SCHOOL DISTRICT

<u>100</u>	Legal Status of the School District
<u>101</u>	Educational Philosophy of the School District
<u>102</u>	Equal Educational Opportunity
<u>102.E1</u>	Section 504 Notice of Nondiscrimination
<u>102.E2</u>	Grievance Form for Complaints of Discrimination or Non-Compliance
	with Federal or State Regulations Requiring Non-Discrimination
<u>102.E3</u>	Grievance Documentation
<u>102.E4</u>	Section 504 Student and Parental Rights
<u>102.R1</u>	Grievance Procedure
<u>103</u>	Long-Range Needs Assessment
<u>103.R1</u>	Long-Range Needs Assessment
104	Anti-Bullying/Harassment Policy
104.R1	Anti-Bullying/Harassment Investigation Procedures
104.E1	Anti-Bullying/Harassment Complaint Form
104.E2	Anti-Bullying/Harassment Witness Disclosure Form
104.E3	Disposition of Anti-Bullying/Harassment Complaint Form

BOARD OF DIRECTORS

200 200.1 200.1R1 200.2 200.3	Legal Status of the Board of Directors Organization of the Board of Directors (I, II) Organizational Meeting Procedures Powers of the Board of Directors Responsibilities of the Board of Directors
<u>201</u>	Board of Directors' Elections
202.1 202.2 202.3 202.4	Board of Directors Members Qualifications Oath of Office Term of Office Vacancies
<u>203</u>	Board of Directors' Conflict of Interest
<u>204</u>	Code of Ethics
<u>205</u>	Board Member Liability
206.1 206.2 206.3 206.4	Board of Directors' Officers President Vice President Secretary Treasurer
207 208 208.1E1 209 209.1 209.2 209.3 209.4 209.5 209.6 209.7 210 210.1 210.2 210.3 210.4 210.5 210.6 210.7 210.8	Board of Directors' Legal Counsel Ad Hoc Committees Ad Hoc Committees Exhibit Board of Directors' Management Procedures Development of Policy Adoption of Policy Dissemination of Policy Suspension of Policy Administration in the Absence of Policy Review and Revision of Policy Review of Administrative Regulation Board of Directors' Meetings Annual Meeting Regular Meeting Special Meeting Work Sessions Meeting Notice Quorum Rules of Order Board Meeting Agenda

<u>211</u>	Open Meetings
<u>212</u>	Closed Sessions
<u>213</u>	Public Participation in Board Meetings
213.1E1	General Complaints by Citizens
<u>214</u>	Public Hearings
<u>215</u>	Board of Directors' Records
<u>215E1</u>	Board Meeting Minutes
216	Board of Directors' Member Services
<u>216.1</u>	Association Membership
<u>216.2</u>	Board of Directors' Member Development and Training
<u>216.3</u>	Board of Directors' Member Compensation and Expenses
<u>217</u>	Gifts to Board of Directors

ADMINISTRATION

<u>300</u>	Role of School District Administration
301	Administrative Structure
<u>301.1</u>	Management
<u>301.2</u>	Management Team
302	Superintendent
<u>302.1</u>	Superintendent Qualifications, Recruitment, Appointment
<u>302.2</u>	Superintendent Contract and Contract Non-renewal
302.3	Superintendent Salary and Other Compensation
<u>302.4</u>	Superintendent Duties
<u>302.5</u>	Superintendent Evaluation
302.5E1	Superintendent Evaluation Instrument
<u>302.6</u>	Superintendent Professional Development
<u>302.7</u>	Superintendent Civic Activities
302.8	Superintendent Consulting/Outside Employment
303	Administrative Employees
<u>303.1</u>	Administrative Positions
<u>303.2</u>	Administrator Qualifications, Recruitment, Appointment
<u>303.3</u>	Administrator Contract and Contract Non-renewal
<u>303.4</u>	Administrator Salary and Other Compensation
<u>303.5</u>	Administrator Duties
<u>303.6</u>	Administrator Evaluation
<u>303.7</u>	Administrator Professional Development
<u>303.8</u>	Administrator Civic Activities
<u>303.9</u>	Administrator Consulting/Outside Employment
304	Policy Implementation
<u>304.1</u>	Development and Enforcement of Administrative Regulations
<u>304.2</u>	Monitoring of Administrative Regulations
<u>305</u>	Administrator Code of Ethics
<u>306</u>	Succession of Authority to the Superintendent
<u>307</u>	Communication Channels

EMPLOYEES

400	Role of	and Guiding Principles for Employees
401 401 401 401 401 401 401 401	.1 .2 .3 .4 .5 01.5R1 .6 .7 .8 .9 .10	yees and Internal Relations Equal Employment Opportunity Employee Conflict of Interest Nepotism Employee Complaints Employee Records Employee Records Regulation Transporting of Students by Employees Employee Travel Compensation Recognition for Service of Employees Employee Political Activity Credit Cards Employee Orientation
402	1 2 402.2R1 3 402.3E1 402.3E2 402.3R1 4 5	Abuse of Students by School District Employees Abuse of Students by School District Employees Report Form Abuse of Students by School District Employees Investigation
403		yees' Health and Well-Being
403		Employee Physical Examinations
403		Employee Injury on the Job
<u>403</u>		Communicable Diseases - Employees
	403.3E1	1
	403.3R1	Universal Precautions Regulation
403		Hazardous Chemical Disclosure
<u>403</u>		Harassment Compleint Form
	403.5E1 403.5E2	Harassment Complaint Form Witness Disclosure Form
	403.5E2	Harassment Investigation Procedures
403		Substance-Free Workplace
	403.6E1	Substance-Free Workplace Notice to Employees
	403.6R1	Substance-Free Workplace Regulation
403		Drug and Alcohol Testing Program
	403.7E1	Drug and Alcohol Testing Program Notice to Employees
2	403.7E2	Drug and Alcohol Testing Program Acknowledgment Form
4	403.7E3	Consent for Release of Information
	403.7E4	Drug/Alcohol Test Notification Form
	403.7E5	Certification of Previous Employers Requiring a Commercial Driver's License
	403.7E6	Drug and Alcohol Reasonable Suspicion Observation
2	403.7E7	Drug and Alcohol Testing Program Pre-Employment Drug Test Acknowledgment Form

403.7E8 403.7E9 403.7E10 403.7R1 403.7R2	Random Testing Driver Change List Form Iowa Drug and Alcohol Testing Program Post-Accident Drug and Alcohol Testing Instructions to Drivers Drug and Alcohol Testing Program Worksheet Drug and Alcohol Testing Program Regulation Drug and Alcohol Testing Program Definitions
404 404.1R1	Employee Conduct and Appearance Employee Conduct Regulation
405.1 405.1 405.2 405.3 405.4 405.5 405.6 405.7 405.8	Licensed Employees - General Licensed Employee Defined Licensed Employee Qualifications, Recruitment, Selection Licensed Employee Individual Contracts Licensed Employee Continuing Contracts Licensed Employee Work Day Licensed Employee Assignment Licensed Employee Transfers Licensed Employee Evaluation
405.9	Licensed Employee Probationary Status
406 407 <u>406.1</u> <u>406.2</u> <u>406.3</u> <u>406.4</u> <u>406.5</u> <u>406.6</u> 406.6E1	Licensed Employee Compensation and B enefits Licensed Employee Salary Schedule Licensed Employee Salary Schedule Advancement Licensed Employee Continued Education Credit Licensed Employee Compensation for Extra Duty Licensed Employee Group Insurance Benefits (I, II) Licensed Employee Tax Shelter Programs Letter to Collective Bargaining Representative
407 407.1 407.2 407.3 407.4 407.5 407.6 407.6E1 407.6E2 407.6E3	Licensed Employee Resignation Licensed Employee Contract Release Licensed Employee Retirement Licensed Employee Suspension Licensed Employee Reduction in Force Licensed Employee Early Retirement Licensed Employee Early Retirement Acknowledgement of Receipt Licensed Employee Early Retirement Insurance Options Licensed Employee Early Retirement Application
408 <u>408.1</u> <u>408.2</u> <u>408.3</u>	Licensed Employee Professional Growth Licensed Employee Professional Development Licensed Employee Publication or Creation of Materials Licensed Employee Tutoring
409.1 409.1 409.2 409.3 409.3E1 409.3E2 409.3E3 409.3E4 409.3R1	Licensed Employee Vacations and Leaves of Absence Licensed Employee Vacation - Holidays - Personal Leave (I, II) Licensed Employee Personal Illness Leave Licensed Employee Family and Medical Leave Licensed Employee Family and Medical Leave Notice to Employees Licensed Employee Family and Medical Leave Request Form Licensed Employee Family and Medical Leave Certification Form Licensed Employee Family and Medical Leave Request Work Sheet Licensed Employee Family and Medical Leave Regulation

409.3R2	Licensed Employee Family and Medical Leave Definitions
<u>409.4</u>	Licensed Employee Bereavement Leave
<u>409.5</u>	Licensed Employee Political Leave
<u>409.6</u>	Licensed Employee Jury Duty Leave
<u>409.7</u>	Licensed Employee Military Service Leave
<u>409.8</u>	Licensed Employee Unpaid Leave
410	Other Liesane d Familiane
410 410.1	Other Licensed Employee Substitute Teachers
410.1	Summer School Licensed Employees
410.4	Education Aide
410.4	Education Aide
411	Classified Employees - General
<u>411.1</u>	Classified Employee Defined
<u>411.2</u>	Classified Employee Qualifications, Recruitment, Selection
<u>411.3</u>	Classified Employee Contracts
<u>411.4</u>	Classified Employee Licensing/Certification
<u>411.5</u>	Classified Employee Assignment
<u>411.6</u>	Classified Employee Transfers
411.7	Classified Employee Evaluation
<u>411.8</u>	Classified Employee Probationary Status
412	Classified Employee Compensation and Benefits
412.1	Classified Employee Compensation
412.2	Classified Employee Wage and Overtime Compensation
412.3	Classified Employee Group Insurance Benefits (I, II)
<u>412.4</u>	Classified Employee Tax Shelter Programs
413	Classified Employee Termination of Employment
413.1	Classified Employee Resignation
413.2	Classified Employee Retirement
413.3	Classified Employee Suspension
<u>413.4</u>	Classified Employee Dismissal
<u>413.5</u>	Classified Employee Reduction in Force
414	Classified Employee Vacations and Leaves of Absence
414.1	Classified Employee Vacations-Holidays-Personal Leave (I, II)
414.2	Classified Employee Personal Illness Leave
414.3	Classified Employee Family and Medical Leave
414.3E1	Classified Employee Family and Medical Leave Notice to Employees
414.3E2	Classified Employee Family and Medical Leave Request Form
414.3E3	Classified Employee Family and Medical Leave Certification Form
414.3E4	Classified Employee Family and Medical Leave Request Work Sheet
414.3R1	Classified Employee Family and Medical Leave Regulation
414.3R2	Classified Employee Family and Medical Leave Definitions
<u>414.4</u>	Classified Employee Bereavement Leave
414.5	Classified Employee Political Leave
414.6	Classified Employee Jury Duty Leave
414.7	Classified Employee Military Service Leave
414.8	Classified Employee Unpaid Leave
<u>414.9</u>	Classified Employee Professional Purposes Leave

STUDENTS Series 500

500 Objectives for Equal Educational Opportunities for Students 501 Student Attendance **Resident Students** 501.1 501.2 Nonresident Students 501.3 Compulsory Attendance 501.3R1 **Attendance Cooperation Process** 501.4 **Entrance - Admissions** 501.5 Attendance Center Assignment 501.6 Student Transfers In 501.7 Student Transfers Out or Withdrawals 501.8 Student Attendance Records 501.9 Student Absences - Excused 501.10 Truancy - Unexcused Absences 501.10R1 Truancy - Unexcused Absences Regulation 501.11 Student Release During School Hours 501.12 **Pregnant Students** 501.13 Students of Legal Age 501.14 Open Enrollment Transfers - Procedures as a Sending District Open Enrollment Transfers - Procedures as a Receiving District 501.15 Homeless Children and Youth 501.16 502 Student Rights and Responsibilities 502.1 Student Appearance 502.2 Care of School Property/Vandalism 502.3 Freedom of Expression 502.4 Student Complaints and Grievances 502.5 Student Lockers 502.6 Weapons Smoking - Drinking - Drugs 502.7 502.8 Search and Seizure 502.8E1 Search and Seizure Checklist 502.8R1 Search and Seizure Regulation 502.9 Interviews of Students by Outside Agencies 502.10 Student-to-Student Harassment 502.10E1 Harassment Complaint Form Student-to-Student Harassment Investigation Procedures 502.10R1 502.11 Use of Motor Vehicles 503 Student Discipline Student Conduct 503.1 503.1R1 **Student Suspension** 503.2 **Expulsion** Fines - Fees - Charges 503.3 503.3E1 Standard Fee Waiver Application Student Fee Waiver and Reduction Procedures 503.3R1 503.4 Good Conduct Rule 503.5 Corporal Punishment 504 Student Activities 504.1 Student Government 504.2 **Student Organizations**

504.3

Student Publications

504.3R1 504.4 504.5 504.6	Student Publications Code Student Performances Student Fund Raising Student Activity Program
505 505.1 505.2 505.3 505.4 505.5 505.6 505.7 505.8	Student Scholastic Achievement Student Progress Reports and Conferences Student Promotion - Retention - Acceleration Student Honors and Awards Testing Program Graduation Requirements Early Graduation Commencement Parental Involvement
506 506.1E1 506.1E1 506.1E2 506.1E3 506.1E4 506.1E5 506.1E6 506.1E7 506.1E8 506.1E9 506.1E10 506.1R1 506.2 506.2E1 506.2R1 506.3 506.4	Student Records Access Student Records Checklist Request of Nonparent for Examination or Copies of Student Records Authorization for Release of Student Records Request for Hearing on Correction of Student Records Request for Examination of Student Records Notification of Transfer of Student Records Letter to Parent Regarding Receipt of a Subpoena Juvenile Justice Agency Information Sharing Agreement Annual Notice Annual Notice (Spanish Version) Use of Student Records Regulation Student Directory Information Authorization for Releasing Student Directory Info Use of Directory Information Student Photographs Student Library Circulation Records
507 507.1 507.2 507.2E1 507.2E2 507.3 507.3E1 507.3E2 507.3E3 507.4 507.5 507.6 507.7 507.8 507.8R1 507.9	Student Health and Well-Being Student Health and Immunization Certificates Administration of Medication to Students Record of the Administration of Prescription Medication Parental Authorization and Release Form for the Administration of Prescription Medication to Students Communicable Diseases - Students Communicable Disease Chart Reportable Infectious Diseases Reporting Form Student Illness or Injury at School Emergency Plans and Drills Student Insurance Custody and Parental Rights Student Special Health Services Special Health Services Regulation Wellness Policy
508 508.1 508.2	Miscellaneous Student-Related Matters Class or Student Group Gifts Open Night

EDUCATION PROGRAM

600	Goals a	nd Objectives of the Education Program (I & II)
601	General	Organization
601.	.1	School Calendar
601.	.2	School Day
602	Curricu	lum Development
602.		Curriculum Development
602.	.2	Curriculum Implementation
602.	.3	Curriculum Evaluation
602.		Pilot - Experimental - Innovative Projects
603	Instruct	ional Curriculum
603.	.1	Basic Instruction Program
603.	.2	Summer School Instruction
603.	.3	Special Education
603.	.4	Multicultural and Nonsexist Education
603.		Health Education
	.5E1	Human Growth and Development Student Excuse Form
603.		Physical Education
603.		Career Education
603.		Teaching About Religion
	.8R1	Teaching About Religion Regulation - Religious Holidays
603.		Academic Freedom
	.9R1	Teaching Controversial Issues
603.		Global Education
603.		Citizenship
604	Alterna	tive Programs
604.		Competent Private Instruction
604.		Competent Private Instruction Report
604.	.2	Individualized Instruction
604.	.3	Program for Talented and Gifted Students
604.		Program for At-Risk Students
604.		Religious-Based Exclusion from A School Program
604.		Instruction at a Post-Secondary Educational Institution
604.		Dual Enrollment
604.		Foreign Students
604.		Home School Assistance Program
605	Instruct	ional Materials
605.		Instructional Materials Selection
	.1R1	Selection of Instructional Materials
605.		Instructional Materials Inspection
605.		Objection to Instructional Materials
605.		Instructions to the Reconsideration Committee
	.3E2	Reconsideration of Instructional Materials
	.3E3	Sample Letter to Individual Challenging Instructional Materials
	.3R1	Reconsideration of Instructional Materials Regulation
605.		Technology and Instructional Materials
605.		Media Centers

605.6 605.6E1 605.6E2	Internet - Appropriate Use Internet Access Permission Letter to Parents Internet Appropriate Use Violation Notice
605.6R1	Internet - Appropriate Use Regulation
606	Instructional Arrangements
606.1	Class Size - Class Grouping
606.2	School Ceremonies and Observances
606.3	Animals in the Classroom
606.4	Student Production of Materials and Services
606.5	Student Field Trips and Excursions
606.6	Insufficient Classroom Space
607	Instructional Services
607.1	Student Guidance and Counseling Program
607.2	Student Health Services

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

700	Purpose	of Noninstructional and Business Services
701	Financia	al Accounting System
701.		Depository of Funds
701.		Transfer of Funds
701.		Financial Records
702	Cash in	School Buildings
703	Budget	
703.	_	Budget Planning
703.	.2	Spending Plan
704	Revenue	e
704.	.1	Local - State - Federal - Miscellaneous Revenue
704.	.2	Sale of Bonds
704.	.3	Investments
704.	.4	Gifts - Grants - Bequests
704.	.5	Student Activities Fund
705	Expend	itures
705.	.1	Purchasing - Bidding
705.	.2	Purchasing on Behalf of Employees
705.	.3	Payment for Goods and Services
706	Payroll	Procedures
706.	.1	Payroll Periods
706.	.2	Payroll Deductions
707	Fiscal R	Leports
707.	.1	Secretary's Reports
707.	.2	Treasurer's Annual Report
707.	.3	Publication of Financial Reports
707.	.4	Audit
708		Care, Maintenance and Disposal of School District Records
709		Insurance Program
710		School Food Services
710.		School Food Program
710.		Free or Reduced Cost Meals Eligibility
710.	.3	Vending Machines
711		Transportation
711.		Student School Transportation Eligibility
711.	.2	Student Conduct On School Transportation
711.	.2R1	Student Conduct on School Transportation Regulation
711.	.2R2	Use of Video Cameras on School Buses Regulation
711.	.3	Student Transportation for Extracurricular Activities
711.	.4	Summer School Program Transportation Service
711.	.5	Transportation of Nonresident and Nonpublic School Students

- 711.6 711.7 711.8 Transportation of Nonschool Groups (I & II) School Bus Safety Instruction Transportation in Inclement Weather

BUILDINGS & SITES

Objectives of Buildings & Sites
Site Acquisition and Building Construction
Buildings & Sites Long Range Planning
2 Buildings & Sites Surveys
B Educational Specifications for Buildings & Sites
Site Acquisition
Bids and Awards for Construction Contracts
Maintenance, Operation and Management
Maintenance Schedule
2 Requests for Improvements
B Emergency Repairs
Fixed Assets Management System
Fixed Assets Management System Regulation
Fixed Assets Management System Definitions
Buildings & Sites Adaptation for Persons with Disabilities
5 Vandalism
B Energy Conservation
Selling and Leasing
Disposition of Obsolete Equipment
Lease, Sale or Disposal of School District Buildings & Sites
Safety Program
Facilities Inspections
Warning System and Emergency Plans
Bomb Threats
4 Asbestos Containing Material

SCHOOL DISTRICT - COMMUNITY RELATIONS

900	Principles and Objectives for Community Relations
901	Public Examination of School District Records
902	Press, Radio, and Television News Media
902.1	News Media Relations
902.2	News Conferences and Interviews
902.3	News Releases
902.4	Live Broadcast or Videotaping
903	Public Participation in the School District
903.1	School - Community Groups
903.2	Community Resource Persons and Volunteers
903.3	Visitors to School District Buildings & Sites
903.4	Public Conduct on School Premises
903.5	Distribution of Materials
903.5R1	Distribution of Materials Regulation
904	Community Activities Involving Students
904.1	Transporting Students in Private Vehicles
904.2	Advertising and Promotion
905	Use of School District Facilities & Equipment
905.1	Community Use of School District Buildings & Sites & Equipment
905.1E1	Use of Facilities-Application Form
905.1E2	Use of School Facilities-Indemnity and Liability Insurance Agreement
905.1R1	Use of School District Facilities Regulation
905.1R2	Fees for Use of School District Facilities
905.2	Smoke-Free Environment