

**HAY SPRINGS SCHOOL
POLICY REFERENCE 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
202.03	Board Self-Evaluation
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
203.07	Advisory 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
204.04	Work Sessions and Retreats

- 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 Comment at Board Meetings

205 School Board Policy Process

- 205.01 Policy Development
- 205.02 Policy Adoption
- 205.03 Policy Review and Revision
- 205.04 Policy Communication
- 205.05 Policy Suspension
- 205.06 Administration in the Absence of Policy
- 205.07 Review of Administrative Regulations

206 Board Member Services

- 206.01 New Board Member Orientation
- 206.02 Board Association Membership
- 206.03 Board Member Development Opportunities
- 206.04 Board Member Compensation and Expenses

300 Administration

- 300.01 Role of Administration

301 Administrative Structure

- 301.01 Structure of Management
- 301.02 Management Team
- 301.03 Succession of Authority to the Superintendent
- 301.04 Communication Channels

302 Superintendent

- 302.01 Superintendent Qualifications, Recruitment, Appointment
- 302.02 Superintendent Contract and Contract Nonrenewal
- 302.03 Superintendent Salary and Other Compensation
- 302.04 Superintendent Duties
- 302.05 Superintendent Evaluation
- 302.06 Superintendent Professional Development
- 302.07 Superintendent Civic Activities
- 302.08 Superintendent Consulting/Outside Employment

303 Administrative Employees

- 303.01 Administrative Positions
- 303.02 Administrator Qualifications, Recruitment, Appointment

- 303.03 Administrator Contract and Contract Nonrenewal
- 303.04 Administrator Salary and Other Compensation
- 303.05 Administrator Duties
- 303.06 Administrator Evaluation
- 303.07 Administrator Professional Development
- 303.08 Administrator Civic Activities
- 303.09 Administrator Consulting/Outside Employment

304 Policy Implementation

- 304.01 Development and Enforcement of Administrative Regulations
- 304.02 Monitoring of Administrative Regulations
- 304.03 Handbooks and Directives

- 305.00 Administrative Code of Ethics

400 Personnel

- 401.00 Guiding Principles for Employees

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
- 402.07 Transporting of Students by Employees
- 402.08 Employee Travel Compensation
- 402.09 Recognition for Service of Employees
- 402.10 Employee Political Activity
- 402.11 Credit Cards
- 402.12 Employee Involvement in Decision Making
- 402.13 Communications with Employees
- 402.14 Employee Use of District Technology
- 402.15 Staff Conduct with Students
- 402.16 Prohibition on Aiding and Abetting Sexual Abuse
- 402.17 Workplace Privacy
- 402.18 Use of District Facilities and Equipment by Employees

403 Employees and Outside Relations

- 403.01 Release of Employee Information
- 403.02 Child Abuse Reporting
- 403.03 Abuse of Students by School District Employees
- 403.04 Gifts to Employees
- 403.05 Public Complaints about Employees
- 403.06 Employee Outside Employment
- 403.07 Employee Use of Social Networks

- 403.08 Employee Fundraising
- 404 Employee Health and Well-Being**
 - 404.01 Employee Physical Examinations
 - 404.02 Employee Injury on the Job
 - 404.03 Employees' Personal Security and Safety
 - 404.04 Communicable Diseases - Employees
 - 404.05 Hazardous Chemical Disclosure
 - 404.06 Harassment by Employees
 - 404.07 Substance-Free Workplace
 - 404.08 Drug and Alcohol Testing Program
 - 404.09 Injured Employee Alternative Duty Review
 - 404.10 Disclosure and Protection of Employee Health Information
 - 404.11 Facilities for Milk Expression
- 405.00 Employee Conduct and Appearance
- 406 Certificated Employees - General**
 - 406.01 Certificated Employee Defined
 - 406.02 Certificated Employee Qualifications, Recruitment, Selection
 - 406.03 Certificated Employee Individual Contracts
 - 406.04 Certificated Employee Continuing Contracts
 - 406.05 Certificated Employee Work Days
 - 406.06 Certificated Employee Assignment
 - 406.07 Certificated Employee Transfers
 - 406.08 Certificated Employee Evaluation
 - 406.09 Certificated Employee Probationary Status/Tenure
- 407 Certificated Employee Compensation and Benefits**
 - 407.01 Certificated Employee Salary Schedule
 - 407.02 Certificated Employee Salary Schedule Advancement
 - 407.03 Certificated Employee Continued Education Credit/Credentials
 - 407.04 Certificated Employee Compensation for Extra Duty
 - 407.05 Certificated Employee Workers' Compensation
 - 407.06 Certificated Employee Tax Shelter Programs
 - 407.07 Certificated Employee Negotiations
- 408 Certificated Employee Termination of Employment**
 - 408.01 Certificated Employee Resignation
 - 408.02 Certificated Employee Contract Release
 - 408.03 Certificated Employee Retirement
 - 408.04 Certificated Employee Suspension or Termination
 - 408.05 Certificated Employee Reduction-In-Force
 - 408.06 Certificated Employee Early Retirement
- 409 Certificated Employee Professional Growth**
 - 409.01 Certificated Employee Professional Development

- 409.02 Certificated Employee Training, Workshops, or Conferences
- 409.03 Certificated Employee Mentor Teachers
- 409.04 Certificated Employee Publication or Creation of Materials
- 409.05 Certificated Employee Tutoring

- 410 Certificated Employee Vacations and Leaves of Absence**
- 410.01 Certificated Employee Vacation, Holidays and Personal Leave
- 410.02 Certificated Employee Personal Illness Leave
- 410.03 Certificated Employee Family and Medical Leave
- 410.04 Certificated Employee Bereavement Leave
- 410.05 Certificated Employee Political Leave
- 410.06 Certificated Employee Jury Duty Leave
- 410.07 Certificated Employee Military Service Leave
- 410.08 Certificated Employee Unpaid Leave

- 411 Other Certified Employees**
- 411.01 Substitute Teachers
- 411.02 Summer School Certificated Employees
- 411.03 Attendance Officer
- 411.04 Education Aide
- 411.05 Student Teachers

- 412 Support Staff - General**
- 412.01 Support Staff Defined
- 412.02 Support Staff Qualifications, Recruitment, and Selection
- 412.03 Support Staff Contracts
- 412.04 Support Staff Licensing/Certification
- 412.05 Support Staff Assignment
- 412.06 Support Staff Transfers
- 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
- 413.04 Support Staff Workers' Compensation
- 413.05 Support Staff Tax Shelter Programs

- 414 Support Staff Termination of Employment**
- 414.01 Support Staff Resignation
- 414.02 Support Staff Retirement
- 414.03 Support Staff Suspension
- 414.04 Support Staff Dismissal

- 415 Support Staff Vacations and Leaves of Absence**
- 415.01 Support Staff Vacations, Holidays and Personal Leave

415.02	Support Staff Personal Illness Leave
415.03	Support Staff Family and Medical Leave
415.04	Support Staff Bereavement Leave
415.05	Support Staff Political Leave
415.06	Support Staff Jury Duty Leave
415.07	Support Staff Military Service Leave
415.08	Support Staff Unpaid Leave
415.09	Support Staff Professional Purposes Leave
500	Students
501.00	Objectives for Equal Educational Opportunities for Students
502	Student Admissions
502.01	Resident Students
502.02	Nonresident Students
502.03	Entrance - Admissions
502.04	Attendance Center Assignment
502.05	Student Transfers In
502.06	Student Transfers Out
502.07	Student Re-entry to School
502.08	Exchange and Foreign Student Admissions
502.09	Magnet or Alternative School Admissions
502.10	Assignment of New Students to Classes and Grade Levels
502.11	Assignment of Continuing Students to Class
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
503.06	Students of Legal Age
503.07	Pregnant Students
503.08	Married Students or Students with Children
503.09	Homeless Children and Youth
504	Student Rights and Responsibilities
504.01	Student Complaints
504.02	Student Involvement in Decision Making
504.03	Student Conduct
504.04	Student Conduct on School Buses
504.05	Student Vehicles
504.06	Student Appearance
504.07	Care of School Property and Vandalism
504.08	Freedom of Expression
504.09	Student Lockers

- 504.10 Student Use of Computers
- 504.11 Weapons
- 504.12 Regulated Electronic Devices
- 504.13 Use of Metal Detectors
- 504.14 Hazing, Initiation, Secret Societies or Gang Activity
- 504.15 Smoking, Drinking, or Drugs
- 504.16 Searches, Seizures and Arrests
- 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
 - 505.02 Probation of Students
 - 505.03 Suspension and Expulsion of Students
 - 505.04 Not Used
 - 505.05 Fines for Lost or Damaged Items
 - 505.06 Corporal Punishment
 - 505.07 Restraint and Seclusion

- 506 Student Activities**
 - 506.01 Student Activity Eligibility
 - 506.02 Student Organizations
 - 506.03 Student Government
 - 506.04 Student Advisory Councils
 - 506.05 Student Member of School Board
 - 506.06 Student Publications
 - 506.07 Student Performances
 - 506.08 Student Fund Raising
 - 506.09 Student Activities Funds
 - 506.10 Student Physicals for Athletics
 - 506.11 Adding Student Extracurricular Activities

- 507 Student Records**
 - 507.01 Student Records Access
 - 507.02 Student Directory Information
 - 507.03 Student Photographs
 - 507.04 Student Library Circulation Records

- 508 Student Health and Well-Being**
 - 508.01 Student Health and Immunization Checkups
 - 508.02 Administration of Medication to Students

508.03	Communicable or Infectious Diseases
508.04	Student Illness or Injury at School
508.05	Emergency Plans and Drills
508.06	Student Insurance
508.07	Custody and Parental Rights
508.08	Student Special Health Services
508.09	Guidance and Counseling
508.10	Referral of Students to Other Agencies
508.11	Defibrillators
508.12	Asthma and Allergic Reaction Protocol
508.13	School Wellness
508.14	Latex Minimization
508.15	Concussion Awareness
508.16	Return from Pediatric Cancer
509	Other Student Related Matters
509.01	Class or Student Group Gifts
509.02	Open Night
509.03	Student and Staff Memorials
600	Instruction
601.00	Goals and Objectives
602	General Organization
602.01	School Calendar
602.02	School Day
602.03	Open or Closed Campus
603	Curriculum Development
603.01	Curriculum Development
603.02	Curriculum Adoption
603.03	Curriculum Guides and Course Outlines
603.04	Curriculum Evaluation
603.05	Pilot, Experimental or Innovative Projects
604	Instructional Curriculum
604.01	Basic Instruction Program
604.02	Summer School Instruction
604.03	Not used
604.04	Multicultural Education
604.05	Health Education
604.06	Physical Education
604.07	Career Education
604.08	Driver Education
604.09	Teaching about Religion
604.10	Academic Freedom

- 604.11 Citizenship
- 604.12 Global Education
- 604.13 Promoting Student Resilience
- 604.14 Reading Instruction and Improvement

- 605 Alternative Programs**
- 605.01 Instruction at a Post-Secondary Educational Institution
- 605.02 Individualized Instruction
- 605.03 Program for High Ability Learners
- 605.04 Not used
- 605.05 Religious Based Exclusion from a School Program
- 605.06 English as a Second Language
- 605.07 Dual Enrollment

- 606 Instructional Materials**
- 606.01 Instructional Materials Selection
- 606.02 Instructional Materials Inspection
- 606.03 Objection to Instructional Materials
- 606.04 Technology and Instructional Materials
- 606.05 Media Centers
- 606.06 Acceptable Use of Computers, Technology and the Internet
- 606.07 District Web Site
- 606.08 Reproduction of Copyrighted Materials
- 606.09 Textbook Loans To Children Enrolled In Private Schools

- 607 Instructional Arrangements**
- 607.01 Class Size - Class Grouping
- 607.02 School Ceremonies and Observances
- 607.03 Animals in the Classroom
- 607.04 Student Production of Materials and Services
- 607.05 Student Field Trips and Excursions
- 607.06 Collection of Money by Teachers
- 607.07 Planning and Record-Keeping by Teachers
- 607.08 School Volunteers
- 607.09 Service Animals

- 608 Instructional Services**
- 608.01 Student Guidance and Counseling Program
- 608.02 Student Health Services

- 609 School Improvement Plan**
- 609.01 Evaluation of Instructional Programs

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

- 611 Academic Achievement**
- 611.01 Student Progress Reports
 - 611.02 Student Promotion, Retention or Acceleration
 - 611.03 Student Honors and Awards
 - 611.04 Parent Conferences
 - 611.05 Grading Guidelines
 - 611.06 Class Rankings and Grade Point Average
 - 611.07 Graduation Requirements
 - 611.08 Early Graduation
 - 611.09 Commencement
- 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
- 703.00 Management of Capital Reserves
- 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
705.01	Local, State, Federal or Miscellaneous Revenue
705.02	Usage Fees, Admissions and Royalties
705.03	Free Admissions Passes
705.04	Gifts, Grants and Bequests
706	Expenditure
706.01	Purchasing Procedures
706.02	Petty Cash
706.03	Bidding Procedures
706.04	Vendor Relations
706.05	Purchasing on Behalf of Employees
706.06	Payment for Goods and Services
706.07	Suspension and Debarment
707	Payroll
707.01	Payroll Procedures
707.02	Salary Deductions
707.03	Expense Authorization and Reimbursement
708	Employee Benefits Administration
708.01	Insurance Program
709.00	Cash in School Buildings
716.00	ESSA Non-regulatory Business Requirements
717.00	Disposal of Property Under Federal Grants
800	Support Services
801	Transportation
801.01	Student Transportation
801.02	Special Education Student Transportation
801.03	Bus Scheduling and Routing
801.04	Bus Safety Program
801.05	Bus Driver Supervision
801.06	Student Transportation for Extracurricular Activities
801.07	Summer School Program Transportation Service
801.08	Transportation of Nonresident and Nonpublic School Students
801.09	Transportation of Nonschool Groups
801.10	Transportation in Inclement Weather
801.11	School-Owned Vehicles

801.12	Student Transportation in Private Vehicles
801.13	Use of Private Vehicles on School Business
801.14	Transportation Records
801.15	Use of Video Cameras on School Buses
802	School Food Services
802.01	School Food Program
802.02	Food Service Prices
802.04	Food Service Records and Reports
802.05	Free or Reduced Cost Meals Eligibility
802.06	Vending Machines
802.07	School Food Procurement
803	Office Services
803.01	Photocopying Services
803.02	Mail and Delivery Service
803.03	Telephone Service
803.04	FAX Service
804	Data Management
804.01	Computer and Data Security
804.02	Data or Records Retention
804.03	E-Mail Retention
805	Risk Management
805.01	Insurance
900	Buildings and Sites
901.00	Objectives of Buildings and Sites
902	Site Acquisition and Building Construction
902.01	Buildings and Sites Long Range Planning
902.02	Construction Plans and Specifications
902.03	Site Acquisition
902.04	Bids and Awards for Construction Contracts
902.05	Construction Management at Risk School Construction Alternative
902.06	Design-Build School Construction Alternative
903	Maintenance, Operation and Management
903.01	Security
903.02	Access to Buildings
903.03	Maintenance Schedule
903.04	Requests for Improvements
903.05	Not Used
903.06	Buildings and Grounds - Records and Reports
903.07	Traffic and Parking Procedures

- 903.08 Vandalism
- 903.09 Energy Conservation
- 904 Selling and Leasing**
 - 904.01 Not Used
 - 904.02 Lease, Sale or Disposal of School District Property
- 905 Safety Program**
 - 905.01 Facilities Inspections
 - 905.02 Annual Emergency Safety Plan
 - 905.03 Warning Systems
 - 905.04 Not used
 - 905.05 Hazardous Materials
 - 905.06 Accident Reports
 - 905.07 Safety Drills
 - 905.08 School Closings and Cancellations
 - 905.09 Eye Protective Devices
 - 905.10 Asbestos Control
- 1000 Community/Educational Agency Relations**
 - 1001.00 Principles and Objectives for Community Relations
 - 1002.00 District Annual Report
 - 1003.00 Public Examination of District Records
- 1004 Press, Radio and Television News Media**
 - 1004.01 Media Relations
 - 1004.02 Press Releases, Conferences and Interviews
 - 1004.03 Live Broadcast or Videotaping
 - 1004.04 Crisis Management Communications
- 1005 Public Participation in the School District**
 - 1005.01 Public Complaints
 - 1005.02 Parent Relations Goals
 - 1005.03 Parental and Family Involvement in the Schools
 - 1005.04 Community Relations Goals
 - 1005.05 Community Involvement in Decision Making
 - 1005.06 Community Resource Persons
 - 1005.07 Visitors to School
 - 1005.08 Public Conduct on School Premises
 - 1005.09 Skateboarding and Rollerblading
 - 1005.10 Distribution or Posting of Materials
 - 1005.11 Volunteers in the Schools
 - 1005.12 Title 1 Parent and Family Member Engagement
- 1006 Use of District Facilities and Equipment**
 - 1006.01 Community Use of School District Buildings, Sites and Equipment
 - 1006.02 Tobacco-Free Environment

1007.00 Education Agency Relations