

# SCHOOL BOARD POLICY MANUAL

FOR THE SCHOOL DISTRICT OF

WASHINGTON COUNTY

## TABLE OF CONTENTS

**POLICY NUMBER**

### CHAPTER 1.00: DISTRICT PHILOSOPHY

District's Philosophy or Vision..... 1.10

### CHAPTER 2.00: SCHOOL BOARD GOVERNANCE AND ORGANIZATION

Scope of the School District..... 2.10\*

Responsibilities and Authority of the Board ..... 2.20

Organization and Officers of the Board ..... 2.21

Board Meetings ..... 2.22\*

School Board Rules..... 2.23\*

Collective Bargaining Agreements..... 2.24+

School Board Adopted Plans..... 2.25+

Strategic Planning ..... 2.255

School Improvement and Education Accountability..... 2.26\*+

Comprehensive Educational Planning..... 2.261+

Family and School Partnership for Student Achievement..... 2.262\*

Special Committees of the School Board ..... 2.27

Schedule for Legal Advertisements ..... 2.28

Authority to Operate PAEC and FPTC..... 2.29

School Advisory Councils ..... 2.30\*+

Legal Counsel – Board ..... 2.40

Legal Counsel - Superintendent ..... 2.41

Legal Services for Employees ..... 2.42

Participation in Activities ..... 2.50

Program of Awards ..... 2.60\*+

Prohibiting Discrimination, Including Sexual  
and Other Forms of Harassment..... 2.70\*+

Reporting Child Abuse..... 2.80

Equity in Educational Programs..... 2.82+

Tobacco Use in District Facilities..... 2.90

Comparability..... 2.91

Wellness Program ..... 2.95\*+

**TABLE OF CONTENTS (Continued)**

**CHAPTER 3.00: SCHOOL ADMINISTRATION**

Administrative Organization ..... 3.10\*

School Site Decision Making ..... 3.12\*+

Suicide Prevention..... 3.14

School Calendar ..... 3.18

Responsibilities of Superintendent ..... 3.20

Performance Grade Schools ..... 3.201\*+

Directives, Procedures, and Administrative Manuals..... 3.21

Opening and Closing of Schools ..... 3.22\*

Emergencies..... 3.23

Superintendent Salary ..... 3.24

Automatic External Defibrillators..... 3.25

Responsibilities of Principals ..... 3.30

Domestic Security ..... 3.39+

Safe and Secure Schools ..... 3.40

Disruptions at School Board Functions..... 3.41

Drug Free Schools..... 3.42

Animals on Campus ..... 3.47\*+

Service Animals ..... 3.48+

Public Information and Inspection of Records ..... 3.50+

Copying of Public Records ..... 3.51

Copyrighted Materials..... 3.52

Flag Display and Pledge..... 3.60

A Moment of Silence ..... 3.61

Religious Expression in Public Schools..... 3.62

Background Screening/Social Security Numbers for  
Contractors/Vendors..... 3.68+

Agents, Solicitors and Salespersons ..... 3.70

Visitor Identification Measure..... 3.701+

School Volunteers ..... 3.80

Charter Schools..... 3.90

**CHAPTER 4.00: CURRICULUM AND INSTRUCTION**

The Curriculum ..... 4.10\*+

Student Progression Plan ..... 4.11\*+

Academic Acceleration ..... 4.113+

Grade Forgiveness ..... 4.115\*

Early High School Graduation ..... 4.117\*+

Exceptional Student Education..... 4.12+

Dropout Prevention Program ..... 4.13+

Adult Education ..... 4.14\*+

## TABLE OF CONTENTS (Continued)

Homework Assignments .....	4.16
Summer School .....	4.17
Academic and Career Planning .....	4.18
Physical Education .....	4.19*+
Allocation of Instructional Material .....	4.20*
Selection and Management of Instructional Materials .....	4.21+
Educational Media Materials Selection .....	4.22
Challenged Materials .....	4.30
Extracurricular Program.....	4.40
Nonschool Related Trips .....	4.41
Public Appearance of School Groups .....	4.42
School Functions .....	4.44
Chaperones for School Functions .....	4.45
Student Clubs and Organizations .....	4.50
Student Publications .....	4.51
District and Statewide Assessment Program.....	4.60+
Security of Tests.....	4.61
Home Education Program .....	4.70
Participation of Home Education, Private School and Virtual School Students in Extracurricular Activities.....	4.71
Virtual Instruction.....	4.75
Report Cards .....	4.80*

## CHAPTER 5.00: STUDENTS

Requirements for Original Entry .....	5.10
Admission to Kindergarten.....	5.11
Admission to First Grade .....	5.12
Postsecondary Vocational Programs.....	5.13*+
Homeless Students .....	5.14*
Educational Stability for Children in Foster Care.....	5.16*+
Children of Military Families.....	5.18+
Student Assignment .....	5.20
Student Out of Zone Transfers/Choice.....	5.201*
Postsecondary Enrollment Programs.....	5.202
Controlled Open Enrollment .....	5.23*+
Classroom Transfer .....	5.25+
Student Control.....	5.30+
Boycotts, Walk-Outs, Sit-Ins and Other Disruptive Acts.....	5.301
Corporal Punishment.....	5.302
Suspension.....	5.303
Weapons Prohibited.....	5.304
Student Detention, Search, and Seizure .....	5.31+

**TABLE OF CONTENTS (Continued)**

Zero Tolerance for School Related Crimes.....	5.32*+
Bullying and Harassment.....	5.321*
Dating Violence and Abuse .....	5.325*
Hazing .....	5.327*+
Teacher Removal of Students from Classroom .....	5.33
Expulsion of Students .....	5.34+
Use of Time Out, Seclusion and Physical Restraint for Students with Disabilities .....	5.343*+
Granting Permission for Students to Leave the School Campus .....	5.35
Vehicle Use by Students.....	5.36
Student Use of Cellular Telephones and Other Wireless Communication/Electronic Devices.....	5.37*
Student Attendance .....	5.40*+
School Health Services.....	5.53+
Notification of Involuntary Examination.....	5.55*+
Special Dietary Needs .....	5.57
Student Injuries.....	5.60
Student Illness .....	5.61
Administration of Medication.....	5.62*+
Psychotropic Medication.....	5.621
Medical Marijuana .....	5.622
Students with AIDS or Communicable Diseases .....	5.63+
Eye Protection Devices.....	5.64
Student Records.....	5.70+
Directory Information .....	5.71
Parental Access to Information.....	5.711+
Legal Name of Student.....	5.72
Athletics.....	5.80+
Grievance Procedure for Students .....	5.81*
Anabolic Steroid Testing for Student Athletes .....	5.82
Foreign Exchange Students .....	5.90+

**CHAPTER 6.00: HUMAN RESOURCES**

Employment of Personnel.....	6.10*+
Employment Defined .....	6.11
Definition of Personnel.....	6.111
Nepotism .....	6.12
Year of Service Defined for Administrative and Instructional Personnel....	6.13*
The Instructional Staff.....	6.14*
Employment of Athletic Coaches Who Are Not Full Time Employees of the School Board.....	6.141*
Noncertificated Instructional Personnel .....	6.142*

**TABLE OF CONTENTS (Continued)**

Employment of Non-Degreed Career, Vocational and Adult Instructional Personnel .....	6.143*
Educational Paraprofessional .....	6.144*
Substitute Teachers.....	6.145*
Assisting Teachers to Become Highly Qualified .....	6.15+
Appointment or Employment Requirements .....	6.17*
Physical Examinations.....	6.171
License of School Bus Operator .....	6.172*
Responsibilities of School Bus Operators.....	6.173*
Contracts: Instructional and Administrative Personnel .....	6.18*
Probationary Status for Non-Instructional Personnel.....	6.181
Transfers/Reassignment.....	6.182
Certification of Administrative and Instructional Personnel.....	6.20*
District Certificates.....	6.21*+
Teaching Out-of-Field .....	6.22
Professional Ethics .....	6.27*
Report of Misconduct.....	6.29*
Violation of Local, State, and/or Federal Laws .....	6.30
Conflict of Interest in Purchasing .....	6.301
Records and Reports.....	6.31*
Cellular Telephone Allowance and Use Program for Employees .....	6.321+
Alcohol and Drug-Free Workplace.....	6.33+
Political Activities of Employees .....	6.34
Grievance Procedures for Personnel.....	6.35*
Complaints Against Employees .....	6.36*+
Suspension and Dismissal.....	6.37
Assessment of Employees .....	6.40+
Instructional Employee Performance Criteria .....	6.41*
Leave of Absence.....	6.50*+
Leave Application .....	6.501*
Approval of Leaves.....	6.502*
Notification of Absence.....	6.51*
Absence without Leave.....	6.511*
Resignations.....	6.52
Effective Date for Leave, Suspension, or Termination.....	6.521*
Retirement of Employees .....	6.53
Deferred Retirement Option Program (DROP) .....	6.531
Sabbatical Leave.....	6.54*
Annual/Vacation Leave.....	6.541*
Family and Medical Leave .....	6.542*
FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus).....	6.5421
Illness-or-Injury-in-Line-of-Duty Leave.....	6.543
Jury/Witness Duty.....	6.544*

## TABLE OF CONTENTS (Continued)

Military Leave .....	6.545*
Personal Leave.....	6.546*
Professional Leave .....	6.547*
Bereavement Leave .....	6.548*
Sick Leave .....	6.549*
Temporary Duty.....	6.55*
Transportation Employee Drug and Alcohol Testing .....	6.60*+
School Board Employees with HIV, AIDS, or Other Communicable Diseases .....	6.61+
AIDS, Blood Borne Pathogens, and Environmental Hazards .....	6.62+
Nursing Mothers .....	6.65+
Staff Training .....	6.70
Whistleblower Protection .....	6.75
Name and Address of Employee .....	6.80
Social Security Numbers .....	6.88*
Personnel Files.....	6.90
Salary Schedules.....	6.91*
Sick Leave Bank.....	6.911
Terminal Sick Leave Pay .....	6.912
Lump-Sum Payment of Vacation Leave .....	6.913
Purchase of Sick Leave .....	6.914
Use of Sick Leave by Family Members.....	6.915
Sick Leave Donation Program .....	6.916+
Utilization of Sick Leave.....	6.917
Health Insurance Premiums .....	6.92

## CHAPTER 7.00: BUSINESS SERVICES

School Budget System .....	7.10
Accounting and Control .....	7.20*+
Grant Management.....	7.25+
Educational Enhancement Funds.....	7.30*
School Food Service Funds.....	7.31*+
Internal Funds.....	7.32*+
Petty Cash Funds .....	7.33*
Hospitality Funds .....	7.34
Investment of Funds .....	7.35
Indebtedness Created Against a School or the School Board .....	7.36
Bonded Personnel .....	7.37*
Facsimile Signature .....	7.38
Fund-Raising for School Projects and Activities .....	7.40
Payment of Vouchers/Invoices .....	7.50
Payroll Procedures .....	7.51

## TABLE OF CONTENTS (Continued)

Travel Expense Reimbursement .....	7.52*
Audits.....	7.60*
Antifraud .....	7.65+
Purchasing and Bidding.....	7.70*+
Bid Protest Resolution .....	7.701
Selecting Professional Services .....	7.71
Acquisition Use and Exchange of School Property.....	7.72
Acquisition of Real Property .....	7.73
Lease and Lease-Purchase of Land, Facilities and Equipment.....	7.74
Sale, Transfer or Disposal of Property.....	7.75*
Lost or Stolen Property .....	7.76*
Inventories and Property Records .....	7.77*
Risk Management Insurance.....	7.80

## CHAPTER 8.00: AUXILIARY SERVICES

Safety .....	8.10*+
Safety Program.....	8.11
Toxic Substances in School Work Areas .....	8.12+
Infection Control Guidelines.....	8.13
Inspections .....	8.14*
Facility Fire Safety Inspection.....	8.15*
Emergency Evacuation Drills.....	8.16*
Emergency Disaster.....	8.17*+
Emergency Closing of Schools.....	8.18
Security Plan.....	8.19+
Vandalism and Malicious Mischief.....	8.22
Purpose and Functions of the Transportation Program .....	8.30*+
Student Transportation .....	8.31*
Bus Routes .....	8.32
Bus Emergency Evacuation Drills and Instruction in Safety Practices.....	8.33*
Transportation Liability.....	8.34*
Exiting the School Bus.....	8.35
Transporting Students in Private Vehicles .....	8.36*
Seat Belts .....	8.37
Automotive Equipment.....	8.38
Vehicle Maintenance Program.....	8.39
General Food Service Requirements .....	8.40*+
Meal Patterns .....	8.41*
Free and Reduced Price Meals .....	8.42*
Summer Nutrition Program .....	8.44+
School Breakfast Program.....	8.45
School Construction Bids.....	8.50*

**TABLE OF CONTENTS (Continued)**

Protests of Construction Contract Bids.....	8.501
Renovations or Remodeling of Facilities.....	8.51
Change Orders.....	8.52
Improvements to School Plants and Grounds.....	8.53
Naming Facilities.....	8.54+
Conducting DOE/District On-Site FISH Validation and Review.....	8.55+
Telecommunications Plan and Electronic Communication Use.....	8.60+
Telephone Service.....	8.61
Management Information System.....	8.70+
Records Retention and Disposal.....	8.80*+

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

Parent Organizations and School Support Groups.....	9.10
Public Information.....	9.20
Use of Facilities.....	9.30*+
Advertising in Schools.....	9.40
Distribution of Literature and Materials to Students.....	9.50
Visitors.....	9.60
Relations with Governmental Authorities.....	9.70
Community Service.....	9.75+
School Concurrency.....	9.80+

**APPENDIX A - INDEX**

**RECORD OF CHANGES TO BOARD RULES**

NOTES - The following symbols are used with certain policies to indicate special information about the policy.

\* (ASTERISK) DENOTES POLICIES WHICH ARE REQUIRED BY STATUTES OR OTHER REGULATIONS.

+ (PLUS) SIGN DENOTES THAT PLANS OR OTHER DOCUMENTS MUST BE DEVELOPED.