

# Board Policies

## Section A - School District Organization

**Board** - authority, legal status, powers & duties ♦ **Board members** - fulfillment of unexpired term, legal status, method of election, number, qualifications, term of office ♦ **School district** - attendance zones, health & wellness, legal status, organization plan, school day, school year, tobacco-free facilities

## Section B - School Board Operations

**Administration** – administration in policy absence, administrative rules review, annual reports ♦ **Board** – board code of ethics, board records, board/superintendent relations ♦ **Board meeting procedures** – agendas, broadcasting & taping, executive sessions, notification, minutes, news coverage, public participation, quorum, rules of order ♦ **Board meetings** – business, organizational, public hearings, special, work sessions ♦ **Committees** ♦ **Goals & objectives** ♦ **Members** – member duties, orientation, development opportunities, compensation & expenses, memberships ♦ **Officers** – elections & duties ♦ **Policies** - policy adoption, policy dissemination, policy drafting (attorney, community, staff & student involvement), policy review, policy suspension ♦ **School attorney** ♦ **School Improvement Council**

## Section C - General School Administration

**Administrative personnel** – assignments, compensation & guides, evaluation, hiring, positions, transfers ♦ **Board/superintendent relations** ♦ **Councils & committees** ♦ **Development opportunities** ♦ **Ethics** ♦ **Goals & objectives** ♦ **Line & staff relations** ♦ **Policy implementation** – administration in policy absence, administrative rules, rules review ♦ **Superintendent** - appointment, compensation & benefits, development opportunities, duties, evaluation, qualifications, separation

## Section D - Fiscal Management

**Accounting** – bonded employees, cash in schools, expense reimbursements, federal aid, fees & payments, inventories, pay-day schedules, salary deductions, student activities funds management, tuition income ♦ **Bonds** – bond sales, tax-advantaged bond compliance, tax-advantaged bond compliance procedures, debt limitations ♦ **Finance** – annual operating budgets, audits, authorized signatures, fiscal year, fund balance ♦ **Goals & objectives** ♦ **Procurement** – local purchasing, property sales, sales calls & demonstrations, school properties disposal procedure

## Section E - Business Management

♦ **Buildings** – energy management & sustainability, building repairs, long-range maintenance program ♦ **Buses** – bus driver drug/alcohol testing program, scheduling & routing of buses, special use of school buses, student transportation management ♦ **Equipment & supplies management** ♦ **Food service management** ♦ **Goals & objectives** ♦ **Insurance** – property insurance, staff insurance program, tort liability insurance, workers' compensation ♦ **Safety** – emergency drills, security of school properties, surveillance on district property, vandalism protection ♦ **Staff annuities program**

## Section F - Facility Expansion Program

**Goals & objectives** ♦ **Needs determination** – community involvement in planning, long-range needs determination, obsolescence determination, temporary facilities for expansion ♦ **Project completion** – educational specifications, names on building plaques, naming new facilities, project administration: contracts, plans & specifications, project planning, site acquisition procedures

## Section GA - Personnel – General

**Goals & objectives** ♦ **Relationships** – conflict of interest, staff-community relations, student-staff relations ♦ **Working conditions** – complaints & grievances, development opportunities, drug-free workplace, equal opportunity employment, gifts, involvement in budget preparation & decision making, legal protection, personnel records, political activities, political solicitations on school property, rights & responsibilities, salary deductions, solicitations

## Section GB - Personnel – Certified/Professional

**Hiring** – assignment, compensation guides & contracts, notification of vacancies, orientation, positions, recruitment & hiring, reemployment, professional organizations ♦ **Leave** – bereavement leave, emergency & personal leave, legal leave, military leave, professional leaves & absences, sick leave, sick leave bank, vacations & holidays ♦ **Separation** – pro-rata reduction, reduction in work force, resignation, retirement, suspension, transfer, tutoring for pay ♦ **Working conditions** – ethics, evaluation, expenses, extra duty, health exams, meetings, non-school employment, time schedules, tobacco use

## Section GC - Personnel – Classified

**Hiring** – assignment, compensation guides & contracts, notification of vacancies, orientation, positions, recruitment & hiring, reemployment, professional organizations ♦ **Leave** – bereavement leave, emergency & personal leave, legal leave, military leave, professional leaves & absences, sick leave, sick leave bank, vacations & holidays ♦ **Separation** – pro-rata reduction, reduction in work force, resignation, retirement, suspension, transfer, tutoring for pay ♦ **Working conditions** – ethics, evaluation, expenses, extra duty, health exams, meetings, non-school employment, overtime pay, time schedules, tobacco use

## Section I - Instructional Program

**Academic freedom** ♦ **Assessment** – acceleration requirements, assessment program, class rankings, grading systems, graduation requirements, homework, honor rolls, instruction at place other than school, interscholastic activities, interscholastic athletics, make-up opportunities, parent conferences, promotion & retention, semester/final exams, report cards, test security ♦ **Curriculum** – advanced college placement programs, adult education program, basic programs - K-12, character education, child development, controversial issues, curriculum development, driver education, drug education, environmental education, evaluation of instructional program, field-learning experiences & excursions, gifted students, grouping for instruction, health education, higher-order thinking, homebound instruction, special education, teaching about religion ♦ **Extracurricular activities** ♦ **Flag displays** ♦ **Goals & objectives** ♦ **Guidance** ♦ **Instructional materials** – selection of books & non-print materials, selection of media & equipment, supplementary materials & supplies, textbook selection & adoption ♦ **Philosophy** ♦ **Summer school**

## Section J- Students

**Activities** – clubs, contests, interscholastic activities, interscholastic athletics, performances, publications ♦ **Conduct** – bullying, bus conduct, corporal punishment, detention/suspension/expulsion, discipline code, dress code, hazing, gang activity, possession & use of alcohol/drugs/tobacco, seclusion & restraint, sexual harassment, solicitations ♦ **Fees** ♦ **Gifts** ♦ **Safety** – attendance, guidance, health, meals, records, rights & responsibilities, student-staff relations ♦ **Transportation**

## Section K - General Public Relations

**Concerns** – complaints about instructional materials, public grievance procedure ♦ **Goals & objectives** ♦ **Media** – news media relations, news releases, public's right to know, use of drones ♦ **Parents** – parent involvement in instruction, parent rights & responsibilities ♦ **Public use of school facilities** ♦ **Solicitations** – free materials distribution in schools, political solicitations on school property ♦ **Student/employee recognition** ♦ **Visitors to schools**

## Section L - Interorganizational Relations

**Community relations** – parent/booster organizations, school-community cooperation ♦ **Goals & objectives** ♦ **Government relations** – county government, law enforcement, recreation department

## Section M - Relations With Other Education Agencies

Educational accreditation agencies, goals & objectives, interdistrict relations/shared services, interscholastic athletics, student teaching & internships