

# WASHINGTON

## APPENDIX A

### INDEX

SUBJECT	POLICY NUMBER
---------	---------------

#### A

Absence Without Leave (see Personnel)	
Academic Acceleration.....	4.113
Accountability.....	2.26
Acquisition and Exchange of School Property (see Property of Board)	
Activities Program.....	4.40
Athletics.....	4.40, 4.71, 5.80
Band.....	4.71
Chaperones.....	4.45
Clubs & Organizations.....	4.50
Extracurricular.....	4.40, 4.71
Home Schooled Students.....	4.71
Non-School Related Travel.....	4.41
Fund Raising.....	7.40
Funds.....	7.32
Insurance.....	5.80
Public Appearances of School Groups.....	4.42
Publications.....	4.51

**APPENDIX A - INDEX (Continued)**

School Functions.....	4.44
Virtual School.....	4.71
Administration of Medicine (see Students)	
Administrative Personnel (see Personnel)	
Administrative Procedures.....	3.21
Admissions (see Students)	
Advertising in Schools (see Promotional Activities)	
Advisory Groups	
Athletics.....	5.80(1)
Parent Organizations.....	9.10
School Support Groups.....	9.10
AIDS/HIV (see Controversial Matters; Personnel)	
AIDS/HIV Guidelines (see HIV/AIDS Guidelines)	
Alcohol and Drug-Free Workplace.....	6.33
Alcohol and Drug Testing - Transportation (see Personnel)	
Alcohol and Other Mood Modifying Substances.....	3.40(6), 3.42
Allocation of Instructional Materials (see Instructional Materials)	
American Flag	
Display.....	3.60
Pledge of Allegiance.....	3.60
Annual/Vacation Leave (see Personnel)	
Appointment or Employment Requirements (see Personnel)	
Assessment of Employees (see Personnel)	

**APPENDIX A - INDEX (Continued)**

Assessment of Students (see District and State-Wide Assessment; and Students)

Assignment of Students (see Students)

Athletic Coaches (see Personnel)

Athletics (see Activities' Programs)

Attendance of Students (see Students)

Attorney (see Legal Services)

Audits..... 7.32, 7.60

Automotive Equipment (see Transportation Program)

**B**

Band (see Activities)

Bids (see Purchasing)

Bloodborne Pathogens..... 6.62

Bonded Personnel..... 7.37

Boycotts, Walk-Outs, Sit-Ins and Other Disruptive Acts (see Students)

Budget

    Audits..... 7.60

    Financial Records..... 7.20

    Preparation..... 7.10

Bus Emergency Evacuation Drills (see Transportation Program)

Bus Routes (see Transportation Program)

Bus Safety Instruction (see Transportation Program)

**APPENDIX A - INDEX (Continued)**

**C**

Calendar, School.....	3.18
Campus Disorder (see Disruptions)	
Canine, Use of.....	5.31(5)
Certification of Personnel (see Personnel)	
Challenged Materials (see Complaint Procedures/ Instructional Materials)	
Change Orders (see Purchasing)	
Chaperones (see Activities Programs)	
Charter Schools.....	3.90
Closing and Opening of Schools (see Emergencies or Opening and Closing of Schools)	
Code of Student Conduct (see Students)	
Collective Bargaining	
Agreements.....	2.24
Work Products.....	3.50
Communicable Diseases.....	5.63, 6.61, 6.62
Communications, Telecommunications.....	8.60, 8.61
Comparability and Equity (see Curriculum)	
Complaints Procedures	
Against Employees.....	6.36
Employee Grievance.....	6.35
Instructional Materials.....	4.30

**APPENDIX A - INDEX (Continued)**

Conflict of Interest in Purchasing (see Purchasing)

Construction Bids (see Purchasing)

Contracts with Agencies or other Organizations..... 2.29

Contributions

    Educational Media..... 4.22(2)(d)

    Equipment..... 8.53(1)

Controversial Matters

    AIDS/HIV..... 4.10(12)-(15)

    Human Growth & Development..... 4.10(10),(11),(15)

    Instructional Issues..... 4.10(8)

    Procedures for Challenged Materials..... 4.30

    Religion..... 4.10(9)

    Sex Education (see Human Growth & Development)

Copyrighted Materials..... 3.52

Corporal Punishment (see Students)

Criminal Activities (see Zero Tolerance; Violation of Law; Personnel-Violation of Law; Students)

Curriculum..... 4.10

    Adult Education..... 4.14

    AIDS/HIV..... 4.10(12)-(15)

    Challenged Materials..... 4.30

    Comparability and Equity..... 2.91

    Controversial Issues..... 4.10(8)

## APPENDIX A - INDEX (Continued)

Course Descriptions.....	4.10(9)
Criteria.....	4.10(1)
Dropout Prevention.....	4.13
E-Mail (see Telecommunications)	
Enhancement.....	7.30
Exceptional Student Education.....	4.12
Extracurricular Programs (see Activities Programs)	
Human Growth & Development.....	4.10(10),(11),(15)
Instructional Materials.....	4.10(16), 4.11
Internet Use (see Telecommunications)	
Program of Instruction.....	4.10(4)
Religious Materials.....	4.10(9)
Safety.....	8.10, 8.11

## D

Definition of Personnel (see Personnel)	
Detention, Search and Seizure of Students (see Students)	
Directory Information (see Students)	
Disaster Plans (see Emergencies)	
Discipline (see Students or Personnel)	
District & State-wide Assessment Program.....	4.60
Coordination.....	4.61
Security of Tests.....	4.61

**APPENDIX A - INDEX (Continued)**

Students with Disabilities..... 4.60

Discrimination (see Non-discrimination)

Dismissal of Employees (see Personnel)

Disruptions..... 3.40, 3.41

    Campus..... 3.40

Distribution of Literature & Materials to Students (see Promotional Activities)

District Certificates (see Personnel)

Dogs, Use of (see Canine)

Dozier/Eckerd (see Contracts)

Drills (see Emergencies)

Dropout Prevention..... 4.13

**E**

Early High School Graduation..... 4.117

Educational Enhancement..... 7.30

Educational Media Materials Selection (see Instructional Materials)

Effective Date for Leave, Suspension or Termination (see Personnel)

Emergencies

    Closing Schools..... 3.23, 3.22, 8.18, 8.15

    Disaster Plans..... 8.17

    Evacuation Drills..... 8.10, 8.33

Emergency Evacuation Drills (see Emergencies)

**APPENDIX A - INDEX** (Continued)

Employee Absence - Notification (see Personnel)

Employee Assistance Program (see Personnel)

Employee Evaluation (see Personnel)

Employment Contracts (see Personnel)

Employment Defined (see Personnel)

Employment of Athletic Coaches - Not Full-time Employees  
(see Personnel)

Employment of Personnel (see Personnel)

Enhancement (see Educational Enhancement)

Evacuation Drills (see Emergencies and Facilities)

Evaluation of Employees (see Personnel)

Exceptional Student Education (see Curriculum)

Expenditures

    Payment of Vouchers..... 7.50

    Payroll Procedures..... 7.51

    Travel Authorization & Reimbursement..... 7.52

Expulsion of Students (see Students)

Extracurricular Programs (see Activities' Programs)

Eye Protection Devices (see Safety)

**F**

Facilities

    Construction Bids (see Purchasing)

    Emergency Use (see Emergencies)



## APPENDIX A - INDEX (Continued)

Evacuation Drills.....	8.16
Improvements.....	8.53
Inspections.....	8.14, 8.15
Naming Facilities.....	8.54
Renovation or Remodeling.....	8.51
Use of Facilities.....	9.30
Vandalism.....	8.22
Facsimile Signature.....	7.38
Family and Medical Leave (see Personnel)	
Financial Records.....	7.20
Flag (see American Flag)	
Florida High School Athletics Association.....	4.40, 4.71, 5.80
Florida School Music Association.....	4.71
Food Service Funds (see Funds)	
Food Service Program	
Free and Reduced Price Meals.....	8.42
Funds (see Funds)	
Meal Patterns.....	8.41
Requirements.....	8.40
Free and Reduced Price Meals (see Food Services Program)	
Fund Raising for School Projects & Activities (see Activities' Program)	
Funds	
Audits.....	7.32, 7.60

**APPENDIX A - INDEX (Continued)**

Food Service.....	7.31
Hospitality.....	7.34
Internal.....	7.32
Investments.....	7.35
Petty Cash.....	7.33

**G - H**

Gifts (see Contributions)	
Governmental Authorities, Relations.....	9.70
Grievance Procedure for Personnel (see Personnel)	
Harassment.....	2.70, 6.35
Health Examinations	
Students (see Student - Admissions)	
Personnel (see Personnel - Physical Examinations)	
Health Insurance (see Personnel)	
High School Graduation, Early.....	4.117
HIV/AIDS Guidelines	
Employees.....	6.61, 6.62
Students.....	5.63
Home Education.....	4.70
Home Education Activities.....	4.71
Homework.....	4.16
Hospitality Funds (see Funds)	

**APPENDIX A - INDEX (Continued)**

Human Growth & Development..... 4.10(10),(11),(15)

**I**

Illegal Substances..... 3.40(6), 3.42

Illness/Injury-in-Line-of-Duty (see Personnel)

Improvements to School Plants & Grounds (see Facilities)

Indebtedness Created by Personnel (see Purchasing)

Infection Control Guidelines (see Risk Management)

Injuries to Students (see Students)

Inspection of Facilities (see Risk Management)

Instructional Issues (see Controversial Matters)

Instructional Materials

    Allocation..... 4.20

    Controversial Matters (see Controversial Matters)

    Copyrighted Materials..... 3.52

    Library Media Resources..... 4.22

    Media Materials..... 4.22

    Selection..... 4.22

Instructional Personnel (see Personnel)

Insurance Programs (see Risk Management)

Internal Funds (see Funds)

Inventory and Property Records (see Property of Board)

Investment of Funds (see Funds)

**APPENDIX A - INDEX (Continued)**

**J - K - L**

Jury/Witness Duty (see Personnel)

Lease and Lease - Purchase of Land (see Property of Board)

Leave of Absence (see Personnel)

Legal Name of Students (see Students)

Legal Services

Board..... 2.40

Employees..... 2.42

Superintendent..... 2.41

Lost or Stolen Property (see Property of Board)

**M - N**

Management Information Services..... 8.70

Military Leave (see Personnel)

Moment of Silence..... 3.61

Naming Facilities (see Facilities)

Nepotism (see Personnel)

Non-Degreed Instructional Personnel (see Personnel - Instruction)

Non-Discrimination

Americans with Disabilities Act..... 2.70

Harassment..... 2.70

Sexual Harassment by Employees..... 2.70

Sexual Harassment by Students..... 2.70

**APPENDIX A - INDEX (Continued)**

Student Assessment..... 4.60

Student Discipline..... 5.30, 5.31, 5.32,  
5.33, 5.34

Unlawful Discrimination Prohibited..... 2.70

Non-Instructional Personnel (see Personnel)

Non-School Related Travel..... 4.41

**O - P**

Opening and Closing of Schools (see also Emergencies)..... 3.22

Opportunity Scholarships (see Performance Grade Schools)..... 3.201

PAEC (see Contracts)

Parent Organizations & School Support Organizations (see Advisory  
Groups)

Part-time Personnel (see Personnel)

Payment of Vouchers (see Expenditures)

Payroll Procedures (see Expenditures)

Performance Grade Schools..... 3.201

Personal Leave (see Personnel)

Personnel

Absences

Notification..... 6.51

Without Leave..... 6.511

Administrative

Certification..... 6.20

## APPENDIX A - INDEX (Continued)

Contracts.....	6.18
Year of Service.....	6.13
Alcohol and Drugs.....	6.33
Alcohol and Drugs Testing - Transportation.....	6.60
Assessment (see Employee Performance)	
Athletic Coaches Certification.....	6.141
Blood-borne Pathogens.....	6.62
Bonded.....	7.37
Bus Drivers.....	6.172
Complaints Against Employees (see Complaint Procedures)	
Conflict of Interest	
Purchasing.....	7.70(1)
Deferred Retirement Option Program (DROP).....	6.531
Definition of Personnel.....	6.111
Discrimination Prohibited (see Non-Discrimination)	
Dismissal.....	6.37
Effective Date For Separation From Employment.....	6.521
Employee Assistance Program.....	6.33(4)(6)
Employee Performance Assessment.....	6.40, 6.41
Employment.....	6.10
Contracts.....	6.18
Defined.....	6.11
Probationary Status.....	6.181

## APPENDIX A - INDEX (Continued)

Requirements.....	6.17; 6.171
Grievance Procedure.....	6.35
Harassment.....	2.70
Health Care Providers.....	6.17(5)
Health Insurance Premiums.....	6.92
HIV / AIDS or Other Communicable Diseases.....	6.61, 6.62
Indebtedness Created Against a School or the Board.....	7.36
Instructional.....	6.14
Certification.....	6.20, 6.21
Contracts.....	6.18
District Certificates.....	6.21
Non-certified.....	6.142
Non-Degreed.....	6.143
Out-of-Field.....	6.22
Substitute Teachers.....	6.145
Year of Service.....	6.13
Leaves of Absence.....	6.50
Annual/Vacation.....	6.541
Application.....	6.501
Approval.....	6.502
Effective Date.....	6.521
Family & Medical.....	6.542

**APPENDIX A - INDEX (Continued)**

Illness/Injury.....	6.543
Jury/Witness.....	6.544
Military.....	6.545
Payment	
Sick (Terminal).....	6.912
Vacation (Terminal).....	6.913
Personal.....	6.546
Professional.....	6.547
Sabbatical.....	6.548
Sick.....	6.549
Nepotism.....	6.12
Paraprofessionals.....	6.144
Part-time Employees.....	6.141
Personnel Records.....	3.50, 6.90
Physical Examinations.....	6.17(5), 6.171
Political Activity.....	6.34
Probationary Status.....	6.181
Psychological and Psychiatric Examinations.....	6.171
Resignations.....	6.52
Responsibilities.....	6.31
Retirement.....	6.53
Salary Schedules.....	3.24, 6.91



**APPENDIX A - INDEX (Continued)**

Sexual Harassment Prohibited.....	2.70
Sick Leave Bank.....	6.911
Sick Leave – Family Members or Employees.....	6.915
Sick Leave Purchase.....	6.914
Staff Development.....	6.70
Staff Training.....	6.70
Substitute Teachers.....	6.145
Suspension.....	6.37
Temporary Duty.....	6.55
Terminal Pay.....	6.912
Transfers/Reassignments – Non-Instructional.....	6.182
Violation of Law.....	6.30
Petty Cash Funds (see Funds)	
Philosophy/Vision (see School District)	
Physical Examinations	
Employees (see Personnel)	
Health care Providers (see Personnel)	
Students (see Students)	
Pledge of Allegiance (see American Flag)	
Post-Secondary Vocational Programs.....	5.13
Prayer (see Moment of Silence)	
Preventative Maintenance (see Facilities)	

**APPENDIX A - INDEX (Continued)**

Principal, Responsibilities..... 2.23, 3.30, 4.40,  
4.42, 4.51, 5.34,  
5.35, 5.80, 7.32,  
8.16, 9.10, 9.20

Political Activities of Employees (see Personnel)

Professional Leave (see Personnel)

Professional Services (see Purchasing)

Promotional Activities

    Advertising in Schools..... 9.40

    Distribution of Literature & Materials to Students..... 9.50

    Extracurricular..... 4.41(3)

Property of Board

    Acquisition or Exchange..... 7.72, 7.73

    Inventory and Records..... 7.77

    Lease or Lease-Purchase..... 7.74

    Lost or Stolen..... 7.31, 7.32,  
7.76, 7.77

    Rental of Equipment..... 9.30

    Sale, Transfer or Disposal..... 7.75

    Surplus Property..... 7.72

    Use by Employees..... 7.72

    Vandalism..... 8.22

Psychological and Psychiatric Examinations (see Personnel)

Public Appearance of School Groups (see Activities' Programs)

Public Information..... 9.20

**APPENDIX A - INDEX (Continued)**

Publications, Student.....4.51

Pupil Progression Plan (See Student Progression Plan) ..... 2.25, 4.11, 4.14

Purchase of Sick Leave (see Personnel)

Purchasing

    Acquisition & Exchange of Property (see Property of Board)

    Bidding..... 3.50, 7.70, 8.50

    Bid Protest Resolution ..... 7.701, 8.501

    Conflict of Interest..... 7.70(14)

    Construction..... 8.50, 8.501

    Construction Change Orders..... 8.52

    Policies..... 7.70

    Professional Services..... 7.71

    Protests..... 7.701, 8.501

    Unauthorized Indebtedness..... 7.36

**R**

Radon (see Risk Management)

Records

    Exemptions..... 3.50

    Inspection..... 3.50

    Personnel (see Personnel)

    Public Records..... 3.50, 3.52

    Records and Reports..... 6.31

## APPENDIX A - INDEX (Continued)

Reproduction.....	3.50, 3.51
Retention & Disposal.....	8.80
Students (see Students)	
Records & Reports (see Records)	
Records of Personnel (see Personnel)	
Records of Students (see Students)	
Religious Beliefs (see Controversial Matters)	
Renovation or Remodeling of Facilities (see Facilities)	
Rental of Equipment & Facilities (see Facilities or Property of Board)	
Report Cards (see Students)	
Reporting, Child Abuse.....	2.80
Resignations of Employees (see Personnel)	
Retirement (see Personnel)	
Risk Management	
Alcohol & Drug Testing.....	6.60
Bloodborne Pathogens.....	6.62
Fire Safety.....	8.15
HIV/AIDS & Communicable Diseases.....	5.63, 6.61, 6.62
Infection Control Guidelines.....	8.13
Inspection of Facilities (see Facilities)	
Programs.....	7.80
Radon.....	8.14

**APPENDIX A - INDEX (Continued)**

Safety..... 8.10, 8.14, 8.16,  
8.19, 8.33

Toxic Substances..... 8.12

**S**

Safety (see Risk Management) and..... 8.10

Bloodborne Pathogens..... 6.62

Eye Protection..... 5.64

HIV/AIDS (see HIV/AIDS Guidelines)

Student Injuries (see Students)

Safety Belts (see Transportation Program)

Salary Schedules (see Personnel)

Sale, Transfer or Disposal of Property (see Property of Board)

Salespersons (see Soliciting)

Sanitation (see Facilities)

School Board

Adopted Plans / Handbooks..... 2.25

Advisory Councils..... 2.30

Authority..... 2.20

Board Meetings..... 2.22

Committees..... 2.27

Legal Counsel..... 2.40

Legal Advertisements..... 2.28

Officers..... 2.21

## APPENDIX A - INDEX (Continued)

Organization.....	2.21, 3.10
Participation in Organizations.....	2.50
Responsibility.....	2.20, 7.10
Rules.....	2.23
Suspension.....	3.23
School Calendar (see Calendar)	
School District	
Administrative Organization.....	3.10
Philosophy.....	1.10
Scope.....	2.10
School Functions (see Activities' Program)	
School Improvement.....	2.26
Schools-Within-A-School .....	3.11
Security	
Security Plan.....	8.19
Visitor Identification .....	3.701
Selection of Instructional Materials (see Instructional Materials)	
Selection of Professional Services (see Purchasing)	
Sex Education (see Human Growth & Development)	
Sexual Harassment Prohibited.....	2.70
Sick Leave (see Personnel)	
Sick Leave Bank (see Personnel)	

**APPENDIX A - INDEX (Continued)**

Soliciting..... 3.70

Staff Training (see Personnel)

State Assessment (see District and State-wide Assessment Program)

Student Clubs & Organizations (see Activities' Programs)

Student Publications (see Activities' Programs)

Student Transportation (see Transportation Program)

Students

    Absence (see Attendance, Illness, Code of Student Conduct)

    Academic Acceleration..... 4.113

    Activities (see Activities' Programs)

    Admissions

        First Grade..... 5.12

        Health Examinations..... 5.10, 5.11

        Kindergarten..... 5.11

        Original Entry..... 5.10

        Post-Secondary Vocational..... 5.13

    Assignment..... 5.20

    Attendance..... 5.40

    Boycotts, Walk-Outs, Sit-Ins and Other Disruptive Acts..... 5.301

    Code of Student Conduct..... 5.30, 5.31, 5.32, 5.34, 5.71

    Control..... 5.30, 5.301, 5.302, 5.303, 5.32

    Corporal Punishment..... 5.302

## APPENDIX A - INDEX (Continued)

Detention.....	5.31
Directory Information.....	5.71
Exiting the School Bus.....	8.35
Expulsion.....	5.32, 5.34
Foreign Exchange Students .....	5.13
Harassment.....	2.70
Health Examinations (see Students - Admissions)	
High School Graduation, Early.....	4.117
HIV/AIDS Guidelines.....	5.63
Illness.....	5.61
Injuries.....	5.60
Leaving School Campus.....	5.35
Legal Name.....	5.72
Medications.....	5.62
Physical Examinations (see Students - Admissions; Activities' Programs - Athletics)	
Records.....	3.50, 5.70
Report Cards.....	4.80
Search & Seizure.....	5.31
Sexual Harassment.....	2.70
Suspension from School.....	5.30, 5.303
Vandalism & Malicious Mischief.....	8.22
Vehicles.....	5.36



**APPENDIX A - INDEX (Continued)**

Zero Tolerance.....	5.32
Substitute Teachers (see Personnel)	
Summer School.....	4.17
Superintendent	
Authority.....	3.21, 8.18
Closing Schools.....	3.22, 3.23
Responsibilities.....	2.23, 3.20, 4.10, 7.10, 7.32, 8.16, 8.18, 9.20
Suspension of Board Rules.....	3.23
Surplus Property (see Property of Board)	
Suspension of Employees (see Personnel)	

**T**

Teacher Removal of Student from Class.....	5.33
Teaching Out-of-Field (see Personnel - Instructional)	
Telecommunications.....	8.61
Telephone Calls, Electronic Communications and Facsimiles.....	8.60
Telephone Service.....	8.61
Temporary Duty (see Personnel)	
Terminal Pay (see Personnel)	
Testing Program (see District & State-wide Assessment Programs)	
Tobacco Use in District Facilities.....	2.90
Toxic Substances in the Work Place (see Risk Management)	

## APPENDIX A - INDEX (Continued)

### Transportation Program

Automotive Equipment.....	8.38, 8.39
Bus Driver (see Personnel)	
Bus Emergency Evacuation Drills.....	8.33
Bus Routes.....	8.32
Bus Safety Instruction.....	8.33
Exiting the Bus.....	8.35
Purpose & Function.....	8.30
Safety Belts.....	8.37
Student Transportation.....	8.31
Transportation Handbook.....	2.25
Use of Private Vehicles for Students.....	8.36
Vehicle Maintenance.....	8.39

### Travel

Extracurricular.....	4.40, 4.41
Reimbursement.....	7.52

Travel Authorization and Reimbursement (see Expenditures or Travel)

Trespassing.....	3.40, 3.41, 3.42
------------------	------------------

## U - Z

Use of Equipment (see Property of Board)

Use of Telephones and Facsimiles (see Telephone and Facsimiles)

Vacation Leave Pay - Terminal (see Personnel)

**APPENDIX A - INDEX (Continued)**

Vandalism..... 8.22

Vehicle Maintenance (see Transportation Program)

Violation of Law on Board Property..... 3.41, 6.30

Visitors..... 3.40, 3.701, 9.60

Vocational-Technical Center

    Adding Courses / Programs..... 4.11

Volunteers..... 3.80

    Medical Personnel..... 5.80 (5)

Vouchers (see Performance Grade Schools)..... 3.201

WHVTC (see Contracts)

Weapons ..... 5.304, 8.10(4)

Year of Service for Administrative & Instructional Personnel  
    (see Personnel)

Zero Tolerance for School Related Crimes..... 5.32