

## TABLE OF CONTENTS

### SECTION:

DISTRIBUTION AND REVIEW OF POLICY MANUAL

SECTION 1: SCHOOL DISTRICT ORGANIZATION

1.10: SCHOOL DISTRICT LEGAL STATUS

1.20: DISTRICT ORGANIZATION, OPERATIONS, AND COOPERATIVE AGREEMENTS

1.30: SCHOOL DISTRICT PHILOSOPHY/MISSION AND VISION STATEMENTS

### SECTION 2: BOARD OF EDUCATION

2.10: SCHOOL DISTRICT GOVERNANCE

2.20: POWERS AND DUTIES OF THE SCHOOL BOARD

2.20E EXHIBIT-WAIVER AND MODIFICATION REQUEST PROCESS

2.30: SCHOOL BOARD DISTRICT ELECTIONS

2.40: BOARD MEMBER QUALIFICATIONS

2.50: BOARD MEMBER TERM OF OFFICE

2.60: BOARD MEMBER REMOVAL FROM OFFICE

2.70: VACANCIES ON SCHOOL BOARD-FILLING VACANCIES

2.80: BOARD MEMBER OATH AND CONDUCT

2.90: BOARD SELF-EVALUATION

2.100: BOARD MEMBER CONFLICT OF INTEREST

2.105: ETHICS AND GIFT BAN

2.110: QUALIFICATIONS, TERM, AND DUTIES OF BOARD OFFICERS

2.120: BOARD MEMBER DEVELOPMENT

2.125: BOARD MEMBER EXPENSES

2.130: BOARD-SUPERINTENDENT RELATIONSHIP

2.140: COMMUNICATIONS TO AND FROM THE BOARD

2.150: COMMITTEES

2.160: SCHOOL ATTORNEY

2.170: PROCUREMENT OF ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES

2.180: (OPEN)

2.190: MAILING LISTS FOR RECEIVING BOARD MATERIAL

2.200: TYPES OF SCHOOL BOARD MEETINGS

2.210: ORGANIZATIONAL SCHOOL BOARD MEETINGS

2.220: SCHOOL BOARD MEETING PROCEDURES

2.230: PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS AND PETITIONS TO THE BOARD

2.240: BOARD POLICY DEVELOPMENT

2.250: ACCESS TO DISTRICT'S PUBLIC RECORDS

2.260: UNIFORM GRIEVANCE PROCEDURE

SECTION 3: SCHOOL ADMINISTRATION

3.10: GOALS AND OBJECTIVES

3.20: ORGANIZATIONAL CHART

3.30: LINE AND STAFF RELATIONS

3.40: SUPERINTENDENT

3.50: ADMINISTRATIVE PERSONNEL OTHER THAN THE SUPERINTENDENT

3.60: ADMINISTRATIVE RESPONSIBILITY OF THE BUILDING PRINCIPAL

3.70: SUCCESSION OF AUTHORITY

SECTION 4: OPERATIONAL SERVICES

4.10: FISCAL AND BUSINESS MANAGEMENT

4.20: BALANCE OF FUNDS

4.30: REVENUES AND INVESTMENTS

4.40: INCURRING DEBT

4.45: INSUFFICIENT FUND CHECK

4.50: PAYMENT PROCEDURES

4.55: USE OF CREDIT AND PROCUREMENT CARDS

4.60: PURCHASES AND CONTRACTS

4.60-R: ADMINISTRATIVE PROCEDURE-PURCHASES

4.70: RESOURCE CONSERVATION

4.80: ACCOUNTING AND AUDITS

4.90: ACTIVITY FUNDS

4.100: INSURANCE MANAGEMENT

4.110: TRANSPORTATION

4.120: FOOD SERVICES

4.130: FREE AND REDUCED-PRICE FOOD SERVICES

4.140: WAIVER OF STUDENT FEES

4.150: FACILITY MANAGEMENT AND EXPANSION PROGRAMS

4.160: HAZARDOUS AND INFECTIOUS MATERIAL

4.170: SAFETY

4.180: Pandemic Preparedness

SECTION 5: PERSONNEL

5.10: GENERAL PERSONNEL-EQUAL EMPLOYMENT OPPORTUNITY  
AND MINORITY RECRUITMENT

5.20: SEXUAL HARASSMENT

5.21: SEXUAL MISCONDUCT

5.22: CHILD ABUSE

5.23: MAINTENANCE OF RECORDS

5.30: HIRING PROCESS AND CRITERIA

5.30AP:GENERAL PERSONNEL-INVESTIGATIONS

5.35: COMPENSATION POLICY

- 5.40: COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE
- 5.50: DRUG AND ALCOHOL-FREE WORKPLACE
- 5.60: EXPENSES
- 5.70: RELIGIOUS HOLIDAYS
- 5.80: COURT DUTY
- 5.90: ABUSED AND NEGLECTED CHILD REPORTING
- 5.100: STAFF DEVELOPMENT PROGRAM
- 5.110: RECOGNITION FOR SERVICE AND ATTENDANCE
- 5.120: ETHICS
- 5.130: RESPONSIBILITIES CONCERNING INTERNAL INFORMATION
- 5.140: SOLICITATIONS BY OR FROM STAFF
- 5.150: PERSONNEL RECORDS, MAINTENANCE, AND ACCESS
- 5.160: RELEASE OF CREDIT INFORMATION
- 5.170: COPYRIGHT FOR PUBLICATION OR SALE OF INSTRUCTIONAL MATERIALS AND COMPUTER PROGRAM DEVELOPED BY EMPLOYEES
- 5.180: TEMPORARY ILLNESS OR TEMPORARY INCAPACITY<sup>4</sup>
- 5.185: FAMILY AND MEDICAL LEAVE
- 5.190: TEACHER QUALIFICATIONS
- 5.200: TERMS AND CONDITIONS OF EMPLOYMENT AND DISMISSAL
- 5.210: RESIGNATIONS AND RETIREMENT
- 5.220: SUBSTITUTE TEACHERS
- 5.230: MAINTAINING STUDENT DISCIPLINE
- 5.240: SUSPENSION
- 5.250: LEAVE OF ABSENCE
- 5.260: STUDENT TEACHERS
- 5.270: EMPLOYMENT AT-WILL, COMPENSATION, AND ASSIGNMENT
- 5.280: GENERAL PERSONNEL-DUTIES AND QUALIFICATIONS
- 5.285: PERSONNEL-EDUCATIONAL SUPPORT PERSONNEL-DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE RIVERS
- 5.290: EDUCATIONAL SUPPORT PERSONNEL-EMPLOYMENT TERMINATION AND SUSPENSION
- 5.300: EDUCATIONAL SUPPORT PERSONNEL-SCHEDULES AND EMPLOYMENT YEAR
- 5.320: EDUCATIONAL SUPPORT PERSONNEL-EVALUATION
- 5.330: EDUCATIONAL SUPPORT PERSONNEL-SICK DAYS, VACATION, AND HOLIDAYS

#### SECTION 6: GOALS AND OBJECTIVES

- 6.10: EDUCATIONAL PHILOSOPHY AND OBJECTIVES
- 6.15: SCHOOL ACCOUNTABILITY
- 6.20: SCHOOL YEAR CALENDAR AND DAY
- 6.30: ORGANIZATION OF INSTRUCTION

- 6.40: CURRICULUM DEVELOPMENT
- 6.50: SCHOOL WELLNESS
- 6.60: CURRICULUM CONTENT
- 6.80: TEACHING ABOUT CONTROVESIAL ISSUES
- 6.90: KINDERGARTEN
- 6.100: USING ANIMALS IN THE EDUCATIONAL PROGRAM
- 6.110: PROGRAMS FOR STUDENTS AT RISK OF DROPPING OUT OF SCHOOL
- 6.120: EDUCATION OF CHILDREN WITH DISABILITIES
- 6.130: PROGRAM FOR THE ENRICHMENT
- 6.140: EDUCATION OF HOMELESS CHILDREN
- 6.145: MIGRANT STUDENTS
- 6.150: HOME AND HOSPITAL INSTRUCTION
- 6.160: ENGLISH LANGUAGE LEARNERS
- 6.170: TITLE I PROGRAMS
- 6.180: EXTENDED INSTRUCTIONAL PROGRAMS
- 6.190: EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES
- 6.210: INSTRUCTIONAL MATERIALS
- 6.220: INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION
- 6.230: LIBRARY RESOURCE CENTER
- 6.235: AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS
- 6.240: FIELD TRIPS
- 6.250: COMMUNITY RESOURCE PERSONS AND VOLUNTEERS
- 6.255: ASSEMBLIES AND CEREMONIES
- 6.260: COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS
- 6.270: GUIDANCE AND COUNSELING PROGRAM
- 6.280: GRADING AND PROMOTION
- 6.290: HOMEWORK
- 6.300: GRADUATION REQUIREMENTS
- 6.310: CORRESPONDENCE COURSES
- 6.320: HIGH SCHOOL CREDIT FOR PROFICIENCY
- 6.330: AWARDS AND SCHOLARSHIPS
- 6.340: STUDENT TESTING AND ASSESSMENT PROGRAM

## SECTION 7: STUDENTS

- 7.10: EQUAL EDUCATIONAL OPPORTUNITIES
- 7.15: STUDENT AND FAMILY PRIVACY RIGHTS
- 7.20: HARASSMENT OF STUDENTS PROHIBITED
- 7.30: STUDENT ASSIGNMENT AND INTRA-DISTRICT TRANSFER
- 7.40: PART-TIME ATTENDANCE BY PRIVATE AND PAROCHIAL STUDENTS
- 7.50: SCHOOL ADMISSIONS
- 7.50-R: ADMINISTRATIVE PROCEDURE-STUDENT TRANSFERS TO

AND FROM NON-DISTRICT SCHOOLS

- 7.60 RESIDENCE
- 7.70: ATTENDANCE AND TRUANCY
- 7.80: RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE
- 7.90: RELEASE DURING SCHOOL HOURS
- 7.100: HEALTH EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS
- 7.110: STUDENT TRANSFERS
- 7.120: SPECIAL EDUCATION EVALUATION
- 7.130: STUDENT RIGHTS AND RESPONSIBILITIES
- 7.140: SEARCH AND SEIZURE
- 7.150: AGENCY AND POLICE INTERROGATION
- 7.160: STUDENT APPEARANCE
- 7.170: VANDALISM
- 7.180: PREVENTING BULLYING, INTEMIDATION, AND HARRASSMENT
- 7.190: STUDENT DISCIPLINE
- 7.200: SUSPENSION PROCEDURES
- 7.210: EXPULSION PROCEDURES
- 7.220: BUS CONDUCT
- 7.230: MISCONDUCT BY STUDENTS WITH DISABILITIES
- 7.240: CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES
- 7.250: STUDENT WELFARE SERVICES
- 7.260: EXEMPTION FROM PHYSICAL ACTIVITY
- 7.270: ADMINISTERING MEDICINES TO STUDENTS
- 7.280: COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE
- 7.290: ADOLESCENT SUICIDE AWARENESS AND PREVENTION PROGRAMS
- 7.300: EXTRACURRICULAR ATHLETICS
- 7.310: PUBLICATION
- 7.320: SOLICITATIONS BY OUTSIDE ORGANIZATIONS
- 7.325: STUDENT FUND RAISING ACTIVITIES
- 7.330: STUDENT USE OF BUILDINGS-EQUAL ACCESS
- 7.340: STUDENT RECORDS
- 7.340-AP: STUDENT RECORDS

SECTION 8: SCHOOL/COMMUNITY RELATIONS

- 8.10: PUBLIC RELATIONS
- 8.20: COMMUNITY USE OF SCHOOL FACILITIES
- 8.25: COMMUNITY RELATIONS
- 8.30: VISITORS TO AND CONDUCT ON SCHOOL PROPERTY
- 8.40: SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ALTHLETICS AND EXTRACURRICULAR EVENTS
- 8.70: ACCOMMODATING INDIVIDUALS WITH DISABILITIES
- 8.80: GIFTS TO THE DISTRICT

8.90: PARENT ORGANIZATIONS

8.100: RELATIONS WITH OTHER ORGANIZATIONS AND AGENCIES

8.105: PUBLIC FUND RAISING

8.110: PUBLIC COMPLAINTS

# **Policy Manual**

## **Board of Education**

**Flora Community Unit School District #35**

**Flora, Illinois**