# TABLE OF CONTENTS

## SERIES 1000: POLICY OVERVIEW, MISSION STATEMENT, AND DEFINITIONS

#### **1100 Policy Overview**

1101 General Policy Statement

## **1200 Mission Statement**

1201 Mission Statement

# 1300 Creation, Amendment, and Posting of Policies

1301 Creation, Amendment, and Posting of Policies

# **1400 Definitions**

1401 Definitions

# SERIES 2000: BYLAWS

# 2100 Official Description, Purpose, and Board Organization

- 2101 Roles of the Board and Board Members
- 2101-AG.01 New Board Member Best Practices
- 2102 School District's Legal Name and Status
- 2103 School District Boundaries
- 2104 Student Representative on the Board

# 2200 Board Powers

2201 Board Powers

- 2201.01 Board Legislative Program
- 2202 Authority to Enter into Contracts
- 2203 Authority to Establish Curriculum

# 2300 Board Member Conduct

- 2301 Conflict of Interest
- 2302 Board Code of Ethics
- 2303 Violation of Board Code of Ethics
- 2304 Gifting
- 2305 Board Member Reimbursement and Travel Expenses
- 2306 Board Member Compensation

# 2400 Board Membership and Duties

- 2401 Board Member Elections2401.01 New Member Orientation2402 Acceptance of Office and Oath of Office
- 2403 Board Member Terms of Office
- 2404 Board Member Vacancies and Appointments
- 2405 Board Officers
- 2406 Board Officers' Duties

2406.01 Board Member Development Opportunities

# 2500 Board Meetings and Open Meetings Act Compliance

- 2501 Meetings
- 2501A Electronic Board of Education Meetings
- 2501A-F-1 Electronic Board Meeting Checklist
- 2501A-F-2 Advance Notice of Remote Participation
- 2501A-F-3 Electronic Board Meeting Notice
- 2501A-F-4 Affidavit of Website Posting of Public Notice of Electronic Board Meeting
- 2502 Board Meeting Agenda
- 2503 Voting Requirements
- 2504 Public Participation at Board Meetings
- 2505 Board Committees
- 2506 Organizational Meetings

#### SERIES 3000: OPERATIONS, FINANCE, AND PROPERTY

#### **3100 General Operations**

- 3101 Insurance
- 3102 Smoking, Tobacco Products, Drugs, and Alcohol
- 3103 Copyright Compliance
- 3104 School Cameras and Monitoring
- 3105 Visitors and Volunteers
- 3106 Booster Clubs, PTOs, and Other Support Groups
- 3106-F Booster Clubs, PTOs, and Other Support Groups
- 3107 Use of Detection Dogs
- 3108 Service Animals
- 3109 Curricular Animals
- 3110 Data Breach Response
- 3111 Drones
- 3112 Hours and Days of School Operations
- 3113 Social Security Numbers
- 3114 Litigation
- 3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation
- 3115A Definitions for 3115 Series
- 3115B Designation of Coordinators
- 3115C Supportive Measures
- 3115D Informal Resolution
- 3115E Grievance Procedure and Remedies
- 3115F Complaint Dismissal and Appeals
- 3115G Intentionally Left Blank
- 3115H Training Requirements, Recordkeeping, and Policy Notice
- 3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form
- 3115.01 CROWN Act
- 3116 District Technology and Acceptable Use
- 3117 Intellectual Property
- 3118 Title IX Sexual Harassment

- 3118-F-1 Title IX Sexual Harassment Formal Complaint Form
- 3119 Experimental or Pilot Programs
- 3120 Intentionally Left Blank

#### 3200 Finance and Borrowing

- 3201 Accounting
- 3201A Intentionally Left Blank
- 3202 Budget and Truth in Budgeting/Taxation Hearings
- 3203 Deposits
- 3204 Investment of Funds
- 3205 Disbursements
- 3206 Property Tax Levies
- 3207 School Activities Fund
- 3208 Intentionally Left Blank
- 3209 Debit/Credit Cards
- 3210 Borrowing
- 3211 Post-Issuance Tax Compliance
- 3212 Post-Issuance Disclosure Compliance
- 3213 Electronic Transactions of Funds and Automated Clearing House Arrangements

# 3300 Facilities, Real and Personal Property

- 3301 Purchasing and Procurement
- 3301A Purchasing and Procurement with Federal Funds
- 3302 Acquisition of Real Property
- 3303 Gifts and Donations
- 3303-F Gifts and Donations Form
- 3304 Use of District Property
- 3304.01 Facility Naming
- 3305 Sale or Lease of District Property
- 3306 Construction Bidding
- 3307 Construction Administration
- 3308 Distribution of Printed Material and Advertising in School
- 3309 Bus Inspections

# 3400 School Safety and Security

- 3401 School Cancellation, Delay, and Early Dismissal
- 3402 Drills, Plans, and Reports
- 3403 Reporting Accidents
- 3404 Communicable Diseases
- 3405 Bloodborne Pathogens
- 3406 Integrated Pest Management
- 3407 Asbestos Management
- 3408 Firearms and Weapons
- 3409 Intentionally Left Blank
- 3410 Opioid Antagonist

# 3500 FOIA Requests and Record Retention

- 3501 Freedom of Information Act
- 3501-AG Freedom of Information Act Procedures and Guidelines
- 3501-F-1 Sample FOIA Request Form
- 3501-F-2 Certificate of Non-Existence of Public Record
- 3501-F-3 Standard Form for Detailed Itemization of Fee Amounts
- 3502 Record Retention

#### SERIES 4000: DISTRICT EMPLOYMENT

#### 4100 Employee Rights and Responsibilities

- 4101 Non-Discrimination
- 4102 Anti-Harassment
- 4103 Whistleblowers' Protection
- 4104 Employment Complaint Procedure for Allegations Implicating Civil Rights
- 4105 Disability Workplace Accommodations for Employees and Applicants
- 4105A Pregnancy Workplace Accommodations for Employees and Applicants
- 4105B Religious Workplace Accommodations for Employees and Applicants
- 4106 Family and Medical Leave Act (FMLA)
- 4107 Military Leave
- 4108 Union Activity and Representation
- 4109 Break Time for Nursing Mothers
- 4110 Reimbursement
- 4111 Professional Development
- 4112 Extracurricular Employees or Volunteers

#### 4200 Employee Conduct and Ethics

- 4201 Employee Ethics and Standards
- 4201-AG Employee Ethics and Standards Time and Effort Reporting
- 4202 Children's Protective Services (CPS) and Adult Protective Services (APS) Reporting and Student Safety and Welfare
- 4203 Corporal Punishment and Limited Use of Reasonable Force
- 4203-AG Corporal Punishment and Limited Use of Reasonable Force
- 4204 Confidentiality of Student Information
- 4205 Hiring and Background Checks
- 4205-AG-1 Criminal Justice Information Security (Non-Criminal Justice Agency)
- 4206 Employment Contracts
- 4207 Third-Party Contracting
- 4208 Applicant and Employee Criminal Arrest, Charge, Conviction
- 4209 Intentionally Left Blank
- 4210 Drug and Alcohol Free Workplace; Tobacco Product Restrictions
- 4211 Alcohol and Controlled Substances for Transportation Employees Subject to the Omnibus Transportation Employee Testing Act
- 4212 Employee Assistance Program
- 4213 Anti-Nepotism
- 4214 Outside Activities and Employment
- 4215 District Technology and Acceptable Use
- 4216 Personal Communication Devices

- 4217 Social Media
- 4218 Employee Dress and Appearance
- 4219 Attendance
- 4220 Use or Disposal of District Property
- 4221 Employee Speech
- 4222 Intentionally Left Blank
- 4223 Resignation
- 4224 Personnel Files and Payroll Information
- 4225 Temporary Remote Work
- 4226 Intentionally Left Blank
- 4227 Intentionally Left Blank
- 4228 No Expectation of Privacy
- 4229 Acceptable Use of Generative Artificial Intelligence

#### 4300 Non-Exempt Staff

- 4301 Definition
- 4302 Minimum Wage and Overtime
- 4303 Intentionally Left Blank
- 4304 Employee Timekeeping Responsibilities
- 4305 Intentionally Left Blank
- 4306 Assignment and Transfer
- 4307 Performance Evaluation
- 4308 Reduction and Recall of Non-Exempt Staff
- 4309 Discipline and Termination

#### 4400 Professional Staff

- 4401 Definition
- 4402 Placement
- 4403 Performance Evaluation
- 4404 Performance Based Compensation for Teachers
- 4405 Reduction in Force and Recall
- 4406 Professional Improvement Sabbaticals
- 4407 Discipline
- 4408 Termination
- 4409 Non-Renewal

#### 4500 Administrators/Supervisors

- 4501 Definition
- 4502 Assignment and Transfer
- 4503 Performance Evaluation
- 4504 Performance Based Compensation for Administrators/Supervisors
- 4505 Reduction and Recall
- 4506 Discipline
- 4507 Termination
- 4508 Administrator Non-Renewal

#### 4600 The Superintendent

4601 General 4602 Hiring

4603 Performance Evaluation

4604 Absence/Incapacity

4605 Gifts and Donations

4606 Discipline and Termination

4607 Non-Renewal

# SERIES 5000: STUDENTS, CURRICULUM, AND ACADEMIC MATTERS

# 5100 Student Rights

- 5101 Student Expression
- 5102 Lockers
- 5103 Search and Seizure
- 5104 Age of Majority
- 5105 Collaboration with Outside Entities
- 5106 Transgender Students

# 5200 Student Conduct and Discipline

- 5201 Investigations, Arrests, and Other Law Enforcement Contact
- 5202 Unlawful Discrimination, Harassment, and Retaliation Against Students
- 5203 Hazing
- 5204 Intentionally Left Blank
- 5205 Student Handbooks
- 5206 Student Discipline
- 5206A Due Process
- 5206B Students with Disabilities
- 5206C Reinstatement Following Expulsion
- 5206D Enrollment Following Misconduct at Another Public or Nonpublic School
- 5206E Intentionally Left Blank
- 5207 Anti-Bullying Policy
- 5208 Student Acceptable Use and Internet Safety Policy
- 5209 Student Use of Cell Phone and Electronic Communication Devices
- 5210 Intentionally Left Blank
- 5211 Emergency Use of Seclusion and Restraint
- 5212 Registered Sex Offenders Students
- 5213 Personal Protection Orders Against Students

# 5300 Student Enrollment, Attendance, and Records

- 5301 Compulsory Attendance, Absenteeism, and Truancy
- 5302 Intentionally Left Blank
- 5303 Student Enrollment and Withdrawal
- 5304 Nonpublic School Students; Part-Time Attendance
- 5305 Schools-of-Choice
- 5306 Immigrant, Undocumented and Exchange Students
- 5307 Homeless Students
- 5308 Protection of Pupil Rights

5309 Student Records and Directory Information

# 5400 Curriculum, Instruction, and Parent Involvement

- 5401 Parent Involvement in Education
- 5402 Communication with Parents
- 5403 Rights of Non-Custodial Parents
- 5404 Free Textbooks, Materials, and Charging of Fees and Fines
- 5405 Title I Parent and Family Engagement Policy
- 5406 Title I Funds
- 5407 Instructional Program and Curriculum Development
- 5408 Intentionally Left Blank
- 5409 Academic Credits and Graduation
- 5410 Commencement
- 5411 Student Promotion, Retention, and Placement
- 5412 Class Rank
- 5413 Intentionally Left Blank
- 5414 Completion Certificates or Intentionally Left Blank
- 5415 Summer School
- 5416 Homebound and Hospitalized Instruction
- 5417 Homework
- 5418 Grades
- 5419 Reading Assessments, Instruction, Intervention, and Retention
- 5420 Sex Education
- 5421 Work-Based Learning Experience

# 5500 School Sponsored and Extracurricular Activities

- 5501 Fundraising Activities
- 5502 Student Government
- 5503 Bulletin Boards and Other Student Postings
- 5504 School-Sponsored Publications and Productions
- 5505 School Attendance on Days of Scheduled Activities
- 5506 Field Trips
- 5507 Extracurricular Activities
- 5508 Extracurricular and Athletic Trips
- 5509 Public Appearances of School Groups
- 5510 Student-Initiated, Non-Curricular Clubs
- 5511 Secret Organizations

# 5600 Student Support Services

- 5601 Special Education
- 5602 Independent Educational Evaluation
- 5603 Section 504
- 5604 Student Assistance Process

# 5700 Student Health and Safety

- 5701 Abuse and Neglect
- 5702 Student Illness and Injury

- 5703 Medications
- 5704 Student Insurance
- 5705 Emergency Anaphylaxis
- 5706 Intentionally Left Blank
- 5707 School Wellness Policy
- 5707.01 Recess Policy
- 5708 Do Not Resuscitate Orders
- 5708-AG Do Not Resuscitate Orders
- 5709 Lice, Nits, and Bed Bugs
- 5710 Student Suicide Prevention
- 5711 Toilet Training
- 5712 Concussion Awareness
- 5713 Immunizations and Communicable Diseases
- 5714 Threat Assessment and Response
- 5715 Student Oral Health Assessment

#### **5800 Miscellaneous**

- 5801 Closed Campus
- 5802 Student Transportation
- 5803 Student Driving and Parking
- 5804 Work Permits
- 5805 Student Audio and Video Recording
- 5806 Recording of District Meetings
- 5807 Pledge of Allegiance
- 5808 Intentionally Left Blank