

KASB POLICY SERVICE DISCLAIMER

KASB has, to the best of its ability, attempted to provide recommended policies and recommended policy updates which reflect the association's best knowledge and understanding of legislative action and intent, court rulings and general understanding of school operations in Kansas and in the nation.

Where necessary, the recommended policies and recommended policy updates have been reviewed by KASB attorneys and compared to written material supplied by various agencies that deal with legislation and court findings.

Use of KASB recommended policies does not guarantee that districts, who follow the policies, will not have court actions filed because of decisions made by the district based on these policies.

KASB assumes no responsibility for district losses incurred due to litigation that may be filed against the district as a result of the use of the KASB Policy Service recommendation; nor does KASB assume any cost responsibility for policies developed by the district or KASB recommended policies not adopted by the district. Policies adopted by the district become the property of the district.

PREFACE

The policies and administrative rules of Unified School District 412 are the results of a combined effort of the professional staff of the Kansas Association of School Boards, the board of education and the district's staff.

The staff of KASB has written the policy and rule model and integrated into that model the policies and procedures being used in the district at the time of the first draft. Upon completion of the first draft, a KASB staff member and selected staff members of the district edited all of the proposed policies and rules resulting in preparation of a second draft to be presented to the board. The board met the KASB staff members and selected staff members to arrive at the final draft. This final draft was then adopted by the board.

The board gratefully acknowledges the many hours spent on the part of the KASB staff and the school district's staff in the preparation of these policies and rules. A special acknowledgment should go to the board members who spent many hours studying the various drafts of these policies and rules. This effort is indeed a typical example of the unselfish attitude of the district's school board.

Understanding the Policy System

Policies are principles adopted by the school board to chart a course of action. They tell WHAT is wanted and may include also WHY and HOW MUCH. They should be broad enough to indicate a line of action to be taken by the administration in meeting a number of problems day after day; they should be narrow enough to give the administration clear guidance.

Rules are the detailed directions that are developed by the administration and staff to put policy into practice. They tell HOW, WHEN, WHERE and BY WHOM things are to be done.

This philosophy was incorporated into the thought process that produced the model and guided the board and the district's staff in developing the final, adopted policies and rules.

There is one binder containing thirteen sections of policies and rules. These sections are as follows:

- A SCHOOL DISTRICT ORGANIZATION
- B SCHOOL BOARD OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- D FISCAL MANAGEMENT
- E BUSINESS MANAGEMENT
- F FACILITY EXPANSION PROGRAM
- G PERSONNEL (licensed and nonlicensed)
- H NEGOTIATIONS
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- K GENERAL PUBLIC RELATIONS
- L INTERORGANIZATIONAL RELATIONS
- M RELATIONS WITH OTHER EDUCATION AGENCIES

This type of classification system is designed for computer use and conforms to sound principles of information storage and retrieval, to sound principles of school governance and also the mandates of practicality. The system's ultimate success or failure will depend on the extent of its day-to-day usefulness as a management tool to facilitate school and board operations.

Basic to the system is the vocabulary of policy development descriptors. This vocabulary includes more than 1,000 discreet terms, e.g., "Underground Newspapers", "Psychological Testing", "Nepotism", etc. These terms set forth specific issues and concerns for possible school board action at the policy development level.

The coding or "tracking" of terms is by letter rather than by number. Letter (alpha) encoding offers two major advantages over number coding. A letter system offers more flexibility. The code has available 26 separate letters to use compared to only ten digits. A letter system requires no decimal points. This tends to reduce the likelihood of errors in reproduction and filing.

At first glance, letter codes may look strange compared to the more familiar decimal system. Yet it takes but a moment for a code-user to appreciate the logic and simplicity of letter coding.

The Index

The index is designed to help the user find the subject described in the appropriate policy. The index is also cross-referenced to state law as is each table of contents.

The index also includes many terms not used in the classification system. These “extras” appear in italic type and are cross-referenced to official descriptors. Some of these topics are synonyms, *e.g.*, Administrative Regulations, see “Administrative Rules.” Other classifications are included to show where topics might be placed into the system by local classifiers, *e.g.*, Jury Duty, see “Leaves and Absences.”

In addition, major descriptors appear in several places in the index. This again is to facilitate the user’s search for correct term placement in the system.

When Using This Manual

To use this manual properly, the reader should look up the subject matter in the index and turn to the policy section first. The reader should check the table of contents found in the front of each policy section to determine whether the desired subject is cross-referenced to any other policy and to determine if “Also” or “See” are present. The reader should turn to the alpha code in the appropriate section and read the policy and any applicable rule. After the reader has done this, he should read all cross-references and other similar referrals.

If by chance a policy statement is not found, one of three things has occurred: (1) the board does not have a policy or rule on the subject; (2) another classification (See) is overriding and should be read to determine the board’s policy; or (3) the code

is consolidated with another code. This latter statement makes it incumbent on the reader to check the index and/or table of contents before looking for the subject matter.

There will be times when a policy does not have a rule. If this occurs, the reader must assume that the board felt the policy was self-executing and did not need an implementing rule.

The Computer System. The computer has enabled KASB to put its model policies and rules on the IBM system so it can “call” up material to be reprinted, corrected, , modified or changed in any way. The staff can delete words, sentences, paragraphs and rearrange words, sentences and paragraphs, without retyping the entire page. It makes updating easier and less expensive.

Computerization also has enabled the policies and rules to fit easily in one three-ring binder.

A few changes in format were initiated with the computerized system. You will note that the letter code with the policy title appears as always in the upper left hand margin. Note that the letter code is also printed in the upper right margin, a change that will help you “thumb” through the pages and find a particular page much more easily. Note that multi-paged policies and rules are now numbered which will assist in keeping pages in order. Policy paging is illustrated, for example, as AC AC-2, while the rule paging is AC-R, AC-R-2. There is no symbol for page one on any policy or rule.

Note that the rule, if any, now immediately follows the policy. This has helped eliminate many pages, but the reader will have to be alert to the letter code to remember if he is reading a policy (AC) or a rule (AC-R). In the event a policy has more than one page, e.g. AC-2; the rule to AC, if any, will follow immediately as AC-R. If there are several pages to a rule, the second page letter code will be AC-R-2 and will be found in the upper right margin. Reference to these pages will help board members and staff turn immediately to the correct page without trouble or confusion.

State Law and Negotiated Contracts

These policies do not contain any statutory language or negotiated contract language. They exist in other, separate documents. If the reader is in doubt about the subject being pursued, he should ask the superintendent or some other administrative staff member for guidance.

Any district may request KASB policy writers to assist them in the drafting of locally generated new policies or amendments or in the alpha-coding and placement of a new policy.

Updating Your Policy Book

KASB is responsible only for the contractual obligation of furnishing the district with the one contact copy of board policy and rules. The KASB Up-Date Service will furnish quarterly additions, deletions, and corrections as made necessary by the state legislature, court decisions and other legal precedents or decisions. All member districts will receive this Up-Date Service at not additional charge.

Symbols

The policy classification system employs these signs and symbols which are explained below.

SN Scope Note – A brief statement used when necessary in order to clarify and/or limit the intended use of a descriptor entry.

Administrative Personnel

SN For school management and supervisory personnel below the district superintendent level, e.g.,

(Also) A prefix to a parenthetical code to indicate the identical term (and similar school board policy) appears elsewhere in the classification system, e.g.,

BCBI (Also KCA) Public Participation

KCA (Also BCBI) Public Participation

(See) A reminder used to indicate a cross reference to another policy or rule of similar subject matter for example:

(AFC) (See JGFA) Emergency Closings

JGFA (See AFC) Emergency Drills

-R An affix to a policy code to indicate that the statement following is an administrative rule for a school board policy.

Definitions

1. The masculine pronoun is used throughout these policies and rules in the generic sense and refers to both feminine and masculine antecedents.
2. Wherever the word “superintendent” or “principal” occurs, the words “or designated representative” are assumed to follow.

KANSAS ASSOCIATION OF SCHOOL BOARDS

Master Policy Index

JBD	Absences and Excuses (See AEB, IHEA, JBE and JDD) (See AEB, EBC, IHEA, JBD, JCDA, JCDBB, JDC, JDDDB, JDDC and JHCAA) About Curriculum About Discrimination or Discriminatory Harassment About Facilities and Services About Instructional Materials About Personnel About Policy
JF	Academic Achievement (See II and JR et seq.) Action Allowed When No Policy Exists Activity Fund Deposits Activity Fund Management Adding or Eliminating Activities
GBRE	Additional Duty Additional Educational Programs Additional Requirements Administrative Intern Program
DJFAB	Administrative Leeway (See CMA, DJEG, and DJEJ)
CD	Administrative Line and Staff Relations (See GACA and GACB)
CG	Administrative Personnel (See CEF, GAN, and KB) Administrative Records
CMA	Administrative Rules and Regulations (See BDA, CM, DJFAB, GAA, and JA)
CL	Administrative Teams (See BBG, CJ, and ID)
CB	Administrator Ethics
CGI	Administrator Evaluation (See CEI and GAK)
JQI	Adult Students Advertisements Advertising in the Schools Advisory Committees
BCBB	Agenda
CNA	Alternative code for CYA Document Production, Including Electronic
JQE	Alternative Arrangements for Nontraditional Students Alternative I Alternative II and KAB) and KN)
ING	Animals and Plants in the School
HAL	Announcement of Agreement

DC	Annual Operating Budget Annual Parent Meeting Annual Reports Annual Request Required Appeal to the Board Application
IKE	Assemblies Assignment
GACE	Assignment and Transfer Assignment to a School Building, Grade Level or Classes
IDFA	Athletics At-Risk Students
JB	Attendance Records Attendance Required
BBE	Attorney Attorney Involvement Audits Authorization Required
JGCBA	Automated External Defibrillators Availability of Evaluation Documents
JN	Awards Bid Specifications
DJED	Bids and Quotations Requirements
GARA	Bloodborne Pathogen Exposure Control Plan
BBC	Board Committees (See CF)
HAE	Board Negotiating Agents
BK	Board Self-Evaluation (See ABE)
CF	Board-Superintendent Relations (See BBC) Bomb Threats
DH	Bonded Employees Broadcasting and Taping Budget Forms
DB	Budget Planning
FB	Building Committees Building Records
EB	Buildings and Grounds Management
KGC	Bullying by Parents
GAAE	Bullying by Staff (See EBC, GAAB, JDD, and JDDC)
JDDC	Bullying by Students (See EBC, GAAB, GAAE, JCE, JD, JGEC and JGECA) Bylaws Cameras/Recording Devices at Board Meetings
FD	Capital Outlay Long Range Planning Central Office Records Challenges of Materials Chart, Lifetime Earnings Information for High School Principals
IEB	Charter Schools

GAAD	Child Abuse (See JCAC and JGECA)
IIBGA	Children's Internet Protection Act
	Choice of Physician
	Class Size
	Classification of Employees
GCI	Classified Employee Evaluation (See GAK)
EBE	Cleaning and Maintenance Program
AG	Closing School Buildings (See AD, CN, ECA, IDEA, II, JGGA, JR <u>et seq.</u> and KBA)
	Collection Development
IDCE	College Classes (See JBE and JQ)
MF	Colleges and Universities
GAR	Communicable Diseases (Employees)
JGCC	Communicable Diseases (Students)
JI	Community Activities
	Community Involvement
IFC	Community Resources (See KFD)
CEE	Compensation and Benefits
GCA	Compensation and Work Assignments (See GAN)
	Compensation for Out-of-Town/Overnight Trips
	Compensation Guides and Contracts
GAE	Complaints
KN	Complaints (See BCBI, GAACA, IF, IKD and JCE)
JCE	Complaints (See JDDC and KN)
	Complaints about Discrimination
	Complaints about School Rules
GAAB	Complaints of Discrimination (See JDDC, JGECA and KN)
	Compliance Required
IIBG	Computer Use (See ECH, JCDA and KBA)
	Concurrent Enrollment
	Conferences and Interviews
GAG	Conflict of Interest
BBG	Consultants (See CJ, CL and ID)
GFRGA	Consulting
JM	Contests for Students (See JH)
	Contract Required
IKB	Controversial Issues (See GBU, IA and IFBH)
	Cooperation between School and Agencies
	Coordination with Law Enforcement
	Coordinator
	Copyright
	Copyright Regulations and "fair use" rules for educators
JDA	Corporal Punishment
	Cost Control
	Credit Card Payments
	Criminal Possession of a Firearm
EBBF	Crisis Planning (See EBBD)

KGD	Crowd Control at School Sponsored Activities (See EBC and JCDBB) Curriculum Handbooks
GAAE	Cyber Bullying
JDDC	Cyber Bullying Data Dissemination Deadlines and Schedules Debt Collection
JCEC	Demonstrations (See JCAC)
JDB	Detention
BDA	Developing and Adopting Policy (See CM, CMA, GAA, and JA) Directory Information
GBRIBA	Disability Leave Disposal Disposition
JRC	Disposition of Records (See BCBK, CYA, ECA, IDEA, JGGA, JR <u>et seq.</u>) Disseminating Rules
KI	Distributing Materials in Schools (See JHCA, JK, and JR <u>et seq.</u>) Distribution of Information Distribution of Monies for Investment shall be as follows:
AD	District Attendance Areas (See AG)
A	District Authority
ABE	District Goals and Objectives (See BK)
KBA	District or School Web Sites (See ECH, IIBG, JRB, and KB) Disturbance of School Environment
CYA	Document Production, Including Electronic Information (See BCBK and BE) Drafting Policy
JCDB	Dress Code Dropout Prevention
GAOD	Drug and Alcohol Testing Drug Education
JDDA	Drug Free Schools (See GAOB and LDD)
GAOB	Drug Free Schools (See JDDA and LDD)
GAOA	Drug Free Workplace Dual Enrollment Students
JFCA	Early Graduation (See IHF)
MK	Educational Accreditation Agency Relations (See IJ) Educational Goals and Objectives
IDA	Educational Program (See ID, IDAA, IDAB, IDAC and IJ)
II	Educational Testing Programs (See BCBK, BE, CN CYA, IDEA, IJ and KAB) Eligibility for Activities E-mail Privacy Rights
EBBE	Emergency Drills
GAAF	Emergency Safety Interventions Employee Conduct
GAD	Employee Development Opportunities

	Employee Immunity
GACD	Employment Eligibility Verification (Form I-9) (See GAK)
JJ	Employment of Students (See IDAA)
	Encumbrances
JBC	Enrollment (SEE JBCA and JQKA)
	Enrollment Information
	Enrollment Procedures
EC	Equipment and Supplies Management
DFM	Equipment and Supplies Sales (See KK)
GBU	Ethics (See IA and IKB)
EBBD	Evacuations and Emergencies (See EBBF and JBH)
CEI	Evaluating the Superintendent (See CGI and GAK)
	Evaluation
GBI	Evaluation (See GAK)
	Evaluation Criteria
IJ	Evaluation of Instructional Program (See IC, ICAA, ID, II and MK)
IDAC	Exceptional Programs (See IC and IDA)
JQ	Exceptional Students (See IDCE and JBE)
	Excused/Unexcused Absences
BCBK	Executive Session (See BE, CN, ECA, IDEA, II, JRB and KBA)
	Exit Interviews
CEF	Expense Reimbursement and Credit Cards (See CG, GAN, and KB)
	Extended Learning Opportunities for Students
	Extended School Year
AEB	Extended School Year (See JBD, JBE, JCDA and JDD)
	Faculty Gifts to Students
GARI	Family and Medical Leave Act Plan
LED	Family Night
DFAC	Federal Fiscal Compliance (See CMA, CN, DFAA, and DFAB)
	Sample Plan- Allowability of Costs-Federal Programs
	Sample Plan- Cash Management-Federal Programs
	Sample Plan- Grant Subrecipient Monitoring Procedure-Federal Programs
	Sample Plan- Procurement-Federal Programs
	Sample Plan- Type of Costs, Obligations & Property Management-Federal Programs
LDD	Federal Government-Drug Free Schools (See GAOA, GAOB, IDAB and JDDA)
GAAB	Federal Program Administration (See JGECA and KN)
	Fee Schedules
	Fees and Rental Charges
DFG	Fees, Payments and Rentals (See KG)
IFCB	Field Trips
	Financial
	Financial Resources
LDDA	Fiscal Management of Federal Grants
EE	Food Service Management
JQKA	Foreign Exchange Students (See JBC)
	Forms

Applicant Job Application Acknowledgments
 Children's Internet Protection Act Plan
 Complaint of Discrimination
 Consent for Emergency Medical Treatment
 Consent to Participate in Field Trip, etc.
 Foreign Exchange Student/Host Family Application
 Health Records, Request for Amendment
 Home Rule Resolution

Forms

Medications Given at School
 Notice of Privacy Practices
 Opt-Out Activity Participation
 Parent Consent and Waiver from Compulsory Attendance
 Parent/Guardian Opt Out Form
 Permission for Medication
 Permission for Self-Administration of Medication
 Report to Local Law Enforcement
 Request for Records
 Request for Review of Textbook, etc.
 Request to Add/Eliminate an Activity
 Request to Release Personnel Records
 Classified Personnel Evaluation
 Handbook Language
 Schedule of Rates for Facility Use
 School Facility Use Permit
 Search Report
 Title I Parent Involvement: Policy Development Meetings

Formal Complaint Procedures

Forwarding Pupil Records

JBCB	Foster Care Students (See EDAA, JBC, and JBCA) Foster Care Student Regulations
JGCAA	Gang Activity (See JCAC, JCDA, JCDBB and JDD)
JL	Gifts (See DK, GAJ, and KH)
GAL	Gifts (See JL and KH)
DFK	Gifts and Bequests
KH	Gifts to Schools (See GAJ and JL) Gifts to Staff Members
BA	Goals and Objectives
DA	Goals and Objectives
EA	Goals and Objectives
FA	Goals and Objectives
HAB	Goals and Objectives
LA	Goals and Objectives
MA	Goals and Objectives
GAA	Goals and Objectives (See BDA, CM, CMA, and JA)
JA	Goals and Objectives (See BDA, CM, CMA, GAA and JCDA)

KA	Goals and Objectives (See IB)
CA	Goals and Objectives of School Administration
IHA	Grading System
	Graduation and Other Ceremonies
JFC	Graduation Exercises
IHF	Graduation Requirements (See JFCA)
DFAA	Grants and other Outside Financial Resources
	Guidance
	Guideline
	Handling Complaints
	Hardware
EBBA	Hazardous Waste Inspection and Disposal
JGC	Health Assessments and Physicals (See JGCB)
JQL	Hearing Procedures for Exceptional Students
JQLA	Class-size/Caseload Limits for Exceptional Students
JRD	Hearing Request (See BCBK, CN, CYA, ECA, IDEA, JGGA, JR <u>et seq.</u>)
	Hearings and Reviews
	Heating and Lighting
ECQ	HIPAA Policy (See BCBK, BE, CN, CYA, IDEA and JR <u>et seq.</u>)
	Hiring
CJ	Hiring Consultants (See BBG, CL and ID)
	Hiring Sequence
	Historical Policy Files
	Home Rule
	Homebound Instruction
	Homeless Student Regulations
JBCA	Homeless Students (See EDAA and JBC)
IHB	Homework
	Housing of School Vehicles
IKCA	Human Sexuality and AIDS Education
	Identification of Students
	Immunity Provided
	Inactive Activity Funds
	Informal Procedures
KBE	Information (See BCBK, BE, CN, ECA, IDEA, II, JGGA, JR <u>et seq.</u> and KBA)
JGCB	Inoculations (See JGC)
	In-School Employment
	Insert Local Sanctions Here
	Inspection
	Installation
IE	Instructional Arrangements
ID	Instructional Program (See CJ, CL, IDA, BBG and IJ)
	Insurance and/or Bonds
EBA	Insurance Programs
MD	Interdistrict Relations
JCAC	Interrogations and Investigations (See EBC, GAAD, JCABB, and JHCAA)

DIC	Inventories
	Investigations Initiated and Conducted by Law Enforcement
	Investigations Initiated by School Administrators/Conducted by Law
DFE	Investment of Funds
	Involvement of Law Enforcement
GACB	Job Descriptions (See CD and GACA)
	Jury Leave
MI	Kansas Education Systems Accreditation
	Lease Arrangements
GCRG	Leaves and Absences – Classified (See GBRH)
GBRH	Leaves and Absences – Licensed (See GBRC)
HAA	Legal Status
IKI	Lesson Plans
	Liability
	Liability other than for Vehicles
	Licensing of Drivers
DJEE	Local Purchasing
JGCA	Local Wellness Policy
EBI	Long-Range Maintenance Program
FDB	Long-Range Needs Determination
	Long-term Suspension or Expulsion
	Mailing Lists
GAO	Maintaining Proper Control (See JGFB)
IHEA	Make-Up Opportunities (See JBD and JDD)
	Make-Up Work
	Materials Produced by Outside Groups – Including Religious
	Meals Prices (See EF)
KBC	Media Relations
BG	Memberships
	Method of Appointment
GARID	Military Leave
BCBH	Minutes (See BCBF)
	Minutes and Records
	Modification
	Multi-State Purchasing Pools
HAI	Negotiations Procedures (See CN)
GACCA	Nepotism
BBBB	New Member Orientation (See BCBK)
BCBJ	News Coverage
	News Releases
	Newsletters and other Media
	No Binding Action, Executive Sessions
GAAA	Non-discrimination and Equal Opportunity
GBN	Nonrenewal and Termination
CEJ	Nonrenewing or Terminating the Superintendent's Contract
	Non-Resident Students

	Non-Sanctioned Field Trips
GCRF	Non-School Employment – Classified
GBRG	Non-School Employment – Licensed
	Non-School Sponsored Student Clubs
	Non-School Sponsored Student Publications
	Notice of Availability
	Offering a Reward
	Officers
IIBGB	On-Line Learning Opportunities
	Open Forum
	Option I - Peer Grading Prohibited
	Option II – Limited Peer Grading Allowed
	Opt-Out Form
	Opt-Out Procedure and Form
	Organization
	Orientation
	Other Educational Programs
	Other Regulations and Guidelines
	Other Relationships
	Outside Employment
IFBH	Outside Speakers (See IKB)
	Overtime
	Ownership of Employee Computer Materials
GCRI	Paid Holidays
GCRK	Paid Holidays
	Paid Leave
	Parental Rights: Marketing Information
GAH	Participation in Community Activities
	Partnerships/Work-Study Program
	Part-time Students
	Patron-Requested Agenda Items
DJEJ	Payment Procedures (Se DJEG and DJFAB)
JFA	Peer Grading of Assignments
	Penalties for Possession
IIA	Performance-Based Credits
	Permanent Student Records
GAM	Personal Appearance
	Personal Use
	Personnel
GA	Personnel Policy Organization
GAK	Personnel Records (See CEI, GACD, GBI, and GCI)
DJB	Petty Cash Accounts
IA	Philosophy – Mission Statement (See GBU and IKB)
	Physical Examinations
	Pilot Project Evaluation
ICA	Pilot Projects (See IDEA)

	Planning for Emergencies
	Policy Dissemination
CM	Policy Implementation (See BDA, CM, CMA, GAA and JA)
GBRK	Political Activities (See GAHB)
GAHB	Political Activities (See GBRK and GCRK)
	Political Campaign Materials
GACA	Positions (See CD and GACB)
	Posting Securities
	Pre-enrollment
	Preliminary Adoption Procedures
HAI	Preliminary Agreement Disposition
ECH	Printing and Duplicating Services (See IIBG, and KBA)
	Priorities
JDC	Probation (See JCDBB and JDD)
	Procedure
GBRC	Professional Development (See GAN and GBRH)
CK	Professional Development Opportunities
JFB	Promotion and Retention
	Public Access
BCAE	Public Hearings (See BCBI and KN)
KB	Public Information Programs (See CEE, CEF, CG and KBA)
	Public Input on Policy
BCBI	Public Participation (See BCAE and KN)
CN	Public Records (See BE, CAN, ECA, IDEA, HAI, II JGGA, and JR <u>et seq.</u>)
DJEG	Purchase Orders and Contracts (See DJEJ and DJFAB)
DJE	Purchasing
	Purchasing Authority
DJFA	Purchasing Authority
	Qualifications and Duties
DJEB	Quality Control
	Quantity Purchasing
JGECA	Racial Harassment (See GAACA, GAAD, GAF, JDDC and KN)
GAACA	Racial Harassment (See JGECA and KN)
HAK	Ratification Procedures
	Reasons for Suspension or Expulsion
	Receiving
	Recommendations
	Records
EBJ	Records
	Recruitment
GACC	Recruitment and Hiring
GBQA	Reduction of Teaching Staff
	Regulation, Protection of Pupil Rights Amendment
	Regulation, Title I Programs
BBBF	Reimbursement for Expenses (See GAN)
	Rejection of Bids

JBH	Release of a Student during the School Day (See EBB and EBBD)
	Release of Information – FERPA Rights
JRB	Release of Student Records (See BCBK, CN, ECA, IDEA, JGGA, and JR <u>et seq.</u>)
IKD	Religion in Curricular or School Sponsored Activities (See AEA, IF, and IKDA)
	Religion in the Curriculum and School Activities
	Religious Holidays
IKDA	Religious Objections to Activities (See IKD)
	Religious Symbols in the Classroom
	Removing Challenged Materials
	Report Cards
	Reporting
	Reporting
	Reporting Certain Students to Administrators and Staff
	Reporting Crimes at School to Law Enforcement
JDDB	Reporting to Law Enforcement (See EBA and JDD)
	Reporting Procedure
	Reporting Test Results
	Reporting to Parents
	Reporting to Staff and Board
	Reporting to the Media and Public
CO	Reports (See BCBK)
	Requests for References
DJEF	Requisitions
	Research Assistance
	Resident Students
CEK	Resignation
GBO	Resignation
	Resolution to Establish Activity Fund
	Resolution to Establish Petty Cash Fund
	Resources
	Responsible Bidder
	Restitution for Damages
	Return of School Property
	Review Committee
	Reviewing Rules
	Rules
	Rules Drafting
BCBF	Rules of Order (See BCBH)
	Safety
EBB	Safety (See JBH)
	Safety Inspection
	Safety Inspections
	Safety Rules
	Safety Unit
GAL	Salary Deductions (FLSA) (See GAOF)
GAOF	Salary Deductions (See GAL)

KK	Sale of District Property (See DFM)
	Sample form – Request to add an agenda item
	Distribution rules – non-school materials
	Personal Property and Equipment use permit
	Report to Local Law Enforcement
	Report to Staff member
	Facility Use Rules Proposal
	Family and Medical Leave Plan
	Sample motion
	Sanitation
	Sanitation Inspections
	Schedule and Routing
	Scheduling for Instruction
BE	School Board Records (See BCBK, CN, CAN, ECA, II and KBA)
AEA	School Calendar (See IKD)
ADA	School Census
AF	School Day
AC	School District Grade Levels
IB	School Site Councils (See KA)
EDAA	School Vehicles (District-Owned Buses) (See ED, JGBCA and JGG)
KFD	School Volunteers (See EBBA and IFC)
AE	School Year
AEB	School Year and Learning Opportunities
	School-Closing Announcements
LB	School-Community Cooperation
LC	School-Community Programs
	School-Sponsored Student Publications
HAC	Scope of Negotiations
	Search of Lockers
	Searches of Property
JCAB	Searches of Property (See JCABB)
JCABB	Searches of Students (See JCAB and JCAC)
EBC	Security and Safety (See JCAC, JCDBB, JDD, JDDB, JDDC, and KGD)
	Selection Criteria: Media Center Materials
	Selection Criteria: Textbooks and Instructional Materials
JGEC	Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)
GAAC	Sexual Harassment (See GAF and JGEC)
	Short-term Suspension
	Significant Part of the School Day
HAN	Slowdowns
KDC	Solicitations (See GAI)
GAI	Solicitations (See KDC)
JK	Solicitations (See KI)
BCAC	Special Meetings
IDAA	Special Programs (See IC, IDA and JJ)
EDDA	Special Use of School Buses (See ED)

	Specifications
	Speed Limits
	SRS Access to Students on School Premises
	Staff and Student Handbook Information
	Staff Immunity
	Staff Involvement
GBRD	Staff Meetings
	Staff Training Required
GAF	Staff-Student Relations (See GAAC, GAACA, JGEC, JGECA and KN)
	Standardization
JGFG	Student Accidents
JH	Student Activities (See DK, JGFB, JM and KG)
DK	Student Activity Fund Management (See JGHB, JH and JL)
	Student Clubs
	Student Conduct
JCDA	Student Conduct (See AEB, IIBG, JA, JCHAA and JHBAA)
GBRF	Student and Parent Conferences
	Student Eligibility
JS	Student Fees and Charges
	Student Gifts to Staff Members
	Student Government
JGA	Student Insurance Program
	Student Involvement
	Student Mental Health
	Student Organization Gifts to the School
JHC	Student Organizations
IDAE	Student Privacy Policy (See BCBK, ICA, ICAA, II and JR <u>et seq.</u>)
JGD	Student Psychological Services (See JR <u>et seq.</u>)
JHCA	Student Publications (See KI)
JR	Student Records (See BCBK, CN, CAN, ECA, IDEA, JGGA, JR <u>et seq.</u>)
	Student Rights during a Long-Term Suspension/Expulsion Hearing
JGFGBA	Student Self-Administration of Medications (Se JGFGB)
	Student Surveys
ED	Student Transportation Management (See EDDA and JGG)
GBRJ	Substitute Teaching
CE	Superintendent of Schools
CEA	Superintendent Qualifications
CEC	Superintendent Recruitment
CEB	Superintendent's Duties
CEG	Superintendent's Professional Development Opportunities
HAF	Superintendent's Role
	Supervision
GBH	Supervision
JGFGB	Supervision of Medications (See JGFGBA)
KGC	Supervision of Non-School Groups
JGFB	Supervision of Students (See GAO, GBR, and JH)

	Supplementary Records
IDAB	Support Programs (See IC, IDA and LDD)
	Surveys: Parental Inspection Rights
	Suspended or Expelled
GBK	Suspension
GCK	Suspension
JDD	Suspension and Expulsion Procedures
	Taking Students into Custody
	Teaching About Religion
ICAA	Teaching Methods (See ICA, IDEA and IJ)
JQA	Temporarily Disabled Students
	Tentative Records
	Test Integrity
	Testing Integrity: Staff Handbook Language
IF	Textbooks, Instructional Materials and Media Centers (See IKD and KN)
	The Administrator
	The Review Committee
IDAD	Title I Programs
JCDAA	Tobacco and Nicotine Delivery Devices for Students (See GAOC)
	Transferring Credit
	Transfers from Non-Accredited Schools
JGG	Transportation (See Ed and EDDA)
	Travel Expense and Reimbursement
GAN	Travel Expenses (See AEB, IDCE, JBD, and JQ)
	Sample Procedure – Travel Reimbursement-Federal Programs
JBE	Truancy
GBRGB	Tutoring for Pay
	Types of Records
JRA	Types of Records (See BCBK, CN, CAN, ECA, IDEA, JGGA, and JR <u>et seq.</u>)
	Types of Reports
	Unpaid Leave
	USD Approved Field Trips
	Use of District Computers/Privacy Rights
KGA	Use of District Personal Property and Equipment
HAHBB	Use of School Equipment
HAHBA	Use of School Facilities
KG	Use of School Facilities by Community Groups (See DFG and JH)
GAOC	Use of Tobacco Products and Nicotine Delivery Devices in School Buildings for staff (See JCDAA)
JGFF	Use of Vehicles
JGGA	Use of Video Cameras (See CN and JR <u>et seq.</u>)
GCRH	Vacations
EBCA	Vandalism
	Vandalism Protection
JGHB	Vending Machines and Other Automated Play Machines (See DK)
	Violations of Criminal Law

	Virtual Schools
KM	Visitors to the School
	Vocational or Other Work Experience
BCBG	Voting Method
	Waiver of Compulsory Attendance Requirements
	Waiver of Liability
	Waiver of Notice
	Warning System
JCDBB	Weapons (See EBC, JDC, JDD, JHCAA and KGD)
	Weapons and Destructive Devices
	Web Site Rules
	Withdrawal of Bids
	Work Assignments
	Work Schedules
EBAA	Worker's Compensation (See KFD)
GAOE	Workers Compensation and Disability Benefits
GBR	Working Schedule (See JGFB)
	Workweek
	Written Permission Required