcohol Testing for Bus Drivers — Regulation</i>
EEAEF*	<i>Video Cameras on Transportation Vehicles</i>
EEAEF*-E	<i>Notice to Students and Parents/Guardians Regarding the Use of Video Recorders on School Buses — Exhibit</i>
EEAEF*-R	<i>Video Cameras on Transportation Vehicles — Regulation</i>
EEAFB*	<i>Use of School Buses by Community Groups</i>
EEAFB*-R	<i>Use of School Buses by Community Groups — Regulation</i>
EEAG	Student Transportation in Private Vehicles
EEBA	School-Owned Vehicles (Use of Seat Belts)
EEBB	Use of Private Vehicles on School Business
EF	Food Services
EFC	Free and Reduced-Price Food Services
EFC-R	Free and Reduced-Price Food Services — Regulation
EGAD	Copyright Compliance
EGAD-R1	Copyright Compliance (Computer Software)
EGAD-R2	Copyright Compliance (Books and Periodicals)
EGAD-R3	Copyright Compliance (Music Materials)
EGAD-R4	Copyright Compliance (Television Programs)
EGADA	Protection of Intellectual Property
EGAEA	Electronic Mail
EGAEA-R	Monitoring Public Electronic Mail Records — Regulation
EHC*	<i>Student Use of the Internet</i>
EHC*-E	<i>Student Use of the Internet (Acceptable Use Agreement) — Exhibit</i>
EHD*	<i>Staff Use of Internet</i>
EHD*-R	<i>Staff Use of District Technology</i>
EHD*-E	<i>Staff Use of the Internet (Acceptable Use Agreement) — Exhibit</i>
EI	Insurance Program/Risk Management

SECTION F - FACILITIES PLANNING AND DEVELOPMENT

Section F contains policies, regulations and exhibits on facility planning, financing, construction and renovation. It also includes the topics of temporary facilities, school closings, bond campaigns and naming facilities.

FA Facilities Development Goals/Priority Objectives

SECTION G - PERSONNEL

Section G contains policies, regulations and exhibits on all school employees except the superintendent (found in Section C - General Administration). The category is divided into three main divisions: GB contains policies applying to *all* school employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support or classified staff.

GBA Open Hiring/Equal Employment Opportunity and Affirmative Action
GBAA Sexual Discrimination and Harassment
GBAA-R Sexual Harassment (Grievance Procedure) — Regulation
GBB Staff Involvement in Decision Making
GBEA Staff Ethics/Conflict of Interest
GBEA-E Staff Ethics/Conflict of Interest — Exhibit
GBEB Staff Conduct (and Responsibilities)
GBEBC Gifts to and Solicitations by Staff
GBEC Drug-Free Workplace (Drug and Alcohol Use by Staff Members)
GBEC-E Employee Acknowledgment Form Drug-Free Workplace Policy Statement — Exhibit
GBEF Staff Training in Crisis Prevention, Recognition & Management
GBGA Staff Health (and Physical and Mental Health Examination Requirements)
GBGA-R Staff Health (Staff Members with HIV/AIDS) — Regulation
GBGB Staff Personal Security and Safety
GBGD Workers' Compensation
GBGD (Optional) Workers' Compensation
GBGE Staff Maternity/Paternity/Parental Leave
GBGF Federally-Mandated Family Leave
GEGF-E Certificate of Physician
GBGF-R Federally-Mandated Family Leave — Regulation

GBGG Staff Sick Leave
GBGH Sick Leave Bank
GBGI Staff Military Leave
GBGJ Staff Bereavement Leave
GBGK Staff Legal Leave
GBJ Personnel Records and Files
GBK Staff Concerns/Complaints/Grievances
GBK-R Staff Concerns/Complaints/Grievances — Regulation
GC Professional Staff
GCA Professional Staff Positions
GCBA Instructional Staff Contracts/Compensation/Salary Schedules

SECTION G – PERSONNEL (continued)

GCBC	Professional Staff Supplementary Pay Plans/Overtime
GCBD	Professional Staff Fringe Benefits
GCD	Professional Staff Vacations and Holidays
GCE/GCF	Professional Staff Recruiting/Hiring
GCE/GCF-R	Professional Staff Recruiting/Hiring — Regulation
GCG/GCGA	Part-Time and Substitute Professional Staff Employment/Qualifications of Substitute Staff
GCHA/GCHB	Mentor Teachers/Administrators
<i>GCHC*</i>	<i>Professional Staff Induction Program</i>
GCI	Professional Staff Development
GCID	Professional Staff Training, Workshops and Conferences
GCKA	Instructional Staff Assignments and Transfers
GCKB	Administrative Staff Assignments and Transfers
GCL	Professional Staff Schedules and Calendars
GCOA	Evaluation of Instructional Staff
GCOA-R	Evaluation of Instructional Staff — Regulation
GCOC	Evaluation of Administrative Staff
GCOC-R	Evaluation of Administrative Staff — Regulation
<i>GCOD*</i>	<i>Evaluation of Evaluators</i>
GCQA	Instructional Staff Reduction in Force
GCQA-R	Instructional Staff Reduction in Force — Regulation
GCQC/GCQD	Resignation of Instructional Staff/Administrative Staff
GCQE	Retirement of Professional Staff
<i>GCQEA*</i>	<i>Voluntary Early Retirement of Professional Staff Members</i>
GCQF	Discipline, Suspension and Dismissal of Professional Staff (and Contract Non-Renewal)
GCS	Professional Research and Publishing
GD	Support/Classified Staff
GDA	Support Staff Positions
GDBA	Support Staff Salary Schedules
GDBC	Support Staff Supplementary Pay/Overtime
GDBD	Support Staff Fringe Benefits
GDD	Support Staff Vacations and Holidays
GDE/GDF	Support Staff Recruiting/Hiring
GDE/GDF-R	Support Staff Recruiting/Hiring — Regulation
GDG	Part-Time and Substitute Support Staff Employment
GDO	Evaluation of Support Staff
GDO-R	Evaluation of Support Staff — Regulation
GDQB	Resignation of Support Staff
GDQD	Discipline, Suspension and Dismissal of Support Staff
GDQD-R	Discipline, Suspension and Dismissal of Support Staff — Regulation

SECTION H - NEGOTIATIONS

Section H contains policies, regulations and exhibits on the process of negotiating with bargaining units recognized by the school board and authorized under state law.

H Negotiations

SECTION I - INSTRUCTION

Section I contains policies, regulations and exhibits on the instructional program. This section covers basic curricular subjects, special programs, instructional resources and academic achievement. It includes policies about the school year, school day, grading, graduation requirements, home schooling, school library and media center, textbook selection and adoption, field trips, teaching methods and school ceremonies.

IA Instructional Goals and Learning Objectives
IB Academic Freedom
IC/ICA School Year/School Calendar
IGA Curriculum Development
IGD Curriculum Adoption
IGF Curriculum Review
IHA Basic Instructional Program
IHAC History and Civil Government Education
IHACA Law-Related Education*
IHAE Physical Education
IHAM Health Education
IHAM-R Health Education (Exemption Procedure) — Regulation
IHAMA Teaching about Drugs, Alcohol and Tobacco
IHAMB Family Life/Sex Education
IHAMB-R Family Life/Sex Education (Exemption Procedure) — Regulation
IHAMC HIV/AIDS Education
IHAMC -R HIV/AIDS Education
IHBA Special Education/Programs for Handicapped/Disabled/Exceptional Students
IHBB Gifted and Talented Education
IHBD Compensatory Education (Title 1)
IHBD-R Parent Involvement in Education (Title 1) — Regulation
IHBEA English as a Second Language
IHBF Homebound Instruction
IHBG Home Schooling
IHBIB Primary/PrePrimary Education
IHBIB-R Primary/PrePrimary Education — Regulation
IHCDA Postsecondary Options/Concurrent Enrollment
IHCDA-R Postsecondary Options/Concurrent Enrollment — Regulation
IJ Instructional Resources and Materials
IJK Supplementary Materials Selection and Adoption
IJL Library Materials Selection and Adoption

SECTION I – INSTRUCTION (continued)

IJNDA	On-Line Instruction
IJOA	Field Trips
IJOA-R	Field Trips — Regulation
IK	Academic Achievement
IKA	Grading/Assessment Systems
IKAB	Report Cards/Progress Reports
IKE	Ensuring All Students Meet Standards
IKF	Graduation Requirements
IKFB	Graduation Exercises
IL	Evaluation of Instructional Programs
ILBA	District Program Assessments
ILBB	State Program Assessments
ILBC	Literacy and Reading Comprehension Assessments (Third Grade Literacy)
IMA	Teaching Methods
IMB	Teaching about Controversial/Sensitive Issues
IMBB	Exemptions from Required Instruction
IMDB	Flag Displays

SECTION J - STUDENTS

Section J contains policies, regulations and exhibits on students -- admissions, attendance, rights and responsibilities, conduct, discipline, suspension and expulsion, health and welfare, records, publications and school-related activities.

JB	Equal Educational Opportunities
JBB*	<i>Sexual Harassment</i>
JBB*-R	<i>Sexual Harassment (Grievance Procedure) — Regulation</i>
JC	School Attendance Areas
JEA	Compulsory Attendance Ages
JEB	Entrance Age Requirements
JF	Admission and Denial of Admission
JF-E	Admission and Denial of Admission — Exhibit
JFAB/JFABA	Admission of Nonresident Students/Tuition Charges
JFABB	Admission of Non-immigrant Foreign Students
JFABB-R	Admission of Non-immigrant Foreign Students — Regulation
JFABD	Admission of Homeless Students
JFBA	Intra-District Choice/Open Enrollment
JFBA-R	Intra-District Choice/Open Enrollment — Regulation
JFBB	Inter-District Choice/Open Enrollment
JFBB-R	Inter-District Choice/Open Enrollment — Regulation
JGA	Assignment of New Students to Classes and Grade Levels
JH	Student Absences and Excuses

SECTION J – STUDENTS (continued)

JHB	Truancy
JHD	Exemptions from School Attendance
JIC	Student Conduct
JICC	Student Conduct on School Buses
JICDA	Code of Conduct
<i>JICDD*</i>	<i>Violent and Aggressive Behavior</i>
JICEA	School-Related Student Publications
JICEA-R	School-Related Student Publications (School Publications Code) — Regulation
<i>JICEC*</i>	<i>Student Distribution of Noncurricular Materials</i>
<i>JICEC*-R</i>	<i>Student Distribution of Noncurricular Materials — Regulation</i>
JICF	Secret Societies/Gang Activity
JICF-R	Secret Societies/Gang Activity — Regulation
JICH	Drug and Alcohol Use by Students
JICH-R	Drug and Alcohol Use by Students — Regulation
JICI	Weapons in School
JID	Students of Legal Age
JIE/JIG	Pregnant/Married Students
JIH	Student Interrogations, Searches and Arrests
JIHB	Parking Lot Searches
JIHC	Use of Metal Detectors
JII	Student Concerns, Complaints and Grievances
JII-R	Student Concerns, Complaints and Grievances — Regulation
JJ	Student Activities (Cocurricular and Extracurricular)
JJA	Student Organizations (Secondary Schools)
JJAB	Open/Limited Forum
JJAB-R	Open/Limited Forum — Regulation
JJD	Student Activities Fees
JJF	Student Activities Funds
JJH	Student Travel
JJIB	Interscholastic Sports
JJJ	Extracurricular Activity Eligibility
JJJ-R	Extracurricular Activity Eligibility — Regulation
JK	Student Discipline
JK-R	Student Discipline — Regulation
<i>JK*-2</i>	<i>Discipline of Students with Disabilities</i>
JKA	Corporal Punishment
JKD/JKE	Suspension/Expulsion of Students
JKD/JKE-E	Grounds for Suspension/Expulsion — Exhibit
JKD/JKE-R	Suspension/Expulsion of Students

SECTION J – STUDENTS (continued)

<i>JKF*</i>	<i>Educational Alternatives for Expelled Students</i>
<i>JKF*-R</i>	<i>Educational Alternatives for Expelled Students — Regulation</i>
<i>JKG*</i>	<i>Expulsion Prevention</i>
JLA	Student Insurance Programs
JLC	Student Health Services and Requirements
JLCA	Physical Examinations of Students
JLCB	Immunization of Students
JLCB-R	Immunization of Students — Regulation
JLCC	Communicable/Infectious Diseases
JLCCA	Students with HIV/AIDS
JLCCA-R	Students with HIV/AIDS — Regulation
JLCD	Administering Medicines to Students
JLCD-E	Permission for Medication — Exhibit
JLCD-R	Administering Medicines to Students — Regulation
JLCE	First Aid and Emergency Medical Care
JLDAC	Screening/Testing of Students (and Treatment of Mental Disorders)
JLDBA	Suicide Prevention
JLDBA-R	Suicide Prevention — Regulation
JLDBB	Intervention in Suicide Attempts
JLDBB-R	Intervention in Suicide Attempts — Regulation
JLDBG	Peer Mediation
JLDBH	Suicide or Other Traumatic Loss of Life
JLDBH-R	Suicide or Other Traumatic Loss of Life — Regulation
JLF	Reporting Child Abuse/Child Protection
JLF-R	Reporting Child Abuse/Child Protection — Regulation
JLI	Student Safety
JLI-R	Student Safety — Regulation
JLIB	Student Dismissal Precautions
JLIB-R	Student Dismissal Precautions — Regulation
JQ	Student Fees, Fines and Charges
JRA/JRC	Student Records/Release of Information on Students
JRA/JRC-E	Student Records/Release of Information on Students (Notification to Parents and Students of Rights Concerning Student School Records) — Exhibit

SECTION K - SCHOOL-COMMUNITY-HOME RELATIONS

Section K contains policies, regulations and exhibits on parent and community involvement in schools. Except for policies concerning education agencies, statements on public sector relations with school districts also are located in this section. Policies found in this section include parents' rights, public information and complaints, community use of school facilities, advertising in the schools and public information and communications.

KB	Parent Involvement in Education
KB-R	Parent Involvement in Education (Title 1) — Regulation
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KBBA-R	Custodial and Noncustodial Parent Rights and Responsibilities — Regulation

SECTION K – SCHOOL-COMMUNITY-HOME RELATIONS (continued)

KCB	Community Involvement in Decision Making
KD	Public Information and Communications
KDB	Public's Right to Know/Freedom of Information
KDB-R	Public's Right to Know/Freedom of Information — Regulation
KDDA	Press Releases, Conferences and Interviews
KDDA-R	Press Releases, Conferences and Interviews — Regulation
KDE	Crisis Prevention and Management
KE	Public Concerns and Complaints
KEC	Public Concerns/Complaints about Instructional Resources
KEF*	<i>Public Concerns/Complaints about Teaching Methods, Activities or Presentations</i>
KF	Community Use of School Facilities
KF-R	Community Use of School Facilities — Regulation
KFA	Public Conduct on School Property
KHC	Distribution/Posting of Promotional Materials
KHC-R	Distribution/Posting of Promotional Materials — Regulation
KI	Visitors to Schools
KLG	Relations with Law Enforcement Authorities
KLG-R	Relations with Law Enforcement Authorities — Regulation

SECTION L - EDUCATION AGENCY RELATIONS

Section L contains policies, regulations and exhibits on the school district's relationship with other education agencies including other school systems, regional or service districts, private schools, colleges and universities, education research organizations and state and national education agencies. This section also contains policies on student teaching, charter schools and BOCES.

LBD*	<i>Relations with Charter Schools</i>
LBD*-R	<i>Relations with Charter Schools(Procedures for Establishment, Renewal, Revocation and Waivers) — Regulation</i>
LC	Relations with Education Research Agencies
LC-R	Relations with Education Research Agencies (Research Testing Guidelines) — Regulation

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SECTION A - FOUNDATIONS AND BASIC COMMITMENTS

Section A contains policies, regulations and exhibits on the district's legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board's other policies and regulations. Included in this section are policies on nondiscrimination, educational philosophy and accountability.

AA School District Legal Status

AB The People and Their School District

AC Nondiscrimination/Equal Opportunity

- ACA Nondiscrimination on the Basis of Sex
- ACB Nondiscrimination on the Basis of Ethnicity and Race
- ACD Nondiscrimination on the Basis of Religion
- ACE Nondiscrimination on the Basis of Handicap/Disability

AD Educational Philosophy/School District Mission

- ADA School District Goals and Objectives
- ADC Tobacco-Free Schools

AE Accountability/Commitment to Accomplishment

- AEC Accomplishment Reporting to the Public

SECTION B - SCHOOL BOARD GOVERNANCE AND OPERATIONS

Section B contains policies, regulations and exhibits about the school board -- how it is elected; how it is organized; how it conducts meetings and how it operates. This section includes policies establishing the board's internal operating procedures as well as policies on board communications and policy adoption.

BB School Board Legal Status

- BBA School Board Powers and Responsibilities
- BBAA Board Member Authority and Responsibilities
- BBBA Board Member Qualifications
- BBBB Board Member Oath of Office
- BBBC Board Member Resignation
- BBBD Board Member Removal from Office
- BBBE Unexpired Term Fulfillment/Vacancies
- BBBG Board Elections

BC School Board Member Conduct

- BCA Board Member Code of Ethics
- BCB Board Member Conflict of Interest

BD Organization of the School Board

- BDA Board Organizational Meeting
- BDF Advisory Committees
- B DFA* District Personnel performance Evaluation Council*
- BDG School Attorney/Legal Services

BE School Board Meetings

- BEA Regular Board Meetings
- BEB Special Board Meetings
- BEC Executive Sessions/Open Meetings (also KDB)
- BEDA Notification of Board Meetings
- BEDB Agenda
- BEDC Quorum
- BEDD Rules of Order
- BEDF Voting Method
- BEDG Minutes
- BEDH Public Participation at Board Meetings

BF School Board Work Sessions and Retreats

BG School Board Policy Process

- BGA Policy Development System
- BGB Policy Adoption
- BGC Policy Revision and Review
- BGD Board Review of Regulations (Also CHB)
- BGE Policy Communication/Feedback
- BGF Suspension/Repeal of Policy

BI School Board Member Services

- BIB Board Member Development Opportunities
- BIC Board Facilities and Services
- BID Board Member Compensation and Expenses
- BIE Board Member Insurance/Liability

BK School Board Memberships

SECTION C - GENERAL SCHOOL ADMINISTRATION

Section C contains policies, regulations and exhibits on school management, administrative organization and school building and department administration. It includes the administrative aspects of special programs and systemwide reforms such as school or site-based management. It also contains personnel policies regarding the superintendent, senior administrators (management team) and school principals.

CB School Superintendent

- CBA Qualifications of Superintendent
- CBB Recruitment of Superintendent
- CBC Superintendent Powers and Responsibilities
- CBD Superintendent's Contract
- CBF Superintendent's Conduct
- CBFA* Superintendent's Ethics*
- CBI Evaluation of Superintendent
- CBIA* Public Inspection of Superintendent's Evaluation*

CC Administrative Organization

- CCA Organization Charts
- CCB Line and Staff Relations

CF School Building Administration

- CFB Evaluation of Principals/Building Administrators
- CFBA* Evaluation of Evaluators*

CH Policy Implementation

- CHA Development of Regulations
- CHB Board Review of Regulations (Also BGD)
- CHCA Handbooks and Directives
- CHD Administration in the Absence of Policy

SECTION D - FISCAL MANAGEMENT

Section D contains policies, regulations and exhibits on school finances and the management of funds. It includes policies on budget, banking, accounting, purchasing and payroll. Policies on the financing of school construction and renovation, however, are filed in Section F - Facilities Development.

DA Fiscal Management Goals/Priority Objectives

DB Annual Budget

- DBC Budget Planning, Preparation and Schedules
- DBD Determination of Budget Priorities
- DBE Communication of Budget Recommendations
- DBF Budget Hearings and Reviews
- DBG Budget Adoption Process
- DBGA Budget Referenda
- DBJ Budget Transfers
- DBK* Fiscal Emergencies*

DC Taxing and Borrowing

DF Revenues from Nontax Sources

DFA Revenues from Investments
DFAA Use of Surplus Funds

DG Banking Services

DH Bonded Employees and Officers

DI Fiscal Accounting and Reporting

DID Inventories
DIE Audits/Financial Monitoring

DJ Purchasing

DJA Purchasing Authority
DJC Petty Cash
DJE Bidding Procedures
DJG Vendor Relations
DJGA Sales Calls and Demonstrations

DK Payment Procedures

DKA Payroll Procedures/Schedules
DKB Salary Deductions
DKC Expense Authorization/Reimbursement

DN School Properties Disposition

SECTION E - SUPPORT SERVICES

Section E contains policies, regulations and exhibits on noninstructional services and programs, particularly those on business management, safety, building and grounds management, office services, transportation and food services. Also included are policies on busing, fire drills, vandalism, data management and insurance programs.

EA Support Services Goals/Priority Objectives

EAA Evaluation of Support Services

EB Environmental and Safety Program

EBAB Hazardous Materials
EBAC Environmental and Safety Audits
EBBA Prevention of Disease/Infection Transmission
EBBB Accident Reports
EBCA Disaster Plans
EBCB Safety Drills
EBCC Bomb Threats
EGCE School Closings and Cancellations

EC Buildings/Grounds/Property Management

- ECA Security
- ECAB Access to Buildings
- ECAC Vandalism
- ECB Buildings and Grounds Maintenance

ED Materials and Equipment Management

- EDB Maintenance and Control of Materials and Equipment
- EDC Authorized Use of School-Owned Materials and Equipment

EE Transportation Services

- EEA Student Transportation
- EEAC Bus Scheduling and Routing
- EEAE Bus Safety Program
- EEAEA Bus Driver Requirements, Training and Responsibilities
- EEAEAA* Drug and Alcohol Testing for Bus Drivers*
- EEAEC Student Conduct on Buses
- EEAEF* Video Cameras on Transportation Vehicles*
- EEAFA Extracurricular Activity Buses/Field Trips-Special Events Transportation
- EEAFB* Use of School Buses by Community Groups*
- EEAG Student Transportation in Private Vehicles
- EEBA School-Owned Vehicles
- EEBB Use of Private Vehicles on School Business

EG Office Services

- EGAD Copyright Compliance
- EH EHC- Internet Acceptable Use

EI Insurance Program/Risk Management

SECTION F - FACILITIES PLANNING AND DEVELOPMENT

Section F contains policies, regulations and exhibits on facility planning, financing, construction and renovation. It also includes the topics of temporary facilities, school closings, bond campaigns and naming facilities.

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FA Facilities Development Goals/Priority Objectives

FC Building Accommodations

- FCC Temporary School Facilities

FD Facilities Funding

- FDA Bond Campaigns

FE Facilities Construction

- FEA Educational Specifications for Construction
- FEB Architect/Engineer/Construction Manager
- FEG Construction Contracts Bidding and Awards
- FEGB Contractor's Affidavits and Guarantees

FF Naming Facilities

SECTION G - PERSONNEL

Section G contains policies, regulations and exhibits on all school employees except the superintendent (found in Section C - General Administration). The category is divided into three main divisions: GB contains policies applying to *all* school employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support or classified staff.

GB General Personnel Policies

- GBA Open Hiring/Equal Employment Opportunity and Affirmative Action
- GBAA Sexual Discrimination and Harassment
- GBEA Staff Ethics/Conflict of Interest
- GBEB Staff Conduct
- GBEBC Gifts to and Solicitations by Staff
- GBEC Drug-Free Workplace
- GBED Tobacco-Free Workplace/Staff No Smoking/Smoking (Also ADC)
- GBGA Staff Health
- GBGB Staff Personal Security and Safety
- GBGD Workers' Compensation
- GBJ Personnel Records and Files
- GBK Staff Concerns/Complaints/Grievances

GC Professional Staff

- GCA Professional Staff Positions
- GCAA Instructional Staff Positions
- GCAAA Teacher Positions
- GCB Professional Staff Contracts and Compensation
- GCBA Instructional Staff Contracts/Compensation/Salary Schedules
- GCBC Professional Staff Supplementary Pay Plans/Overtime
- GCBD Professional Staff Fringe Benefits
- GCCA Instructional Staff Leaves and Absences
- GCCAA Instructional Staff Sick Leave
- GCCAB Instructional Staff Personal/Emergency/Legal/Religious Leave
- GCCAC Instructional Staff Maternity/Paternity/Parental Leave
- GCCAD Instructional Staff Military Leave
- GCCAE Instructional Staff Conferences/Training/Workshops
- GCCAF Instructional Staff Sabbaticals
- GCCAG - Instructional Staff Extended Leave of Absence
- GCCBD Administrative Staff Military Leave
- GCCBE Administrative Staff Conferences/Training/Workshops

GCCBF	Administrative Staff Sabbaticals
GCDB	Administrative Staff Vacations and Holidays
GCE	Professional Staff Recruiting
GCF	Professional Staff Hiring
GCG	Part-Time and Substitute Professional Staff Employment
GCGA	Qualifications of Substitute Staff
GCI	Professional Staff Development
GCKA	Instructional Staff Assignments and Transfers
GCL	Professional Staff Schedules and Calendars
GCLA	Length of Instructional Staff Work Day
GCMA	Professional Staff Planning Time
GCNA	Supervision of Instructional Staff
GCOA	Evaluation of Instructional Staff
GCQA	Instructional Staff Reduction in Force
GCQC	Resignation of Instructional Staff
GCQD	Resignation of Administrative Staff
GCQE	Retirement of Professional Staff
GCQF	Discipline, Suspension and Dismissal of Professional Staff
GCS	Professional Research and Publishing

GD Support/Classified Staff

GDA	Support Staff Positions
GDB	Support Staff Contracts and Compensation
GDBA	Support Staff Salary Schedules
GDBC	Support Staff Supplementary Pay/Overtime
GDBD	Support Staff Fringe Benefits
GDD	Support Staff Vacations and Holidays
GDE	Support Staff Recruiting
GDF	Support Staff Hiring
GDG	Part-Time and Substitute Support Staff Employment
GDK	Support Staff Schedules and Calendars
GDO	Evaluation of Support Staff
GDQB	Resignation of Support Staff
GDQC	Retirement of Support Staff
GDQD	Discipline, Suspension and Dismissal of Support Staff

SECTION I - INSTRUCTION

Section I contains policies, regulations and exhibits on the instructional program. This section covers basic curricular subjects, special programs, instructional resources and academic achievement. It includes policies about the school year, school day, grading, graduation requirements, home schooling, school library and media center, textbook selection and adoption, field trips, teaching methods and school ceremonies.

IA Instructional Goals and Learning Objectives

IC School Year

ICA	School Calendar
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IE Organization of Instruction

IG Curriculum Development, Adoption and Review

- IGD Curriculum Adoption
- IGF Curriculum Review

IH Curriculum Programs

- IHAMA Teaching about Drugs, Alcohol and Tobacco
- IHAMC HIV/AIDS Education
- IHBA Special Education/Programs for Handicapped/Disabled/Exceptional Students
- IHBD Compensatory Education
- IHBF Homebound Instruction
- IHBG Home Schooling
- IHBIB Primary/Pre-Primary Education

II Instructional Arrangements

- IIB Class Size
- IJJ Individualized Instruction

IJ Instructional Resources and Materials

- IJK Instructional Materials Selection and Adoption
- IJL Library Materials Selection and Adoption
- IJNA Teacher Aides
- IJOA Field Trips and Student Travel

IK Academic Achievement

- IKAB Report Cards/Progress Reports
- IKACA Parent Conferences (also GCMC)
- IKB Homework
- IKE Promotion, Retention and Acceleration of Students

IL Evaluation of Instructional Programs

IM Miscellaneous Instructional Policies

- IMA Teaching Methods
- IMBB Exemptions from Required Instruction
- IMDB Flag Displays

SECTION J - STUDENTS

Section J contains policies, regulations and exhibits on students -- admissions, attendance, rights and responsibilities, conduct, discipline, suspension and expulsion, health and welfare, records, publications and school-related activities.

JB Equal Educational Opportunities

JBB Sexual Harassment*

JC School Attendance Areas

JE Student Attendance

JEA Compulsory Attendance Ages

JEB Entrance Age Requirements

JF Student Admissions to/Withdrawals from School

JFA Admission Procedures

JFAB Admission of Nonresident Students

JFABA Nonresident Tuition Charges

JFABD Admission of Homeless Students

JG Assignment of Students to Classes and Grade Levels

JGA Assignment of New Students to Classes and Grade Levels

JH Student Absences and Excuses

JHB Truancy

JHD Exclusions and Exemptions from School Attendance

JI Student Rights and Responsibilities

JIB Student Involvement in Decision Making

JIC Student Conduct

JICB Care of School Property by Students

JICC Student Conduct on School Buses (also EEAEC)

JICDA Code of Conduct

JICEC Student Distribution of Noncurricular Materials*

JICF Secret Societies/Gang Activity

JICG Tobacco Use by Students

JICH Drug and Alcohol Use by Students

JICI Weapons in School

JID Students of Legal Age

JIE Pregnant Students

JIG Married Students

JIH Student Interrogations, Searches and Arrests

JII Student Concerns, Complaints and Grievances

JIJ Student Protests, demonstrations and Strikes

JJ Student Activities (Cocurricular and Extracurricular)

JK Student Discipline

JKA Corporal Punishment

JKD Suspension of Students

JKE Expulsion of Students

JL Student Welfare

JLA Student Insurance Programs
JLC Student Health Services and Requirements
JLCA Physical Examinations of Students
JLCB Immunization of Students
JLCC Communicable/Infectious Diseases
JLCCA Students with HIV/AIDS
JLCD Administering Medicines to Students
JLCE First Aid and Emergency Medical Care
JLDAC Screening/Testing of Students
JLF Reporting Child Abuse/Child Protection
JLI Student Safety
JLIA Supervision of Students
JLIB Student Dismissal Precautions

JQ Student Fees, Fines and Charges

JR Student Information

JRA Student Records
JRC Release of Information on Students

SECTION K - SCHOOL-COMMUNITY-HOME RELATIONS

Section K contains policies, regulations and exhibits on parent and community involvement in schools. Except for policies concerning education agencies, statements on public sector relations with school districts also are located in this section. Policies found in this section include parents' rights, public information and complaints, community use of school facilities, advertising in the schools and public information and communications.

KB Parent Involvement in Education

KBBA Custodial and Noncustodial Parent Rights and Responsibilities
KBD Communications with Parents

KC Community Involvement in Education

KCA School Community Relations Goals
KCB Community Involvement in Decision Making
KCBA Measuring Community Attitudes/Surveys/Questionnaires and Survey Research
KCD Public Gifts/Donations to Schools

KD Public Information and Communications

KDB Public's Right to Know/Freedom of Information
KDDA Press Releases, Conferences and Interviews

KE Public Concerns and Complaints

KEC Public Concerns/Complaints about Instructional Resources

KEF* *Public Concerns/Complaints about Teaching Methods, Activities or Presentations*

KF Community Use of School Facilities

KFA Public Conduct on School Property

KH Solicitations in Schools

KHC Distribution/Posting of Promotional Materials

KI Visitors to Schools

KJ Relations with Community Organizations

KL Relations with Government Authorities

KLH Relations with Fire and Emergency Preparedness Authorities

CLK Relations with Local Government Authorities

SECTION L - EDUCATION AGENCY RELATIONS

Section L contains policies, regulations and exhibits on the school district's relationship with other education agencies including other school systems, regional or service districts, private schools, colleges and universities, education research organizations and state and national education agencies. This section also contains policies on student teaching, charter schools and BOCES.

LB Relations with other Schools and School Systems

LBB Cooperative Educational Programming

LD Relations with Colleges and Universities

LDA Student Teaching and Internships

