

**BOARD POLICY AND PROCEDURES MANUAL
TABLE OF CONTENTS**

1.0 BOARD POLICY

- 1.1 ACCEPTABLE USE POLICY
- 1.2 ANTI-DISCRIMINATION POLICY
- 1.3 CLASS SIZE
- 1.4 CONFLICT OF INTEREST AND CODE OF CONDUCT
- 1.5 CURRICULUM DEVELOPMENTS
- 1.6 DISTRIBUTION
- 1.7 EMPLOYMENT OF RELATIVES
- 1.8 EVALUATION OF EDUCATIONAL PROGRAM
- 1.9 EXTRA-CURRICULAR ACTIVITIES POLICY
- 1.10 FIELD TRIPS
- 1.11 GUIDANCE AND COUNSELING POLICY
- 1.12 HEALTH, SAFETY AND PHYSICAL EDUCATION POLICY
- 1.13 HEARING OFFICERS
- 1.14 INFLUENZA H1N1 POLICY
- 1.15 INSTRUCTIONAL MATERIALS
- 1.16 LESSON PLANS
- 1.17 PHILOSOPHY, MISSION, AND GOALS
- 1.18 PREVAILING WAGE TAX
- 1.19 PROGRAMS FOR SCHOOL AND CLASSROOM PRACTICES
- 1.20 RELIGIOUS BELIEFS AND CUSTOMS POLICY
- 1.21 SOLICITATION POLICY
- 1.22 STUDENT CLUBS ACTIVITIES POLICY
- 1.23 WHISTLEBLOWER ACT

2.0 COMMUNITY

- 2.1 CLEARANCE POLICY FOR VOLUNTEERS
- 2.2 COMMUNITY/PUBLIC COMPLAINTS POLICY

- 2.3 GOVERNMENT RELATIONS POLICY (WITH MEMO OF UNDERSTANDING)
- 2.4 PUBLIC PARTICIPATION IN BOARD MEETINGS
- 2.5 SCHOOL VISITORS POLICY

3.0 EMPLOYEES

- 3.1 ANTI-HARASSMENT
- 3.2 ANTI-SEXUAL HARASSMENT
- 3.3 ANTI-SMOKING
- 3.4 CONFLICT OF INTEREST POLICY
- 3.5 EMPLOYEE EVALUATION
- 3.6 EMPLOYEE EXPENSE REIMBURSEMENT REGULATIONS POLICY
- 3.7 EMPLOYEE FILES POLICY
- 3.8 EMPLOYEE FREEDOM OF SPEECH
- 3.9 EMPLOYEE HANDBOOK
- 3.10 EMPLOYEE HEALTH AND RETIREMENT BENEFITS
- 3.11 EMPLOYEE IPAD POLICY
- 3.12 EMPLOYEE LEAVE OF ABSENCE
- 3.13 EMPLOYEE RESPONSIBILITY FOR STUDENT WELFARE
- 3.14 EMPLOYMENT OF PERSONNEL POLICY
- 3.15 EQUAL EMPLOYMENT OPPORTUNITY POLICY
- 3.16 ESTABLISHING A POSITION POLICY
- 3.17 PROFESSIONAL EDUCATOR CODE OF CONDUCT
- 3.18 PROFESSIONAL GROWTH GUIDELINES POLICY
- 3.19 STAFFING AND HIRING POLICY

4.0 FINANCE

- 4.1 BANK ACCOUNTS POLICY
- 4.2 BUDGET AMENDMENT POLICY
- 4.3 BUDGET HEARING POLICY
- 4.4 BUDGET MONITORING
- 4.5 BUDGET PLANNING POLICY

- 4.6 BUDGET PREPARATION POLICY
- 4.7 COMMON TRUSTS POLICY
- 4.8 CREDIT CARD/DEBIT CARD POLICY
- 4.9 DISQUALIFICATION, SUSPENSION OR DEBARMENT OF BIDDERS POLICY
- 4.10 FINANCES POLICY
- 4.11 FINANCIAL REPORTING POLICY
- 4.12 GIFTS, GRANTS, DONATIONS POLICY
- 4.13 INTERNAL CONTROLS POLICY
- 4.14 INVESTMENTS POLICY
- 4.15 PAYMENT OF CLAIMS POLICY
- 4.16 PAYROLL AUTHORIZATION POLICY
- 4.17 PER PUPIL ALLOTMENT/TUITION INCOME POLICY
- 4.18 PETTY CASH POLICY
- 4.19 PUBLIC CHARTER SCHOOL AUDIT POLICY
- 4.20 PURCHASES BUDGETED POLICY
- 4.21 PURCHASES SUBJECT TO BID POLICY
- 4.22 SPECIAL PURPOSE FUNDS POLICY
- 4.23 TRAVEL EXPENSE REIMBURSEMENT POLICY
- 4.24 PROCUREMENT CARDS POLICY
- 4.25 FEDERAL FISCAL COMPLIANCE
- 4.26 INVESTMENT OF CHARTER SCHOOL FUNDS

5.0 OPERATIONS

- 5.1 BONDING POLICY
- 5.2 COPYRIGHT MATERIAL POLICY
- 5.3 EMERGENCY AND CRISIS MANAGEMENT POLICY
- 5.4 EMERGENCY EVACUATION OF SCHOOL POLICY
- 5.5 FIRE DRILL POLICY AND PROCEDURES
- 5.6 FIREWALL POLICY
- 5.7 FOOD SERVICES POLICY
- 5.8 LOCKDOWN AND SHELTER-IN-PLACE

- 5.9 OTHER INSURANCE POLICY
- 5.10 PROPERTY INSURANCE POLICY
- 5.11 RECORD RETENTION AND DESTRUCTION POLICY
- 5.12 REMOTE ACCESS AND MONITORING OF SCHOOL ISSUED TECHNOLOGY
- 5.13 SCHOOL CALENDAR
- 5.14 SCHOOL DAY
- 5.15 SUBPOENAS AND COURT ORDERS
- 5.16 EMERGENCY PREPAREDNESS POLICY
- 5.17 STUDENT/EMPLOYEE IMMIGRATION POLICY

6.0 PARENTS

- 6.1 PARENT INVOLVEMENT POLICY FOR TITLE I REQUIREMENTS

7.0 PROPERTY

- 7.1 ASBESTOS POLICY
- 7.2 DIGITAL CAMERA
- 7.3 DISPOSAL OF SURPLUS PROPERTY, OBSOLETE EQUIPMENT AND REAL ESTATE
- 7.4 PROPERTY MAINTENANCE
- 7.5 SAFETY POLICY
- 7.6 SCHOOL PROPERTY RECORDS POLICY
- 7.7 USE OF SCHOOL FACILITIES POLICY
- 7.8 WIRELESS READING DEVICE

8.0 SPECIAL EDUCATION POLICY

- 8.1 ACCESS TO INSTRUCTIONAL MATERIALS POLICY
- 8.2 ALTERNATE ASSESSMENT OF STUDENTS POLICY
- 8.3 ANNUAL NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS WITH CHILD FIND POLICY AND PUBLIC OUTREACH AWARENESS SYSTEM
- 8.4 ASSISTIVE TECHNOLOGY (AT) POLICY
- 8.5 DISCIPLINARY EXCLUSIONS OF SPECIAL EDUCATION STUDENTS POLICY

- 8.6 DISPROPORTIONALITY PREVENTION POLICY
- 8.7 DISPUTE RESOLUTION POLICY
- 8.8 ENGLISH AS SECOND LANGUAGE POLICY/BILINGUAL PROGRAM POLICY
- 8.9 ENROLLMENT POLICY – OBSOLETE – DUPLICATE – FILED AS 9.16
- 8.10 EVALUTION AND RE-EVALUATION POLICY
- 8.11 EXCEPTIONAL STUDENT RECORDS POLICY/CONFIDENTIALITY POLICY
- 8.12 EXTENDED SCHOOL YEAR (ESY) POLICY
- 8.13 FAPE
- 8.14 FERPA
- 8.15 INSTRUCTION CONDUCTED IN HOME
- 8.16 HOMELESS STUDENT POLICY)
- 8.17 INCLUSION POLICY
- 8.18 INDEPENDENT EDUCATIONAL EVALUATIONS & IEE ADMINISTRATIVE PROCEDURES
- 8.19 INDIVIDUALIZED EDUCATION PROGRAM POLICY
- 8.20 INTENSIVE INTERAGENCY APPROACH
- 8.21 LEAST RESTRICTIVE ENVIRONMENT
- 8.22 NONACADEMIC SERVICES AND SETTINGS POLICY
- 8.23 PHYSICAL EDUCATION
- 8.24 POSITIVE BEHAVIORAL SUPPORT POLICY AND PROCEDURES
- 8.25 PROGRAM OPTIONS
- 8.26 PSYCHOLOGICAL SERVICES
- 8.27 RELATED SERVICES
- 8.28 SECTION 504
- 8.29 SPECIAL EDUCATION POLICY
- 8.30 SPECIAL EDUCATION STUDENT ENROLLMENT POLICY
- 8.31 SPECIAL EDUCATION PERSONNEL TRAINING
- 8.32 STUDENTS WITH SPECIFIC LEARNING DISABILITIES POLICY
- 8.33 SURROGATE PARENT POLICY
- 8.34 SECONDARY TRANSITION SERVICES POLICY
- 8.35 TRANSITION FROM PRESCHOOL EARLY INTERVENTION PROGRAMS TO...

- 8.36 EDUCATIONAL BENEFIT REVIEW POLICY
- 8.37 PARENT TRAINING POLICY
- 8.38 PARTICIPATION BY STUDENTS WITH DISABILITIES IN HIGH SCHOOL GRADUATION CEREMONIES
- 8.39 SUMMARY OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE/PROCEDURAL SAFEGUARD REQUIREMENTS FOR GRADUATION POLICY
- 8.40 CHILD FIND NOTICE

9.0 STUDENTS

- 9.1 ADMISSION OF STUDENTS- LOTTERY PROCESS POLICY
- 9.2 AIDS/HIV INFECTION POLICY
- 9.3 ANTI-HARASSMENT POLICY
- 9.4 ANTI-SEXUAL HARASSMENT POLICY
- 9.5 ANTI-SMOKING POLICY
- 9.6 ATTENDANCE POLICY
- 9.7 ANTI-VIOLENT BEHAVIOR POLICY
- 9.8 ANTI-WEAPONS POLICY
- 9.9 CARE OF SCHOOL PROPERTY POLICY
- 9.10 CHILDREN’S INTERNET PROTECTION ACT POLICY (CIPA)
- 9.11 DISCIPLINARY EXCLUSIONS AND HEARING POLICY
- 9.12 DO NOT RESUSCITATE ORDERS POLICY
- 9.13 DRUG AND ALCOHOL ABUSE POLICY
- 9.14 ELECTRONIC DEVICES BY STUDENTS POLICY
- 9.15 *ENGLISH AS A SECOND LANGUAGE/BILINGUAL PROGRAM POLICY -*
OBSOLETE - SAME AS POLICY 8.8
- 9.16 ENROLLMENT POLICY WITH ATTACHMENT
- 9.17 GRADUATION AND DROPOUT RATE POLICY
- 9.18 *GRADUATION CEREMONY POLICY –* **OBSOLETE – UPDATED AS POLICY 8.38**
- 9.19 HEALTH EXAMINATIONS POLICY
- 9.20 HOMELESS STUDENTS POLICY – **OBSOLETE –UPDATED AS POLICY 8.16**
- 9.21 IMMUNIZATIONS

- 9.22 MANDATORY REPORTER POLICY
- 9.23 MARKING OF STUDENT PROGRESS AND ACHIEVEMENT POLICY
- 9.24 OPENING EXERCISES POLICY
- 9.25 PARENTAL RIGHTS RELATIVE TO EXCUSAL FROM INSTRUCTION ON RELIGIOUS GROUNDS AND ATTACHMENT
- 9.26 PREGNANT STUDENTS POLICY
- 9.27 PUBLIC PERFORMANCES BY STUDENTS POLICY
- 9.28 REPORTING STUDENT PROGRESS AND ACHIEVEMENT POLICY
- 9.29 SEARCHES
- 9.30 STUDENT ASSISTANCE PROGRAM
- 9.31 STUDENT ASSISTANCE PROGRAM – DRUG AND ALCOHOL POLICY
- 9.32 STUDENT ASSISTANCE PROGRAM – SUICIDE REFERRAL POLICY (INCLUDING POSTVENTION PROCEDURES WITH POSTVENTION LETTERS TO PARENTS (2 DOCS.))
- 9.33 STUDENT COMPLAINT PROCESS POLICY
- 9.34 STUDENT CONDUCT AND DISCIPLINE POLICY
- 9.35 STUDENT EXPRESSION POLICY
- 9.36 STUDENT FUND RAISING POLICY
- 9.37 *STUDENT GOVERNMENT POLICY* - OBSOLETE DUE TO MICROSOCIETY
- 9.38 STUDENT PARTICIPATION IN SCHOOL AFFAIRS POLICY
- 9.39 STUDENT PROMOTION AND RETENTION POLICY
- 9.40 STUDENT RECORDS POLICY
- 9.41 STUDENT RIGHTS POLICY
- 9.42 STUDENTS AND THE POLICE POLICY
- 9.43 SUBSTANCE ABUSE POLICY
- 9.44 TRANSFER OF RECORDS POLICY
- 9.45 WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION POLICY
- 9.46 PREGNANT AND PARENTING STUDENTS POLICY
- 9.47 TITLE IX POLICY
- 9.48 PERSONAL TECHNOLOGY DEVICE ACCEPTABLE USE POLICY
- 9.49 TRUANCY POLICY

- 9.50 EXCLUSION FROM ASSESSMENTS POLICY
- 9.51 CONCUSSION MANAGEMENT POLICY
- 9.52 CHILD ABUSE MANDATORY REPORTING POLICY

10.0 BLOODBORNE PATHOGENS

- 10.1 ACKNOWLEDGEMENT OF TRAINING
- 10.2 ATTENDANCE TRAINING RECORD
- 10.3 BLOODBORNE PATHOGENS POLICY
- 10.4 BLOODBORNE PATHOGENS DEFINITIONS
- 10.5 BLOODBORNE TRAINING OUTLINE
- 10.6 EXPOSURE INCIDENT LOG
- 10.7 EXPOSURE INCIDENT REPORT FOR HEALTHCARE PROVIDERS
- 10.8 EXPOSURE INCIDENT REPORT FOR SCHOOL RECORDS
- 10.9 INTRODUCTION TO BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN
- 10.10 LIST OF SUPPLIES AND STORAGE LOCATIONS
- 10.11 POST EXPOSURE FOLLOW-UP EVALUATION
- 10.12 SUPERVISOR AND EMPLOYEE REPORT OF ACCIDENT
- 10.13 VACCINATION CONSENT
- 10.14 VACCINATION DECLINATION

11.0 MEDICAL

- 11.1 ASTHMA MEDICATION AND EQUIPMENT
- 11.2 DIABETES AWARENESS AND MANAGEMENT
- 11.3 EDUCATION AND TRAINING OF STAFF FOR DIABETES, ASTHMA AND ALLERGIC REACTIONS
- 11.4 EPINEPHRINE AUTO INJECTOR POLICY
- 11.5 MEDICATIONS POLICY
- 11.6 SELF-MONITORING & TREATMENT FOR DIABETES AND ASTHMA
- 11.7 ADMINISTRATION OF MEDICATION/MEDICAL EQUIPMENT POLICY
- 11.8 ADMINISTRATION OF MEDICATION/MEDICAL EQUIPMENT OFF-SITE

11.9 EMERGENCY/FIRST AID CARE POLICY

11.10 NALOXONE POLICY

12. WEBSITE

12.1 ANNUAL NOTICE OF SPECIAL EDUCATION SERVICES

12.2 ANTI-BULLYING POLICY

12.3 CHILD FIND POLICY AND PUBLIC OUTREACH AWARENESS SYSTEM

12.4 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

12.5 RIGHT-TO-KNOW POLICY