

**HAY SPRINGS PUBLIC SCHOOLS
BOARD POLICY MANUAL
TABLE OF CONTENTS**

100	District Organization and Basic Commitments
100.01	Terminology Used in this Manual
101.00	Legal Status of the School District
102.00	Educational Philosophy of the District
103.00	Equal Educational Opportunity
104.00	Educational and Operational Planning
104.01	Annual School Census
200	School Board
201	Legal Status of the School Board
201.01	Board Powers and Responsibilities
201.02	Board Membership - Elections/Appointment
201.03	Qualifications
201.04	Oath of Office
201.05	Term of Office
201.06	Vacancies
201.07	Board Member Liability (Insurance)
202	School Board Member Conduct
202.01	Board Member Code of Ethics
202.02	Board Member Conflict of Interest
202.02E1	Potential Conflict of Interest Statement
202.02E2	Employment of Immediate Family Members Disclosure Statement
202.02E3	Contractual Interest Statement
203	Organization of the School Board
203.01	Board Organizational Meeting
203.02	President
203.03	Vice President
203.04	Secretary
203.05	Treasurer
203.06	Board Committees
203.08	School Board Legal Counsel
204	School Board Meetings
204.01	Regular Board Meetings
204.02	Special Board Meetings
204.03	Public Hearings

204.05	Open Meetings
204.06	Closed Sessions
204.07	Meeting Notice
204.08	Quorum
204.09	Rules of Order
204.10	Agenda
204.11	Meeting Minutes
204.12	Public Participation at Board Meetings
204.12R1	Procedures for Public Comment
205	School Board Policy Process
205.02	Policy Adoption
205.03	Policy Review and Revision
205.04	Policy Communication
205.06	Administration in the Absence of Policy
206	Board Member Services
206.01	New Board Member Orientation
206.03	Board Member Development Opportunities
206.04	Board Member Compensation and Expenses
300	Administration
301	Administrative Structure
301.01	Structure of Management
301.03	Succession of Authority to the Superintendent
301.04	Communication Channels
302	Superintendent
302.02	Superintendent Contract and Contract Nonrenewal
302.04	Superintendent Duties
302.05	Superintendent Evaluation
302.08	Superintendent Consulting/Outside Employment
304	Policy Implementation
304.03	Handbooks and Directives
400	Personnel
402	Employees and Internal Relations
402.01	Equal Opportunity Employment
402.02	Employee Orientation
402.03	Employee Conflict of Interest
402.04	Nepotism
402.05	Employee Grievances
402.06	Employee Records
402.08	Employee Travel Compensation
402.09	Recognition for Service of Employees

402.11	Credit Cards
402.13	Communications with Employees
402.15	Staff Conduct With Students
403	Employees and Outside Relations
403.01	Release of Employee Information
403.02	Child Abuse Reporting
403.02R1	Procedures for Child Abuse Investigation
403.03	Abuse of Students by School District Employees
403.05	Public Complaints about Employees
403.05R1	Procedures for Public Complaints about Employees
403.07	Employee Use of Social Networks
403.07R1	Guidelines for Employee Use of Social Networks
404	Employee Health and Well-Being
404.02	Employee Injury on the Job
404.03	Employees' Personal Security and Safety
404.04	Communicable Diseases – Employees
404.04R1	Universal Precautions Regulation
404.04E1	Hepatitis B Vaccine Information and Record
404.05	Hazardous Chemical Disclosure
404.06	Harassment by Employees
404.06R1	Employee Harassment Investigation
404.06E1	Harassment Complaint Form
404.06E2	Harassment Witness Form
404.07	Substance-Free Workplace
404.07R1	Procedures for Substance-Free Workplace
404.08	Drug and Alcohol Testing Program
404.10	Disclosure and Protection of Employee Health Information
405.00	Employee Conduct and Appearance
406	Certificated Employees - General
406.03	Certificated Employee Individual Contracts
406.04	Certificated Employee Continuing Contracts
406.06	Certificated Employee Assignment
406.08	Certificated Employee Evaluation
406.09	Certificated Employee Probationary Status/Tenure
407	Certificated Employee Compensation and Benefits
407.01	Certificated Employee Salary Schedule
407.07	Certificated Employee Negotiations
408	Certificated Employee Termination of Employment
408.02	Certificated Employee Contract Release
408.03	Certificated Employee Retirement

- 408.05 Certificated Employee Reduction in Force
- 409 Certificated Employee Professional Growth**
 - 409.01 Certificated Employee Professional Development
 - 409.02 Certificated Employee Training, Workshops, or Conferences
- 410 Certificated Employee Vacations and Leaves of Absence**
 - 410.03 Certificated Employee Family and Medical Leave
 - 410.03R1 Certificated Employee FMLA Regulations
 - 410.06 Certificated Employee Jury Duty Leave
 - 410.07 Certificated Employee Military Service Leave
- 411 Other Certified Employees**
 - 411.01 Substitute Teachers
- 412 Support Staff - General**
 - 412.05 Support Staff Assignment
 - 412.07 Support Staff Evaluation
- 413 Support Staff Compensation and Benefits**
 - 413.01 Support Staff Compensation
 - 413.02 Support Staff Wage and Overtime Compensation
 - 413.03 Support Staff Group Insurance Benefits
- 414 Support Staff Termination of Employment**
 - 414.01 Support Staff Resignation
 - 414.04 Support Staff Dismissal
- 415 Support Staff Vacations and Leaves of Absence**
 - 415.01 Support Staff Vacations, Holidays and Personal Leave
 - 415.03 Support Staff Family and Medical Leave
 - 415.03R1 Support Staff FMLA Regulations
 - 415.06 Support Staff Jury Duty Leave
 - 415.07 Support Staff Military Service Leave
- 500 Students**
 - 501.00 Objectives for Equal Educational Opportunities for Students
- 502 Student Admissions**
 - 502.01 Resident Students
 - 502.02 Nonresident Students
 - 502.02R1 Resolution Regarding Incoming Enrollment Option Students
 - 502.03 Entrance - Admissions
 - 502.05 Student Transfers In
 - 502.06 Student Transfers Out
 - 502.07 Student Re-entry to School

- 502.08 Exchange and Foreign Student Admissions
- 502.10 Assignment of New Students to Classes and Grade Levels

503 Student Attendance

- 503.01 Compulsory Attendance
- 503.02 Student Attendance Records
- 503.03 Student Absences - Excused
- 503.04 Addressing Barriers to Attendance
- 503.05 Student Release During School Hours
- 503.09 Homeless Children and Youth

504 Student Rights and Responsibilities

- 504.01 Student Due Process Rights
- 504.03 Student Conduct
- 504.03R1 Procedures for Exclusion, Suspension, Expulsion or Reassignment
- 504.04 Student Conduct on School Buses
- 504.06 Student Appearance
- 504.07 Care of School Property and Vandalism
- 504.08 Freedom of Expression
- 504.09 Student Lockers
- 504.11 Weapons
- 504.12 Regulated Devices - Beepers, Cell Phones, and Laser Pointers
- 504.14 Secret Societies or Gang Activity
- 504.15 Smoking, Drinking, or Drugs
- 504.16 Searches and Seizures
- 504.17 Questioning of Students by Outside Agencies
- 504.18 Harassment by Students
- 504.19 Student Fees
- 504.20 Bullying Prevention
- 504.21 Dating Violence Prevention
- 504.22 Student Use of Social Networks
- 504.23 Suicide Awareness

505 Student Discipline

- 505.01 Detention of Students
- 505.03 Suspension of Students
- 505.04 Expulsion of Students
- 505.05 Fines for Lost or Damaged Items
- 505.06 Corporal Punishment
- 505.07 Restraint and Seclusion

506 Student Activities

- 506.06 Student Publications
- 506.08 Student Fund Raising
- 506.10 Student Physicals for Athletics

- 507** **Student Records**
507.01 Student Records Access
507.02 Student Directory Information
- 508** **Student Health and Well-Being**
508.03 Communicable or Infectious Diseases
508.04 Student Illness or Injury at School
508.05 Emergency Plans and Drills
508.07 Custody and Parental Rights
508.12 Asthma and Allergic Reaction Protocol
508.13 Wellness and Nutrition
508.15 Concussion Awareness
508.50 Head Lice
- 509** **Other Student Related Matters**
509.01 Class or Student Group Gifts
509.02 Open Night
- 600** **Instruction**
602 **General Organization**
602.01 School Calendar
- 603** **Curriculum Development**
603.01 Curriculum Development
603.02 Curriculum Adoption
603.04 Curriculum Evaluation
- 604** **Instructional Curriculum**
604.01 Basic Instruction Program
604.04 Multicultural Education
604.05 Health Education
604.09 Teaching about Religion
604.10 Academic Freedom
604.11 Citizenship
- 605** **Alternative Programs**
605.01 Instruction at a Post-Secondary Educational Institution
605.03 Program for High Ability Learners
605.05 Religious Based Exclusion from a School Program
605.06 English as a Second Language
605.07 Dual Enrollment
605.50 Program Adaptation/Alternative Arrangements
- 606** **Instructional Materials**
606.01 Instructional Materials Selection
606.01R1 Instructional Materials Selection

- 606.02 Instructional Materials Inspection
- 606.03 Objection to Instructional Materials
- 606.03R1 Objection to Instructional Materials Procedure
- 606.03E1 Reconsideration of Instructional Materials Request Form
- 606.03E2 Sample Letter to Individual Challenging Instructional Materials
- 606.05 Media Centers
- 606.06 Acceptable Use of Computers, Technology and the Internet
- 606.06R1 Student Use of Computers, Technology and the Internet
- 606.06R2 Staff Use of Computers, Technology and the Internet
- 606.06R3 Community Use of Computers, Technology and the Internet
- 606.06E1 Internet and E-mail Access Permission Letter to Parents
- 606.06E2 Student Acceptable Use Agreement
- 606.06E3 Internet Appropriate Use Violation Notice
- 606.06E4 Staff Acceptable Use Agreement
- 606.06E5 Community Acceptable Use Agreement
- 606.08 Reproduction of Copyrighted Materials
- 606.08R1 Copyright Compliance Procedures

- 607 Instructional Arrangements**
- 607.02 School Ceremonies and Observances
- 607.05 Student Field Trips and Excursions
- 607.09 Service Animals

- 610 Testing**
- 610.01 Test or Assessment Selection
- 610.02 Test or Assessment Administration
- 610.02R1 Testing Integrity

- 611 Academic Achievement**
- 611.01 Student Progress Reports
- 611.02 Student Promotion, Retention or Acceleration
- 611.03 Student Honors and Awards
- 611.05 Grading Guidelines
- 611.07 Graduation Requirements

- 612 Special Education Services**
- 612.01 Free Appropriate Public Education
- 612.02 Full Educational Opportunity Goal
- 612.03 Childfind
- 612.04 Evaluation Procedures
- 612.05 Individualized Education Program
- 612.06 Transition of Children
- 612.07 Participation in State and District Wide Assessments
- 612.08 Least Restrictive Environment
- 612.09 Children in Nonpublic Schools
- 612.10 Procedural Safeguards

612.11	Transportation
612.12	Personnel Qualifications
612.13	Confidentiality of Personally Identifiable Information
612.14	Suspension and Expulsion Rates
612.15	Access to Instructional Materials
612.16	Over-Identification and Disproportionality
612.17	Prohibition on Mandatory Medication
700	Business Operation
701.00	Fiscal Management Goals
702	Annual Budget
702.01	Fiscal Year
702.02	Budget Planning, Preparation and Schedules
702.03	Budget Adoption Process
704	Accounting System
704.01	Deposits and Transfers
704.02	Financial Records with GASB
704.03	Inventories
704.04	Audits
704.05	Settlement of Claims
705	Revenue
705.03	Free Admissions Passes
705.04	Gifts, Grants and Bequests
705.50	Business Operations for NCLB and Other Federal Grants
705.51	Patron Bad Checks
706	Expenditure
706.01	Purchasing Procedures
706.02	Petty Cash
706.03	Bidding Procedures
706.04	Vendor Relations
706.06	Payment for Goods and Services
707	Payroll
707.01	Payroll Procedures
800	Support Services
801	Transportation
801.01	Student Transportation
801.04	Bus Safety Program
801.04R1	Safe Transportation Plan
801.04R2	Emergency Evacuation Procedures
801.05	Bus Driver Supervision

801.05R1	Safe Driving Standards
801.05E1	Driver Certification
801.06	Student Transportation for Extracurricular Activities
801.10	Transportation in Inclement Weather
801.11	School-Owned Vehicles
801.12	Student Transportation in Private Vehicles
801.50	School Bus Wages
802	School Food Services
802.01	School Food Program
802.04	Food Service Records and Reports
802.05	Free or Reduced Cost Meals Eligibility
804	Data Management
804.02	Data or Records Retention
804.03	E-mail Retention
805	Risk Management
805.01	Insurance
900	Buildings and Sites
902	Site Acquisition and Building Construction
902.02	Construction Plans and Specifications
902.04	Bids and Awards for Construction Contracts
902.04R1	Bidding Procedures
902.50	Construction Bonds
903	Maintenance, Operation and Management
903.01	Security
905	Safety Program
905.01	Facilities Inspections
905.02	Annual Emergency Safety Plan
905.06	Accident Reports
905.07	Safety Drills
905.08	School Closings and Cancellations
905.09	Eye Protective Devices
1000	Community/Educational Agency Relations
1002.00	District Annual Report
1003.0	Public Examination of District Records
1005	Public Participation in the School District
1005.01	Public Complaints
1005.03	Parental Involvement in the Schools

- 1005.03R1 Procedures for Parental Involvement
- 1005.07 Visitors to School
- 1005.08 Public Conduct on School Premises

1006 Use of District Facilities and Equipment

- 1006.01 Community Use of School District Buildings, Sites and Equipment
- 1006.02 Tobacco-Free Environment