TABLE OF CONTENTS

SECTION 1—BOARD GOVERNANCE and OPERATIONS

1.1—LEGAL STATUS OF THE BOARD OF DIRECTORS	1
1.2—BOARD ORGANIZATION AND VACANCIES	2
1.3—DUTIES OF THE PRESIDENT	4
1.4—DUTIES OF THE VICE-PRESIDENT	5
1.5—DUTIES OF THE SECRETARY	6
1.6—BOARD MEMBER VOTING	7
1.6.1—ATTENDING MEETINGS REMOTELY	8
1.7—POWERS AND DUTIES OF THE BOARD	9
1.8—GOVERNANCE BY POLICY	11
1.9—POLICY FORMULATION	12
1.10—ASSOCIATION MEMBERSHIPS	15
1.11—BOARD TRAINING	16
1.12—COMMITTEES	18
1.13—SUPERINTENDENT/ BOARD RELATIONSHIP	19
1.14—MEETING AGENDA	20
1.15—TORT IMMUNITY	21
1.16 —DUTIES OF BOARD DISBURSING OFFICER	22
1.17 —NEPOTISM	23
1.18 —NON DISCRIMINATION POLICY STATEMENT	25

1.19 —PANDEMIC PLAN	26
1.20 —DISTRICT AUDITS	27
1.21 —BOARD MEMBER LENGTH OF TERM AND HOLDOVERS	28
1.22 —DUTIES OF THE LEGISLATIVE LIAISON	29
1.23 —DATE OF ANNUAL SCHOOL BOARD ELECTION	30
SECTION 2—ADMINISTRATION	
2.1—DUTIES OF THE SUPERINTENDENT	1
2.2—SUPERINTENDENT COMPENSATION	3
2.3—NON DISCRIMINATION POLICY STATEMENT	4
2.4—RESIDENCY REQUIREMENT	5
2.5—SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING	
CONFERENCES	6
SECTION 3—LICENSED PERSONNEL	
3.1—LICENSED PERSONNEL SALARY SCHEDULE	1
3.2—LICENSED PERSONNEL EVALUATIONS	6
3.3—EVALUATION OF LICENSED PERSONNEL BY RELATIVES	9

3.4—LICENSED PERSONNEL REDUCTION IN FORCE	10
3.5—LICENSED PERSONNEL CONTRACT — RETURN	13
3.6—LICENSED PERSONNEL EMPLOYEE TRAINING	14
3.7—LICENSED PERSONNEL BUS DRIVER DRUG TESTING	20
3.8—LICENSED PERSONNEL SICK LEAVE	23
3.9—LICENSED PERSONNEL SICK LEAVE BANK	28
3.10—LICENSED PERSONNEL PLANNING TIME	30
3.11—LICENSED PERSONNEL PERSONAL LEAVE AND PROFESSIONAL LEAVE _	31
3.12—LICENSED PERSONNEL RESPONSIBILITIES IN DEALING WITH SEX	
OFFENDERS ON CAMPUS	33
3.13—LICENSED PERSONNEL PUBLIC OFFICE	34
3.14—LICENSED PERSONNEL JURY DUTY	35
3.15—LICENSED PERSONNEL LEAVE — INJURY FROM ASSAULT	36
3.16—LICENSED PERSONNEL REIMBURSEMENT FOR PURCHASE OF SUPPLIES _	37
3.17—POLICY DELETED (PER ASBA - JANUARY 31, 2018 UPDATES)	38
3.18—LICENSED PERSONNEL OUTSIDE EMPLOYMENT	39
3.19—LICENSED PERSONNEL EMPLOYMENT	40
3.20—LICENSED PERSONNEL REIMBURSEMENT OF TRAVEL EXPENSES	42
3.21—LICENSED PERSONNEL TOBACCO USE	43
3.22—DRESS OF LICENSED EMPLOYEES	44
3.23—LICENSED PERSONNEL POLITICAL ACTIVITY	45
3.24—LICENSED PERSONNEL DEBTS	46
3.25—LICENSED PERSONNEL GRIEVANCES	47

3.26—LICENSED PERSONNEL SEXUAL HARASSMENT	_50
3.27—LICENSED PERSONNEL SUPERVISION OF STUDENTS	_53
3.28—LICENSED PERSONNEL COMPUTER USE POLICY	_54
3.29—LICENSED PERSONNEL SCHOOL CALENDAR	_55
3.30—PARENT-TEACHER COMMUNICATION	_56
3.31—LICENSED PERSONNEL FAMILY MEDICAL LEAVE	_57
3.32—ASSIGNMENT OF EXTRA DUTIES FOR LICENSED PERSONNEL	_73
3.33—LICENSED PERSONNEL CELL PHONE USE	_74
3.34—LICENSED PERSONNEL BENEFITS	_75
3.35—LICENSED PERSONNEL DISMISSAL AND NON-RENEWAL	_76
3.36—ASSIGNMENT OF TEACHER AIDES	_77
3.37—LICENSED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING	_78
3.38—DRUG FREE WORKPLACE – LICENSED PERSONNEL	_80
3.39—LICENSED PERSONNEL RECORDS AND REPORTS	_83
3.40—NON DISCRIMINATION POLICY STATEMENT	_84
3.41—LICENSED PERSONNEL DUTY TO REPORT CHILD ABUSE MALTREATMENT	
OR NEGLECT	_85
3.42—LICENSED PERSONNEL VIDEO SURVEILLANCE AND OTHER MONITORING_	_86
3.43—LICENSED EMPLOYEES VACATION/WORK TIME/ASSIGNMENTS	_87
3.44—OBTAINING AND RELEASING STUDENT'S FREE AND REDUCED PRICE MEAL	
ELIGIBILITY INFORMATION	_88
3.45—DUTY OF LICENSED EMPLOYEES TO MAINTAIN LICENSE IN GOOD	
STANDING	_90

3.46—DEPOSITING COLLECTED FUNDS	91
3.47—LICENSED PERSONNEL WEAPONS ON CAMPUS	92
3.48—TEACHERS' REMOVAL OF STUDENT FROM CLASSROOM	93
3.49—LICENSED PERSONNEL WORKPLACE INJURIES AND WORKERS'	
COMPENSATION	95
3.50—LICENSED PERSONNEL SOCIAL NETWORKING & ETHICS	97
3.51—ADMINISTRATOR EVALUATOR CERTIFICATION	100
3.52—SCHOOL BUS DRIVER'S USE OF MOBILE COMMUNICATION DEVICES	101
3.53—LICENSED PERSONNEL BUS DRIVER END OF ROUTE REVIEW	102
3.54—LICENSED PERSONNEL HEALTH CARE COVEREAGE REPORTING	103
3.55—TEACHING DURING PLANNING PERIOD OR OF MORE THAN THE MAXIMU	J M
NUMBER OF STUDENT PER DAY	104
3.56—WRITTEN CODE OF CONDUCT FOR EMPLOYEES INVOLVED IN	
PROCUREMENT WITH FEDERAL FUNDS	105
3.57—LICENSED PERSONNEL USE OF PERSONAL PROTECTIVE EQUIPMENT	107
SECTION 4—STUDENTS	
4.1—RESIDENCE REQUIREMENTS	1
4.2—ENTRANCE REQUIREMENTS	2
4.3—COMPULSORY ATTENDANCE REQUIREMENTS	5
4.4—STUDENT TRANSFERS	6
4.5—SCHOOL CHOICE	7

4.6—HOME SCHOOLING	12
4.7—ABSENCES	14
4.8—MAKE-UP WORK	18
4.9—TARDIES	19
4.10—CLOSED CAMPUS	20
4.11—EQUAL EDUCATIONAL OPPORTUNITY	21
4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS	22
4.13—PRIVACY OF STUDENT'S RECORDS/DIRECTORY INFORMATION	23
4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE	26
4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL	28
4.16—STUDENT VISITORS	30
4.17—STUDENT DISCIPLINE	31
4.18—PROHIBITED CONDUCT	32
4.19—CONDUCT TO AND FROM SCHOOL	34
4.20—DISRUPTION OF SCHOOL	35
4.21—STUDENT ASSAULT OR BATTERY	36
4.22—WEAPONS AND DANGEROUS INSTRUMENTS	37
4.23—TOBACCO AND TOBACCO PRODUCTS	38
4.24—DRUGS AND ALCOHOL	39
4.25—STUDENT DRESS AND GROOMING	40
4.26—GANGS AND GANG ACTIVITY	41
4.27—STUDENT SEXUAL HARASSMENT	42
4.28—LASER POINTERS	45

4.29—INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY	_46
4.30—SUSPENSION FROM SCHOOL	_48
4.31—EXPULSION	_50
4.32—SEARCH, SEIZURE, AND INTERROGATIONS	_52
4.33—STUDENTS' VEHICLES	_53
4.34—COMMUNICABLE DISEASES AND PARASITES	_54
4.35—STUDENT MEDICATIONS	_56
4.36—STUDENT ILLNESS/ACCIDENT	_59
4.37—EMERGENCY DRILLS	_60
4.38—PERMANENT RECORDS	_61
4.39—CORPORAL PUNISHMENT	_62
4.40—HOMELESS STUDENTS	_63
4.41—PHYSICAL EXAMINATIONS OR SCREENINGS	_66
4.42—STUDENT HANDBOOK	_67
4.43—BULLYING	_68
4.44—POLICY DELETED PER ASBA - MAY 23. 2017	_71
4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE	
CLASSES OF 2019 AND 2020	_72
4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE	
CLASSSES OF 2021 AND THEREAFTER	_77
4.46—STUDENT CONDUCT	_82
4.47—DETENTION POLICY	_83
4.48—USE OF SCHOOL BUILDINGS	_84

4.49—SENIOR PARTICIPATION IN GRADUATION ACTIVITIES	85
4.50—ELEMENTARY GRADE PLACEMENT POLICY (GRADES K-6)	86
4.51—FREE & REDUCED MEAL DISCLOSURE	87
4.52—SPECIAL HEALTH CARE NEEDS	88
4.53—CONDUCT AT BALLGAMES	89
4.54—BOMB THREATS	90
4.55—FOREIGN EXCHANGE STUDENTS	91
4.56—SCHOOL ACTIVITY INSURANCE	92
4.57—MERCHANDISE DELIVERY	93
4.58—SCHOOL TRIPS	94
4.59—PLEDGE OF ALLEGIANCE	95
4.60— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC	
DEVICES	96
4.61— VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING	98
4.62— NON DISCRIMINATION POLICY STATEMENT	99
4.63— SPECIAL EDUCATION	100
4.64— HOMEWORK	101
4.65— EARLY GRADUATION	102
4.66—ADVANCE PLACEMENT (LANGUAGE, COMPOSITION, ENGLISH AND	
LITERATURE)	103
4.67—SCHOOL MEAL MODIFICATIONS	104
4.68—FOOD SERVICE PREPAYMENT	105
4.69—STUDENTS WHO ARE FOSTER CHILDREN	106

4.70— PLACEMENT OF MULTIPLE BIRTH SIBLINGS	108
4.71 – MEDICATION RECEIPT BY SCHOOL	109
4.72 - STUDENT ACCELERATION	110
4.73—STUDENT PROMOTION AND RETENTION	111
3.74—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS 3.74.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY 3.74.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED	113
4.74.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY	117
4.74.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED	
STUDENTS	119
4.75—IMMUNIZATIONS	121
4.76—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA	124
4.77—CHEMICAL SCREENING - EXTRACURRICULAR	125
SECTION 5—CURRICULUM AND INSTRUCTION	
5.1—EDUCATIONAL PHILOSOPHY	1
5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT	2
5.3—CURRICULUM DEVELOPMENT	4
5.4—SCHOOL IMPROVEMENT TEAMS	5
5.5—SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS	6
5.6—CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS	7
5.7—SELECTION OF LIBRYARY/MEDIA CENTER MATERIALS	8
5.8—USE OF COPYRIGHTED MATERIALS	11
5.9—COMPUTER SOFTWARE COPYRIGHT	14

5.10—RELIGION IN THE SCHOOLS	15
5.11—DIGITAL LEARNING COURSES	16
5.12—POLICY DELETED – PER ASBA – MARCH 2014	18
5.13—SUMMER SCHOOL	19
5.14—HOMEWORK	20
5.15—GRADING	21
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION	23
5.18—HEALTH SERVICES	24
5.19—POLICY DELETED – PER ASBA – MARCH 2014	25
5.19.1—POLICY DELETED – PER ASBA – MARCH 2014	26
5.19.2—POLICY DELTED – PER ASBA – MARCH 2014	27
5.19.2F— POLICY DELETED – PER ASBA – MARCH 2014	28
5.20—DISTRICT WEB SITE	29
5.20.1—WEB SITE PRIVACY POLICY	32
5.21—ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE ADE	
APPROVED HONOR COURSES	33
5.22—CONCURRENT CREDIT	34
5.23—STUDENT PARTICIPATION IN SURVEYS	35
5.24—MARKETING OF PERSONAL INFORMATION	37
5.25—ALTERNATE LEARNING ENVIRONMENTS	38
5.25.1—ALE PROGRAM EVALUATION	40
5.26—ENGLISH LANGUAGE LEARNERS	41
5.27—NATIONAL SCHOOL LUNCH ACT FUNDING EXPENDITURES	42

5.28—WELLNESS POLICY	43
5.29—NON DISCRIMINATION POLICY STATEMENT	46
SECTION 6—SCHOOL, HOME, AND COMMUNITY RELATIONS	
6.1—COMMUNICATION GOALS	1
6.2—RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS	3
6.3—PUBLIC GIFTS AND DONATIONS TO THE SCHOOLS	4
6.4—VOLUNTEERS	6
6.5—VISITORS TO THE SCHOOLS	9
6.6—FUND RAISING	10
6.7—COMPLAINTS	12
6.8—DISTRIBUTION OF PRINTED MATERIALS	14
6.9—MEDIA RELATIONS AND NEWS RELEASES	15
6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)	16
6.11—PARENT, FAMILY, AND COMMUNITY ENGAGEMNT - DISTRICT	18
6.12—PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - SCHOOL	20
6.13—NON DISCRIMINATION POLICY STATEMENT	22
SECTION 7—BUSINESS AND FINANCIAL MANAGEMENT	
7.1—FISCAL YEAR	1
7.2—ANNUAL OPERATING BUDGET	2

7.3—MILLAGE RATE	3
7.4—GRANTS AND SPECIAL FUNDING	4
7.5—PURCHASES AND PROCUREMENT	5
7.6—ACTIVITY ACCOUNT	9
7.7—CASH IN CLASSROOMS	10
7.8—PERSONAL PROPERTY	11
7.9—PROPERTY INSURANCE	12
7.10—PUBLIC USE OF SCHOOL BUILDINGS	13
7.11—USE OF SCHOOL FUNDS FOR NON-SCHOOL RELATED PURPOSES	14
7.12—EXPENSE REIMBURSEMENT	15
7.13—FEDERAL GOVERNMENT GRANT FUNDS	17
7.14—USE OF DISTRICT CELL PHONES AND COMPUTERS	18
7.15—NON DISCRIMINATION POLICY STATEMENT	19
7.16—RECORD RETENTION AND DESTRUCTION	20
7.17—INFORMATION TECHNOLOGY SECURITY	23
7.18—FOOD SERVICE PREPAYMENT	27
7.19—MANAGEMENT AND DISPOSAL OF DISTRICT PROPERTY	28
7.20 – DISPOSAL OF NON-NEGOTIATED CHECKS OR UNCLAIMED PROPERTY	33
7.21—SERVICE ANIMALS IN DISTRICT FACILITIES	34
7.21.1—THERAPY ANIMALS	36
7.22—ELECTRONIC TRANSFERS	37
7.23—HEALTH CARE COVERAGE AND THE AFFORDABLE CARE ACT	40
7.24—ADVERTISING ON SCHOOL BUS	42

SECTION 8—CLASSIFIED PERSONNEL POLICIES

8.1—CLASSIFIED PERSONNEL SALARY SCHEDULE	1
8.2— CLASSIFIED PERSONNEL EVALUATIONS	5
8.3—EVALUATION OF CLASSIFIED PERSONNEL BY RELATIVES	6
8.4—CLASSIFIED EMPLOYEES DRUG TESTING	7
8.5—CLASSIFIED EMPLOYEES SICK LEAVE	10
8.6—SICK LEAVE BANK — CLASSIFIED EMPLOYEES	16
8.7—CLASSIFIED EMPLOYEES PERSONAL AND PROFESSIONAL LEAVE	18
8.8—CLASSIFIED PERSONNEL RESPONSIBILTIES IN DEALING WITH SEX	
OFFENDERS ON CAMPUS	21
8.9—PUBLIC OFFICE – CLASSIFIED PERSONNEL	22
8.10—JURY DUTY – CLASSIFIED PERSONNEL	23
8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA	24
8.12— CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT	28
8.13— CLASSIFIED PERSONNEL EMPLOYMENT	30
8.14— CLASSIFIED PERSONNEL REIMBURSEMENT OF TRAVEL EXPENSES	33
8.15— CLASSIFIED PERSONNEL TOBACCO USE	34
8.16—DRESS OF CLASSIFIED EMPLOYEES	35
8.17— CLASSIFIED PERSONNEL POLITICAL ACTIVITY	36
8.18— CLASSIFIED PERSONNEL DEBTS	37
8.19— CLASSIFIED PERSONNEL GRIEVANCES	38
8.20— CLASSIFIED PERSONNEL SEXUAL HARASSMENT	41

8.21— CLASSIFIED PERSONNEL SUPERVISION OF STUDENTS	_44
8.22— CLASSIFIED PERSONNEL COMPUTER USE POLICY	_45
8.23— CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE	_46
8.24— SCHOOL BUS DRIVER'S USE OF MOBILE COMMUNICATION DEVICES	_64
8.25— CLASSIFIED PERSONNEL CELL PHONE USE	_65
8.26—CLASSIFIED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING	_66
8.27—CLASSIFIED PERSONNEL LEAVE — INJURY FROM ASSAULT	_69
8.28—CLASSIFIED VACATION/WORK TIME/ASSIGNMENTS	_70
8.29— DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL	_71
8.30—REQUIREMENTS FOR PARAPROFESSIONALS	_74
8.31—CLASSFIED PERSONNEL REDUCTION IN FORCE	_75
8.32—CLASSIFIED PERSONNEL TERMINATION AND NON-RENEWAL	_78
8.33—CLASSIFIED PERSONNEL ASSIGNMENTS	_79
8.34—NON DISCRIMINATION POLICY STATEMENT	_80
8.35—CLASSIFIED PERSONNEL DUTY TO REPORT CHILD ABUSE MALTREATMENT	
OR NEGLECT	_81
8.36— CLASSIFIED PERSONNEL VIDEO SURVEILLANCE AND OTHER MONITORING	82
8.37— OBTAINING & RELEASING STUDENT'S FREE AND REDUCED PRICE MEAL	
ELIGIBILITY INFORMATION	_83
8.38—DEPOSITING COLLECTED FUNDS	_85
8.39—CLASSIFIED PERSONNEL SCHOOL CALENDAR	_86
8.40—CLASSIFIED PERSONNEL WEAPONS ON CAMPUS	_87

8.41—CLASSIFIED PERSONNEL WORKPLACE INJURIES AND WORKERS'	
COMPENSATION	88
8.42—CLASSIFIED PERSONNEL SOCIAL NETWORKING AND ETHICS	90
8.43—CLASSIFIED PERSONNEL BUS DRIVER END of ROUTE REVIEW	93
8.44—CLASSIFIED PERSONNEL HEALTH CARE COVERAGE REPORTING	94
8.45—WRITTEN CODE OF CONDUCT FOR EMPLOYEES INVOLVED IN	
PROCUREMENT WITH FEDERAL FUNDS	95
8.46—CLASSIFIED PERSONNEL USE OF PERSONAL PROTECTIVE EQUIPMENT_	97