

# TABLE OF CONTENTS

## **POLICY NUMBER**

### **CHAPTER 1.00: DISTRICT PHILOSOPHY**

District's Philosophy.....	1.01
Scope of the School District.....	1.02*
Code of Ethics.....	1.03

### **CHAPTER 2.00: SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

Responsibilities and Authority of the Board.....	2.01
Organization, Membership and Officers of the Board.....	2.02
Special Committees of the School Board.....	2.03
School Advisory Councils.....	2.04*
Board Meetings.....	2.05*
School Board Rules.....	2.06*
Schedule for Legal Advertisements.....	2.07
Collective Bargaining Agreements.....	2.08
School Improvement and Education Accountability.....	2.09*
Family and School Partnership for Student Achievement.....	2.091*
Program of Awards.....	2.10
Participation in Activities.....	2.11
Legal Counsel - Board.....	2.12
Legal Counsel - Superintendent.....	2.13
Legal Services for Employees.....	2.14
School Board Adopted Plans.....	2.15
Prohibition of Discrimination and Harassment.....	2.16
Board Travel Expenses.....	2.17
Superintendent's Compensation.....	2.18
Procedures for Making Presentation to Board.....	2.20

### **CHAPTER 3.00: SCHOOL ADMINISTRATION**

Responsibilities of Superintendent.....	3.01
Performance Grade Schools.....	3.011*
Responsibilities of Principals.....	3.02
Emergencies.....	3.03
Directives, Procedures, and Administrative Manuals.....	3.04
Administrative Organization.....	3.05*
School within A School.....	3.051
Campus Disorders and Trespassing.....	3.06
Domestic Security.....	3.061
Photocopying of Public Records.....	3.07

## **CHAPTER 3.00: SCHOOL ADMINISTRATION (Continued)**

Copyrighted Materials.....	3.08
A Moment of Silence.....	3.09
Flag Display and Pledge.....	3.10
Agents, Solicitors and Salespersons.....	3.11
Visitor Identification Measures .....	3.111
Public Information and Inspection of Records.....	3.12
School Volunteers.....	3.13
Disruptions at School Board Functions.....	3.14
Alcoholic Beverages and Non-Prescriptive Mood Modifiers.....	3.15
Charter Schools.....	3.16
Opening and Closing of Schools.....	3.17*
Holidays Defined.....	3.18
Length of School Day.....	3.19
Driver Education Cars, Procurement and Use.....	3.20
Chaperones for School Functions.....	3.21
Advertising for Legal Purposes.....	3.22
Rules, Applications and Distribution.....	3.23
Management Training Program.....	3.24
Utilization of Funds from Gifts and Auxiliary Enterprises.....	3.25
Selection Procedures for Principals/Assistant Principals.....	3.26
Child Abuse.....	3.27
Guidelines and Procedures Concerning HIV or Other Communicable Diseases (Students & Employees) (See 5.14 also).....	3.28
Background Screens for Contractors .....	3.29
Automatic External Defibrillators .....	3.30

## **CHAPTER 4.00: CURRICULUM AND INSTRUCTION**

Student Progression Plan.....	4.01
The Curriculum.....	4.02*
Physical Education .....	4.021
Exceptional Student Education.....	4.03
Dropout Prevention Program.....	4.04
Home Education Program.....	4.041
Participation of Home Schooled Students in Extra-Curricular Activities.	4.042
Extracurricular Program .....	4.05
Student Clubs and Organizations.....	4.06
Student Publications.....	4.07
Public Appearance of School Groups.....	4.08
Athletics.....	4.09
Adult Education.....	4.10
General Education Development Test.....	4.101
Allocation of Instructional Material.....	4.11*
District Adoption of Instructional Materials.....	4.12
Educational Media Materials Selection.....	4.13

## **CHAPTER 4.00: CURRICULUM AND INSTRUCTION (Continued)**

Non-School Related Travel.....	4.14
District and State-Wide Assessment Program.....	4.15
Security of Tests.....	4.16
Challenged Materials.....	4.17
Unsuitable and Surplus Textbooks, Discarding and Disposing of.....	4.19
Management of Textbooks.....	4.20
Sale of Textbooks.....	4.21
Field Trips.....	4.22
Educational Planning.....	4.23
Student Performance Standards.....	4.24
Aids Education.....	4.25
Homework Assignments.....	4.26
Assessing and Reporting Student Performance.....	4.27
Parent conferences.....	4.28
Graduation Exercise.....	4.29
High School Diploma.....	4.30

## **CHAPTER 5.00: STUDENTS**

Student Services Plan.....	5.01*
Prohibition of Discrimination and Harassment.....	5.02
Student Assignment.....	5.03
Student Attendance.....	5.04*
Requirements for Original Entry.....	5.05
Admission to Pre-Kindergarten Early Intervention Program.....	5.051
Transfer Out-of-County Students.....	5.052
Admission to Kindergarten.....	5.06
Admission to First Grade.....	5.07
Admission to Post-Secondary Vocational Programs.....	5.08*
Granting Permission for Students to Leave the School Campus.....	5.09
Student Control.....	5.10
Student Detention, Search, and Seizure.....	5.11
Expulsion of Students .....	5.12
Zero Tolerance for School Related Crimes.....	5.13*
Students with AIDS or HIV Disease (See 3.28 also).....	5.14
Administration of Medication During School Hours.....	5.15
Eye Protection Devices.....	5.16
Student Injuries and Illness.....	5.17
Legal Name of Student.....	5.18
Student Records.....	5.19*
Directory Information.....	5.20
Prohibition of Sexual Harassment by Students.....	5.21
Teacher Removal of Students from Classroom.....	5.22
Report Cards.....	5.23*
Students Rights and Responsibilities and Code of Student Conduct.....	5.24

## **CHAPTER 5.00: STUDENTS (Continued)**

Person Standing in Loco Parentis to Pupil.....	5.25
--	------

Corporal Punishment.....	5.26
Pupil Suspension.....	5.27
Grade Reduction as Punishment.....	5.28
Serious Breach of conduct.....	5.29
Suspected Use of Drugs, Search and Seizure.....	5.30
Students Charged with a Felony.....	5.31
Discipline of Exceptional Students.....	5.32
Conduct at Off Campus School Functions.....	5.33
Responsibility of Students While on School Buses.....	5.34
Club Initiation Ceremony.....	5.35
Excusing a Student to Participate in a Non-School Activity.....	5.36
Contests.....	5.37
Student Health and Fitness.....	5.40
Student Use of Cellular Telephones and Other Communication Devices	5.41
Homeless Students .....	5.42
Random Drug Testing for Students .....	5.52

**CHAPTER 6.00: PERSONNEL**

Employment Defined.....	6.10
Definition of Personnel.....	6.101
Employment of Personnel.....	6.102*
Appointment or Employment Requirements.....	6.103*
Probationary Status for Educational Staff Professionals (ESP).....	6.104
Dual Employment.....	6.105
Physical Examinations.....	6.11
Transportation Employee Drug and Alcohol Testing.....	6.111*
License of School Bus Driver.....	6.112*
Responsibilities of School Bus Operators.....	6.113
Year of Service Defined for Administrative and Instructional Personnel...	6.12*
Instructional Staff.....	6.13*
Teaching Out-of-Field.....	6.131
Non-Certified Instruction Personnel.....	6.132
Options for Teachers to be Considered Infield.....	6.133
Assisting Teachers to Become Highly Qualified.....	6.134
Employment of Athletic Coaches Who are Not Full-Time Employees of the School Board.....	6.14*
Education Paraprofessional.....	6.15*
Substitute Teachers.....	6.16*
Employment of Non-Degreed Vocational and Adult Instructional Personnel.....	6.17*
Contracts: Instructional and Administrative Personnel.....	6.18*
Certification of Administrative and Instructional Personnel.....	6.19*
District Career and Technical Education Certificates.....	6.191*

**Chapter 6.00: Personnel (Continued)**

District Substitute Teacher Certificates.....	6.192*
Leave of Absence.....	6.20*

Leave Application.....	6.21*
Approval of Leaves.....	6.211*
Effective Date for Leave, Suspension, or Termination.....	6.212*
Notification of Absence.....	6.213*
Resignations.....	6.214
Retirement of Employees.....	6.215
Deferred Retirement Option Program (“DROP”).....	6.216
The Appointment of Retired Dixie District School Employees.....	6.217
Absence Without Leave.....	6.22*
Personal Leave.....	6.23*
Sick Leave.....	6.24*
Illness-or-Injury-in-Line-of-Duty Leave.....	6.241
Family and Medical Leave.....	6.242*
Military Leave.....	6.25*
Jury/Witness Duty.....	6.26*
Professional Leave.....	6.27*
Annual Leave.....	6.28*
Temporary Duty.....	6.29*
Salary Schedules.....	6.30*
Terminal Pay.....	6.31
Qualified Retirement Plan.....	6.311
Retiree Insurance Benefits.....	6.32
Health Insurance Premiums.....	6.321
Sick Leave Bank.....	6.34
Donated Sick Leave Pool.....	6.35
Violation of Local, State, and/or Federal Laws.....	6.40
Personal Business on School Time.....	6.41
Personal Use of School Board Property.....	6.411
Records and Reports.....	6.42*
Prohibition of Discrimination and Harassment.....	6.43
Prohibition of Sexual Harassment by Employees.....	6.431
Telephone Calls, Electronic Communications and Facsimiles.....	6.44
Alcohol and Drug-Free Workplace.....	6.45
Self-Reporting of Arrests and Convictions by Educators.....	6.451
Drug and Alcohol Abuse Testing.....	6.452
Political Activities of Employees.....	6.46
Grievance Procedure for Personnel.....	6.50*
Complaints Against Employees.....	6.51
Suspension and Dismissal.....	6.52
Suspension with Partial or No Pay.....	6.53
Staff Development.....	6.60
Whistleblower Protection.....	6.65
Employment of Retirees.....	6.70
Personnel Files.....	6.80

**Chapter 6.00: Personnel (Continued)**

Assessment of Employees.....	6.81
Instructional Employee Performance Criteria.....	6.811*
Supplemental Administrative Performance Based Pay.....	6.812

School Board Employees with HIV/ARC, AIDS, or Other Communicable Diseases.....	6.90
AIDS, Bloodborne Pathogens, and Environmental Hazards.....	6.91
Code of Ethics.....	6.92
Ethics Policy.....	6.921
Duties of Instruction Personnel.....	6.93
Conference and Planning Days.....	6.931
Pupil Supervision.....	6.932
Experience for Salary Purpose.....	6.94
Terms of Service.....	6.941
Length of Working Day.....	6.942
Worker's Compensation.....	6.95
Health Services.....	6.951
Private Instruction and Tutoring.....	6.96
Outside Employment.....	6.961
Name, Change of.....	6.97
Children Under Age at School.....	6.98
Animals in the Classroom.....	6.99

**CHAPTER 7.00: BUSINESS SERVICES**

Accounting and Control Procedure.....	7.01
Bonded Personnel.....	7.02
Internal Funds.....	7.03*
School Food Service Funds.....	7.04*
Inventories and Property Records.....	7.05
Acquisition, Use and Exchange of School Property.....	7.06
Sale, Transfer or Disposal of Real Property.....	7.07*
Lost or Stolen Property.....	7.08
Audits.....	7.09*
Petty Cash Funds.....	7.10*
Purchasing Policies and Bidding.....	7.11*
School Construction Bids .....	7.111
Protests of Construction Bids .....	7.112
On-Line Procurement.....	7.113
Change Orders .....	7.114
Renovations or Remodeling of Facilities .....	7.115
Payment of Invoices.....	7.12
Payroll Procedures.....	7.13
Authorized Travel Expenses.....	7.14*
Indebtedness Created Against a School or the School Board.....	7.15
Fund-Raising for School Projects and Activities.....	7.16
Investment of Funds.....	7.17
Risk Management Insurance.....	7.18

**CHAPTER 7.00: BUSINESS SERVICES (Continued)**

Money Left at School After School Hours.....	7.19
School Pictures.....	7.20
Educational Enhancement (Lottery) Funds.....	7.22

Antifraud.....	7.23
----------------	------

**CHAPTER 8.00: AUXILIARY SERVICES**

Safety.....	8.01
Safe and Secure Schools.....	8.011
Domestic Security.....	8.012
Toxic Substances in School Work Areas.....	8.02
Inspections.....	8.03*
Emergency Evacuation Drills.....	8.04*
Emergency Disaster.....	8.05*
Emergency Closing of Schools.....	8.06
Security Plan.....	8.07
Vandalism and Malicious Mischief.....	8.08
Preventive Maintenance.....	8.09
Sanitation.....	8.10
Infection Control Guidelines.....	8.11
Purpose and Functions of the Transportation Program.....	8.12*
Student Transportation.....	8.13*
Automotive Equipment.....	8.14
Bus Routes.....	8.15
Bus Emergency Evacuation Drills.....	8.16*
Vehicle Maintenance Program.....	8.19
Exiting the School Bus.....	8.20
Transporting Students in Private Vehicles for Educational Field Trips or School-Sponsored or School-Related Events.....	8.21
Safety Belts.....	8.22
General Food Service Requirements.....	8.23*
Wellness Policy.....	8.231
Meal Patterns.....	8.24*
Meals Prices.....	8.25*
Records Retention and Disposal.....	8.26*
Improvements to School Plants and Grounds.....	8.29
Facility Fire Safety Inspection.....	8.31*
Tobacco Use in District Facilities.....	8.32
Telecommunications Plan.....	8.33
Management Information System.....	8.34
Termination of Staff Members from Data Base and Network Logons.....	8.341
Special Use of School Buses.....	8.35
Disposal of Flammable Materials.....	8.36

**CHAPTER 9.00: SCHOOL-COMMUNITY RELATIONS AND  
INTERLOCAL AGREEMENTS**

Parent Organizations and School Support Groups.....	9.01
Public Information.....	9.02
Annual School Report .....	9.03

Use of Facilities.....	9.04*
Advertising in Schools.....	9.05
Distribution of Literature and Materials to Students.....	9.06
Visitors.....	9.07
Relations with Governmental Authorities.....	9.08
Equal Access -- Availability of Secondary School Facilities to Students for Meetings.....	9.09
The Communications Program.....	9.10
Soliciting Funds.....	9.11